



**Policy Title:**

**Policy and Procedure on Student Promotion and Awarding the MD Degree**

**Background:**

The faculty of the University of New Mexico School of Medicine (UNM SOM) is charged by the Regents of the University of New Mexico with recommending candidates for the Doctor of Medicine (MD) degree. The UNM SOM faculty, through the Curriculum Committee, sets policy for the undergraduate medical school curriculum. The Committee on Student Promotion and Evaluation (CSPE), in consultation with the Associate Dean of Students and the Associate Dean for Undergraduate Medical Education, is responsible for the evaluation of student performance in the curriculum, while the Office of Medical Student Affairs tracks and records individual student performance. This document provides students, faculty, and staff with a coherent view of the process from matriculation to graduation.

It is the responsibility of the faculty of the UNM SOM to ensure that each student recommended to the Regents for the MD degree has acquired the overall cognitive and non-cognitive professional skills, knowledge, and attitudes necessary to be a competent physician. To meet the requirements for an MD degree, the student must fulfill the basic requirements for graduation and receive satisfactory evaluations. Acceptable final grades, narrative evaluations, and ethical and professional behaviors are all considered academic requirements for the MD degree and will be considered in making promotion and graduation decisions.

The specific objective performance criteria for promotion, listed below, are absolute—they are not guidelines. Proposed exceptions to these criteria must be approved by CSPE. If a student requests an exception that is not approved by CSPE, he or she may appeal the decision according to the UNM SOM Due Process Policy and Procedure.

**Policy:****PROGRESS TOWARD THE MD DEGREE**

Most students complete the three-phase curriculum in four years. Phase I is a 23-month period consisting of curricular components covering basic science foundations, clinical reasoning, and instruction in communication and clinical skills. Most components are graded courses on the transcript, others are not transcribed but successful completion is required and minimum standard must be met for graduation.

**Phase I – 23 Curricular Components**

Class	Grade Mode	Class	Grade Mode
Health of New Mexico	GR	Doctoring 1A: Laying the Foundation	CR/NC
Clinical Morphology	CR/NC	Doctoring 1B: Stepping into Roles & Exploring Perspectives	CR/NC
Molecular Foundations of Medicine	CR/NC	Continuity Clinic 1 & 2	CR/NC
Microbiology & Immunology	CR/NC	Practical Immersion Experience	CR/NC
Concepts in Pathology & Tissue Morphology	CR/NC	Doctoring 2A: Gearing up for Clerkships	CR/NC
Hematology	CR/NC	Doctoring 2B: Equipping Your Professional Toolbox	CR/NC
Cardiovascular, Pulmonary, Renal	CR/NC	Doctoring 2C: Transitions	GR
Quantitative Medicine	CR/NC	WISE Weeks 1-3 (Wellness, Integration, Step, Education)	CR/NC
Gastrointestinal, Nutrition, Metabolism	CR/NC	USMLE Step 1	GR
Nervous Systems, Special Senses, and Behavioral Health	CR/NC		
Human Sexuality, Reproduction, Endocrinology	CR/NC		
Infectious Disease	CR/NC		
Clinical Reasoning I	CR/NC		
Clinical Reasoning II	CR/NC		
Clinical Reasoning III	CR/NC		

## Phase II – 13 Curricular Components

Class	Grade Mode	Class	Grade Mode
Family Medicine Clerkship	O, G, S, F	Doctoring 3A: Honing Your Skills and Cultivating Resilience in Clinical Practice	GR
Internal Medicine Clerkship	O, G, S, F	Doctoring 3B: Honing Your Skills and Cultivating Resilience in Clinical Practice	GR
Neurology Clerkship	O, G, S, F	Specialty Exploration Experience	GR
Obstetrics & Gynecology Clerkship	O, G, S, F	Phase II Communications Skills	GR
Psychiatry Clerkship	O, G, S, F	Phase II Clinical Skills	GR
Pediatrics Clerkship	O, G, S, F	Phase II Note-Writing Skills	GR
Surgery Clerkship	O, G, S, F		

