

**Policy Title: Roles and Responsibilities of the Office of Medical Student Affairs and The Committee on Student Promotions and Evaluation**

The Committee on Student Promotion and Evaluation (CSPE) consists of faculty, staff, and students who monitor the progress of students through the curriculum, promotes students at each successive stage of the curriculum, and handles students with academic difficulty, as defined by the Promotions Policy. Adverse and disciplinary actions are a function of CSPE.

The Office of Medical Student Affairs (OMSA), including the Associate and Assistant Dean of Students, as well as the Enrollment Services Manager, and staff, provide and coordinate counseling and advisement services for students of the University of New Mexico School of Medicine. OMSA is responsible for approving student rotations and assigning credit, and for assigning mentors to every incoming first year student.

**OMSA Scope of Work**

The primary purpose of OMSA is to counsel and advise students, particularly those experiencing academic or personal difficulty that impacts on their academic progress. OMSA will monitor the progress of and counseling and advisement of students and report to CSPE unresolved issues and those requiring discussion/imposition of adverse/corrective action.

- *Tracking students with academic difficulty*
  - o Prepare and maintain a list of students with academic difficulty. The Associate and Assistant Deans of Students review this list monthly with the Student Support and Success team.
  - o Notify the student's Learning Communities mentor about the student's academic or personal issues. The following includes, but is not limited to, events which trigger an OMSA offer for assistance to students.
    - Failing grade in any course or clerkship or elective
    - Failing grade in any component of the curriculum
    - Failing score on USMLE Step 1, Step 2 CK, or Step 2 CS
    - Passing course grades but marginal to low performance on the subject or block exam
    - Professionalism concerns
    - Enforced Leave of Absence or Academic Leave of Absence
  - o Communicate with and provide support for Learning Communities mentors
- *Preparation of report of overdue grades or unreported grades*
  - o The enrollment services manager prepares this report after e-mail requests and phone calls do not result in completion in a timely fashion (six weeks after the end of the block, educational module, or clerkship).
- *Leave requests*
  - o Develop procedures for requesting leave
  - o Keep track of leave status
  - o Approve/deny leave requests
- *Scheduling Phase I, II, and III*
  - o Develop procedures for creating Phase II and Phase III schedules (start and stop dates) in collaboration with Assessment and Learning and the Clerkship Directors
  - o Develop procedures for students to make special requests, including taking classes/courses/rotations out of phase

- The Associate and Assistant Deans of Students in consultation to determine approval/denial of individual student requests
- *Review and approve / deny requests to “Walk at Convocation”*
- *Revisions to Promotions Policy /Due Process Policy*
  - Periodically review the Promotions Policy and the Due Process Policy
  - Present changes to the Curriculum Committee and the SOM faculty for approval
- *USMLE Step 1 deadline*
  - Set the deadline for taking USMLE Step 1 required for promotion to Phase II
- *Senior Awards*
  - Recruit an ad hoc committee of faculty each fall for determination of winners of select senior awards

### **CSPE Scope of Work**

- The primary purpose of the committee is to make promotions decisions—Phase I to Phase II, Phase II to Phase III, and conferring of the MD degree—and to manage adverse actions. Actions that fall under the purview of CSPE include promotions approvals and imposition of adverse/corrective actions in the event of academic difficulty.
- *Promotions approvals*
  - Approval of promotion of students from Phase I to Phase II, ensuring that all requirements are met
  - Approval of promotion of students from Phase II to Phase III, ensuring that all requirements are met
  - Approval of conferring the MD degree, ensuring that all requirements are met
- *Corrective actions (see Due Process Policy in the Student Handbook for descriptions)*
  - Imposition of educational prescriptions
- *Emergency actions (see Due Process Policy in the Student Handbook for descriptions)*
  - Imposition of emergency suspension
  - Imposition of temporary enforced leave of absence
- *Adverse actions (see Due Process Policy in the Student Handbook for descriptions)*
  - Imposition of an academic leave of absence
  - Repetition of a block, component, or Phase
  - Dismissal from medical school