



STUDENT HANDBOOK

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SECTION 1: INTRODUCTION AND MISSION

The Student Handbook is the official document of policies, procedures, and resources of the University of Nevada, Las Vegas (UNLV) School of Medicine for medical students. This Student Handbook is a reference for medical students and others seeking information concerning the formal administrative policies, rules and regulations of UNLV School of Medicine.

All students are responsible for familiarity with the contents of the Student Handbook. Updates will be continuous throughout the year and the medical school may change policies, procedures, programs and other information as circumstances require. Current policies, procedures, and standards in the Handbook will apply to all current students, regardless of class year. The most recently approved policies, procedures and standards will be followed.

Nothing in this document constitutes a contract or creates a contractual obligation on the part of UNLV School of Medicine. The school reserves the right to interpret and apply its policies and procedures, and to deviate from these guidelines, as appropriate in the particular circumstances and in accordance with the mission and goals of UNLV School of Medicine.

Every student enrolled at UNLV SOM is accountable for reading, understanding and abiding by the policies and procedures set forth in the Student Handbook, as well as the general rules and regulations of the University as set forth by UNLV.

The Student Handbook is available online.

VISION AND MISSION

The School of Medicine will create a world-class center of excellence and innovation for medical education, patient care, and research that prepares Nevada's physicians with the most advanced knowledge, treatments, and technologies while serving the healthcare needs of our diverse urban community.

GUIDING PRINCIPLES

- Selecting and educating students who will stay or return to Nevada to practice medicine and / or teach.
- Selecting and educating a diverse student body that will understand and value all cultural aspects of medicine.
- Teaching and demonstrating to students the special needs and health care issues of an urban population that includes a large youth demographic, an increasing number of retirees and is host to approximately 40 million visitors annually.
- Teaching students through problem- and team-based learning so students understand how to address medical issues with best practices -- educational space will be organized so interdisciplinary teams work and study together.
- Educating students thoroughly in history taking and physical examination coupled with use of genomic information and advanced technology.

DIVERSITY

UNLV reaffirms its commitment to equality of educational and employment opportunity in its relationships with all members of the university community and its commitment to the elimination of any documented historical and continuing underutilization of women and minorities among the students, faculty, and staff. UNLV School of Medicine is committed to this program and is aware that with its implementation, positive benefits will be received from the greater utilization and development of previously underutilized human resources.

The University of Nevada, Las Vegas (UNLV) is committed to and will provide equality of educational and employment opportunity for all persons regardless of race, sex, age, color, national origin, ethnicity, creed, religion, disability, sexual orientation, gender, marital status, pregnancy, veteran status, or political affiliation — except where sex, age, or ability represent bona fide educational or employment qualifications or where marital or veteran status are statutorily defined eligibility criteria for federal or state benefit programs. Further, the university seeks to promote campus diversity by enrolling and employing a larger number of minorities and women where these groups have historically been and continue to be under-represented within the university in relation to availability and may extend preference in initial employment to such individuals among substantially equally qualified candidates, as well as to veterans, Nevada residents, and current state employees seeking promotion.

ADMINISTRATIVE OFFICES

Office of the Dean

The Dean's Office, under the leadership of the Dean of the School of Medicine, oversees all aspects and issues related to medical education.

Academic Affairs and Education

The Office of Academic Affairs and Education guides and oversees all aspects of medical student education. The Vice Dean for Academic Affairs and Education is the chief academic officer for the UNLV School of Medicine.

Student Affairs and Admissions

The Office of Student Affairs and Admissions is the primary point of contact and information for medical students. Faculty and staff are focused on supporting and assisting medical students throughout their medical education program at UNLV School of Medicine. The Office is under the direction of the Senior Associate Dean for Student Affairs and Admissions. Activities include student wellness, financial aid, course registration, counseling, career exploration and advising, mentoring, professional development and residency application assistance.

Education and Curriculum

Under the leadership of the Vice Dean for Academic Affairs and Education, the Office of Academic Affairs oversees and coordinates all aspects of medical education for medical students, including scheduling, evaluations, curriculum management, and the Liaison Committee on Medical Education (LCME).

Diversity and Inclusion

This division, reporting directly to the Dean, leads school-wide programs and initiatives to recruitment and grow a diverse group of students, faculty, and staff to serve the health care and educational needs of Las Vegas.

A complete listing of administrative leadership, faculty and staff names, organization charts, and contact information is available online.

ACCREDITATION

The UNLV School of Medicine receives accreditation from the Liaison Committee on Medical Education (LCME). They oversee and monitor accreditation for all allopathic (MD) medical schools in the U.S. and Canada. The UNLV School of Medicine achieved Preliminary accreditation in October 2016, followed by Provisional accreditation in 2020. The full accreditation site visit is planned for October 2020. The School expects a decision by February 2021.

SECTION 2: CURRICULUM, SCHEDULES, DEGREE PROGRAMS

ACADEMIC CURRICULUM

The curriculum of the School of Medicine is comprised of three Phases:

Foundations Phase (18 Months)

Emergency Response & Population Health Experiences: Students will receive training as Emergency Medical Technicians and complete service-learning opportunities for the study of population health in communities throughout the Las Vegas Valley.

Problem-Based Learning: The Foundations Phase will utilize small group problem-based learning in which basic science and clinical science material will be presented in a patient-centered format facilitating the development of a well-rounded knowledge base as well as clinical reasoning abilities. Problem-based Learning sessions will be complemented by “Resource Sessions” that provide additional opportunities for expanded learning of core concepts.

Longitudinal Threads

Several curricular components continue throughout the Foundations Phase of the curriculum:

- **Analytics in Medicine (AIM):** The purpose of AIM is to foster the development of the tools necessary for modern physicians to effectively and efficiently navigate the variety and volume of information available and to use that information to improve decision-making processes, healthcare delivery, and patient care. Under the guidance of AIM faculty leaders, students develop skills in analyzing a variety of data sources, solving tough ethical questions, and interpreting and applying evidence to patient care.
- **Foundations of Clinical Practice (FCP):** Students develop and apply patient interviewing and physical exam techniques, including patient history-taking and physical diagnosis skills, in preparation for clinical encounters that require diagnostic reasoning and the formation of strong doctor-patient relationships. Students cultivate a comprehensive understanding of the active role of a physician in a clinical setting, and are exposed to concepts and forms of alternative and integrative medicine.
- **Nevada Community Service (NCS):** Service-learning experiences where students collaborate with a community service organization of their choice and, under the guidance of the Director of Community Engagement and their respective community mentor, address health care concerns and/or social issues present in the Las Vegas valley. Community-based field experiences are impactful and meaningful, and foster the knowledge, skills, and competencies necessary to promote community improvements and access to care. Optional summer research experiences follow the first-year of medical study. During the Career Exploration and Scholarship Phase, students complete a one-month rotation in a community site selected with the advice and guidance of the Associate Dean for Community Engagement.

Clerkship Phase (12 Months)

Longitudinal Integrated Clerkships: Comprehensive, patient- and learner-centered care in varied clinical settings across seven core specialties: internal medicine, family medicine, neurology, obstetrics & gynecology, psychiatry, and surgery. Following a clerkship orientation and simulation week that includes review of fundamental clinical

skills and working in the electronic health records' system (EPIC), among other skill labs, rotations occur in both inpatient and outpatient settings, as well as incorporate time for self-directed learning and exploration of other specialties.

Career Exploration and Scholarship Phase (14 months)

- Required Sub-internship and/or Intensive Critical Care (ICU) rotation: Students will complete a required sub-internship or ICU experience where they will function as advanced learners responsible for day-to-day supervised management of patients on inpatient wards.
- Nevada Community Medicine: Students will complete a one-month rotation in a community site within the state of Nevada.
- Electives: Students will have the opportunity to complete at least four months of elective rotations, selected by students with the advice and under the guidance of their clinical/Pathways advisor.
- Capstone: Provides students with the important skills and information needed to successfully navigate the transition to residency training. Hands-on and procedural training is included to meet the evolving requirements of residency.
- Vacation and Interview Months: Three months are available for vacation and residency interviews. During "Interview Season" (November, December, January) students are not permitted to schedule required Sub-I, ICU, or Nevada Community Medicine rotations

CAMPUS AND FACILITIES

Medical students are based on the UNLV Shadow Lane Campus, located at 1001 Shadow Lane, near University Medical Center, the medical school's partner teaching hospital. Facilities here include: classrooms, virtual anatomy lab, information commons/library, student lounge, small group study rooms and a wellness room.

Faculty and student support staff have daily office hours at the Shadow Lane Campus, Building B., Suite 260A.

Administrative offices for the School of Medicine are located at 2040 W. Charleston Blvd., Floors 3, 4, 5. The UNLV Health Sciences Library is also at this location on the 5th floor.

SECTION 3: RESOURCES AND PARTNERSHIPS

MEDICAL COMMUNITY PARTNERSHIPS

UNLV works collaboratively with existing Las Vegas institutions to establish our city as a world-class medical destination providing the highest levels of clinical care. Additionally, partnering with physicians and hospitals in the community to educate medical students, medical residents, and fellows is essential to the future ability of Las Vegas to keep physician graduates practicing in Nevada. Medical school's partners include:

- [University Medical Center](#)
- [Sunrise Hospital](#)
- [Veterans Administration Medical Center](#)

Community Service Agencies and Organizations

UNLV School of Medicine has established partnerships with a broad spectrum of community-based organizations, including those providing social services, medical/behavioral services, government-based agencies, and faith-based services. A complete and current listing of community partners is available online

HEALTH-SCIENCES LIBRARY (INFORMATION COMMONS)

University Libraries' new Health Sciences Library is designed to support the School of Medicine and all other health sciences faculty, staff and students located on the evolving health sciences campus. The Health Sciences Library incorporates cutting edge technology while remaining high-touch as a partner in student learning and in support of research.

The Health Sciences Library is designed so that all health sciences students can study in teams and for members of the Southern Nevada health sciences community to use as a resource. Library faculty are partners in student learning, embedded to support evidence-based, interdisciplinary discovery of the latest research information.

Physical learning spaces incorporate multimedia, data and GIS capability for research and for the creation of new knowledge. The library's collection is delivered in electronic formats so that users may access materials at any time and across multiple platforms and devices. The library collects and captures scholarly papers, research, and conference proceedings created by faculty and scholars. These documents are stored in an institutional repository, which serves as a showcase for all to discover and use the works authored by the School of Medicine community.

The Health Sciences Librarian team provides reference, instruction, research assistance, and consultations. The Undergraduate Medical Education (UME) Librarian is the dedicated faculty member for the undergraduate medical students. Please visit the Health Sciences Library online.

SECTION 4: COSTS, FINANCIAL AID, RESIDENCY

TUITION AND FEES

All student charges and explanation of fees, along with the total cost of attendance for the academic year can be found online at: <https://www.unlv.edu/medicine/student-financial-services>

Refund Policy:

Withdrawal prior to the first week of classes	100% refund of tuition and fees
Withdrawal after the first week of classes, but prior to the seventh week of classes	50% refund of tuition only
Withdrawal after the seventh week of classes	No refund of tuition or fees

**Note that students with financial aid may be required to return/repay award amounts based on the withdrawal date. A student must complete 60% of the semester in order to retain federal student aid, anything less will be prorated and must be paid back to the Department of Education federal loan program.*

In the case of a withdrawal, the student's insurance coverage works as follows:

- Health insurance is billed up front for the entire year and is not refunded if a student withdraws. A student will continue to be covered by school sponsored health insurance until the end of the policy year (July 1 - June 30) if he/she withdraws from the university.
- Disability insurance is incorporated into an administrative fee students pay each semester. Students are automatically enrolled but coverage ends immediately upon withdrawal as the policy requires a student to be enrolled full-time. There is not a direct refund of this earmark should a student withdraw as it would be encompassed by the standard refund policy listed above.

FINANCIAL AID POLICIES

Determination of Residency Status

Determination of residency status and procedures is based upon Nevada System of Higher Education (NSHE) and UNLV policies and procedures. Each student will be classified as either a Nevada resident or a non-resident for the purposes of tuition. Non-resident students will be charged non-resident tuition. Fees remain the same for both Nevada and non-Nevada residents.

It is the student's responsibility to provide accurate information for the medical school to determine residency status. Questions or concerns regarding residency status must be raised in a timely manner. Complete information and instructions are available online. <https://www.unlv.edu/graduatecollege/residency>

Medical students are eligible to apply for residency reclassification after the first year of medical school. Complete information and deadlines are available online. Eligibility for residency reclassification will be based upon Nevada System of Higher Education (NSHE) policies and regulations governing residency determination for tuition purposes found in the [Board of Regents Handbook](#).

Eligibility for Medical Student Financial Aid

Students interested in financial aid, including loans and scholarships and/or grants, and/or VA educational benefits will have opportunities to apply to each according to the guidelines set by the various awarding agencies.

- Federal Financial Aid: <https://studentaid.ed.gov/sa/eligibility>
 - Direct Stafford (Unsubsidized)
 - Graduate PLUS
- School of Medicine Scholarship: As determined each application year by the Scholarship Committee
- VA benefits: <https://www.unlv.edu/veterans>
- NSHE Grant In Aid (employees/dependents): <https://www.unlv.edu/hr/benefits/education>
- Private Loans: <https://students-residents.aamc.org/financial-aid/article/federal-vs-private-education-loans/>
Students must meet academic and code of conduct policies to receive and maintain aid eligibility.

Debt Management

- Students who are borrowing must meet with the Director of Student Financial Services in the fall semester of each year for one-on-one counseling. Students who would like additional advising, or who are not borrowing but wish to get financial counseling, are welcome to meet with the Director at any time.
- Students are also encouraged to utilize the AAMC FIRST website for all of their medical school debt management and financial planning needs. Resources are free. For more information visit: <https://students-residents.aamc.org/financial-aid/>
- Financial literacy programming is also available through the Office of Student Financial Services.

Satisfactory Academic Progress for Medical Student Financial Aid

Students receiving financial aid, including loans and scholarships and/or grants, and/or VA educational benefits, are expected to make reasonable academic progress toward completion of the MD degree as a condition to receive federal, select state, or UNLV financial aid programs. In addition, all students eligible for VA educational benefits are required to submit transcripts from all prior post-secondary training or coursework for evaluation.

Medical students are responsible for maintaining eligibility for financial aid. Medical students, as professional students, have different financial aid rules than undergraduate students. Students are encouraged to meet with the Director of Financial Aid to discuss their questions or concerns.

Requirements:

Federal regulations require three measurements to determine Satisfactory Academic Progress (SAP). These include qualitative, quantitative, and timeframe:

- Qualitative: The Financial Aid Office follows the UNLV School of Medicine's Student Progress Committee academic review policy, which is established for all medical students, regardless of financial aid status. See Section 7.
- Quantitative: Students must have academic standing consistent with the UNLV School of Medicine's curriculum and graduation requirements to maintain continued eligibility for financial aid. Students must successfully complete the requirements in Phases 1, 2, and 3. See Section 7. The medical school does not compute GPA. Students must achieve the minimum grade of PASS (P), which indicates satisfactory

completion of all requirements in each course or rotation.

- Timeframe: The maximum timeframe a medical student has to complete the MD degree is six years

Review

Satisfactory academic progress will be monitored at the end of each academic year of the medical school curriculum, and upon completion of each curriculum phase. Review of a student's status will be in collaboration with the Senior Associate Dean for Student Affairs and Admissions or designee after the medical Student Progress Committee has reviewed the academic progress of all students. The Senior Associate Dean for Student Affairs and Admissions and the Director of Financial Aid will meet with each student who is determined to have not met these requirements.

A student who does not maintain their academic progress as determined by the Medical Student Progress Committee will receive a written notice from the committee outlining the remediation requirements, and methods for successful completion of remediation and possible consequences of committee action, which could result in probation, suspension or dismissal from the program.

Students who fail to meet the required financial aid satisfactory academic progress will be ineligible for continued financial aid funding beginning with the academic term immediately following the term in which the satisfactory academic progress requirements were not met. The Office of Student Affairs will notify the student in writing of their aid suspension status and the appeal process for possible reinstatement.

The UNLV School of Medicine Office of Student Affairs and the Registrar is responsible for monitoring student academic progress for medical students.

Repeating Coursework or an Entire Year: Students may receive financial aid funding for the repeat of a failing grade or withdrawal of any class or classes as long as active enrollment is posted. Repeating the same course may only be funded one additional time. Every attempt of a repeated course counts as an attempt towards completion but it only counts once as completed. Funding will be provided only once for the repeat of the same academic year.

Leaves of Absence: Students who are approved for a leave of absence will not be eligible to receive financial aid during the dates of leave. The Office of Student Affairs and the Registrar will be responsible for notification and tracking student status during approved leaves of absence.

Right to Appeal

Students determined by the Medical Student Progress Committee who do not meet satisfactory academic progress requirements may request a review and appeal of their financial aid status by following the school's policy for review by the appropriate committees as outlined in the Student Handbook, Section 7. Students who successfully appeal will regain eligibility for financial aid.

SECTION 5: TECHNICAL STANDARDS AND DISABILITY RESOURCES

TECHNICAL STANDARDS

Preamble

UNLV is committed to the policy that all persons shall have equal access to its programs, facilities and employment without regard to race, sex, color, creed, religion, national origin, ethnicity, gender, age, marital status, pregnancy, disability, public assistance status, political affiliation, veteran status or sexual orientation.

In adhering to this policy, UNLV School of Medicine abides by Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA), and the 2008 ADA Amendments Act that restated the original legislative intent that the definition of disability be construed in favor of providing broad coverage of individuals under the law including the “invisible disabilities”: learning disabilities and reading disorders. UNLV School of Medicine encourages all qualified individuals to apply for admission to the School of Medicine.

UNLV School of Medicine recognizes the MD degree as a broad and undifferentiated degree requiring the acquisition of general knowledge and basic skills in all fields of medicine necessary to care for patients. The education of a physician requires assimilation of knowledge, acquisition of skills and development of judgment through patient care experiences in preparation for independent and appropriate decisions required in practice. The practice of medicine requires collaboration among physicians, other health care professionals, as well as patients and their families.

Within the LCME standards, UNLV School of Medicine has the responsibility for the selection of students; the design, implementation and evaluation of its curriculum; the evaluation of students’ performance; and the determination of who should be awarded a degree. Admission to the UNLV School of Medicine and retention decisions are based not only on prior academic achievement, but also on non-cognitive factors, which serve to ensure students can complete the essential functions of the academic program required to graduate. The UNLV School of Medicine strives to select applicants who have the ability to become highly competent physicians. The goal is to produce skilled individuals who can practice as physicians and whom put their patients first in the provision of safe and effective medical care.

UNLV has a responsibility to the public to ensure its graduates can become fully competent physicians. It is important that students admitted to UNLV School of Medicine possess the intelligence, integrity, compassion, humanitarian commitment and physical and emotional capacity necessary to the practice of medicine. The intention of an applicant or student to practice a narrow part of clinical medicine or to pursue a non-clinical career does not alter the requirement that all medical students take and achieve the competencies included in the full medical school curriculum. This includes all evaluations of academic and professional conduct, and the USMLE licensure examinations which are required by the UNLV School of Medicine for promotion and graduation.

These technical standards have been developed and approved by the faculty and reflect the essential relationship of medical education to the practice of medicine. Central to the school’s mission, it is recognized that all candidates must demonstrate skills in observation, communication and motor functions, as well as

mature behavioral and social attributes.

Medical students admitted to the School of Medicine must be able to meet, with or without reasonable accommodation, the abilities and expectations delineated below throughout their enrollment in the School of Medicine.