## Phase III – 8 (Minimum) Curricular Components

Class – Required	Grade Mode	Class - Electives	Grade Mode
Doctoring 4: Comprehensive Ambulatory Care	O, G, S, F	Student Choice 1	O, G, S, F, CR/NC
Intensive Care Unit	O, G, S, F	Student Choice 2	O, G, S, F, CR/NC
Medicine in New Mexico	O, G, S, F	Student Choice 3	O, G, S, F, CR/NC
Sub-Internship	O, G, S, F	Student Choice 4	O, G, S, F, CR/NC
Mentored Scholarly Project	GR	USMLE Step 2 CK	GR

## GRADES AND NOMENCLATURE

The UNM SOM uses the following grades for describing a student's performance:

### Phase I\*

CR	=	Credit	≥ 75% for the knowledge-based portion of the course and ≥70% for peer evaluation. Meeting other requirements as defined by the course
NC	=	No Credit	< 75% for knowledge-based portion of the course or < 70% for the TBL/Peer evaluation. Not meeting other requirements as defined by the course
GR	=	Graduation Requirement	Minimum standard set for that component must be met in order to meet graduation requirements
I	=	Incomplete	
W	=	Withdraw	

\*See Phase I Handbook for more specific details on grading.

### Phase II\*

O	=	Outstanding	4.0
G	=	Good	3.0
S	=	Satisfactory	2.0
F	=	Fail	0.0
I	=	Incomplete	
CR	=	Credit	
NC	=	No Credit	
GR	=	Graduation Requirement	
W	=	Withdraw	

\* See Phase II Handbook for more specific details on grading.

#### O - OUTSTANDING

This grade represents a level of achievement well above that expected of the usual student. Very high scores on tests, unusual initiative and motivation, and clearly demonstrated excellence in performance are examples of criteria that would be used in assigning this grade.

#### G - GOOD

This grade represents performance that is better than Satisfactory but does not reach the level of Outstanding.

#### S - SATISFACTORY

This grade represents performance that meets expectations.

#### F - FAIL

This grade represents performance that is clearly below the expected standard and is unacceptable.

#### I - INCOMPLETE

According to UNM regulations, "A grade of INCOMPLETE is given only when extenuating academic or personal circumstances beyond the student's control have prevented him/her from completing the work by the official ending dates of the course." (Faculty Handbook) An INCOMPLETE is assigned when only the final examination is missed. To obtain a grade of INCOMPLETE in cases of personal illness or crisis, a student must arrange an alternate date for taking the final exam with the Associate or Assistant Dean of Students, the course director, and Assessment & Learning. If the student misses both clinical/course work and the final exam, the student will be assigned a "Withdraw" and then be rescheduled for the course with the actual dates during which they will be completing the missed activities. Extenuating circumstances that warrant an Incomplete or a Withdraw must be validated by the Associate Dean of Medical Students before the course director may grant a grade of INCOMPLETE. UNM policy mandates that all grades of INCOMPLETE be completed within one year's time, or the INCOMPLETE will automatically turn to a FAIL on the official transcript. In all other cases, incomplete work will be graded as FAIL and considered the first attempt toward course completion.

#### WITHDRAW

Students are assigned a "WITHDRAW" if they have not completed the course work by the official ending dates of the course AND the student has clinical activities that must be completed. The student will be re-registered for this course later, using exact dates the student will be participating in clinical activities, to ensure student is covered by malpractice insurance.

#### CR - CREDIT = PASS

The student has satisfactorily completed the coursework required for promotion or graduation. The minimum score to achieve CREDIT for a Phase I course is 75% for the knowledge-based portion of the course, and 70% for small-group peer evaluation as outlined in the individual course syllabi. CREDIT in some courses is determined by a combination of attendance, participation, and completion of assignments as defined by that course. The course grade has no numeric value on the transcript and is not used for calculating the student's grade point average (GPA).

