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| <b>Student Eligibility for<br/>Special Programs</b> | <b>No. 007a</b>       |
|   | <b>Date: 07/26/12</b> |
|   | <b>Rev. 4.0</b>       |
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### **1.0 Purpose and Background**

To ensure the successful completion of medical school and “Special Programs” by students at the University of Nevada School of Medicine.

This policy is being set due to the rapid expansion of learning options for medical students relating to dual degree and scholarly concentration programs.

### **2.0 Revision History**

| Date     | Revision Number | Modification               |
|----------|-----------------|----------------------------|
| 06-05-09 | 1.0             | New Document               |
| 06-23-09 | 2.0             | Following Year 1-2 Meeting |
| 07-11-12 | 3.0             | SQ to SC conversion        |
| 07-26-12 | 4.0             | Approved by MESC           |

### **3.0 Persons affected**

- 3.1 Medical students
- 3.2 Faculty
- 3.3 Block/Course, Clerkship, Electives, and Scholarly Concentrations Coordinators
- 3.4 University of Nevada Reno Graduate Program Directors and course faculty
- 3.5 UNSOM and UNR staff who generate student schedules and course registration
- 3.6 Affiliates at other universities

### **4.0 Policy**

- 4.0.1 Students will not be considered for application to “Special Programs” until they have successfully completed the first semester of medical school.
- 4.1 It is the policy at the UNSOM that any student who is seeking entry into a “Special Program,”
  - 4.2.1 must be in “good academic standing” as defined by the Office of Admissions and Student Affairs (ASA) [i.e. not on academic probation] and
  - 4.2.2 must be recommended by consensus of the members of the Block/Course or Clerkship Coordinators’ Committees (as appropriate) and approved by the Student Promotion and Conduct Committee (SPCC).
- 4.3 The Graduate Program Directors and the Scholarly Concentration Coordinators retain the right to deny a student access to their respective programs.
- 4.4 The student must maintain the status of “good academic standing” in order to commence or continue in a “Special Program.”

### **5.0 Definitions**

- 5.1 “Special Programs” are defined as:
  - 5.1.1 dual degree programs such as the MD-PhD, MD-MPH, and MD-MBA degrees; and

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5.1.2 the UNSOM Scholarly Concentration (SC). The SC programs require a minimum of 320 hours of discipline-specific work and additional program requirements approved by the Medical Education Steering Committee.

## **6.0 Responsibilities**

- 6.1 It is the student's responsibility to notify
  - 6.1.1 the Office of Medical Education,
  - 6.1.2 the Office of Admissions and Student Affairs, and
  - 6.1.3 the Graduate Program Director or Scholarly Concentration Coordinator to convey their interest in participating in the "Special Program."
- 6.2 It is the student's responsibility to
  - 6.2.1 fill out the necessary paperwork for application/admission to the graduate program, including financial aid application documents, or
  - 6.2.2 meet with the Scholarly Concentration Coordinator to lay out a plan for accomplishing the requirements of that program.
- 6.3 It is the responsibility of the Block/Course or Clerkship Coordinators' Committee members to recommend students eligible for the "Special Programs" to the Student Promotion and Conduct Committee (SPCC) for their approval.
- 6.4 It is the responsibility of the Student Promotion and Conduct Committee (SPCC) to approve student participation in a "Special Program" as well as notify a student that they are ineligible to continue participation in the "Special Program."

## **7.0 Procedures**

- 7.1 The student may procure a letter of "good academic standing" from the Coordinator of Medical School Records and Registration with ASA.
- 7.2 The Block/Course or Clerkship Coordinators' Committee Chair will notify the SPCC concerning their student recommendations.
- 7.3 The Student Promotion and Conduct Committee will notify the student of his/her program approval and/or a change in eligibility status following determination of such status (i.e. the student is officially placed on or removed from probation).