UNLV School of Medicine Technical Standards for Admission and Matriculation refer to the cognitive, behavioral and physical abilities required for the satisfactory completion of all aspects of the curriculum, and the development of professional attributes required by the faculty of all students approved to graduate with the MD degree. Essential abilities are listed below and cannot be altered without fundamentally risking patient safety and the well-being of patients and the public, and the institutional educational mission. The individual student must be able to function independently in his/her care and interactions without the use of a surrogate in any of the following categories:

- I. Individual and Cognitive Ability: Students must have the ability to master information presented in coursework presented in multiple formats including: lectures, small group discussion and seminars, written materials, projected images, other forms of media and web-based formats, and simulations requiring different skills.

Students must have the cognitive abilities needed to master relevant content in basic science and clinical courses at a level deemed appropriate by the faculty. Students may be required to comprehend, memorize, and analyze material. They must be able to discern and comprehend dimensional and spatial relationships of structures and to develop reasoning and decision-making skills appropriate for the practice of medicine.

Successful completion of examinations is an essential component of the medical school curriculum and is a requirement of all students as a condition for continued progress through the program.

- I. Professionalism, Behavioral and Social Aspects of Performance: The student must possess personal qualities including compassion, empathy, altruism, integrity, responsibility, sensitivity to diversity and tolerance. The student must understand and apply appropriate standards of medical ethics. The student must maintain appropriate personal and professional boundaries in all settings, including those in which he/she is caring for patients and their families, or when interacting with faculty, residents, peers, staff and other members of the health care team. The student must be able to function as a member of a multidisciplinary health care team in each setting and regardless of specialty.
2. Communication: The student must communicate effectively in English with patients, families, faculty, physicians and other members of the health care team. The student is required to process all information provided by patients, families, peers, coworkers and faculty, including the recognition of the significance of non-verbal responses in order to provide appropriate, timely, and focused follow-up inquiry. The student must be capable of responsive and empathetic communication, which establishes rapport and promotes openness on issues of concern and sensitivity to cultural differences.

The student must process and communicate information on a patient's status in a timely manner and with a level of accuracy and in a comprehensive manner to physicians and other members of the health care team in settings in which time is limited. Written, dictated, or electronic medical record entries of patient assessments, treatment plans, prescriptions, etc., must be timely, complete and accurate. The ability to interact with and utilize electronic medical records is essential. Of primary importance is patient safety and the student must recognize that he/she may lack the skills or knowledge to make the correct decision or manage a situation without assistance.

- I. Physical and Mental Requirements: These include required abilities in the area of observation, perception, sensory and tactile functions, fine and gross motor coordination, and stamina necessary in the

examination, assessment, and safe care of patients.

The student must be able to obtain a medical history and perform a physical examination without the use of an intermediary. The student will be required to perform a comprehensive physical examination during the Introduction to Clinical Medicine component of the curriculum. See *Required Components of the Physical Exam*.

Medical student learning takes place in an environment focused upon unpredictable needs of patients. Academic and clinical responsibilities of students may require working during day and evening hours, any day of the week, at unpredictable times and for unpredictable durations. Students must be able to adapt to changing environments, demonstrate flexibility and learn to function during the uncertainty inherent in clinical environments. In addition, the student must have the physical and emotional stamina, stability, and capacity to function in a competent manner in clinic, hospital, classroom and laboratory settings which may involve heavy workloads, long hours and stressful situations. The student must have the emotional and psychological stability to function under stress.

The student must possess the emotional health required for appropriate utilization of intellectual abilities, exercise of good judgment, and the timely completion of all responsibilities attendant to their academic work, team work and patient care.

An individual whose performance is impaired by the abuse of alcohol or other substances is not a suitable student for admission, retention, promotion or graduation.

All accepted students must certify that they have read and understand their responsibility of meeting the essential functions as outlined in the UNLV School of Medicine Technical Standards Admission and Matriculation. Students must continue to meet the essential functions as outlined in the UNLV School of Medicine Technical Standards throughout their enrollment.

DISABILITIES AND ACCOMMODATIONS

Accommodations in the Curriculum of the School of Medicine

UNLV complies with the provisions set forth in Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (and ADA Amendments), offering reasonable accommodations to qualified students with documented disabilities. Students enrolled in the UNLV School of Medicine must follow the approved process for requesting and receiving reasonable accommodations. Enrolled students are responsible for requesting accommodations and for providing the appropriate and required documentation of the disability in a timely manner to the [University Disability Resource Center \(DRC\)](#). Students can contact Bryan Hilbert, 702-895-0866 or email <mailto:bryan.hilbert@unlv.edu>. The UNLV DRC coordinates all accommodations for students with documented disabilities. The DRC is the official office to review and house disability documentation for students, and to provide them with an official Academic Accommodation Plan to present to the faculty if an accommodation is warranted.

The student will follow the procedures required by the DRC to document and determine the nature of the disability. The DRC will review documentation and will engage the UNLV School of Medicine and the student to review accommodation requests in light of the essential elements of the MD degree program and to determine reasonable accommodations on a case-by-case basis.

Accommodations for Examinations – Foundations Phase

Students requesting Accommodations for Examinations must make the request, in advance, to the UNLV DRC which will have the responsibility and authority to request and review documentation supporting examination accommodations. Requests **may not** be made to the Senior Associate Dean of Student Affairs and Admissions, Course or Supervisory Faculty. Students should allow six weeks prior to the first exam for their request and supporting documents to be reviewed by the DRC. Students who have previously had accommodations are **strongly encouraged** to contact the DRC prior to the six to eight weeks first day of instruction.

UNLV DRC will notify the Senior Associate Dean for Student Affairs and Admissions of the decision made for each accommodation request and provide documentation to the student for the Senior Associate Dean for Student Affairs and Admissions (Senior Associate Dean). The Senior Associate Dean will inform the Student Progress Committee of all accommodations. Students must provide this documentation to the Senior Associate Dean no later than two weeks prior to the exam. The Office of Student Affairs will direct the course directors/coordinators to provide the accommodation.

Reasonable accommodations are designed to effectively meet disability related needs of students, yet NOT fundamentally alter the essential components of the educational program, create an undue burden for the university or provide new programming for disabilities not available to all medical students. Consideration of the potential impact on patient safety will be essential in the review of individual cases.

Accommodations for Examinations – Clerkship and Career Explorations & Scholarship Phases

The curriculum for the Clerkship and Exploration phases of the program varies from the curriculum during the Foundations phase. Due to these changes, students need to work with the DRC to determine if their accommodations continue to be required. If the DRC determines they are required, the DRC will work with the UNLV School of Medicine Office of Student Affairs and Admissions to review the accommodation requests in light of the essential elements of the MD program and requirements of the Clerkship and Career Explorations & Scholarship Phases.

Students must contact the DRC at the beginning of the Transitions to Clerkships course.

Potential Impact of Acquired Disability Following Matriculation to the UNLV School of Medicine

This matter will be referred to the Senior Associate Dean for Student Affairs and Admissions. Reasonable accommodations are designed to effectively meet disability related needs of students, yet NOT fundamentally alter the essential components of the educational program, create an undue burden for the university or provide new programming for disabilities not available to all medical students. Consideration of the potential impact on patient safety is essential in the review of individual cases.

Fitness for Duty

UNLV School of Medicine Technical Standards (delineated above) are required for admissions to medical school and for students to advance through academic requirements, and graduate from the UNLV School of Medicine.

- Individual and cognitive ability

- Professionalism, behavioral and social aspects of performance
- Communication skills
- Physical and mental requirements

Medical students must maintain these minimal technical standards throughout their enrollment in medical school, with or without reasonable accommodations. All students who have difficulty meeting standards of academic progress, professionalism standards or both are encouraged to meet with the Senior Associate Dean for Student Affairs and Admissions as soon as possible, prior to an academic failure or professionalism violation. The Senior Associate Dean for Student Affairs and Admissions will work with the student to develop a plan to address the concerns or problems to help the student succeed. Students experiencing difficulty meeting requirements can access, or will be encouraged to access, support services through the Counseling and Psychological Services Center (CAPS) at the UNLV. A student's initial discussions with Student Affairs is confidential and voluntary.

If a student's academic or behavioral performance raises questions or concerns with respect to (i) safety and welfare to self or others, (ii) the maintenance of order or continuity of School of Medicine programs or (iii) the student's ability to meet Technical Standards, UNLV School of Medicine may request or require a Medical Clearance and/or a Fitness to Participate in the Academic and Clinical Program of Studies Evaluation.

Each student, faculty and staff member who is aware that he/she may have a condition which could impact the safe environment for students, employees and patients has a primary responsibility and duty to report this condition to the Senior Associate Dean for Student Affairs and Admissions. The Office of Student Affairs will work with the student to identify support and resources.

In addition, any faculty, staff, or student who observes conditions or behavior which could endanger the student, others or patients, has a responsibility to report this to a faculty member and/or the Senior Associate Dean for Student Affairs and Admissions.

If circumstances are acute, processes are in place to provide immediate support and assistance, and for the School of Medicine to take action to ensure the safety of the medical school and university community. See Involuntary Leave of Absence Policy and Process.

Confidentiality

Due to the sensitive nature of conditions or behaviors which could arise requiring this evaluation, every effort to protect the confidentiality of the student and information and actions taken in these cases will be made. The safety and well-being of the student, and others in the medical school and university community, as well as patients, may require additional steps which could prevent complete confidentiality. In this case, the safety concerns are the primary responsibility of the medical school administration.

Evaluation

The medical school will require that the evaluation is conducted by an individual trained to address educational, medical, and psychological issues pertaining to medical student performance. The School of Medicine will refer the student to specific provider identified by the School of Medicine. The provider will have no student evaluation or teaching responsibilities in the medical school. Currently enrolled students will not pay for this evaluation. If required by the School of Medicine, the costs of the evaluation will be the responsibility of the School of Medicine. Students have the option to obtain this evaluation outside of the School of Medicine. Students must

request this from the Senior Associate Dean for Student Affairs and Admissions, and the provider must be approved in advance by the Senior Associate Dean for Student Affairs and Admissions. The student will be responsible for the cost of the provider and evaluation if an individual other than the one identified by the School of Medicine is opted for by the student.

UNLV School of Medicine will require that the student provide results of the evaluation to the Medical Student Progress Committee and the Senior Associate Dean for Student Affairs and Admissions and/or the appropriate University official for purposes of assessment and determination.

REQUIRED COMPONENTS: BASIC PHYSICAL EXAM OF THE ADULT

Preparation

1. Hand washing
2. Optimize conditions (e.g., lighting, availability of equipment for examination)
3. Ensuring patient modesty and comfort

Basic Exam Sequence

1. Observation of general appearance
2. Obtaining vital signs
3. Obtaining blood pressure in either arm
4. Palpation of radial pulse; count for 15 seconds
5. Observation of respiratory rate; count for 15 or 30 seconds

Skin and Nails

1. Examine hands and fingernails
2. Examine skin throughout physical exam

Head and Face

1. Observe, inspect, and palpate head, face, hair, scalp and skull
2. Have patient bite down while palpating masseter muscles
3. Have patient raise eyebrows, squeeze eyes shut and show teeth

Eyes

1. Test Visual acuity
2. Perform external eye examination: lids, lashes, conjunctivae, and sclera

3. Test extraocular movements
4. Test corneal light reflection and comparison of size and shape of pupils, cornea, anterior chamber and iris
5. Test for direct and consensual reaction to light
6. Perform funduscopic exam, describing red reflex and blood vessels, retinal background, cup and disk and macula

Ears

1. Inspection of auricle and mastoid, palpation of helix and tragus
2. Use otoscope to examine external canal and tympanic membranes
3. Test hearing

Nose and Mouth

1. Inspection of the external nose
2. Inspection of the nares, nasal cavities, septum and turbinates
3. Inspection of the lips, mucosa, tongue, floor of mouth, palate, tonsils and oropharynx
4. Inspection of the teeth and gums
5. Have patient phonate and inspect palate and uvula
6. Have patient extend tongue

Neck and Thyroid

1. Inspect for asymmetry
2. Check range of motion of neck
3. Have patient shrug shoulders and turn against resistance
4. Examine facial skin bilaterally on forehead, cheeks and mandibular regions
5. Palpate lymph nodes in anterior and posterior cervical regions
6. Examine thyroid gland
7. Palpate thyroid gland

Chest

1. Inspection of chest, including respiratory effort, presence of distress
2. Palpate chest-place hands on chest and confirm symmetry

3. Percussion of posterior lung fields
4. Percuss spine and costovertebral angles
5. Auscultate chest: posterior, lateral and anterior areas

Breasts

1. Inspect for asymmetry, nipple inversion, skin changes
2. Have patient place hands on hips and contract pectoralis muscles

Axillae

1. Palpate four axillary lymph node groups

Heart and Vessels

1. Inspect and palpate for apical impulse, lifts and thrill
2. Auscultate the precordium over the cardiac apex, left lower sternal border,
3. Determine heart rate and rhythm
4. Listen for normal and abnormal sounds at each location

Pulses and Lymph Nodes

1. Palpate carotid arteries
2. Auscultate carotid arteries with bell of stethoscope
3. Locate and palpate the DP and PT pulses
4. Check for edema

Abdomen and Inguinal Areas

1. Expose and inspect the abdomen for distention, scars and masses
2. Auscultate abdomen for bowel sounds and bruits
3. Percuss abdomen in all four quadrants
4. Percuss the Liver
5. Palpate all four quadrants, lightly then deeply
6. Palpate for the liver and the spleen
7. Palpate inguinal region for lymph nodes, femoral pulses
8. Auscultate inguinal region for bruits

Neurological Examination

1. Evaluation of mental status
2. Cranial nerve testing
3. Examination of extremities for symmetry, muscle tone and bulk
4. Test upper extremity strength: shoulder abduction, elbow motions
5. Test lower extremity strength: hip flexion, knee range of motion
6. Test upper extremity (pronator) drift
7. Test deep tendon reflexes: Biceps/Triceps/Patellar/Achilles
8. Test plantar response (Babinski)
9. Test sensation (light touch and vibration)
10. Test cerebellar function with finger-nose-finger or heel-shin test
11. Test gait

Male Genitalia

1. Describe male genitalia
2. Examine penis and urethral meatus
3. Examine the scrotum, palpating testes and epididymis
4. Examine for inguinal hernias bilaterally

Rectal Exam

1. Examine Anal orifice
2. Perform digital exam noting sphincter tone and palpating prostate and rectal vault
3. Perform stool examination for occult blood

Conclusion of exam and instructions to patient

SECTION 6: GOVERNANCE

ADMISSIONS COMMITTEE:

The role of the Admissions Committee is to evaluate and select applicants for admission to the UNLV School of Medicine.

Membership

- Seven faculty
- Two members: community
- Two members: students

The Senior Associate Dean for Student Affairs and Admissions serves as an ex-officio non-voting member of the Admissions Committee. The Director of Admissions and the Associate Dean for Diversity and Inclusion will serve as an ex-officio and nonvoting member of the Admissions Committee.

Selection and Terms of Service

Faculty and Community Members: The Dean will appoint community members to the Admissions Committee from a pool of self-nominated individuals. Faculty members will be elected by a vote of the faculty of the UNLV School of Medicine. During initial formation of the Admissions Committee, additional appointment by the Dean will guide committee selection. Initial terms of service on the Admissions Committee will be four, three, and two years in length, staggered to permit appropriate transition. Subsequent terms of service will be four years in length. An individual faculty member may be reappointed to the Admissions Committee once, allowing for a maximum eight years of service. Community members of the Admissions Committee will be recruited from community service organizations within the community and from retired physicians who express interest in participating in the admissions process. Student members will be selected from a panel chosen by class election.

Student Members: The Admissions Committee will include a maximum of four medical student members, elected by the student body, from the M2 and M3 classes. To accommodate Phase 1 and 2 course schedules, two student members will attend half the full-day meetings; and the other two will attend the afternoon session. Medical students will have two voting members at each meeting. Medical students may serve one additional one year term and are required to run for re-election.

Initial terms for faculty and community members will be four, three, and two years determined by lottery. Members are limited to two successive four-year terms and must be off the committee for three years before being eligible to serve again. UNLV School of Medicine students will serve one-year terms and will not be eligible to serve a second term.

Initially, the Chair of the Admissions Committee will be the Senior Associate Dean of Student Affairs and Admissions, appointed by the Dean, and will serve a four-year term.

Orientation

Admissions Committee members will participate in an orientation to review policies and procedures, which will be followed in the review and evaluation of candidates for admission to the UNLV School of Medicine. The

“Holistic Review Process” will be discussed in detail using “sample” student scenarios to illustrate the process. The voting procedure and policies also will be reviewed in detail. Admissions Committee members will review de-identified student performance data to identify potential areas of concern.

Scope of Authority

The Admissions Committee has authority and responsibility for the development, implementation and maintenance/amendment of admissions policies for the UNLV School of Medicine. The final responsibility for accepting students to the UNLV School of Medicine rests with the Admissions Committee. The selection of individual medical students for admission shall not be influenced by any political or financial factors.

The committee will identify pre-medical prerequisite coursework.

The committee will set standards for the initial and secondary review of applications, review all applicants who are invited to interview, and will make the final decision concerning each applicant.

Interviewers

Each applicant to the UNLV School of Medicine each will complete two interviews. One interviewer will be a faculty member, and one will be a member of a community partner organization. Interviewers will conduct admissions interviews to evaluate applicant preparation and motivation for attending medical school. Applicant interview evaluations are included as part of applicant’s admission file and will be reviewed by members of the Admissions Committee. Interviewers may not serve on the Admissions Committee. Admissions Committee members may not serve as interviewers. As subsequent classes of medical students begin at the medical school, medical students, who are not Admissions Committee members, may be selected to serve as interviewers.

CURRICULUM OVERSIGHT COMMITTEE

Duties and Scope of Authority

The committee is charged with developing and implementing the process for continuous oversight and evaluation of the curriculum to assure that it is coherent, coordinated, integrated, and in compliance with LCME standards. This includes oversight of curricular content, learning objectives, pedagogies, assessments, and all pertinent outcomes. It may initiate additional curriculum development activities as needed, for example, in response to changing LCME requirements.

Membership

Voting members:

- Nine elected faculty – 3-year terms
- Six appointed faculty – 1-year terms
- One elected M1 student – 1-year term (renewable)
- One elected M2 student – 1-year term
- Non-voting, ex officio members:
 - Vice Dean for Academic Affairs and Education
 - Senior representatives from:

- Biomedical Science Education
- Clinical Education
- Community Engagement
- Curriculum
- Educational Outcomes and Assessment
- Student Affairs and Admissions

Meetings

The committee meets on the second Wednesday of each month.

MEDICAL STUDENT PROGRESS COMMITTEE

The role of the Medical Student Progress Committee will ensure the consistent, fair and appropriate implementation of policies and procedures that impact medical students in the curriculum and education process. The Medical Student Progress Committee will serve as the decision-making body for academic progress, promotions and graduation.

Membership

The Medical Student Progress Committee will be composed of faculty who represent the Preclinical and Clinical Components of the Medical School curriculum. Additionally, students will serve as voting representatives on the Medical Student Progress Committee.

There will be seven faculty members serving on the Medical Student Progress Committee; four will be Clinical Science Faculty and three will be Preclinical faculty members. The Dean will appoint members to the Medical Student Progress Committee.

Faculty members serving on the Medical Student Progress Committee will be Senior Faculty, and will not serve as Course or Clerkship Directors, or Assistant or Associate Deans to minimize any potential for conflicts of interest.

Faculty will serve varying terms as members of the Medical Student Progress Committee -- either four, three, or two-year terms. Initial assignments of terms will be made by lottery. A faculty member may be reappointed once, and may not serve more than eight sequential years as a member.

The Medical Student Progress Committee will meet at regularly scheduled times to consider academic, clinical and conduct/professionalism concerns. Issues will be considered and decisions will be conveyed to individual students from the Chair of the Progress Committee and the Senior Associate Dean for Student Affairs and Admissions.