#### NC - NO CREDIT = FAIL

Student has not satisfactorily completed the coursework required for promotion or graduation. This grade has no numeric value and is not used in calculating the student's grade point average (GPA).

#### RE-TEST

A RE-TEST is a second opportunity to take an examination that is comparable to the failed examination.

## REMEDIATION

REMEDIATION is a planned clinical or academic review of course content. REMEDIATION includes an attempt at assessment/examination after the content review.

In the event a student earns a grade of FAIL or NO CREDIT, the student may remediate the failed grade according to rules outlined in this policy with the approval and guidance of CSPE. This is done by repeating a phase, year, unit, block, or other required course. However, no phase, year, unit, block, or other required course may be repeated more than once. When a student successfully remediates a failed grade by passing the RE-TEST, the transcript will reflect the passing grade. However, the Medical Student Performance Evaluation (MSPE) will note that the student failed on the initial attempt.

Students must pass both the United States Medical Licensing Exam (USMLE) Step 1 and USMLE Step 2 Clinical Knowledge (CK) with not more than three attempts at each exam. Students may not take more than six calendar years to complete the requirements for the MD degree. Years or phases repeated, leaves taken for reasons of inadequate academic performance or disciplinary action, or decelerations for remediation of USMLE Steps 1 or 2, are included in the calculation of the six-year limit.

Personal and medical leaves of absence are also included in the calculation of the six-year limit. The maximum duration for a leave of absence, whether for academic enrichment, academic remediation, or personal and/or medical leave, is twelve consecutive months. Any student who requires more than twelve consecutive months or 18 cumulative months of leave is referred to CSPE for dismissal. As soon as a student cannot complete the requirements for the MD degree within the six-year limit, they are referred to CSPE for dismissal.

Students pursuing the MD/PhD or MD/MPH degrees at UNM are not held to the six-year limit. Overall time requirements for such students will be made individually with the Associate Dean of Students and either the Director of the Biomedical Sciences Graduate Program or the Director of Graduate Degrees in the Master of Public Health Degree Program and approved by CSPE. **All leave for students not in good academic standing must be approved by CSPE.**

## CLASS RANKING

Although no numerical grades are included on the transcript, the final numerical grade for each Phase I component is available only for internal records used to help determining Alpha Omega Alpha Honor Society eligibility.

**\*\*NOTE:** There will be no numerical score for Health of New Mexico, Clinical Reasoning, Doctoring, Continuity Clinic, PIE, WISE weeks or Transitions Block, and these courses will not be considered in the PHASE I average calculation. Credit in these courses is determined by a combination of attendance, participation, and completion of assignments as defined by the course. These are required blocks. **Any student who does not receive CREDIT for one or more of these courses will be referred to CSPE and will NOT be eligible for nomination or election to the Alpha Omega Alpha Honor Society.** If the student does not pass one of these blocks because of professionalism concerns, including lack of attendance and/or participation, they will **receive a "Professionalism Note of Concern" which will be placed in their desk file (see Section on Professional Conduct below).**

## REQUIREMENTS FOR PROMOTION FROM PHASE I-1 TO PHASE I-2

To be eligible for promotion to Phase I-2, a student must have successfully passed all Phase I-1 components.