A "Support Individual" may accompany a student if the student is requested to be in attendance at the Medical Student Progress Committee. This individual may be a fellow student, parent, advisor, pastor, or legal counsel. The Support Individual is not permitted to speak to the Medical Student Progress Committee for the student, ask questions, or participate in the deliberations in any way.

Scope of Authority

The Medical Student Progress Committee is responsible for reviewing all measures of student performance in the curriculum and making recommendations for retention, remediation and progress of individual students. The Medical Student Progress Committee also is responsible for consideration of any reported violation of academic integrity guidelines and/or other breaches of professional behavior that cannot be resolved. The Medical Student Progress Committee has the responsibility for ensuring the consistency in application of guidelines for retention, promotion and progress of students in the medical school curriculum.

STUDENT GOVERNMENT

Class officers will represent UNLV medical students to the administration and faculty. Officers will promote community and professional relationships among students, faculty, and administration. Officers will make students aware of faculty awards and determine nominees/recipients as required by specific awards.

Student government will include, for the Charter Class, the officers defined below.

President

- Represent UNLV medical students to the administration and faculty.
- Lead development of charter class constitution and bylaws (UNLV Guidelines: <https://www.unlv.edu/getinvolved/student-orgs/registration/constitution-and-bylaws>)
- Development the annual officer transition process and new officer orientation
- Student event responsibilities, including speaking and representing the class at events, including the White Coat Ceremony, Graduation, and other major, school wide events, and others as required.
- Communication of major school information, policy, and issues to promote student awareness

Vice President

- Class Curriculum Oversight Committee Representative
- Substitute for the class president when unavailable
- Coordinate, with the Treasurer/Secretary funding bylaws for student funds.

Class Council

- 1 council member = Treasurer
- 1 council member = At Large Member
- 1 council member = Wellness Committee Representative
- 1 council member = Diversity and Inclusion Committee Representative s

Executive Student Council

Once the medical school has all four classes enrolled and all classes have student officers, the Executive Council will include:

A total of seven officers who are voting members of the Executive Council, to include:

- One President

- One Vice President
- One Secretary/Treasurer
- One class representative from each class council for each of the four class years. The Executive Council will be responsible for:
- Budget allocation
- Policy oversight for student clubs and organizations
- Official recognition process for all student clubs and organizations.

All class officers and executive council members must be in good standing academically and professionally at the UNLV School of Medicine.

Executive Council Meetings

Executive council shall meet at least once each semester, on a date/time/location to be determined. As enrollment grows, the frequency of meetings will be determined by the class officers for each class of students.

Medical Student Committee Representatives

Admissions Committee Members

- Four student members (two members attend meetings at a time)
- One year terms
- Eligible for re-election or term extension. Curriculum Oversight Committee Members
- Two Student Members, M1 and M2 vice presidents serve as student representatives
- One year term

Medical Student Progress Committee Members

- Two student members from the M2 and M3 classes Wellness Advisory Committee

Each class will have one Class Council representative serve as the wellness program

- Recommendations for budget allocations by class year and program
- Representing student interests and needs regarding wellness programs and activities
- Communication to students on the priorities and planning for wellness programs
- Planning and coordination with the Director of Wellness and Integrative Medicine Diversity and Inclusion Committee

Each class will elect two student members to serve on the Diversity and Inclusion Committee. The Committee is responsible for: The Diversity and Inclusion Committee meetings are quarterly.

Student Organizations

Organization of Student Representatives (OSR) – Association of American Medical Colleges

- Two student members, representing the student body, one primary member from the M1 or 2 class; and one alternate member from the M1 or M2 class.

- Rotating schedule and funding support for attendance at annual national and regional meetings

Responsibilities:

- Communication to students regarding issues of national concern for medical students
- Participating in initiatives of the OSR which will benefit UNLV School of Medicine students

Other organizations to be determined in partnership with Charter Class.

STUDENT ELECTION PROCEDURES

Elections will be organized by the Office of Student Affairs, in coordination with the Class Presidents. The Class Presidents will serve as the Student Election Chairs.

Election Schedule by Class

- Year 1: The election for each incoming class will take place in October for all Phase I class officer/committee positions.
- Year 2: Elections will be held March for all Phase 2 class officer positions. Selected committee student members will be elected at this time as well.
- Year 4: Elections for all MS IV students will be held in March

Voting

- At least 50% of the eligible students must vote. Students may only vote for officers of their class.
- Voting must remain open for at least 48 hours.
- If less than 50% of eligible students vote, the election will remain open until 50% of the votes have been submitted.
- Eligible voters must receive two reminders of the voting period, including information of how to vote, and when the voting period begins and ends.
- Student government will convene a meeting within two weeks of the election results to swear in new officers and provide the officer transition/orientation.

Nominations/Candidates

- Students can self-nominate or be nominated by a classmate.
- All nominees must submit a short bio, photo, and 300 word statement of goals for the office he/she seeks.
- Students can only run for one office during an election.
- After voting closes, any vacant position will be posted for the class by the Elections Committee and shall be filled by appointment.

SECTION 7: PROFESSIONALISM

CODE OF PROFESSIONAL CONDUCT AND PROFESSIONAL RESPONSIBILITY

The Board of Regents of the Nevada System of Higher Education (NSHE) permits professional schools to establish written policies, procedures, and sanctions for discipline of their students that may be used in lieu of the policies, procedures and sanctions of the NSHE Code, Title 2, Chapter 10, subject to prior review by the office of General Counsel and approval by the President of UNLV. In accordance with the authorization granted in the Code, the UNLV School of Medicine sets forth the following written policies, procedures, and sanctions for the discipline of its students.

Professionalism is the basis of medicine's contract with society and is essential to maintaining the trust and support of the public. Personal behaviors have the potential to positively and negatively reflect on the UNLV School of Medicine and on the medical profession.

- I. The UNLV School of Medicine has adopted the Fundamental Principles outlined by the American Board of Internal Medicine's 2002 Physician Charter in which a commitment to:
 - a. Primacy of patient welfare
 - b. Patient autonomy
 - c. Social justice
2. The Professional Responsibilities inherent in implementing The Physician Charter include:
 - a. Commitment to professional competence
 - b. Commitment to honesty with patients and colleagues
 - c. Commitment to patient confidentiality
 - d. Commitment to maintaining appropriate relations with patients
 - e. Commitment to improving the quality of care
 - f. Commitment to improving access to care
 - g. Commitment to a just distribution of finite resources
 - h. Commitment to scientific knowledge
 - i. Commitment to maintaining trust by managing conflicts of interest
 - j. Commitment to professional responsibilities
3. Additional responsibilities include:
 - a. Practicing behavior that reflects the honor, responsibility, and service commitment of members of the medical profession
 - b. Treating colleagues, coworkers, staff and faculty with respect and dignity
 - c. Avoiding the use of obscene, derogatory or profane language or gestures at all times

UNLV School of Medicine students are required to comport with the Code of Professional Conduct and Professional responsibility. Students are also expected to adhere to the UNLV Student Conduct Code and the UNLV Student Academic Misconduct Policy. UNLV School of Medicine shall retain primary jurisdiction with respect to the Code of Professional Conduct and Professional Responsibility violations by its students, but reserves the right to refer a student to the UNLV Student Conduct process if extenuating circumstances require it.

RESPECTFUL LEARNING ENVIRONMENT POLICY

Relationships Between Teacher and Students

Students and teachers should recognize the special nature of the teacher-learner relationship, which is in part defined by role modeling, mentorship and supervision. Students and teachers should strive to develop their relationship to one characterized by mutual trust, acceptance and confidence. There is a power differential as teachers often evaluate student performance and the results of evaluations may impact a student's future. Students also evaluate the quality of their teachers and to an extent, may impact the teacher's career.

Both should recognize the potential for conflict of interest and respect appropriate boundaries. Actions that give the appearance of violating boundaries should be avoided. These include, but are not limited to:

1. Romantic involvement
2. Business relationships
3. Faculty or students accepting services or personal favors from each other (e.g., baby-sitting, work in the office)
4. Accepting substantial gifts
5. Special treatment of a student, including gifts, meals, entertainment or social contacts that differ from the usual teacher-learner relationship with other students.
6. Social media: It is recommended that faculty postpone connecting on social media sites until the student is no longer in the class or under supervision of the faculty member. Students should refrain from requesting social media contact from anyone who supervises or evaluates them during courses or rotations.

The UNLV School of Medicine promotes learning and working environments where all members of the Health Sciences Center community interact in a mutually respectful fashion where personal dignity, cultural awareness and civility are maintained. UNLV School of Medicine strives to foster an environment that promotes learning through positive and courteous interactions between teachers and learners. This is an environment free of harassment, intimidation, exploitation, and abuse.

Teacher-Learner Expectations

UNLV School of Medicine values professional behaviors and attitudes, including altruism, integrity, respect for others and a commitment to excellence. Learning is best fostered in an environment of mutual respect between teachers and learners. In the context of medical education, the term "teacher" is used broadly to include peers, resident physicians, full-time and volunteer faculty, clinical preceptors, nurses, ancillary support staff as well as others from whom students learn.

Principles include these:

- **Duty:** Teachers have a duty not only to facilitate the acquisition of knowledge and skills required to deliver the standard of care but also to instill the values and attitudes required for preserving the medical profession's social contract with its patients.
- **Integrity:** Learning environments that are conducive to conveying professional values are based on integrity. Students learn professionalism by observing and emulating role models who epitomize professional values and attitudes.
- **Respect:** Respect for every individual is fundamental to the ethic of medicine. Mutual respect is essential for nurturing that ethic. Teachers have a special obligation to ensure students are always treated respectfully.

Responsibilities of Teachers and Learners

Teachers should:

1. Treat students fairly and respectfully.
2. Maintain high professional standards in all interactions.
3. Be prepared and on time.
4. Provide relevant and timely information.
5. Provide explicit learning and behavioral expectations early in the course of instruction.
6. Provide timely, focused, accurate and constructive feedback on a regular basis and thoughtful and timely evaluations at the end of instruction.
7. Display honesty, integrity and compassion.
8. Practice insightful questioning, stimulate self-discovery and avoid questioning which may be perceived as humiliating, degrading or punitive.
9. Solicit feedback from students regarding their perception of the educational experience.
10. Encourage students who experience mistreatment or who witness unprofessional behavior to report the facts immediately.

Students should:

1. Be courteous of teachers and fellow students.
2. Be prepared and on time.
3. Be active, engaged and curious learners.
4. Demonstrate professional behavior in all settings.
5. Recognize that not all learning stems from formal and structured activity.
6. Recognize their responsibility to establish learning objectives.
7. Recognize their responsibility to participate as an active learner.
8. Demonstrate a commitment to life-long learning.
9. Recognize personal limitations and seek assistance as needed.
10. Display honesty, integrity and compassion.
11. Recognize the privileges and responsibilities that come from the opportunity to work with patients.
12. Recognize the duty to place patient welfare above their own.

13. Recognize and respect patient privacy.
14. Solicit feedback on their performance.
15. Recognize that criticism is not synonymous with abuse.

POLICY AND PROCESS TO ADDRESS MEDICAL STUDENT MISTREATMENT

Purpose

The purpose of this policy is to define inappropriate conduct in the teacher-learner relationship and to provide a mechanism and procedures to allow medical students and residents to report violations without fear of retaliation. In addition, the policy aims to ensure educational programs aimed at preventing student mistreatment are provided to the entire community on a regular basis. The “community” is defined as all sites where UNLV School of Medicine medical students and residents receive training.

Definitions/Examples

Mistreatment of students can occur in a variety of ways and may impair learning. Types of abuse include verbal, power, ethnic, physical, and sexual harassment. Examples of mistreatment of students include, but are not limited to instances or a single egregious instance of public humiliation or belittlement, criticism or other actions that reasonably can be interpreted as demeaning or humiliating, unwarranted exclusion from reasonable learning opportunities, unwelcome sexual comments, jokes, innuendos, or taunting remarks about one’s body, attire, age, gender, ethnicity, sexual orientation, or marital status, intentional physical contact such as pushing, shoving, slapping, hitting, tripping, throwing objects at, or aggressive violation of personal space.

Administrative Responsibility

The Senior Associate Dean for Student Affairs and Admissions is responsible for oversight of appropriate treatment of students, and will monitor trends in departments, as well as by individual residents and faculty. Trends may be reported to the appropriate department chairs (or designee) and/or to the associate deans so issues can be investigated and decisions about what action is appropriate can be determined.

Ongoing Education to Promote a Positive Learning Environment and Discourage Mistreatment and Abuse

UNLV School of Medicine provides ongoing education to its community on promotion of a positive learning environment respectful of all individuals. This policy is included in the UNLV School of Medicine Student Handbooks and posted on the UNLV School of Medicine website; the topic will be addressed at orientations at matriculation and at the beginning of the third year. The policy will be reviewed by the Curriculum Committee, the Graduate Medical Education office and UNLV School of Medicine faculty on a regular basis and modified as necessary. The Dean will send a letter annually to all faculty (including volunteer faculty) reinforcing the school’s statement on supporting an abuse-free environment, of the trainee mistreatment policy, and resources for resolution.

Reporting Violations of the Code of Conduct and Professional Responsibility

All members of the UNLV School of Medicine are bound by the responsibility to report violations of the Code of Conduct and Professional Responsibility, and/or instances of student mistreatment. Student mistreatment is a

violation of the Code of Professional Conduct and Professional Responsibility. The process of reporting a violation of the Code is as follows:

1. The complaint must be in writing and dated.
2. To the extent possible, the complaint must contain the date, time, location and name of person(s) involved in the potential violation.
3. The complaint must describe the incident in as much detail as possible
4. The complaint should include the name(s) of any individual who may have witnessed the potential violation.

Through multiple avenues, a complaint or allegation about behaviors of a faculty member or resident in violation of professionalism codes of conduct or behaving in a manner inconsistent with the UNLV School of Medicine statement supporting a respectful learning environment, can be made to one or more of the following individuals.

1. Senior Associate Dean for Student Affairs and Admissions
2. Course or block directors
3. Clerkship directors
4. Anonymous submission to Senior Associate Dean for Admissions and Student Affairs

Informal resolution may be pursued through any of these individuals, based on an assessment of the complaint and/or the wishes of the student. Informal resolution may be achieved by direct discussion and/or mediation with the alleged offender by the student along with the individual contacted above.

Students or faculty can also submit mistreatment reports online.

Mistreatment Incident ReportForm

Date of Incident: Location of Incident:

Detailed description of Incident:

Name(s) and positions of person(s) involved*(required). Witnesses, if any, to the incident:

Student Response to the incident:

Has this incident been previously reported?

Electronic Signature/ or option to select anonymous submission First Name:

Last Name:

Email:

Phone number:

Other facts relevant to the report:

Course/Rotation/Elective (optional):

Course/Rotation/Elective Site (optional):

Sexual Harassment or Discrimination

UNLV School of Medicine is committed to a harassment-free campus. Offensive remarks or behavior, which are sexual or discriminatory in nature, may be sexual harassment or discrimination. Complete information regarding Sexual Harassment or Discrimination reporting, investigation and the appeal process are located in the Student Handbook, Section 9.

The Office of Student Affairs also can assist students in contacting the right resources.

The School of Medicine has established a working group on student mistreatment and reporting in June 2020. Updates to this section of the handbook will be made once the group's recommendations are reviewed by the Curriculum Oversight Committee.

Procedure for Investigating and Resolving Allegations of Violations of the Code of Professional Conduct and Professional Responsibility

If a learner has exhausted the possibility of resolving a situation of abuse or mistreatment using informal mechanisms, he/she, in conjunction with one of the individuals listed above, will contact the Senior Associate Dean for Student Affairs and Admissions and provide a written description of the circumstances leading to the complaint. The complainant is encouraged to be willing to be identified to the person. However, there are circumstances when the complainant may prefer anonymous reporting. Anonymous reporting is allowed and will be the choice of the complainant. Every effort will be made to investigate and address the mistreatment, but anonymous reporting may limit the actions, which can be taken during the investigation and to resolve the mistreatment.

Ad Hoc Professionalism Committee

Upon receipt of a formal complaint, the Senior Associate Dean for Student Affairs and Admissions will convene the Ad Hoc Professionalism Committee. The purpose of the Ad Hoc Professionalism Committee is to provide consultation and recommendations to address violations of professionalism, including student mistreatment, and to be advisory to the Vice Dean for Academic Affairs & Education. The Ad Hoc Professionalism Committee chair will conduct an investigation of the written complaint.

Membership

Senior faculty will serve on the Ad Hoc Professionalism Committee, but none who are implicated in the complaint will be called to serve. The Senior Associate Dean for Student Affairs and Admissions will select the chair and the chair will select other members. The Ad Hoc Professionalism Committee will convene within 10 working days after the Senior Associate Dean for Student Affairs and Admissions receives the complaint and will interview the complainant, inform the accused about the substance of the complaint, interview the accused, and any other persons who might have insight into the situation, such as witnesses. Because the Ad Hoc Professionalism Committee is advisory to the Vice Dean for Academic Affairs of the UNLV School of Medicine and has no status as a disciplinary committee within the University, legal counsel will not be permitted to appear before the Committee and the accused or any witnesses have the right to refuse to appear without prejudice against their case. As part of its investigation, the Ad Hoc Professionalism Committee will evaluate all available materials.

Scope of Authority

The Ad Hoc Professionalism Committee's authority will be to determine, by majority vote, two courses of action:

1. There is no significant basis to conclude that mistreatment occurred.
2. There is a significant basis to conclude that abuse did occur or that mistreatment or abuse probably did occur. The Ad Hoc Professionalism Committee will forward the findings to the Vice Dean for Academic Affairs.

The Vice Dean for Academic Affairs of the School of Medicine will review the Committee's findings and make a decision on corrective action to take. He/she may meet with both the complainant and the accused prior to rendering a decision. The Vice Dean for Academic Affairs will inform the parties of the decision within 10 working days after receiving the recommendations of the ad hoc professionalism Committee. The Vice Dean for Academic Affairs will work with the appropriate department chair, section head, dean, or hospital administrator to ensure that corrective action is taken. In the case of faculty, this corrective action may include referral of the matter to the appropriate ad hoc committee for formal investigation and remediation. If the accused is a staff member, human resources will be consulted regarding the appropriate procedures to be followed. If the accused is a resident, the Senior Associate Dean for Graduate Medical Education will be consulted regarding appropriate procedures. The Vice Dean for Academic Affairs will inform the Ad Hoc Professionalism Committee of the final disposition of these complaints.

None of the procedures detailed above are intended to deprive the complainant or the accused of their rights to seek remedies through general University procedures.

Right to Appeal

Students may request a review and appeal of the Vice Dean for Academic Affairs' decisions following the school's policy for appeal and due process for the School of Medicine, as outlined in the Student Handbook, Section 7.

Anonymity/Confidentiality

The Ad Hoc Professionalism Committee will keep proceedings in confidence. The Committee will report findings only to the Vice Dean for Academic Affairs. Written material will be kept in confidential files maintained by the Office of Student Affairs. At the end of the academic year, the Senior Associate Dean for Student Affairs and Admissions, in collaboration with the Ad Hoc Professionalism Committee Chair, will submit an annual report to the Medical Student Progress Committee, and the Curriculum Committee and the Dean of the UNLV School of Medicine.

Retaliation

Retaliation against those reporting mistreatment is regarded as a form of mistreatment and will not be tolerated. Accusations that retaliation has occurred will be handled in the same manner as accusations concerning other forms of mistreatment.

ACADEMIC INTEGRITY POLICY

Academic misconduct is considered a violation of the UNLV School of Medicine Code of Professional Conduct and Professional Responsibility.

Academic misconduct includes, but is not limited to:

1. Cheating: Fraud or deceptive practices which provide or attempt to provide an individual of advantage in written, oral, technical or laboratory evaluations.
2. Plagiarism: Using the words or ideas of another, and claiming them as one's own, whether intentional or unintentional.
3. Signing in or requesting another student to sign in for required activities when the individual is not present. Misrepresentation:
4. Providing information known to be false on written or verbally transmitted presentations, patient records, transcripts, university documents or personal qualifications.
5. Falsely signing another student's or faculty's name to any document
6. Alteration of patient records, transcripts or university documents.
7. Any misrepresentation by which a student gains or attempts to gain an unfair advantage from the university, faculty, students or staff.

Wrongful procurement of goods, services or information:

1. Stealing, destroying or damaging university property and/or the property of other students or faculty, including laboratory projects, clinical instruments, study materials or supplies
2. Unauthorized use of on-line resources.

Mistreatment of Patients: This may include, but is not limited to knowingly missing assigned clinic sessions or providing treatment of patients outside of scheduled sessions and without appropriate supervision.

Unlawful Conduct: Students are representatives of the UNLV School of Medicine at all times and personal and public behaviors reflect on the school as well as the profession of medicine. The commissions of any felony, gross misdemeanor or misdemeanor (excluding misdemeanor traffic violations) represent unlawful conduct. All students are obligated to disclose any felony, gross misdemeanor or misdemeanor, arrests and convictions, to the Senior Associate Dean for Student Affairs and Admissions.

UNLV School of Medicine shall retain primary jurisdiction with respect to allegations or academic misconduct by its students but reserves the right to refer a student to the UNLV Academic Misconduct process if extenuating circumstances require it.

CRIMINAL BACKGROUND CHECKS

Applicants

Applicants must meet the legal standards to be licensed to practice medicine in the State of Nevada. Students must acknowledge and provide written explanation of any misdemeanor or felony offense or disciplinary action taken against them prior to matriculation. As a condition of final acceptance to the UNLV School of Medicine students must provide the results of a criminal background check through the AMCAS Certiphi process. Applicants who receive a conditional acceptance to the UNLV School of Medicine are required to authorize the background check as soon as they receive notification of the conditional acceptance. Failure to disclose prior or new offenses can lead to rescinding an offer of admission, disciplinary action or dismissal.

Guidelines on Peaceful Protests by Medical School Applicants

Adapted from the AAMC Guidance on Peaceful Protests by Medical Students and Residents- July 7, 2020

The UNLV School of Medicine is committed to diversity, equity and inclusion. Accomplishing this outcome requires a diverse pool of medical school applicants and examining how we recruit, select, prepare and educate the next generation of physicians.

Our country has witnessed civil, social, and political unrest following the recently publicized killings of unarmed Black men and women. In response, many current and aspiring physicians are peacefully and lawfully protesting against police brutality, structural racism, and other forms of systemic oppression, demonstrating the advocacy for humanity and commitment to equity and inclusion that are essential in our health care providers. Some aspiring physicians have expressed concern that being arrested for protesting will impair their prospects for medical school or residency selection.

To ensure the safety of other students and patients, we conduct criminal background checks on accepted applicants. Some of these background checks include arrest history. At the UNLV School of Medicine we ultimately make our own decisions about what we consider and value in the selection processes. We conduct a holistic review of each applicant that considers individuals in the context of their attributes and lived experiences in view of our mission. The AAMC has developed resources to assist schools and programs in doing so. We evaluate a protest-related arrest or conviction as we would any criminal history — and consider carefully all relevant facts and circumstances. An arrest or conviction associated with any peaceful protest is reviewed with caution. We consider the right to peaceful and lawful protest and the values that an individual applicant or student was advocating. We consider the spirit of an individual's advocacy in light of the principles and values our medical school seeks to cultivate in our students.

We encourage any applicant who has engaged or plans to engage in peaceful protest to follow basic safety guidelines and take precautions to becoming infected with or spreading COVID-19. Take this opportunity as a student and aspiring health care professional to learn the implications of engaging in different types of protest and advocacy. Understand that you are applying to medical school and understand that the virtues associated with medicine- humility, compassion, accountability, ethics and humanism should be adopted and upheld as an applicant. You are applying for the privilege of becoming a healthcare provider and you should uphold these virtues with your actions.

Racism is antithetical to the oaths and moral responsibilities we accept as health care professionals. We at UNLV School of medicine are committed to leading, joining and engaging in honest and open dialogue and action to address structural racism and other inequities in medical education, research and patient care.

The School also abides by UNLV's free speech. Those [UNLV guidelines are available online](#).

Payment and cost of applicant background checks: The UNLV School of Medicine will not pay or reimburse expenses related to background checks for accepted applicants. Students are required to pay for the costs of the background checks.

Medical Students

UNLV School of Medicine has made every effort to minimize the number of times a student is required to undergo a background check. However, the medical school, on behalf of some hospitals and outpatient clinics may require students to submit to additional background checks and/or a fingerprint-based background check. Students are required to submit to these additional requirements to obtain clearance to be permitted to complete required educational rotations and experiences in that facility or at that institution. Students who do not submit to fingerprinting or who fail to meet the background check requirements for institutions or facilities

may be unable to fulfill academic requirements and may be dismissed from the UNLV School of Medicine.

Payment and cost of student background checks: The UNLV School of Medicine will not pay or reimburse expenses related to background checks for medical students.

Medical students must continue to meet the legal standards to be licensed to practice medicine in the State of Nevada. Should a student be arrested or convicted of any misdemeanor or felony offense while in medical school, he/she agrees to notify the Senior Associate Dean for Student Affairs and Admissions within seven days as to the nature of the incident. Failure to disclose prior or new offenses can lead to disciplinary action or dismissal.

DRUG TESTING

Medical students may be screened for drug use when transitioning to, or working in a patient care environments, and/or as required by clinical partners of the UNLV School of Medicine.

Medical students may also be administered a drug test when a supervising faculty member or staff, after consultation with designated campus drug and alcohol specialists, concludes that it is likely the student has engaged in the inappropriate use of controlled or prescription substances, including overuse of alcohol. This conclusion may be based upon observed behavior or physical symptoms, including that the student appears to be under the influence of alcohol or drugs; a pattern of abnormal or erratic behavior; information provided by credible sources regarding the student's use of mind-altering substances; or evidence the student tampered with a previously administered drug test. All medical students tested due to this provision shall be removed from patient care and clinical services pending the results and review of further testing.

Testing Process

When testing is required to be administered as a condition of clinical placement, the UNLV School of Medicine will use Certiphi. Those testing procedures will be communicated to students prior to the Transition to Clerkships course. Medical students will be responsible for the costs of drug testing to meeting clinical placement requirements.

When testing is required due to a concern about the inappropriate use of a controlled or prescription substance, including the overuse of alcohol, a local physician testing and diversion program process will be used. The School of Medicine will be responsible for the costs of drug testing due to a concern about inappropriate use.

Results: A report will be sent to the Senior Associate Dean for Student Affairs and Admissions. The Office of Admissions and Student Affairs will maintain a record that students have complied with testing requirements. These records are not part of the student's permanent file and will be destroyed upon the student's graduation from medical school. Only negative test reports will be shared with clinical affiliates. If a student receives a positive result, it will be forwarded to the Senior Associate Dean for Student Affairs and Admissions and the Medical Student Progress Committee for further review and action.

School Action: The Medical Student Progress Committee may require the student to appear for further review of the positive result, discussion, and recommendations to ensure patient safety and student health and wellness.

Return to Medical School: Students will be required to complete a Medical Clearance and a Fitness to Participate in the Academic and Clinical Program of Studies Evaluation prior to returning to the curriculum.

GUIDELINES FOR DRESS AND DEPORTMENT

Physicians need to present themselves in a manner that complements ability and demonstrates trustworthiness, sensitivity, compassion, integrity and professionalism. The following guidelines regarding dress and deportment are provided to give structure and guidance to students beginning the process of development as a medical professional. These guidelines are not intended to dictate student dress nor suppress individual expression or personal preference. These guidelines reflect patient expectations and comfort in their professional interactions with medical students and physicians.

COVID -19: In response to the pandemic, the medical school requires compliance with all State of Nevada, and clinical partner requirements including the wearing of face masks.

1. Students are expected to be clean, well groomed, and dressed in a manner consistent to their responsibilities.
2. Professional Dress: Professional dress is expected in all interactions with patients and standardized patients, as well as in evaluations conducted in the Clinical Education and Assessment Center.
3. Casual Clothing: Clean, comfortable clothing permitting participation in appropriate non-patient care activities, and not involving faculty or students from other professional institutions or settings, in which medical students are guests.
4. Scrub clothing: Scrubs may be worn in appropriate settings (i.e., anatomy lab, lounge, and student study spaces). Scrub suits may not be worn in the lecture hall or small-group learning classrooms unless otherwise specified.
5. White Coat: UNLV School of Medicine provided white coats should be worn in all settings in which patients simulated or otherwise, are encountered. White coats should be clean and pressed at all times.
6. Identification Badge: An identification badge consists of the student's ID with name and school logo. It must be easily visible at all times. Name badges must be worn above the waist and must not be altered or defaced in any way. Patients and their families must be able to identify first and last names by looking at the name badge.
7. Accessories / Jewelry: Minimal jewelry or accessories is encouraged. Students should be mindful of jewelry, which may come into contact with patients in the clinical setting (rings, bracelets, necklaces). Jewelry should be worn in a manner that does not interfere with patient care or personal and patient safety. Jewelry expressing political preference or social policy is not permitted.
8. Ear piercings: Ear piercings are acceptable but other visible body piercing is discouraged.
9. Tattoos and body art: Tattoos and body art should be covered to the extent possible when working with patients and staff.
10. Hats and head coverings: Hats and head coverings are generally not permitted unless required. Exceptions may be made for religious or health-related reasons.
11. Grooming: Students are expected to be clean, well-groomed and dressed in a manner appropriate to their responsibilities.
12. Scented products: The use of scented products is discouraged in consideration of patients, their families, and co-workers' sensitivities or allergies.
13. Hair: Hair must be controlled in such a manner as to prevent it from touching patients or requiring frequent repositioning.
14. Facial Hair: Facial hair should be neatly groomed.

STUDENT REPRESENTATION ON SCHOOL OF MEDICINE COMMITTEES AND CLASS LEADERSHIP

Medical students are important members of several UNLV School of Medicine committees. These include the:

- Curriculum Committee (second and fourth-year students)
- Medical Student Admissions Committee (second and fourth-year students)
- Medical Student Progress Committee (second and fourth-year students)

Medical student representatives and leaders are held to the same conduct and professionalism standards at all times while representing medical students. This includes the importance of maintaining confidentiality regarding all issues discussed and decisions made as part of the work of the medical school committee. Student representatives will complete required training, including FERPA, as well as completing non-disclosure and confidentiality training, which will include signed agreements.

Additionally, there are numerous student organizations as well as affinity groups promoting the understanding of various medical specialties, student interests, and opportunities available for students.

Class elections will be held each year where students will choose their representatives to University Committees as well as representatives to the Association of American Medical Colleges Organization of Student Representatives (OSR). Students also will select leadership for other student groups. Complete information on class elections and offers positions is found in Section 5: Governance.

SECTION 8: ACADEMIC POLICIES

ADMISSIONS

Early Decision Program

All prospective early decision program applicants are required to schedule an advising meeting with the Director of Admissions prior to submitting an application in AMCAS. This meeting will include assessment of applicant eligibility and competitiveness for the program. This meeting must take place prior to June 15 of the application year. Applicants who do not schedule this advising meeting will not be eligible for consideration for the early decision program.

Applicants who apply via this program may not apply to other medical schools. If accepted via the EDP, applicants must attend the UNLV School of Medicine.

Who Should Consider Applying for Early Decision?

The EDP is designed for highly competitive applicants who know that the UNLV School of Medicine is their preferred medical school.

Deadlines

August 1: Application must be submitted via AMCAS with designation of Early Decision for the UNLV School of Medicine; and the Office of Admissions and Student Affairs must receive all supplemental application materials.

August 15: UNLV School of Medicine EDP secondary application deadline

August/September: Interviews for EDP applicants who meet eligibility requirements will take place. October 1: All EDP applicants will be notified of the Admissions Committee decision

Deferral Requests

Applicants accepted via the EDP may only be eligible for a deferral request due to an unforeseen and serious life-changing event. Applicants should not apply via EDP if they are aware of a possible reason that would prevent an on-time start in the MD program.

Deferred Admission

Students admitted to the UNLV School of Medicine may request a one-year deferral. Deferral requests are not encouraged and will only be considered in unusual circumstances for unforeseen and serious events. Except in the case of a medical emergency, deferral requests must be submitted prior to June 1 of the first year of medical school. No request, which exceeds one year, will be considered.

Accepted students who wish to consider a deferral should contact the Director of Admissions as soon as possible. An application for deferral is required.

Transfer Requests and Transfer Requests with Advanced Standing

Due to the unique curriculum of the UNLV School of Medicine, the school will not accept transfer requests.

ATTENDANCE AND PARTICIPATION

Attendance and active participation in small group and clinical activities is essential to the learning and culture of the UNLV School of Medicine. Small group and clinical activities are required components of the curriculum and attendance will be recorded. Students missing required sessions will be required to provide documentation of appropriate reasons or circumstances for their absence. If a student finds it necessary to miss a required session, it is the responsibility of the student to contact the Senior Associate Dean for Student Affairs and Admissions, who will approve the absence and notify appropriate faculty and supervising individuals of the student's approved absence. Failure to adhere to this requirement will lead to the absence being recorded as unexcused. Significant unexcused absences will be considered as a Violation of the Code of Professional Code of Conduct and Professional Responsibility and be referred to the Medical Student Progress Committee for consideration and potential sanction or remediation.

Absence for Personal Reasons (Including Religious Observance)

In the event a student finds it necessary to miss a required class or clinical session due to a personal reason, it is the responsibility of the student to notify the Senior Associate Dean for Student Affairs and Admissions of the date and time of the absence in advance. Personal reasons include, but are not limited to, absence for a religious holiday, academic events (presentations at meetings, including those at UNLV School of Medicine), and civic responsibilities (jury duty). It is the policy of the UNLV School of Medicine to be sensitive to religious obligations of its students.

Religious Observances: It shall be the responsibility of the student to notify the Senior Associate Dean for Student Affairs and Admissions in writing no later than the end of the first week of classes for each semester of his/her intention to participate in religious holidays which do not fall on state holidays or periods of class recess. In addition, a notice to the class will be sent from the Senior Associate Dean for Student Affairs and Admissions during the first month of classes requesting students to identify the dates and times of any personal absences to facilitate appropriate notification of faculty and supervising individuals and to minimize any disruption to the course of study for the class.

The Senior Associate Dean for Student Affairs and Admissions has the discretion to disallow such absences based upon their potential impact on the educational experience. Any student missing educational assignments or requirements because of observance of religious holidays, shall, if possible, be given the opportunity make up the missed work. The make-up will apply to the religious holiday day absence only. This policy shall NOT apply in the event that administering the assignment at an alternate time would impose an undue hardship on the instructor or the institution that could not reasonably have been avoided. Generally, students are expected to make up absences in a method consistent with course expectations. Requests for absences which are denied are subject to the student appeal process detailed in the Student Handbook, in Section 7.

Phase 3 Absence Policy

During Phase 3, there are 52 calendar weeks plus 3 weeks of winter break. Students have 40 weeks of required assignments for graduation. Therefore, there is plenty of unassigned time for students to schedule:

- Time Off
- Study time for USMLE 2
- Interviews
- Conference Attendance

The only allowed absences during Phase 3:

- Serious illness of self or immediate family member
- Death of close family member
- Emergencies and accidents
- Taking USMLE Step 2 CK/CS

Students must submit absence requests through:

https://docs.google.com/forms/d/e/1FAIpQLSckXFxz0BCjUOIcSxTYAXWXBFI09kNGEABYI_oqd9LLxb-emew/viewform

It is the student's responsibility to contact the Course Director, Course Coordinator, and/or the Chief Resident on the team, of the absence. If the absence is due to an illness, the student is NOT obligated to disclose the nature of the illness. After more than three days of absence due to an illness, a medical note may be required in order to return to clinical activities.

Students have ten (10) total allowed absence days during the 40 weeks of required rotations. If a student misses more than one day on a 2-week rotation, or more than two days on a 4-week rotation, the student must make up missed time at the direction of the Course Director.

Students are excused during State of Nevada Observed Holidays. However, students are encouraged to work with their Course Director to seek additional learning opportunities during these holidays.

During Phase 3, students will follow the policy of Medical Student Clinical and Educational Work Hours.

Absence for Interviews

The months of November, December, and January are peak interview times for many residency programs, although some programs do interviews as early as October and into February. Students are not allowed to schedule required Sub-I or ICU rotations, or the required Nevada Community Medicine rotation, during the months of November, December, and January.

Students who sign up for other rotations during these months must notify their Clerkship Director at least TWO weeks prior to the date of their planned residency interview, and request the absence via:

https://docs.google.com/forms/d/e/1FAIpQLSckXFxz0BCjUOIcSxTYAXWXBFI09kNGEABYI_oqd9LLxb-emew/viewform for attendance-tracking purposes.

EXAMINATION POLICIES

Examination schedules are posted prior to the beginning of each academic year. All students are expected to take examinations at the scheduled date, time, and location. Students requesting alternate dates for examinations must notify the Senior Associate Dean for Student Affairs and Admissions in advance with the

reason for the request. The Senior Associate Dean for Student Affairs and Admissions will have the responsibility of approving or denying the student's request.

Excused Absences

Life circumstances or professional events may interfere with a student's ability to attend an examination as scheduled. Requests for excused absences require as much advanced notice as possible. It is the student's responsibility to detail the circumstances for the request as soon as the conflict is known. The Senior Associate Dean of Student Affairs and Admissions will have the authority to approve or deny the request. If the request is approved the Office of Student Affairs will notify the course instructor/director(s) impacted by the absence for their approval of the request. The Office of Student Affairs will coordinate the scheduling of a missed exam.

If the Senior Associate Dean of Student Affairs and Admissions denies the excused absence request, the student may appeal their decision to the Vice Dean for Academic Affairs within 24 hours of learning of the denial. The Vice Dean for Academic Affairs will inform the student of the final decision within two business days.

Make up exams: In the event a student finds it impossible to take an examination at the scheduled time because of medical, personal or family emergency, it is the responsibility of the student to notify the Senior Associate Dean of Student Affairs and Admissions by email or phone in a timely manner. The Office of Student Affairs will notify the student of the scheduled make-up date.

Early exam takes: Students are not permitted to take scheduled exams prior to the scheduled examination time.

Unexcused Absences

An absence in any course, which is not approved by the Office of Student Affairs, is considered unexcused. A first unexcused absence will require the student to meet with the Senior Associate Dean for Student Affairs and Admissions. A second unexcused absence will require a second meeting with the Senior Associate Dean for Student Affairs and Admissions and an appearance before the Medical Student Progress Committee. A third unexcused absence will require another appearance before the Student Promotions Committee and a professionalism lapse will be reported.

VOLUNTARY LEAVE OF ABSENCE OR VOLUNTARY HEALTH WITHDRAWAL

Students may request a Voluntary Leave of Absence for personal or family reasons. Students must be in good academic standing and not subject to academic actions or professionalism violations to be eligible for a voluntary leave of absence. The request must be presented in writing to the Senior Associate Dean for Student Affairs and Admissions in a timely manner. Students must indicate the reason for requesting a leave of absence as well as an expected time the student anticipates returning to full-time academic status.