## REQUIREMENTS FOR PROMOTION FROM PHASE I TO PHASE II

To be eligible for promotion to Phase II, a student must fulfill ALL the following academic promotion requirements:

1. Achieve a grade of CREDIT/PASS in all Phase I curricular units.
  - a. Students receiving a grade of NO CREDIT/FAIL in one Phase I-Year 1 (Phase I-1) or Phase I-Year 2 (Phase I-2) curricular component (see definition above) have two options:
    - 1) A single opportunity to take a RE-TEST or complete a REMEDIATION plan
    - 2) Petition CSPE to develop an alternative plan such as repeating the year
  - b. If CREDIT is not achieved on the RE-TEST or REMEDIATION, the student must petition CSPE to repeat Phase I-1 or Phase I-2. CSPE will review the student's overall academic progress and his/her individual circumstances and decide on repetition of the phase or dismissal.
  - c. If a student receives a grade of NO CREDIT/FAIL in two Phase I-1 or two Phase I-2 curricular components, the student is referred to CSPE for consideration of dismissal. The student is given the opportunity to meet with CSPE and petition to repeat Phase I-1 or Phase I-2 or be dismissed from medical school. REMEDIATION/RE-TESTs are not permitted for more than one Phase I component per academic year. The student is permitted to continue in classes within a singular Phase of the curriculum until they have met with CSPE and CSPE has rendered its decision. For example, students can continue going to Phase I-1 classes while awaiting CSPE decision on Phase I-1 curricular performance. However, students are not allowed to attend classes in the next phase until previous Phase is completely and successfully passed. For example, a student can not attend Phase I-2 courses until all of Phase I-1 courses are successfully completed.
  - d. If a student is appealing a CSPE decision at any level, the same rules apply when at the CSPE level (see section c). The student is permitted to continue in classes within a singular Phase of the curriculum until they have met with the appealing body and a decision has been rendered.
  - e. Students who receive a NO CREDIT/FAIL due to professionalism concerns may be dismissed from medical school without the opportunity for REMEDIATION.
2. Demonstrate ethical and professional standards of behavior expected of University of New Mexico students and health care providers.
3. Pass USMLE Step 1. Procedures, including deadlines and consequences for missing deadlines, and for scheduling and taking USMLE Step 1, are detailed in the Student Handbook and are strictly enforced. If, because of an unexpected delay in reporting of scores by the National Board of Medical Examiners (NBME), a student starts a Phase II clerkship and subsequently receives a failing score on USMLE Step 1, the student may finish the clerkship in which he/she is currently enrolled but may not begin any other clerkship until a passing score is documented. Students who fail USMLE Step 1 on the initial attempt are allowed only two additional attempts to pass. Time preparing for, taking the exam and awaiting results counts against the six-year limit. **Students must pass USMLE Step 1 within six months of the start of the original deadline for their class.** MD/PhD students must take and pass the USMLE Step 1 before beginning the PhD component of their studies, and MD/MPH students must take and pass the USMLE Step 1 before beginning the MPH component of their studies.

#### TEST REMEDIATION IN PHASE I:

##### INCOMPLETE

If the student does not take an examination because of approved extenuating circumstances, he/she receives a grade of INCOMPLETE. If the student receives an INCOMPLETE, he/she is allowed to complete non-clinical course requirements at a date and time that is mutually acceptable to the student and block chair. Completion of the non-clinical course requirements should be scheduled during a time when no class is in progress (i.e., an unscheduled afternoon or a weekend).

##### NO CREDIT/FAIL

RE-TESTs or other forms of REMEDIATION may be taken only in the academic phase in which the student received the grade of NO CREDIT/FAIL. All NO CREDIT/FAIL grades must

be converted to a grade of CREDIT/PASS before promotion to Phase II. (When a student successfully remediates a NO CREDIT/FAIL, the maximum percentile grade they may receive is 75%, regardless of their score on the remediation exam).

Each academic unit/course must provide one and only one opportunity for a RE-TEST/REMEDIATION to students receiving a grade of NO CREDIT/FAIL. The format of the RE-TEST/REMEDIATION is at the discretion of the responsible faculty; however, the RE-TEST/REMEDIATION must be comparable to the original evaluation. RE-TESTs for NO CREDIT/FAIL grades cannot be taken while another block is in session. Please be advised that dates for RE-TESTs are set by the Office of Assessment & Learning.