A student may seek a Voluntary Leave of Absence for Medical Reasons (Voluntary Health Withdrawal). This request must be submitted in writing to the UNLV Health Withdrawal Committee. A copy of the process and forms for submitting a [Request for Voluntary Health Withdrawal](#) are online. The Voluntary Health Withdrawal Committee will make a recommendation to the School of Medicine Senior Associate Dean for Student Affairs and Admissions. This recommendation will include information submitted by the medical student to the committee. The Senior Associate Dean for Student Affairs and Admissions will inform the Student Progress Committee of all approved Voluntary Health Withdrawals.

Returning to Medical School

Medical students who require either type of voluntary leave of absence, should be aware that returning to the curriculum will be based upon both their readiness to return as well as the academic calendar. The design of the curriculum is based upon three integrated phases for cohorts of students. Courses are not offered each semester, but organized by Phase 1, 2, 3. Medical students who are granted a leave of absence from any of the three phases, may be required to repeat previous components of each phase which he/she had successfully repeated; and/or be required to return at the start of the current or previous phase. Students should be aware that the impact of a leave of absence will include increasing his/her time in medical school. A leave of absence may also impact a student's eligibility for financial aid and/or deferment of financial aid payments.

Voluntary Leave of Absence: Students requesting a leave for personal or family issues must indicate the reason for the request and provide a timeline for returning to classes in the request.

Medical Leave of Absence/Voluntary Health Withdrawals: Students who were approved for this leave, are required to obtain a Medical Clearance and Fitness to Participate in the Academic and Clinical Program of Studies Evaluation from a licensed medical provider prior to returning to classes. Students must also satisfy other requirements put in place at the time the withdrawal was approved. This evaluation must be presented to the UNLV Voluntary Health Withdrawal Committee prior to returning to classes or clinical activities. The Medical Student Progress Committee may also require additional requirements and/or assessment by a medical provider of the medical school's choice. If the medical school requires the assessment, the financial cost will be the responsibility of the School of Medicine.

The maximum time allowed for a medical leave of absence or voluntary health withdrawal is one year. Students who require longer than a one-year leave of absence, and who are not enrolled in a formal degree program, or who are denied a requested extension of the leave, may apply for withdrawal from the UNLV School of Medicine. Students must consult with the Senior Associate Dean for Student Affairs and Admissions. If a student fails to obtain a withdrawal, the student may be subject to dismissal.

The Office of Student Affairs will notify the Registrar of the change in academic status and anticipated return to full-time status in the UNLV School of Medicine.

While on a Leave of Absence, the student is prohibited from participation in academic, clinical or extracurricular activities associated with the UNLV School of Medicine.

Leave of Absence to Pursue Additional Degree

The Senior Associate Dean for Student Affairs and Admissions may grant a student who is enrolled in a formal degree program at UNLV School of Medicine or another university an extended leave of absence. The student must apply annually, in writing, to renew the leave of absence. This written application must be provided to the Office of Student Affairs by the start of each academic year. Emails will be accepted and the student should provide verification of good standing from the degree program.

INVOLUNTARY LEAVE OF ABSENCE

Subject to and in accordance with UNLV Policy (Health Withdrawal Voluntary/Involuntary) the following sets forth the UNLV School of Medicine involuntary leave of absence policy: If a student demonstrates behavior that poses or potentially poses a danger of causing physical harm to self or others, or demonstrates the inability to

provide for personal needs, such that there is a reasonable possibility of harm or death within a short period of time, the University may place the student on an Involuntary Leave of Absence from the UNLV School of Medicine. The Senior Associate Dean for Student Affairs and Admissions is the designee who shall be informed of student behavior from a variety of sources at the medical school and university which may lead to a recommendation of an involuntary leave of absence.

Notification: When possible, the Senior Associate Dean for Student Affairs and Admissions will notify the student that involuntary leave is under consideration. Every attempt will be made to meet with the student to discuss the behavior. The student may be encouraged to take a voluntary leave of absence. If the Senior Associate Dean for Student Affairs and Admissions, or designee, believes the student's health is in imminent danger, he/she may proceed without notifying the student. Upon deciding to recommend involuntary leave of absence for a student, the Senior Associate Dean for Student Affairs and Admissions will communicate the decision to the Vice Dean for Academic Affairs and Education, who will make the final decision.

Show Cause Hearing: Members of the Medical Student Progress Committee will be convened within 5 days to review the circumstances of the involuntary leave of absence action. The Medical Student Progress Committee will base its decision upon the extent the student engages in, or is judged to be likely to engage in behavior which may endanger the student, others, and/or patients. The Medical Student Progress Committee may seek additional information from other university administrators, faculty, or staff. Every effort will be made to contact the student. The student may refuse to provide information, but the refusal will not limit the right of the committee to take action on the involuntary leave of absence nor limit the right of the School of Medicine to require the leave of absence.

Medical Student Progress Committee Decision: The Committee can decide to uphold the administrative action by the Vice Dean for Academic Affairs and Education requiring the involuntary leave of absence. The Committee may also make recommendations or put other requirements in place under which the student may remain in the medical school.

The student will receive written notice of the Medical Student Progress Committee decision. The notice will provide:

1. Summary of the reasons for the decision;
2. Duration of the involuntary leave of absence or the requirements for the students to remain in the medical school;
3. Requirements the student must take to request re-admission if the involuntary leave is upheld.

The Senior Associate Dean for Student Affairs and Admissions may notify a spouse or partner, or parent or guardian, of the medical school's action, in accordance with FERPA or with the student's consent.

During the period of Involuntary Leave, the student may NOT participate in academic, clinical or extracurricular activities associated with the UNLV School of Medicine or UNLV.

Students placed on Involuntary Leave will not be permitted to return to full-time student status without an evaluation of their Fitness to Participate in the Academic and Clinical Program of Studies Evaluation completed by an evaluator selected by the School of Medicine.

The Office of Student Affairs will notify the Registrar and Office of Financial Aid of any change in student enrollment status.

Changes in enrollment status may impact a student's qualification for Financial Aid and/or participation in university sponsored health insurance.

WITHDRAWALS

The student requests a withdrawal for an indefinite period of time and/or when there is little or no intention on the part of the student of returning to medical school.

Withdrawals During the Curriculum's Foundations Phase

A student who withdraws during the curriculum's Foundations Phase for other than health reasons and wishes to return to medical school must reapply through the regular admissions process as if he/she is a new applicant.

Academic records from the prior period of enrollment will be reviewed as part of the admissions process for re-applicants due to a withdrawal.

If a student withdraws because of illness during the Foundations Phase, he/she will be allowed to apply for readmission through the Medical Student Progress Committee. The student will be required to submit a statement from a physician concerning his/her health status and ability to meet the UNLV School of Medicine Technical Standards. Reapplication does not guarantee readmission to the program.

Withdrawals in the Clerkship and/or Exploration Phases

Withdrawal is available to students who are in good standing and have completed the Foundations Phase of the curriculum. If, at the time of the withdrawal request, the student is not subject to academic probation or other academic or professionalism actions by the UNLV School of Medicine, the student may be granted a withdrawal. Students who withdraw while in good standing may apply for readmission with advanced standing to the Medical Student Progress Committee. Permission to reapply does not guarantee readmission. The Senior Associate Dean for Student Affairs and Admissions, with the Vice Dean for Academic Affairs and Education, will review each request on a case-by-case basis.

Students who apply for readmission will be subject to the Fitness to Participate in the Academic and Clinical Program of Studies Evaluation policy and procedures and must be able to meet the Technical Standards of the medical school. Documentation of the students' ability to meet the technical standards may be required.

All students who re-apply for admissions with advanced standing will be subject to review by the Medical Student Progress Committee, who may take the following actions:

1. Readmission with no conditions;
2. Readmission with conditions;
3. Denial of readmission until further evidence of readiness to return to medical school is presented, or;
4. Denial of readmission

If a student is not in good standing, but there are extenuating circumstances, a student may also apply for withdrawal from the School of Medicine. The approval of the Senior Associate Dean of Student Affairs and Admission is required.

Each student who withdraws from the UNLV School of Medicine will receive notification of their status and

eligibility for reapplication at the time of withdrawal. Withdrawal requests will be made to the Office of Admissions and Student Affairs, and approved by the Senior Associate Dean for Student Affairs and Admissions.

MEDICAL STUDENT DUTY HOURS

Medical student clinical and education work hours (duty hours) policy follows ACGME (Accreditation Council on Graduate Medical Education) program requirements. These hours include all required clinical and academic activities related to courses and clerkships, including:

- Assigned inpatient and outpatient hours
- Time spent in assigned clinical duties, including administrative duties, which are directly related to patient care.
- Time spent in house during call
- Hours in scheduled learning activities, such as lectures or conferences

Specific clinical and educational work hour restrictions are outlined below:

1. Clinical and educational work hours must be limited to no more than 80 hours per week, averaged over a four week period.
2. Medical students must have a minimum of one day in seven free of clinical work and required education time, averaged over four weeks.
3. Medical students should have eight hours off between each scheduled duty shift of an eight hour duration or longer.
4. Clinical and educational work periods for medical students must not exceed 24 hours of continuous scheduled assignments.
5. In rare circumstances, after completing required clinical and educational responsibilities medical students, on their own initiative may elect to remain or return to the learning site:
 - a. to continue to provide care to a single patient;
 - b. to offer humanistic attention to the needs of a patient or family;
 - c. to attend unique educational events.
 - d. These additional hours of care or education will be counted toward the 80 hour weekly limit.

The School of Medicine does not require students to log hours. It is the student's responsibility to manage their duty hours to avoid a violation while meeting the educational expectations and activities of the course. On course evaluations, students will respond to questions about compliance with duty hour policy.

Reporting of Duty Hour Violations

Students who believe they have been required to exceed the duty hour work limits should notify the Senior Associate Dean for Student Affairs and Admissions. The Senior Associate Dean will gather information from the student, supervising faculty and residents, and other students to determine the circumstances under which the violation occurred.

Students also have the option to report to the clinical course or clerkship coordinator. Students may also report violations to any UNLV School of Medicine dean or director in academic or student affairs.

The Office of Student Affairs will investigate all such reports and oversee remedies to violations of the duty hour policy.

STUDENT PROGRESS AND ADVANCEMENT IN EACH CURRICULUM PHASE

Required in order to Progress from Year 1 to Year 2:

1. Satisfactory completion of all focused science Block material as evaluated by the faculty
2. Satisfactory completion of all written and web based assignments as evaluated by the faculty
3. Satisfactory completion of all Clinical Skills components of the curriculum as evaluated by the faculty
4. Demonstrate satisfactory professional development as evaluated by peers and by the faculty

Required in order to progress from Year 2 to Year 3:

1. Satisfactory completion of all focused science Block material as evaluated by the faculty
2. Satisfactory completion of all written and web based assignments as evaluated by the faculty
3. Satisfactory completion of all Clinical Skills components of the curriculum as evaluated by the faculty
4. Demonstration of satisfactory professional development as evaluated by peers and by the faculty
5. Successful completion of the end-of-year OSCE
6. Achieving a passing score on Step 1 of the U.S. Medical Licensing Examination (USMLE)

From Year 3 to Year 4 a student must:

1. Satisfactory completion of Clinical Component of all required Clerkship experiences
2. Satisfactory completion of the academic component of all required clerkship experiences
3. Demonstration of satisfactory professional development as evaluated by peers and faculty on required clerkship experiences
4. Successful completion of end-of-year OSCE

GRADUATION REQUIREMENTS

The Medical Student Progress Committee is responsible for making final decisions regarding the progress, promotion, and qualification for graduation of students in the School of Medicine. A documented concern about a student's performance, professional conduct, or personal behavior may result in a Committee determination of unsatisfactory progress when the record is reviewed by the Medical Student Progress Committee. The Medical Student Progress Committee will consider completion of required courses and clerkships as well as documented professional conduct and personal behavior in making the final determination of whether the student has met the standards for promotion and for graduation.

The awarding of the Doctor of Medicine degree is contingent upon the satisfactory completion of all curricular and academic requirements, and the satisfactory practice of acceptable professional conduct and personal behavior. In addition to the required courses and clerkships, every student is required to successfully complete a scholarly research project, and pass all components of the Objective Structured Clinical Examinations and the United States Medical Licensure Examinations: Step 1, Step 2 – Clinical Knowledge, and Step 2 – Clinical Skills

within the time limit as described in the Student Handbook.

FOUNDATIONS PHASE

TOTAL CREDITS: 91

Emergency Response & Population Health	12 credits
Introduction to Medical Science	6 credits
Hematology & Cancer	4 credits
Musculoskeletal & Skin	5 credits
Gastroenterology, Endocrinology, & Reproduction	8 credits
Cardiology, Pulmonary, Renal	12 credits
Mind, Brain, and Behavior	10 credits
Multi-systems Disease	6 credits
Doctoring I, 2, 3	3 credits
Primary Care Continuity Clerkship I, 2, 3	3 credits
Analytics in Medicine I, 2, 3	3 credits
Nevada Community Service I, 2, 3	3 credits

RESEARCH AND SCHOLARSHIP

TOTAL CREDITS: 16

Research (Summer 2018)	12 credits
Research (Summer 2019)	4 credits

CLERKSHIP PHASE

TOTAL CREDITS: 50

Longitudinal Integrated Clerkship	
Emergency Medicine	2 credits
Family Medicine	2 credits
Internal Medicine	11 credits
Neurology	4 credits
OB/Gyn	6 credits
Pediatrics	6 credits
Psychiatry	8 credits
Surgery	11 credits

CAREER EXPLORATION AND SCHOLARSHIP PHASE

TOTAL CREDITS: 40

Clinical Electives: 5 four-week blocks	20 credits
Subinternship 1	4 credits
Subinternship 2	4 credits
Nevada Community Medicine	4 credits
Critical Care	4 credits

TRANSITION TO RESIDENCY

TOTAL CREDITS: 4

Capstone	4 credits
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LIMIT ON TIME OF ENROLLMENT IN THE SCHOOL OF MEDICINE

Students must complete all requirements for the M.D. degree within a period of time not to exceed six years from the date of initial matriculation. Failure to meet this timeline may result in dismissal from the School of Medicine. Time away from studies for medical, personal or family concerns is included in the total of six-year limit. Time during which a medical student is enrolled in a formal degree program while on a voluntary leave of absence which has been approved by the Medical Student Progress Committee does NOT count toward the six-year time limit. Any delays or extensions granted for students for any of the required USMLE Step Examinations count toward the total maximum time in medical school curriculum.

GRADING POLICIES

MI Guidelines for Integrated Organ-System Course Exams – 2020-2021 (Phase I) During Phase I, grading in all courses is Pass/Fail.

Narrative assessment detailing student performance, professional development and identifying areas for improvement will be provided to assist students in the process of personal improvement and self-assessment.

Course exams (for IMS, MSS, NNN, CPR, GER, H., PBS)

Defined as CAS exams administered routinely through the integrated organ-system courses. The two MSS (musculoskeletal skin) exams will be combined and considered as a single exam. Standard passing threshold for all course exams: 75%.

All exam items must have a P value of at least 0.50 and point biserial of at least 0.15 to be included.

For course exams administered through Canvas or a similar platform, adjustments will be made by excluding items that do not meet inclusion criteria.

For course exams given using the NBME Customized Assessment Service (CAS), adjustments will typically be made by reducing the denominator by the number of items removed.

If 8% or more of the exam items do not meet inclusion criteria, the course director may manually adjust the passing threshold to a reasonable value below 75% based on the overall grade distribution.

Cumulative final exams (for end of first and second semesters) Defined as CAS exams administered during the first year.

The passing threshold will be set by the Assistant Dean for Biomedical Science Education and the Director of Biomedical Science Education, who will have discretion regarding the exclusion of exam items.

Consequences of failing exams

All course exam failures will be remediated. The first attempt at remediation will be the corresponding content

on the subsequent cumulative final. The Medical Student Progress Committee (SPC) will review individual student performance on the cumulative finals to make this determination.

For students progressing through the M1 curriculum for the first time, the consequence of exam failures (course and cumulative) will be as follows:

- Failure of 1-2 exams: no action
- Failure of 3 exams: referral to the SPC, academic warning
- Failure of 6 exams: referral to the SPC, academic probation
- Failure of 8 exams: referral to the SPC, repeat of Year I

For students progressing through the M1 curriculum for the second time, the consequence of exam failures (course and cumulative) will be as follows:

- Failure of 1-2 exams: no action
- Failure of 3 exams: referral to the SPC, academic warning
- Failure of 6 exams: referral to the SPC, academic probation
- Failure of 8 exams: referral to the SPC, dismissal from medical school

The SPC will review the circumstances for all referred students and has the authority to waive any of the aforementioned consequences (warning, probation, repeat, dismissal) and substitute its own judgment.

M2 Guidelines for Integrated Organ-System Course Exams – 2020-2021

Standard passing threshold for internal exams: 75%.

All internal exams items must have a P value of at least 0.50 and point biserial of at least 0.15 to be included.

For internal exams administered through Canvas or a similar platform, adjustments will be made by excluding the items that do not meet inclusion criteria.

For NBME Customized Assessment Service exams, adjustments will typically be made by reducing the denominator by the number of items removed. If 10% or more of the exam items do not meet inclusion criteria, the course director may manually adjust the passing threshold to a reasonable value below 75% based on the overall grade distribution.

Failure of any Mind, Brain & Behavior exam(s) will necessitate remediation. Remediation will require passing a multiple-choice exam approved by the course director, with a maximum of two attempts. If the student does not pass after two attempts the student will be referred to the SPC for consideration. The remediation must be complete before the student progresses to Foundations Review.

The minimum passing threshold for Multi-System Disease exams, which are external NBME exams, is the 5th percentile.

Students not reaching the 5th percentile on any external NBME exam will be referred to the Associate Dean for Student Affairs to discuss their academic preparedness for USMLE Step 1 and develop an appropriate strategy.

Longitudinal Courses- Doctoring, Primary Care Clerkships, Nevada Community Service, Analytics in Medicine

Students will be assessed using written examinations, essays, observed history and physical examination as well as participation in small group discussion and oral or written presentations as determined by individual course directors. Students will receive both written and verbal feedback at the midpoint of each semester in order to assist in the process of personal improvement and self-assessment. Students will take a cumulative exam at end of each Analytics in Medicine course. The course director will inform students of score thresholds for each grade.

Phase 2- Longitudinal Integrated Clerkships

During Phase 2, grading is Honors/ High Pass/ Pass/ Fail. Grades are determined by assessment of clinical performance in addition to a student's performance on the NBME subject examination for individual components (e.g., Internal Medicine, Surgery, Psychiatry, etc.).

Clinical Assessment: At the midpoint of each Block of the Longitudinal Integrated Clerkship, students will meet with individual clerkship directors to receive written and verbal feedback on their performance in individual components of the clerkship. Students will review areas of identified strength as well as areas in need of improvement. If a student is identified by clerkship faculty as being "at risk" for not meeting clerkship requirements, the clerkship director will assist the individual student to identify and develop a specific plan to accomplish goals and tasks necessary for successful completion of the clerkship.

NBME Subject Examinations: Each student will have two attempts to successfully complete each Subject Examination. Achieving a minimum passing score or higher is a requirement for successful completion of each

component of the Longitudinal Integrated Clerkship. Students, who achieve a passing score on the initial attempt at the Subject Exam, may choose to accept their first score or they may sit for the second exam in order to increase the score and raise the clerkship grade. Students who are unsuccessful in passing the Subject Examination on the first sitting will be required to retake the exam at the second sitting. Students who fail at the midpoint and at the end of the LIC will be administered the NBME shelf exam within 4 weeks of the final sitting. Students failing three attempts at the NBME shelf exam will receive a Failing grade for the clerkship.

Phase 3- Exploration Phase

During Phase 3, grading is Honors/ High Pass/ Pass/ Fail. Grades are determined by assessment of clinical performance as determined by course/clerkship faculty. Students are provided with both written and verbal feedback at the midpoint of each elective rotation in order to identify areas of strength as well as needed improvement.

Students who are felt by clerkship faculty as being “at risk” for not meeting clerkship requirements will meet with the clerkship director to develop an individual improvement plan with specific goals and tasks necessary for successful completion of the clerkship. The student and faculty will also develop a specific plan for monitoring the completion of tasks and goals.

Incomplete Grades

Students will receive a grade of Incomplete if all requirements of a course are not successfully completed at the end of an individual course. All grades of incomplete must be remediated successfully by the completion of the academic year. Students may not progress with unresolved grades of incomplete.

Withdrawal

Students are not permitted to withdraw from individual courses due to academic difficulty. Policies and processes for withdrawal from the curriculum as well as Leave of Absence policies are found in Section 8.

REMEDIATION IN ALL CURRICULUM PHASES

Course or clerkship/elective faculty share responsibility with the individual student of monitoring student performance in the curriculum. Students are expected to follow their performance on individual quizzes as well as other measures for individual courses (essays, written exams, observed physical and history, etc.). The Student Progress Committee will follow student performance in the medical school curriculum and is responsible for approving any and all remediation after students are assigned a non-passing grade such as Incomplete or Fail.

Remediation plans for specific courses are developed by individual course directors and are approved by the Student Progress Committee. Students may request to appear before the Student Progress Committee when remediation plans are being considered.

Remediation – Phase 1 Exams

If further remediation beyond the cumulative final exam is warranted, it will occur during the summer and require passing a multiple-choice exam approved by the Assistant Dean for Biomedical Science Education and the Director of Biomedical Science Education. There will be a maximum of two attempts. The remediation must be complete before the student progresses to M2. If the student does not pass after two attempts the student will

be referred to the SPC with a recommendation to repeat the year (first pass through the material) or dismissal (second pass).

Remediation plans will be based upon the individual student's identified academic or professional deficits and will be tailored by the course director and Student Progress Committee. The Senior Associate Dean for Student Affairs and Admissions will report remediation to the Medical Student Progress Committee. Students may be required to appear before the committee prior to its review and approval of remediation requirements. During Phase 3 of the curriculum, any remediation of elective/ clerkship deficits must be completed by April 1 to meet the graduation requirements of the School of Medicine.

M2 Students: All students must pass all M2 exams to be certified for USMLE Step 1. Any exam failure will result in remediation at the earliest appropriate time. Failure of a routine exam will require the student to pass a similar NBME exam to demonstrate sufficient mastery.

ACADEMIC ACTIONS

Students, who do not meet student progress and advancement standards, including graduation requirements and limit on the time of enrollment, as well as professionalism and code of conduct policies, are subject to presentation to the Medical Student Progress Committee which has the authority to determine academic actions and approve remediation recommendations made by the block or clerkship director, faculty member, or department in responding to a student failure. Academic actions can include, but are not limited to, course, USMLE, or block remediation, repeat of an academic year, extended curriculum, leaves of absences, academic probation, sanctions, additional educational activities, and dismissal from medical school.

ACADEMIC WARNING

Students who are required to complete remediation in any phase of the curriculum will receive an academic warning. Students who receive an academic warning may have additional limitations placed upon their participation in extracurricular activities to assist in giving them time to successfully remediate the reason for the academic warning. Students who receive repeated academic warnings may be subject to Medical Student Progress Committee review for possible academic probation. This will be determined upon a case-by-case basis. Students who are determined to have marginal academic performance may be subject to academic warning at the discretion of the Committee. Academic warnings are formative and do not appear in the student record. Marginal academic performance may include:

- Exam performance
- Repeated test failures
- Multiple remediations
- Passing a course very close to the minimum grade
- Other factors determined by the Committee.

ACADEMIC PROBATION

Students are placed on academic probation for a failing grade or failure of any of the USMLE Step Examinations; lapse in professionalism or violation of the Code of Professional Conduct and Professional Responsibility. Students who are placed on academic probation may have additional limitations placed upon their participation

in extracurricular activities or service in leadership roles to assist in giving them time to successfully remediate the requirements of the probation. Students will remain on probation until the remediation is successfully completed and/or the conditions set by the Committee have been determined to be completed.

Grade Replacement in Phase 1

Transcript	Grade Replacements Phase I	Remediation
Incomplete → Pass	Incomplete to a Pass.	Approved remediation successfully completed prior to the end of the phase.
Incomplete → IP/Pass	Incomplete to a Pass, with Incomplete remaining on the transcript.	Remediation successfully completed after the end of the Phase.
Incomplete → Fail	Incomplete to a Fail.	Remediation is not successfully completed; student is required to repeat the course and/or Phase.

Grade Replacements in Phase 2

Transcript	Grade Replacements Phase I	Remediation
Incomplete → Pass/High Pass/Honors	Incomplete to a grade earned by performance on remediation criteria.	Approved remediation successfully completed prior to the end of Phase 2
Incomplete → Pass	Incomplete to a Pass	Two remediations successfully completed prior to the end of Phase 2.
Incomplete → Fail	Incomplete to a Fail (clerkships)	Two failures of the same shelf exam will result in failure of the clerkship.

Grade Replacements in Phase 3

Transcript	Grade Replacements Phase I	Remediation
Incomplete → Pass	Incomplete to a Pass	Elective rotation remediation successfully completed by the deadline set in the approved remediation plan.
Incomplete → IP/Pass	Incomplete to a Pass, with Incomplete remaining on the transcript.	Elective rotation remediation successfully completed past the deadline required in the remediation plan, but prior to the final deadline of April 1 of Year 4.
Incomplete → Fail	Incomplete to a Fail	Any Phase 3 remediation, which remains incomplete by April 1 of Year 4.
In Progress	Longitudinal Integrated Clerkship	Final grade assigned at the end of the LIC

USMLE EXAMINATIONS POLICY AND PROCESS

Each student must take USMLE Step 1 prior to the beginning of the Longitudinal Integrated Clerkship (LIC). Students who are approved for a leave of absence to pursue an additional formal degree or research year at UNLV or another institution must take USMLE Step 1 prior to beginning their leave of absence and/or coursework for their additional degree program. The student must have a passing score reported prior to

starting the LIC. A passing score on USMLE Step 1 is required prior to beginning any clerkship. If there is an unforeseen delay by the National Board of Medical Examiners in reporting the score, exceptions to this policy will be considered on a case-by-case basis.

Scheduling Step 1

Class of 2022

The spring semester of the 2019-2020 academic year begins on Monday, January 6, 2020. Students will have seven (7) weeks from this date to prepare for and take USMLE Step 1 (aka Foundations Review). Students must sit for USMLE Step 1 on or before Sunday, February 23, 2020. The next course, Research 2, begins on Monday, February 24.

Exceptions:

A student who feels the need for additional study time beyond the seven (7) weeks of Foundations Review will have two options:

1. The student may seek a waiver from the Student Progress Committee (SPC). The decision to grant a waiver will be based on a review of the individual student's circumstances, as well as input from the deans of student affairs, clinical education, and biomedical sciences. SPC will set a deadline by which the exam must be taken. A student who receives a waiver and subsequently fails the exam will be automatically suspended from the curriculum, and will need to pass USMLE Step 1 prior to starting Phase 2.
2. A student who does not feel that he/she can take the exam in the prescribed seven (7) week Foundations Review but does not seek or receive a waiver as described above, will need to seek a leave of absence (LOA) from the SPC. Any student who receives a waiver will have to make up Research 2 and any required clinical experiences later in the curriculum.

Any student who schedules an exam outside the prescribed seven (7) week Foundations Review without a waiver will be required to appear before the Student Progress Committee and will be subject to academic action, up to and including dismissal from medical school.

Every student is required to pass USMLE Step 1 within 12 months of the date of the first attempt. If a student believes they require additional time beyond 12 months, he/she must request additional time from the Medical Student Progress Committee, after consultation with the Learning Resources Director and the Senior Associate Dean for Student Affairs and Admissions. Students will be granted no more than a total of 18 months to obtain a passing score on USMLE Step 1. No further extensions after the 18 months extended deadline will be allowed and the student will be subject to dismissal.

Comprehensive Basic Science Examination (CBSE) Policy and Process

The Comprehensive Basic Science Exam (CBSE) is a half-length version of the United States Medical Licensing Examination (USMLE) Step 1, which is commonly used by schools to assess student readiness to successfully complete the Step 1 exam. The UNLV School of Medicine requires students to take the CBSE prior to the beginning of the Multi System Disease block. Students earning scores which would predict unsuccessful performance on Step 1 of the USMLE, will be referred to the Senior Associate Dean for Student Affairs and the Learning Advisor to develop a strategy for successful preparation and completion of this required exam. The Senior Associate Dean for Student Affairs and the Learning Advisor will monitor student progress throughout his/her preparation.

The Senior Associate Dean for Student Affairs may delay a student's scheduling of the Step 1 exam due to his/her performance on the CBSE and in consideration of the student's performance on course exams, including other assessment measures (e.g. written assignments, observed physical and history-taking, OSCE's, etc.), and upon consultation with the Academic Learning Advisor. All students have the option to complete a third version of the CBSE exam, at their own expense, during the Foundations Review period.

USMLE Step 2 CK: Each student must take USMLE Step 2 CK by October 30 of the year prior to year in which they are scheduled to graduate. A student can request a delay in taking USMLE Step 2 CK from the Senior Associate Dean for Student Affairs and Admissions. Students must make their first attempt on Step 2 CK no later than December 30 of the same year. Students who are granted a delay and take Step 2 CK after October 30 will be required to extend their medical education and graduate with the following class. Students who require a retake on USMLE Step 2 CK must obtain a passing score within 12 months of the date of his/her first attempt on the exam. If a student believes he/she requires additional time beyond the 12 months, he/she must request additional time from the Medical Student Progress Committee, after consultation with the Learning Resources Advisor and the Senior Associate Dean for Student Affairs and Admissions. Students will be granted no more than a total of 18 months to obtain a passing score on USMLE Step 2 Clinical Knowledge (CK). No further extensions will be allowed. In reviewing a student request for an extension to the timeline for Step 2 CK, the Committee will review any previous extensions granted for USMLE Step 1 and the total time enrolled in the medical school curriculum.

Students must take USMLE Step 2 Clinical Skills (CS) no later than December 30 of the year prior to their scheduled year of graduation.

Any delays or extensions granted for students for any of the required USMLE Step Examinations count toward the total maximum time in medical school curriculum. Passage of USMLE Step 1, Step 2 CK and Step 2 CS are required to graduate from the UNLV School of Medicine.

Step 2 CS /Class of 2021: Due to the suspension of Step 2 Clinical Skills due to COVID-19, this is waived as a graduation requirement for the Class of 2021.

Students who require a second attempt on USMLE Step 1, USMLE Step 2 CK or CS must meet with the Senior Associate Dean for Student Affairs and Admissions and the Learning Resources Advisor to plan his/her preparation and timeline for a retake. Students, who require a third, and final, attempt on USMLE Step 1 or USMLE Step 2 CK or CS must appear before the Medical Student Progress Committee. The Committee, in consultation with the Senior Associate Dean for Student Affairs and Admissions and Learning Resources Advisor, will establish the date for the third retake. The Committee will consider the student's previous scores, previous delays granted for USMLE Step Examinations, and the plan proposed by the student, with the Office of Student Affairs faculty, in setting the deadline for the third retake.

Dismissal for USMLE Licensing Exam Failures

Students will be dismissed from medical school if a student fails any one of the USMLE licensing examinations (Step 1, Step 2 CK, or Step 2 CS) three times. Dismissal will occur after the third failing score. Dismissal will also occur if a student accumulates three failing scores on any combination of the USMLE licensing examinations.

Students who do not obtain a passing score on USMLE Step 1 or Step 2 CK and/or CS within the timeframes, or who exceeds the six-year maximum time to degree allowed, will be dismissed from medical school.

STUDENT APPEALS DUE PROCESS AND POLICY

There are four categories of actions which students can appeal. These include:

- Grade and Narrative Comments
- Professionalism and Code of Conduct findings
- Academic Actions
- Satisfactory Academic Progress for Financial Aid

Complaints or violations of Title IX policies governing sexual harassment or discrimination are subject to their own appeals process. This information can be found in Section 7.

Appeal Process for Individual Grades and Narrative Comments

Faculty members are qualified to judge a student's academic performance. Evaluation and graded components should be clear to the student and communicated at the start of the student's experience. The course directors, clerkship directors, or the elective rotation faculty generates grades. Students, may appeal under the following circumstances:

- Student has received a failing grade
- Student disagrees with narrative evaluation comments, regardless of overall final grade.

Students are not permitted to appeal grades of Pass or High Pass

Process for Appeal of Failing Grade

A student is required to first meet with the course or clerkship faculty who assigned the grade. The faculty member will discuss the student's concerns and review the criteria by which the final grade was assigned. The faculty member may determine that additional information is needed. The faculty member will make a decision to keep the original grade or submit an amended grade to the Registrar. Students may appeal a grade decision to the course faculty within two weeks of the grade posting.

If the course director's decision is unsatisfactory, the student may appeal to the Medical Student Progress Committee. The student will provide information on the grounds for the grade appeal. Students can choose to address the Committee. The Committee may require the student to appear. The Committee will forward notice of their decision to the Vice Dean for Academic Affairs and Education and the student within 5 days of the decision. The Committee will apply the following standards to decisions on grade appeals.

1. Assignment of a course grade is made upon a basis other than the student's performance in the course.
2. Assignment of the grade was made using an unreasonable standard or standards different than those applied to other students in the course.
3. Assignment of a course grade by an unreasonable, or unannounced, departure from the instructor's previously announced standards.

If the student wishes to appeal the Committee's decision, he/she must notify the Vice Dean for Academic Affairs and Education, in writing, within 5 days of the decision of the intent to appeal. The Vice Dean's review will be limited to reviewing the process followed during the appeal process and Committee decision. The Vice Dean's decision is final.

Process for Appeal of Narrative Evaluation Comments

Students who wish to appeal Narrative Evaluation comments must notify the Senior Associate Dean of Student Affairs and Admissions within two weeks of receiving notice of the evaluation comments.

The Medical Student Progress Committee will consider appeals to comments and students will be notified of the results of the appeal in writing within 5 business days of the Committee Meeting. The decision of the Medical Student Progress Committee is considered final and no further appeal of Narrative Comments is allowed. The Committee will apply the following standards to decisions on appeals to Narrative Evaluation comments:

1. The comments reflect a basis other than the student's performance in the course.
2. The comments reflect an unreasonable standard or standards different than those applied to other students in the course.
3. The comments represent an unreasonable, or unannounced, departure from the instructor's previously announced standards.

PROCESS TO APPEAL THE MEDICAL STUDENT PERFORMANCE EVALUATION (MSPE) SUMMARY

Students may appeal the evaluation summary and descriptor assigned to their performance in medical school in the MSPE. A student is required to first meet with senior associate dean for student affairs, who assigned the MSPE descriptor. The student affairs dean will discuss the student's concerns and review the criteria by which the final descriptor was assigned. The student affairs dean may determine that additional information is needed or may make a decision to keep the original descriptor. Students have up to four weeks prior to the national deadline for uploading the MSPE to challenge this content.

If the student affairs dean's decision is unsatisfactory, students have five days to give notice to the senior associate dean for student affairs that they are not in agreement with the content of the MSPE summary and descriptor assigned to him/her and initiate an appeal to the Vice Dean for Academic Affairs and Education.

Process for the Appeal for Violations of Code of Professional Conduct and Professional Responsibility

Students who wish to appeal a decision of the Vice Dean regarding violations of the Code of Professional Conduct and Professional Responsibility will submit the basis for their appeal to the Student Progress Committee.

The first step to begin the appeal process is for the student to meet with the Senior Associate Dean for Student Affairs and Admissions). Students must notify the Senior Associate Dean for Student Affairs and Admissions within two weeks of receiving notice of the Vice Dean's decision. Appeals of the Vice Dean's decision will be considered by the Medical Student Progress Committee and students will be notified within 5 business days of the committee meeting of the decision. Students may choose to address the committee. The Committee may require a student to appear before the Committee. The decision of the Medical Student Progress Committee is considered final and no further appeal of Code of Conduct and Professional Responsibility actions is allowed. The Committee will apply the following standards to decisions on appeals.

1. The decision reflects a basis other than the student's actions as reported during the investigation of the

violation allegations.

2. The decision was made using an unreasonable standard or standards, which differ from those applied to other students in similar situations.
3. The decision was made using an unreasonable or unannounced departure from the Code of CONDUCT AND PROFESSIONAL RESPONSIBILITY POLICY AND PROCEDURES.

Academic Actions Appeal and Academic Rights for Students

Students may appeal academic actions taken by the Medical Student Progress Committee. Academic actions include academic warnings, academic probation, remediation, extension of a student's time in medical school, a leave of absence, a suspension or dismissal, or failure to meet Satisfactory Academic Progress (SAP) for financial aid, including scholarships, loans, and or grants. Students who intend to appeal a decision of the committee must notify, in writing, the Senior Associate Dean of Student Affairs and Admissions within five days of receiving the decision of the Committee. Student appeals must describe in detail the basis of the appeal and provide information to support the appeal. Students should communicate closely with the Senior Associate Dean of Student Affairs and in preparing the appeal documentation. The Vice Dean for Academic Affairs will consider appeals. Decisions upon appeals will be based upon the following:

1. Is new information about the student available that was unknown by the student or the Committee when the academic action was decided upon by the Committee?
2. Was the decision based upon unreasonable standards or standards different from those applied to other students in similar situations in the past?
3. Was there a procedural error in the Committee's review and consideration of the student's circumstances?

The Vice Dean for Academic Affairs may uphold the Committee's decision, overturn the Committee's decision and issue a new decision or refer the matter back to the Committee for further consideration and review. The Vice Dean for Academic Affairs will inform the student of the results of the Appeal within five days of receiving the initial appeal. The Vice Dean for Academic Affairs may request to meet with the individual student.

The Vice Dean's decisions are final for appeals, except in the matter of dismissals from medical school. In the case of a decision to dismiss a student from medical school, students may appeal the Vice Dean's decision to the Dean of the medical school.

Students have the right to appeal the decision to dismiss made by the Medical Student Progress Committee. Notification of the intent to appeal must be made in writing within five days of receipt of notification from the Progress Committee. Students will notify the Senior Associate Dean for Student Affairs and Admissions. The student may request to meet with the Dean of the medical school to discuss the appeal. The medical school Dean may request to meet with the student. The Dean of the School of Medicine will notify the student of the results of the appeal in writing. The decision of the Dean of the School of Medicine is final and may not be appealed further. Students who are dismissed from the School of Medicine are not eligible for readmission.

Student Rights

Students have access to his/her complete academic files during the appeal process. Students with complaints, questions, or requests for review of his/her academic record should contact the Director of Student Affairs in the Office of Student Affairs. Access to the student file is subject to the limitation that viewing restrictions will exist for components of the file for information provided by others to which the student has waived his/her right to access, such as letters of recommendation. The student must allow a reasonable time for the Office of Student

Affairs to make the file available.

During the appeal process the student may be removed from all classes and clinic participation.

A “Support Individual” may accompany a student if the student is requested to be in attendance at the Medical Student Progress Committee. This individual may be a fellow student, parent, advisor, pastor, or legal counsel. The Support Individual is not permitted to speak to the Medical Student Progress Committee for the student, ask questions, or participate in the deliberations in any way.

Satisfactory Academic Progress (SAP) for Financial Aid

Students who decide to appeal must state the reasons for failure to meet SAP requirements. Reasons may include special circumstances, such the death of a relative, an injury or illness of the student or other serious life circumstances.

Students will remain eligible for financial aid, but on financial aid probation, during the appeal review.