### **REMEDIATION OF A COMPONENT OF THE CURRICULUM IN PHASE I**

Any student who, at the end of Phase I-1, is unsuccessful in improving a grade by the RE-TEST and still records a grade of NO CREDIT/FAIL or INCOMPLETE, must petition CSPE for permission to repeat Phase I-1. Similarly, any student who, at the end of Phase I-2, is unsuccessful in improving the grade by the RE-TEST and still records a grade of NO CREDIT/FAIL or INCOMPLETE must petition CSPE for permission to repeat Phase I-2. CSPE will review each petition and approve or decline the request.

If the request is approved and the student repeats Phase I-1 or Phase I-2, the student's grades from all attempts will appear on the student's official transcript. Students that graduate with a cohort different from their matriculating cohort are held to the promotion requirements for their new cohort/class.

Students who have successfully repeated Phase I-1 year but then fail one Phase I-2 block and its RE-TEST or REMEDIATION OR fail two Phase I-2 blocks are not eligible to repeat Phase I-2 and will be referred to CSPE for dismissal.

In the case of a grade of NO CREDIT/FAIL for any component of Doctoring or Clinical Reasoning, the Director of the Doctoring or Clinical Reasoning course must assist CSPE in outlining an appropriate REMEDIATION for the curricular component.

When a student is referred to CSPE for dismissal, the student should continue attending all scheduled activities and assessments until they have met with CSPE and CSPE has rendered its decision, UNLESS the student has been placed on leave for professionalism issues.

### **DISMISSAL FROM PHASE I**

Students who have not met all promotion criteria despite RE-TESTs and/or REMEDIATION, OR students who will not complete all remaining degree requirements within six years, OR students whose leaves of absence exceed twelve consecutive or 18 cumulative months, OR students who have not posted a passing score on USMLE Step 1 within six months of the end of Phase I-2, are referred to CSPE for dismissal from medical school. Students who have been dismissed may appeal the dismissal to the Student Appeals Committee as described in the University of New Mexico School of Medicine's Due Process Policy and Procedure.

### **REQUIREMENTS FOR PROMOTION FROM PHASE II TO PHASE III**

To be eligible for promotion to Phase III, a student must fulfill ALL of the following promotion requirements:

1. Achieve a grade of Satisfactory or above in all seven Phase II Clerkships.
  - a. Students receiving a grade of FAIL due to clinical performance in one or more Phase II Clerkships are referred to CSPE. CSPE reviews the student's progress and individual circumstances and determines whether the student may 1) repeat the clerkship/s or 2) repeat the year or 3) be dismissed. If CSPE votes for repetition of the clerkship or repetition of the Phase, the student must improve the FAIL grade/s to SATISFACTORY. Failure to do so will result in a referral to CSPE for consideration

- of dismissal from medical school.
- b. Students who receive a grade of FAIL due to professionalism concerns may be dismissed by CSPE from medical school without the opportunity for REMEDIATION.
  - c. Students who received a grade of FAIL due to performance on the clerkship shelf exam shall follow the procedure outlined in the Phase II Student Handbook. Students must remediate all shelf exam failures before promotion to Phase III.
  - d. Students who repeat Phase II have one and only one attempt to achieve a grade of SATISFACTORY or above on each of the seven clerkships. The grades from both the first attempt and the repeated attempt will appear on the student's official transcript and will be used to calculate the GPA.
2. Receive CREDIT for Doctoring 3A/B.
  3. Receive CREDIT for the Specialty Exploration Experience.
  4. Receive credit for all elements of the Objective Structured Clinical Examination (OSCE)
  5. Demonstrate ethical and professional standards of behavior expected of University of New Mexico students and health care providers.

### **REMEDIATION OF A COMPONENT OF THE CURRICULUM IN PHASE II**

The Clerkship Director and CSPE determine the format of the RE-TEST/REMEDIATION opportunity for students achieving a grade of FAIL on a Phase II Clerkship. The format varies depending on the reason for the failure and may include a RE-TEST of the shelf exam only OR a repetition of the entire clerkship.