Financial Aid Probation

Students who have appealed their SAP status, and have the appeal approved, will be placed on financial aid probation and allowed one additional payment of financial aid during the academic year. Students MUST show improvement in coursework and progression, as defined by the Student Progress Committee, in order to continue receiving financial aid. In all circumstances, a student must also be actively enrolled to be aid eligible.

Actions which can be appealed	Basis of appeals	Standards of appeal	Original Decision Maker	Notification of intent to appeal	Review of appeal	Secondary review of appeal
Grade and Narrative Comments	Failing Grades, and narrative evaluation comments, regardless of grade	No appeals of Pass, High Pass, or Honors grades	Course or Clerkship Director	Course or Clerkship Director	Medical Student Progress Committee	Vice Dean for Academic Affairs and Education
Professionalism and Code of Conduct findings	Ad Hoc Professionalism Committee's decision; Vice Dean for Academic Affairs and Education corrective actions	1. Decision based on information outside of investigation 2. Decision based on unreasonable standard 3. Decision based using unreasonable/unannounced change from the Code of Conduct and Professional responsibility	Ad Hoc Professionalism Committee to Vice Dean for Academic Affairs and Education	Senior Associate Dean for Student Affairs and Admissions	Medical Student Progress Committee	No further appeals

Academic Actions	Actions by the Medical Student Progress Committee	<ol style="list-style-type: none"> 1. New information is available. 2. Decision is based on unreasonable standard 3. Procedural error during the Committee's review 	Medical Student Progress Committee	Vice Dean for Academic Affairs and Education	Vice Dean's decision is final in all cases EXCEPT dismissal from medical school	Dean, School of Medicine is the final appeal ONLY for dismissal from medical school
Satisfactory Academic Progress (SAP for Financial Aid)	Extenuating circumstance leading to failure to meet SAP requirement	<ol style="list-style-type: none"> 1. New information is available. 2. Decision is based on unreasonable standard 3. Procedural error during the Committee's review 	Medical Student Progress Committee	Vice Dean for Academic Affairs and Education	Vice Dean's decision is final	Not applicable

POLICY ON AWAY AND INTERNATIONAL EXPERIENCES

Medical students who wish to complete an away or international elective must submit an application to the Office of Student Affairs and Admissions for review. Students must:

1. Be in good academic standing
2. Must have completed all requirements for Phases 1 and 2, including any required remediation.

General Guidelines

1. Students are only permitted to participate in International Electives during Phase 3 of the curriculum.
2. Students are limited to a total of 4 weeks of International Electives during Phase 3 of the curriculum.
3. Students must have passed all required components of USMLE examinations, including Step 2 CK and Step 2 CS, prior to participation in any International elective experience.
4. Students will not be permitted to do an International Elective during Block 12 (month of March) during Phase 3.
5. Students will not be permitted to do an International Elective during the Capstone Block of Phase 3.
6. International electives cannot be used towards graduation requirements.

Application Requirements

All International clinical experiences outside of the UNLV School of Medicine must be sponsored by, and listed in the course catalog of an LCME accredited medical school and listed in the AAMC Visiting Student Learning Opportunities (VSLO).

Additional Requirements

1. Students must submit information describing potential political, health or safety concerns which may place an individual student at risk. The Centers for Disease Control and U.S. State Department information for individual countries must be included with the application for an International Elective.
2. Students must provide documentation of having obtained evacuation and repatriation insurance prior to approval of the International Elective

3. Students must provide Emergency Contact Information for US and for the foreign country prior to approval of the International Elective.
4. Students must provide documentation of having contacted a physician for travel and immunizations, which are recommended or required prior to travel. The student is responsible for the cost of all immunizations required.
5. The student must report to, and register with, the US Embassy immediately upon arrival in the foreign country.
6. Any additional malpractice insurance required for participation in the International Elective must be obtained prior to approval of the elective and is the responsibility of the student.

POLICY FOR STUDENT AND FACULTY ACCESS TO RECORDS

Any student wishing to review his/her records must submit a written request to the registrar of the school of medicine. Students are permitted to review all components of their records. All requests will be logged into a secure system to document the date and time of the request as well as when the student was provided access to his/her record. It is expected that students would be permitted to review their records at the time of the initial request.

Students are not permitted to remove any records from the registrar's file, nor is a student permitted to alter records in any manner. Students will be permitted to review the records only in the office of the registrar. Students may not photograph or photocopy their records. A school official who wishes to access student records must have a legitimate educational interest. A request must be submitted in writing to the registrar and approved by the Senior Associate Dean for Student Affairs who determines the legitimate need for the information.

In the event that a student wishes to challenge a component of his/her educational file, he/she must indicate in writing, the specific component of his/her file that is being challenged and provide rationale and supporting documentation to substantiate that a component of the educational file is factually inaccurate. The challenge will be reviewed by the Vice Dean for Academic Affairs who will communicate directly with the individual student. In the event that a challenge is not upheld, the student will be permitted to submit a rebuttal which will be included in the educational file.

PHASE 3 REQUIRED ROTATIONS AND ELECTIVE POLICIES

Required Clinical Rotation: Students will complete ONE required subinternship rotation or intensive care rotation, each of 4 week durations. During these rotations a student will function as an advanced learner responsible for day- to-day supervised management of patients. The rotation can be a combination of both inpatient and outpatient experiences. The student is encouraged to complete this requirement on campus with UNLV faculty, but it can also be satisfied by an away rotation if necessary.

Nevada Community Medicine: Students will complete a 4 week rotation of service learning in a community site with the state of Nevada. This elective must be completed in Nevada. It cannot be scheduled for the months of November, December, or January due to residency interviews.

Clinical Electives: Students will complete up to 40 weeks of electives, selected by students with the advice and under the guidance of their Clinical Pathway Advisor. Graduation requirements will be met by 28 of the weeks. No more than 12 weeks can be concentrated in any one specialty.

Capstone: This 4 week elective will provide students with important skills and information to successfully navigate the transition to residency training. Hands on procedural training will be included to meet the changing requirements of residency programs.

Vacation and Interview Months: The months of November, December, and January are available for vacation and residency interviews. During these months students are not permitted to schedule sub internships, ICU or Nevada Community Medicine rotations.

Non Clinical Electives: Non clinical electives are not required for graduation. Students can take up to 4 weeks of non-clinical electives which can be counted toward graduation.

Changes to the above requirements may be made in response to COVID-19. In that case the Curriculum Oversight Committee (COC) guidance in response to the pandemic may allow for exceptions or changes to the above requirements.

Career Exploration & Scholarship Phase

Clinical Electives: 6-7 four-week blocks	24 -28 credits
Sub internship or ICU	4 credits
Nevada Community Medicine	4 credits
Capstone	4 credits
Optional Non Clinical Electives	4 credits
TOTAL REQUIRED CREDITS TOWARDS GRADUATION (WEEKS)	40

Phase 3 Requirements for the Class of 2021 due to COVID-19

4 weeks sub-internship or ICU

4 weeks Nevada Community Medicine

4 weeks Capstone

24 weeks electives

36 WEEKS TOTAL

Types of Electives

Electives are designated as clinical or non-clinical. The Curriculum Oversight Committee (COC) determines this designation.

- I. Clinical elective: Student experiences direct patient contact and patient care. Clinical electives may be designated as a sub-internship (sub-I) or intensive care (ICU) with meets the sub internship requirements for Phase 3.
 - a. A clinical elective must involve at least 40 hours per week of assigned clinical duties.
2. Non Clinical elective is medical in nature, and can include one of the following:
 - a. a research project that is new and distinct from the research requirement of graduation
 - b. a focused learning experience where a student develops or acquires clinical skills, such as anatomical dissection.
 - c. a study in an area of concentration which contributes to the student's professional development
 - d. a non-clinical elective must include at least 30 hours per week of assigned duties.

Elective Proposal and Approval Process

- I. Electives can only be proposed by School of Medicine clinical or adjunct faculty.

2. Proposed electives must be reviewed and approved by the Curriculum Oversight Committee.
3. Proposals for an elective must include:
 - a. elective director and the department responsible for course administration
 - b. length, 2 to 4 weeks only, and capacity
 - c. course objectives linked to the SOM educational program objectives (EPO)
 - d. course descriptions and requirements
 - e. method of assessment
4. Each elective follows the elective grading policy.
 - a. clinical electives are graded H, HP, P, or F
 - b. non clinical electives are graded P or F
5. UNLV SOM does not offer longitudinal electives at this time.

Elective Monitoring

Once an elective is approved, the elective directors must review and provide any updates and changes to the COC for approval. The Director of Assessment and the Office of Academic Affairs is responsible to prepare an annual elective report to the COC for review.

SECTION 9: SEXUAL HARASSMENT AND DISCRIMINATION

POLICY AGAINST DISCRIMINATION AND SEXUAL HARASSMENT – COMPLAINT PROCEDURE

<https://www.unlv.edu/hr/policies/harassment>

Introduction

This Policy is divided into three parts. Section A states the NSHE policy against discrimination. Section B states the NSHE policy against sexual harassment. Section C contains the complaint and investigation procedure for discrimination and sexual harassment complaints. These procedures are in addition to disciplinary complaints brought against professional employees or students under Title 2, Chapter 6 of the NSHE Code (or if applicable, institution student codes of conduct).

Title IX Notice of Non-Discrimination

NSHE and its member institutions do not discriminate on the basis of sex in their education programs and activities; Title IX of the Education Amendments Act of 1972 is a federal law that states:

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

UNLV Title IX questions, concerns, or complaints should be directed to the Director of Compliance and Title IX Coordinator for UNLV. [Complete contact information is available online.](#)

The Title IX liaison for the UNLV School of Medicine is the Director of Diversity and Inclusion; Benita Wolff, <mailto:benita.wolff@unlv.edu>.

Member institutions shall notify all students and employees of the name or title and contact information of its Title IX Coordinator.

NSHE Non-Discrimination Policy

I. Policy Applicability and Sanctions

The Nevada System of Higher Education (NSHE) is committed to providing a place of work and learning free of discrimination on the basis of a person's age, disability, whether actual or perceived by others (including service-connected disabilities), gender (including pregnancy related condition), military status or military obligations, sexual orientation, gender identity or expression, genetic information, national origin, race, or religion. Where discrimination is found to have occurred, the NSHE will act to stop the discrimination, to prevent its recurrence, to remedy its effects, and to discipline those responsible.

No employee or student, either in the workplace or in the academic environment, should be subject to

discrimination.

It is expected that students, faculty and staff will treat one another and campus visitors with respect.

All students, faculty, staff, and other members of the campus community are subject to this policy. Students, faculty, or staff who violate this policy are subject to discipline up to and including termination and/or expulsion, in accordance with the NSHE Code (or in the case of students, any applicable student code of conduct) or, in the case of classified employees, the Nevada Administrative Code. Other lesser sanctions may be imposed, depending on the circumstances. Complaints may also be filed against visitors, consultants, independent contractors, service providers and outside vendors whose conduct violates this policy, with a possible sanction of limiting access to institution facilities and other measures to protect the campus community.

2. Training

All employees shall be given a copy of this policy and each institution's Human Resources Office shall maintain documentation that each employee received the policy. New employees shall be given a copy of this policy at the time of hire and each institution's Human Resources Office shall maintain documentation that each new employee received the policy.

Each institution shall provide this policy to its students at least annually and may do so electronically.

Each institution shall include this policy and complaint procedure on its website and in its general catalog.

Each institution shall have an on-going non-discrimination training program and shall designate a person or office to be responsible for such training.

3. Discriminatory Practices

It is illegal to discriminate in any aspect of employment or education, such as:

- Hiring and firing;
- Compensation, assignment, or classification of employees;
- Transfer, promotion, layoff, or recall;
- Job advertisements;
- Recruitment;
- Testing;
- Grading;
- Acceptance or participation in an academic program or school activity;
- Use of employer's facilities;
- Training programs;
- Fringe benefits;
- Pay, retirement plans, and disability leave; or
- Other terms and conditions of employment.

Determining what constitutes discrimination under this policy will be accomplished on a case-by-case basis and depends upon the specific facts and the context in which the conduct occurs. Some conduct may be inappropriate, unprofessional, and/or subject to disciplinary action, but would not fall under the definition of discrimination. The specific action taken, if any, in a particular instance depends on the nature and gravity of the conduct reported, and may include non-discrimination related disciplinary processes as stated above.

Discriminatory practices also include:

- Discrimination on the basis of a person's age, disability (including service-connected disabilities), gender (including pregnancy related condition), military status or military obligations, sexual orientation, gender identity or expression, genetic information, national origin, race, or religion.
- Retaliation against an individual for filing a charge of discrimination, participating in an investigation, or opposing discriminatory practices;
- Employment or education decisions based on stereotypes or assumptions about the abilities, traits or performance of individuals of a certain age, disability (including service-connected disabilities), gender (including pregnancy related condition), military status or military obligations, sexual orientation, gender identity or expression, genetic information, national origin, race, or religion; and
- Conduct that has the purpose or effect of substantially interfering with an individual's academic or work performance, or of creating an intimidating, hostile or offensive environment in which to work or learn.

This behavior is unacceptable in the work place and the academic environment. Even one incident, if it is sufficiently serious, may constitute discrimination. One incident, however, does not necessarily constitute discrimination.

Policy Against Sexual Harassment

1. Sexual Harassment is Illegal Under Federal and State Law

The Nevada System of Higher Education (NSHE) is committed to providing a place of work and learning free of sexual harassment, including sexual violence. Where sexual harassment is found to have occurred, the NSHE will act to stop the harassment, to prevent its recurrence, to remedy its effects, and to discipline those responsible in accordance with the NSHE Code or, in the case of classified employees, the Nevada Administrative Code. Sexual harassment, including sexual violence, is a form of discrimination; it is illegal.

No employee or student, either in the workplace or in the academic environment, should be subject to unwelcome verbal or physical conduct that is sexual in nature. Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior of a sexual nature that is not welcome, that is personally offensive, and that interferes with performance.

It is expected that students, faculty and staff will treat one another with respect.

2. Policy Applicability and Sanctions

All students, faculty, staff, and other members of the campus community are subject to this policy. Individuals who violate this policy are subject to discipline up to and including termination and/or expulsion, in accordance with the NSHE Code (or applicable Student Code of Conduct) or, in the case of classified employees, the Nevada Administrative Code. Other, lesser sanctions may be imposed, depending on the circumstances.

3. Training

All employees shall be given a copy of this policy and each institution's Human Resources Office shall maintain documentation that each employee received the policy. New employees shall be given a copy of this policy at the time of hire and each institution's Human Resources Office shall maintain a record that each new employee received the policy.

Each institution shall provide this policy to its students at least annually and may do so electronically.

Each institution shall include this policy and complaint procedure on its website and in its general catalog.

Each institution shall have an on-going sexual harassment training program for employees.

4. Sexual Harassment Practices

Under this policy, unwelcome sexual advances, requests for sexual favors, and other visual, verbal or physical conduct of a sexual or gender bias nature constitute sexual harassment when:

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic status;
- b. Submission to or rejection of the conduct is used as a basis for academic or employment decisions or evaluations, or permission to participate in an activity; or
- c. The conduct has the purpose or effect of substantially interfering with an individual's academic or work performance, or of creating an intimidating, hostile or offensive environment in which to work or learn.

Sexual harassment may take many forms — subtle and indirect, or blatant and overt. For example,

- It may occur between individuals of the opposite sex or of the same sex.
- It may occur between students, between peers and/or co-workers, or between individuals in an unequal power relationship (such as by a supervisor with regard to a supervised employee or an instructor regarding a current student).
- It may be aimed at coercing an individual to participate in an unwanted sexual relationship or it may have the effect of causing an individual to change behavior or work performance.
- It may consist of repeated actions or may even arise from a single incident if sufficiently severe.
- It may also rise to the level of a criminal offense, such as battery or sexual violence.
- Sexual violence is a physical act perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol.

An individual also may be unable to give consent due to an intellectual or other disability. Sexual violence includes, but is not limited to, rape, sexual assault, sexual battery, and sexual coercion.

Determining what constitutes sexual harassment under this policy is dependent upon the specific facts and the context in which the conduct occurs. Some conduct may be inappropriate, unprofessional, and/or subject to disciplinary action, but would not fall under the definition of sexual harassment. The specific action taken, if any, in a particular instance depends on the nature and gravity of the conduct reported, and may include disciplinary processes as stated above.

Examples of unwelcome conduct of a sexual or gender related nature that may constitute sexual harassment

may, but do not necessarily, include, and are not limited to:

- Rape, sexual assault, sexual battery, sexual coercion or other sexual violence;
- Sexually explicit or gender related statements, comments, questions, jokes, innuendoes, anecdotes, or gestures;
- Other than customary handshakes, uninvited touching, patting, hugging, or purposeful brushing against a person's body or other inappropriate touching of an individual's body;
- Remarks of a sexual nature about a person's clothing or body;
- Use of electronic mail or computer dissemination of sexually oriented, sex-based communications;
- Sexual advances, whether or not they involve physical touching;
- Requests for sexual favors in exchange for actual or promised job or educational benefits, such as favorable reviews, salary increases, promotions, increased benefits, continued employment, grades, favorable assignments, letters of recommendation;
- Displaying sexually suggestive objects, pictures, magazines, cartoons, or screen savers;
- Inquiries, remarks, or discussions about an individual's sexual experiences or activities and other written or oral references to sexual conduct.
- Even one incident, if it is sufficiently serious, may constitute sexual harassment. One incident, however, does not usually constitute sexual harassment.

COMPLAINT AND INVESTIGATION PROCEDURE

This section provides the complaint and investigation procedure for complaints of discrimination or sexual harassment, including sexual violence (except that complaints against students may be referred to student disciplinary processes). The Chancellor (for the System Office) and each president shall designate no fewer than two administrators to receive complaints. The administrators designated to receive the complaints may include the following: (1) the Title IX Coordinator; (2) the Affirmative Action Program Officer; (3) the Human Resources Officer; or (4) any other officer designated by the president. The President shall also designate a primary investigating officer (Primary Officer) to process all complaints. The Primary Officer may be any of the individuals identified above. All complaints, whether received by the Affirmative Action Officer, Human Resources Officer or other designated officer, must immediately be forwarded to the Primary Officer. All Title IX complaints must be immediately forwarded to the Title IX Coordinator.

An individual filing a complaint of alleged discrimination or sexual harassment shall have the opportunity to select an independent advisor for assistance, support, and advice and shall be notified of this opportunity by the Primary Officer, or by her designee. It shall be the choice of the individual filing the complaint to utilize or not utilize the independent advisor. The independent advisor may be brought into the process at any time at the request of the alleged victim. Each institution or unit shall determine the means and manner by which an independent advisor shall be made available.

An individual against whom a complaint of alleged discrimination or sexual harassment is filed shall have the opportunity to select an independent advisor for assistance, support, and advice and shall be notified of this opportunity by the Primary Officer, or by her designee. It shall be the choice of the individual against whom the complaint is filed to utilize or not utilize the independent advisor. The independent advisor may be brought into the process at any time at the request of the alleged perpetrator. Each institution or unit shall determine the means and manner by which an independent advisor shall be made available.

If anyone in a supervisory, managerial, administrative or executive role or position, such as a supervisor, department chair, or director of a unit, receives a complaint of alleged discrimination or sexual harassment, or observes or becomes aware of conduct that may constitute discrimination or sexual harassment, the person must immediately contact one of the individuals identified above to forward the complaint, to discuss it and/or to report the action taken. Title IX complaints must be immediately provided to the Title IX Coordinator.

Complaints of discrimination or sexual harassment should be filed as soon as possible with the supervisor, department chair, dean, or one of the administrators listed above and/or designated by the president to receive complaints of alleged sexual harassment or discrimination.

I. Students

- a. A student who believes that he or she has been subjected to discrimination or sexual harassment by anyone is encouraged—but it is neither necessary nor required particularly if it may be confrontational—to promptly tell the person that the conduct is unwelcome and ask the person to stop the conduct. A student is not required to do this before filing a complaint. A person who receives such a request must immediately comply with it and must not retaliate against the student.
- b. The student may file a complaint with his or her major department chair or director of an administrative unit, who will in turn immediately contact one of the officials listed above.
- c. If the student feels uncomfortable about discussing the incident with the department chair or director of an administrative unit, the student should feel free to bypass the person and file a complaint with one of the above officials or to any chair, dean, or director of an administrative unit who will in turn immediately contact one of the officials listed above to forward the complaint, to discuss it and/or to report the action taken. The chair, dean or director of an administrative unit has a responsibility to act even if the individuals involved do not report to that person.

2. Non-Employees and Non-Students

Individuals who are neither Nevada System of Higher Education (NSHE) employees nor NSHE students and who believe they have been subjected to discrimination or sexual harassment by a NSHE student on campus or at a NSHE-sponsored event may utilize any of the complaint processes set forth above in this section.

3. Investigation and Resolution

- a. After receiving a complaint of the incident or behavior, the Primary Officer, or designee, will initiate an investigation to gather information about the incident. If the Primary Officer is unable to initiate an investigation, due to a conflict or for any other reason, the President shall designate another individual to act as Primary Officer for the matter. Each institution may set guidelines for the manner in which an investigation shall be conducted. The guidelines shall provide for the prompt, thorough, impartial, and equitable investigation and resolution of complaints, and shall identify the appropriate management level with final decision-making authority. The guidelines shall, at a minimum, provide the person subject to the complaint with information as to the nature of the complaint, and shall further provide that the person filing the complaint and the person who is the subject of the complaint have equal rights to be interviewed, identify witnesses and provide documentation pertaining to the complaint. In most cases, an investigation should be completed within 45 calendar days of receipt of the complaint.
- b. The standard for evaluating complaints shall be a preponderance of the evidence. At the completion of the investigation, a recommendation will be made to the appropriate management regarding the

resolution of the matter. The recommendation is advisory only.

- c. After the recommendation has been made, appropriate management regarding the resolution of the matter if warranted, disciplinary action up to and including involuntary termination or expulsion will be taken. Any such disciplinary action shall be taken, as applicable, in accordance with NSHE Code Chapter 6 (or applicable Student Code of Conduct), or, in the case of classified employees, NAC Chapter 284. Other appropriate actions will be taken to correct problems and remedy effects, if any, caused by the conduct, if appropriate. If proceedings are initiated under Chapter 6, the applicable Student Code of Conduct, or the Nevada Administrative Code, the investigation conducted pursuant to this policy may be used as part of such investigations. The administrative officer, in his or her discretion, may also supplement the investigation with additional investigation. In any disciplinary hearings conducted pursuant to a Student Code of Conduct or under Title 2, Ch. 6, the burden of proof shall be by a preponderance of the evidence. In connection with any such disciplinary hearings, the person filing the complaint and the person who is the subject of the complaint have equal rights to be interviewed, identify witnesses, and provide and receive documentation and witness lists pertaining to the complaint, and if an appeal is provided, to appeal the decision.
- d. After the appropriate management has made a determination regarding the resolution of the matter, and depending on the circumstances, both parties may be informed concurrently of the resolution.
- e. In the event actions are taken against an individual under NSHE Code Chapter 6 (or applicable Student Code of Conduct) or NAC Chapter 284, such matters generally remain confidential under those sections, except that final decisions following hearings or appeals of professional employees and State of Nevada personnel hearings involving classified employees are public records. Student matters generally remain confidential under FERPA.
- f. When discriminatory conduct or sexual harassment involves a crime of violence or a non-forcible sex offense, FERPA permits the institution to disclose to the alleged victim the final results (limited to the name of the alleged perpetrator, any violation found to have been committed, and any sanction imposed) of a disciplinary proceeding against the alleged perpetrator, regardless of whether the institution concluded that a violation was committed. With respect to an institutional disciplinary proceeding alleging a sex offense, the Clery Act requires that the accuser and the accused must be informed of the outcome.
- g. In the event a student is found to have engaged in sexual harassment of another student, the institution shall disclose to the student who was harassed, information about the sanction imposed on the student who was found to have engaged in harassment when the sanction directly relates to the harassed student.

4. Prompt Attention

Complaints of discrimination or sexual harassment are taken seriously and will be dealt with promptly, thoroughly, impartially, and equitably. Where discrimination is found to have occurred, the NSHE institution or unit where it occurred will act to stop the discrimination or sexual harassment, to prevent its recurrence, to remedy its effects, if any, and to discipline those responsible.

5. Confidentiality

The Nevada System of Higher Education (NSHE) recognizes that confidentiality is important. However, confidentiality cannot be guaranteed. The administrators, faculty or staff responsible for implementing this policy will respect the privacy of individuals reporting or accused of discrimination or sexual harassment to the extent reasonably possible and will maintain confidentiality to the extent possible. Examples of situations where confidentiality cannot be maintained include, but are not limited to, necessary disclosures during an investigation, circumstances where the NSHE is required by law to disclose information (such as in response to legal process), or when an individual is in harm's way.

6. Retaliation

Retaliation against an individual who in good faith complains of alleged discrimination or sexual harassment or provides information in an investigation about behavior that may violate this policy is against the law, will not be tolerated, and may be grounds for discipline. Retaliation in violation of this policy may result in discipline up to and including termination and/or expulsion. Any employee or student bringing a discrimination or sexual harassment complaint or assisting in the investigation of such a complaint will not be adversely affected in terms and conditions of employment and/or academic standing, nor discriminated against, terminated, or expelled because of the complaint. Intentionally providing false information is also grounds for discipline. "Retaliation" may include, but is not limited to, such conduct as:

- The denial of adequate personnel to perform duties;
- Frequent replacement of members of the staff;
- Frequent and undesirable changes in the location of an office;
- The refusal to assign meaningful work;
- Unwarranted disciplinary action;
- Unfair work performance evaluations;
- A reduction in pay;
- The denial of a promotion;
- A dismissal;
- A transfer;
- Frequent changes in working hours or workdays;
- An unfair grade; and
- An unfavorable reference letter.

a. Students

- i. A student who believes that he or she has been subjected to retaliation may file a retaliation complaint with his or her major department chair or director of an administrative unit, who will in turn immediately contact one of the officials listed above.
- ii. If the student feels uncomfortable about discussing the alleged retaliation with the department chair or director of an administrative unit, the student should feel free to bypass the person and file a complaint with one of the above officials or to any chair, dean, or director of an administrative unit who will in turn immediately contact one of the officials listed above to forward the complaint, to discuss it and/or to report the action taken. The chair, dean or director

of an administrative unit has a responsibility to act even if the individuals involved do not report to that person.

- iii. Complaints of retaliation under Title IX must be immediately provided to the Title IX Coordinator.

7. False Reports

- a. Discrimination and sexual harassment frequently involve interactions between persons that are not witnessed by others. Reports of discrimination or sexual harassment cannot always be substantiated by additional evidence. Lack of corroborating evidence or "proof" should not discourage individuals from reporting discrimination or sexual harassment under this policy. However, individuals who make reports that are later found to have been intentionally false or made maliciously without regard for truth, may be subject to disciplinary action under the applicable University and Nevada System of Higher Education (NSHE) Board of Regents disciplinary procedures. This provision does not apply to reports made in good faith, even if the facts alleged in the report cannot be substantiated by subsequent investigation.

8. Supervisors' Responsibilities

- a. Each supervisor has responsibility to take reasonable steps intended to prevent acts of discrimination or sexual harassment, which include, but are not limited to:
 - Monitoring the work and school environment for signs that discrimination or harassment may be occurring;
 - Refraining from participation in, or encouragement of actions that could be perceived as discrimination or harassment (verbal or otherwise);
 - Stopping any observed acts that may be considered discrimination or harassment, and taking appropriate steps to intervene, whether or not the involved individuals are within his/her line of supervision; and
 - Taking immediate action to minimize or eliminate the work and/or school contact between the two individuals where there has been a complaint of sexual harassment, pending investigation.
 - If a supervisor receives a complaint of alleged discrimination or sexual harassment, or observes or becomes aware of conduct that may constitute discrimination or sexual harassment, the supervisor must immediately contact one of the individuals identified above to forward the complaint, to discuss it and/or to report the action taken.
 - Failure to take the above action to prevent the occurrence of or stop known discrimination or harassment may be grounds for disciplinary action.

9. Relationship to Freedom of Expression

- a. The NSHE is committed to the principles of free inquiry and free expression. Vigorous discussion and debate are fundamental rights and this policy is not intended to stifle teaching methods or freedom of expression. Discrimination or sexual harassment, however, is neither legally protected expression nor the proper exercise of academic freedom; it compromises the integrity of institutions, the tradition of intellectual freedom and the trust placed in the institutions by their members.

SECTION 10: STUDENT HEALTH AND WELLNESS

IMMUNIZATION AND HEALTH REQUIREMENTS

Healthcare professionals, including students in training, are at a higher risk than the general population for acquiring communicable diseases such as measles, mumps, rubella, varicella (chicken pox), Hepatitis B, and tuberculosis. In order to protect themselves, their colleagues and patients, prior to enrollment, students are required to provide evidence of immunization or immunity against these diseases.

The UNLV School of Medicine follows guidelines issued by the Centers for Disease Control and Prevention (CDC) along with those of relevant Nevada state agencies. Vaccines required for all medical students prior to matriculation are listed below. Students are required to provide documentation of vaccination and/or titer evidence of immunity to these diseases. Students without documentation are required to initiate each immunization series prior to matriculation with their own provider or at the UNLV Student Health Center.

Required Immunizations and documentation of immunity **PRIOR** to matriculation:

- Tetanus/Diphtheria/Pertussis vaccine series - documentation of immunity required
- Polio vaccine series
- Measles, Mumps, Rubella vaccine series - documentation of immunity required
- Varicella vaccine series - documentation of immunity required
- Hepatitis B vaccine series - documentation of immunity required
- Hepatitis A vaccine series - documentation of immunity required
- Student must show proof of the results of a Quantiferon blood test within three months of matriculation. Vaccinations required for all medical students, which can be initiated **FOLLOWING** matriculation:
- Influenza vaccine - annually
- Booster vaccinations as needed

Vaccinations recommended and made available to students following matriculation

- Meningococcal vaccine
- Annual flu vaccine Annual health requirements
- Annual Quantiferon blood test

Infectious Disease Reporting

In response to the COVID-19 reporting, the School of Medicine has developed a COVID - 19 exposure reporting and testing process for medical students, alignment with graduate medical education, university, and hospital requirements.

UNLV School of Medicine complies with Nevada Administrative Code (NAC) in relation to the State of Nevada vaccination requirements for university students. Accordingly, this policy is subject to change as the NAC may be updated/amended.

Under the NAC, students can request a waiver of immunization and health requirements. Medical students who request a waiver will be unable to complete required placement in affiliated hospitals and clinics. Clinical placements are a requirement of the UNLV School of Medicine curriculum. A student who is unable to complete these requirements due to an immunization waiver will be unable to fulfill the medical school's graduation requirements and will be subject to review and possible dismissal by the Medical Student Progress Committee.

INSURANCE

Health Insurance: All medical students are required to have comprehensive health insurance. Information on health insurance coverage, cost, insurance for spouses or domestic partners and dependents, eligibility, and enrollment dates are available online.

Malpractice Insurance: UNLV School of Medicine requires medical students to participate in clinical activities, including care and treatment of patients, including history taking and physical examinations at medical school sites, and at clinical and community partner sites. Students must be enrolled in an approved course, including all electives or service experiences on and off campus, to be covered by the medical school's malpractice insurance.

Disability: Medical students are required to carry disability insurance. This is included in the administrative fee and student are enrolled automatically.

OCCUPATIONAL EXPOSURES TO BLOOD AND BODY FLUIDS

All students will receive training during orientation to blood-borne pathogens and infectious and environmental diseases, including how to safely avoid exposure during required medical school courses and clinical experiences. Ko9

This training must be completed in person for all incoming medical students during the Foundations phase. Subsequent training will be required annually and will be completed online. The Office of Admissions and Student Affairs is responsible for monitoring student completion of required training. Completion of this training is considered a professional responsibility for medical students.

If exposure occurs on campus, UNLV protocols will be followed. [Complete information is available online.](#) An exposure includes exposure of the eye, mouth, other mucous membranes, non-intact skin, or through the skin contact with blood or other potentially infectious agents. If an exposure occurs, the student should wash the exposed area with soap and water. If bleeding, the wound should be allowed to bleed freely. If the infectious agent or blood has entered the eye, nose, or mouth, the area should be flushed with water for 15 minutes. The student should seek immediate medical care from the UNLV Student Health Center, or the nearest emergency room or urgent care center.

Students must notify supervising faculty at the time of the incident and the Office of Student Affairs. Supervising faculty and the student are responsible for notifying the Student Affairs within 24 hours of the incident. Incidents may be reported by calling or emailing the Director of Student Affairs and completing the online exposure incident report form.

A student who has an exposure while in a clinical affiliate facility will follow the occupational exposure protocols of that facility. These protocols will be communicated to students during orientation at the clinical partner

facility. The Office of Student Affairs is responsible for verifying this information is communicated to students. This requirement also will be included in all affiliation agreements, as required, for clinical affiliates and community partners.

Students who experience an exposure Monday-Friday during regular business hours, and DO NOT require emergency medical care, should follow up with UNLV Student Health Center. Students must notify the Office of Student Affairs within 24 hours of the incident. Online reporting is available. The facility protocol should include referral to on-site emergency or urgent care, depending upon the medical requirements of the exposure. The facility is responsible for ensuring the source individual is identified and documented. Baseline blood samples should be taken of the source individual and the student. Results of the individual and the student's baseline must be disclosed to the student and to the UNLV School of Medicine Office of Student Affairs. Students are required to submit to baseline and required follow up testing to determine their status post exposure and to maintain health safety for themselves and their patients.

INFECTIOUS AND ENVIRONMENTAL DISEASE OR DISABILITY AND MEDICAL STUDENTS

If a medical student acquires an infectious and/or environmental disease or becomes disabled after matriculating, whether or not it is a direct result of the medical education program, the student will be allowed to complete the program as long as the student still meets the school's technical standards with reasonable accommodations.

HEALTH SERVICES

UNLV School of Medicine students' primary care provider is the [UNLV Student Health Center](#). Most services at the clinic are provided as part of the medical student health and wellness fee. The Center has a complete list of additional fees available at its website. The UNLV Student Health Center offers comprehensive outpatient services for students. The clinic is located near the Tropicana Parking Garage on the main UNLV Campus. [Complete information on location, appointment scheduling, and services available are online.](#) All health services received by students at the UNLV Student Health Center are confidential and separate from all other academic records for UNLV School of Medicine students. The UNLV Student Health Clinic is not a clinical affiliate or training site for UNLV School of Medicine students.

Counseling and Psychological Services

UNLV School of Medicine provides counseling and psychological services through the UNLV CAPS. UNLV Counseling and Psychological Services is located on the main UNLV Campus in the Student Health and Wellness Center. Adjacent parking can be found in the Tropicana Garage. Hours, crisis/emergency information is available online. These services are included in the medical student health and wellness fee. The School of Medicine also employs a psychologist to provide direct services to medical students at the Shadow Lane Campus.

Confidentiality

Medical students are assured of confidentiality for both health and psychological services. Specific physicians at the UNLV Student Health Center will be assigned to take medical student appointments. These physicians will have no teaching or other responsibilities at the School of Medicine. None of the providers at CAPS have any connections or responsibility to the School of Medicine. The Office of Student Affairs will also communicate with

both the Student Health Center and CAPS to be sure confidentiality protocols are in place and effective to safeguard medical student privacy.

Compliance

All students are required to complete all UNLV compliance training modules, online and in-person. This includes Health Insurance Portability and Accountability Act (HIPAA) requirements and Blood Borne Pathogens, and Tuberculosis, per CDC guidelines. Students may be required to complete additional compliance training for clinical affiliates.

SECTION 11: STUDENT LIFE

PARKING AND TRANSPORTATION SERVICES

UNLV Main Campus and the Shadow Lane Campus has various levels of parking available to students, faculty and staff, on-campus residents, handicapped, meters, reserved parking, vendors, and motorcycles.

All students are required to purchase a student-parking permit to park on campus.

Permits are available at the UNLV main campus parking services and at the Shadow Lane campus parking and police services building. [Current permit prices are available online.](#)

Motorcycles are required to be permitted.

Parking permits must be affixed to the lower right hand corner of the front windshield. Permits are not valid for metered parking. Metered parking requires additional payment.

PHOTO USAGE POLICY

The UNLV School of Medicine will take, print and distribute an individual photo of each student and a class photo. These photos will be available publicly online and will be distributed to faculty, staff, and students. Each student will be provided a “Media Release Form” during orientation to grant UNLV School of Medicine permission to use photographs, video, audio recordings, and text for use in all university print and digital publications, websites, social media, marketing and promotions. Students who do not want their picture used can indicate that on the Media Release form. It is the student’s responsibility to notify the Office of Student Affairs of any change in status that impacts their waiver to allow the medical school to use their image in school publications, both online and electronic, as well as printed materials.

STUDENT EVENTS

The Office of Admissions and Student Affairs coordinates medical student events throughout the MD program. Student participation and attendance is expected at each of these events:

- Orientation
- White Coat Ceremony
- Match Day
- Graduation

ACADEMIC AND CAREER COUNSELING

Complete information is communicated to students beginning at Orientation and throughout medical school, including a one week Careers in Medicine program for students in the M3 year.

STUDENT ORGANIZATIONS

The School of Medicine has funds to help support student-run organizations. To be eligible for funding, a student organization will need to be recognized by the UNLV Main Campus Registered Student Organization (RSO) Process. Each student organization will require:

- List of active student members
- Faculty advisor
- Student member responsible for the budget
- Objectives of the organization
- Program plans for the coming year

A current list of student organizations is available online.

Honor Societies

The School of Medicine will apply to being the following medical honor societies once full accreditation is achieved.

- Alpha Omega Alpha
- Gold Humanism in Medicine

SECTION 12: TECHNOLOGY

SOCIAL MEDIA POLICY

With the increase in social networking sites as well as online communication resources such as Slack, Instagram, Snapchat, Facebook, Twitter, YouTube, LinkedIn and other tools, it is common for individuals to post information about their school and work environment. Medical students will have access to very personal and sensitive information about patients and the care provided to them. It is essential to recognize that information posted on these sites is owned by the sites and may be disseminated to individuals well beyond the intended audience. Removing a patient's name does not de-identify the information.

Social Media Guidelines for the UNLV School of Medicine

- Do not post any confidential or patient information on any public website at any time
- Do not post any photo or video taken during a medical encounter
- Do not post any photo or video of patients at any time
- Students are not permitted to use any photographic devices such as pen cameras, google glasses or other devices to photograph materials or otherwise record educational sessions for personal use or distribution.
- The posting of educational materials on publicly accessible sites is not permitted
- Posting of material that defames, threatens, harasses or humiliates patients, students, house staff, nursing, administrative staff and faculty are not permitted at any time.
- Students are responsible and held liable for proprietary, defamatory or libelous material posted on websites.
- Students are not permitted to post any material that may be misconstrued by a reader as being an official communication on behalf of UNLV School of Medicine

COMPUTER REQUIREMENTS

All students will be provided with an iPad Pro, Apple Smart Keyboard, and Apple pencil at the beginning of Year I. Students also receive a one-time line item in the cost of attendance to borrow money to purchase a laptop or home computer in Year I, if needed.

UNIVERSITY EMAIL

The policy for UNLV student email can be found here:

https://www.unlv.edu/sites/default/files/page_files/27/AboutUNLV-Policies-StudentEmailPolicy.pdf