If only a portion of the clerkship is remediated (for example, if only the shelf exam is repeated, or if the clinical weeks requiring REMEDIATION are fewer than the overall length of clerkship and the REMEDIATION is successful) then a grade change can occur. A grade of FAIL can be made up only to SATISFACTORY (with a maximum overall grade of 2.60/4.0). See Phase II Handbook for specific details on remediating a failed shelf exam.

Any student who, at the end of Phase II, is unsuccessful in improving a grade by remediating only a portion of the clerkship and still records a grade of FAIL must petition CSPE for permission to repeat the entire Phase II year.

If the entire failed clerkship is repeated, then both grades (the FAIL from the first attempt and the new grade from the second attempt) are recorded on the student's transcript and both grades are used to calculate the GPA.

Students who receive a grade of SATISFACTORY or GOOD on the first attempt do not have the option of improving their grade.

In the case of a grade of NO CREDIT/FAIL for the Doctoring Course, the Doctoring Course Director will assist CSPE in outlining an appropriate REMEDIATION.

In the case of a grade of NO CREDIT/FAIL for the Specialty Exploration Experience (SEE), the Director of Clinical Preceptorship will assist CSPE in outlining an appropriate REMEDIATION.

### **DISMISSAL FROM PHASE II**

Students who do not meet the above promotion criteria despite RE-TESTING/REMEDIATION or students who cannot complete all remaining degree requirements within six years, or whose leaves of absence exceed twelve consecutive months or 18 cumulative months must be referred to CSPE for consideration of dismissal from medical school. Students who have been dismissed may appeal their dismissal to the Student Appeals Committee as described in the University of New Mexico School of Medicine's Due Process Policy and Procedure.

### **REQUIREMENTS TO ACHIEVE THE MD DEGREE**

To be eligible for awarding of the MD degree, a student must fulfill ALL of the following requirements:



1. Receive a Satisfactory grade or above in all Phase III rotations
  - a. Students receiving a grade of FAIL in a Phase III rotation are referred to CSPE. CSPE reviews the student's progress and individual circumstances and determines whether the student may 1) repeat the rotation (or an acceptable alternative) or 2) repeat the required course or 3) be dismissed. If CSPE votes for repetition of the rotation, the student must improve the FAIL grade/s to SATISFACTORY. Failure to do so will result in dismissal from medical school.
  - b. Students who receive a FAIL grade due to professionalism concerns may be referred to CSPE for dismissal from medical school without the opportunity for remediation.
2. Successful completion of the Mentored Scholarly Project requirement by the deadline.
3. Record a passing score on USMLE Step 2 CK before graduation. Students who fail USMLE Step 2 CK on the initial attempt are allowed only two additional attempts to pass. The time taken to prepare for the retake of USMLE Step 2 CK and to receive results counts against the six-year limit.
4. Demonstrate ethical and professional standards of behavior expected of University of New Mexico students and health care providers.

### **REMEDIATION IN PHASE III**

Any first-attempt grade of FAIL in a Phase III rotation must be converted to a grade of SATISFACTORY. The rotation director and CSPE will determine REMEDIATION. If the course is repeated, both grades will be reported on the transcript. A FAIL can only be made up to a grade of SATISFACTORY. Students who receive a grade of GOOD or SATISFACTORY on their first attempt do not have the option of improving the grade. All grades appear on the official transcript. If an equivalent course has been approved for make-up purposes, the student may only receive up to a grade of SATISFACTORY for that course.

### **DISMISSAL FROM PHASE III**

Students who have not met all promotion criteria despite RE-TEST/REMEDIATION or students who cannot complete all remaining degree requirements within six years, or students whose leaves of absence exceed twelve consecutive months, or 18 cumulative months must be referred to CSPE for dismissal from medical school. Students who have been dismissed may appeal their dismissal to the Student Appeals Committee as described in the University of New Mexico School of Medicine's Due Process Policy and Procedure.

### **PROFESSIONAL CONDUCT**

UNM SOM has professionalism codes for students, residents, and faculty. Domains of professionalism include altruism, accountability, excellence, duty, honesty and integrity, respect for others, privacy, and confidentiality. **A pattern of recurrent lapses in professionalism may result in a referral to CSPE for dismissal.** Please refer to the Phase II Handbook for specific information on professionalism during Phase II and III.

### **Examples of Professionalism Lapses**

#### **Duty / Altruism**

- Needs continual reminders about fulfilling responsibilities *to patients and other health care professionals*
- Cannot be relied on to complete tasks, misses deadlines for assignments
- Repeatedly fails to return e-mails and text messages promptly (within 48 hours in Phase I)
- Does not show up for required educational activities or is unprepared when present
- Has repeated personal conflicts that impair ability to function as member *of the health care team*

#### **Honesty and Integrity**

- Falsifies or misrepresents information *concerning lab tests, patient findings, or other information regarding patients*

- Falsifies or misrepresents own actions or behaviors

#### Respect for Others

- *Lacks empathy and is often insensitive to patients' (or families') needs, feelings, wishes; lacks rapport with patients and families*
- *Displays inadequate commitment to honoring the wishes and wants of the patient*
- *Displays prejudice towards patients, families, other health care providers based on a recognizable social group*
- *Demonstrates inability to function within a health care team*
- *Is overly critical / verbally abusive at times of stress*

#### Privacy and Confidentiality

- Repeatedly violates *patient confidentiality*

#### Accountability

- Demonstrates an illness or condition which impairs judgment or affects ongoing ability to practice medicine
- Demonstrates lack of ability to remediate deficits:
  - Does not recognize own limits of knowledge / skill
  - Does not recognize general practice limits placed on students
  - Is resistant or defensive in accepting criticism
  - Remains unaware of own inadequacies after interventions
  - Resists making changes
  - Does not accept responsibility for errors or failures

#### Process for Reporting Professionalism Concerns:

- An allegation of unprofessional behavior may be brought to the Phase I Block Chair, to the Director/Assistant Director of Assessment & Learning, or to the Phase II or III Clerkship Director by faculty, staff, resident, or another student. If, in the judgment of the Phase I Block Chair/Director of A&L/Phase II or III Clerkship Director the incident appears to represent an incident of unprofessional behavior, the incident will be discussed with the student, reviewing the concerns. The student will have the opportunity to offer comments. The Block Chair/Director of A&L/Phase II or III Clerkship Director will then submit a summary of the incident to the Office of Medical Student Affairs and to the student's Learning Communities Mentor. This [Professionalism Reporting Form \(smartsheet.com\)](https://smartsheet.com) goes into a "desk file" for the student. If no further lapses occur, it will be destroyed upon the student's graduation and no mention of this incident will be included in the Medical Student Performance Evaluation (MSPE).
- A second incident will result in another discussion with the Block Chair, Director of A&L, or Phase II/III Clerkship Director and another interview with the student. Another [Professionalism Reporting Form \(smartsheet.com\)](https://smartsheet.com) will be completed and submitted to OMSA. The Associate Dean of Students will consider meeting with the student and / or referring the student to CSPE for review.
- A third incident may result in one of the following: CSPE review, comment written in the student's MSPE reflecting areas of concern/deficiencies, consideration of academic probation or academic dismissal.
- In the case of an egregious violation of professionalism, even if it is the first incident, the matter will be referred to the Associate Dean of Students and may result in one of the following: CSPE review, comments written in the MSPE reflecting areas of concern/deficiencies, consideration of academic probation or academic dismissal.

Responsible Office:	Medical Student Affairs
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Approving Bodies:	Committee on Student Promotion & Evaluation (approved 8/13/24) Curriculum Committee (approved 7/17/24)
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