



University of New Mexico
Combined BA/MD Degree Program
Program Handbook

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STUDENT RESPONSIBILITY

Every UNM Combined BA/MD Student is responsible for complying with all regulations of the University of New Mexico and the UNM Combined BA/MD Degree Program. Students are expected to adhere to UNM standards of conduct set forth in:

- [The University of New Mexico Catalog](#)
- [The UNM Pathfinder](#)

Since the responsibility for meeting degree and academic requirements rests with the student, you are urged to familiarize yourself with the requirements set forth in these pages, as well as with pertinent information available from the BA/MD Program Office.

This Student Handbook is provided to you as a resource guide, and information included herein is subject to change. It is in the student's best interest to verify contents of this document with Program Staff.

THE COMBINED BA/MD DEGREE PROGRAM

OBJECTIVES

The UNM Combined BA/MD Degree Program (BA/MD) is designed to help address the physician shortage in New Mexico by assembling a class of diverse students who are committed to serving New Mexico communities. Students in BA/MD are enrolled in the College of Arts and Sciences (A&S), and *provisionally* accepted to the UNM School of Medicine (SOM).

A primary goal of the program is to offer an enriched, pre-medical liberal arts education in order to prepare participating students for their transition to the four-year medical school component. The program will foster well-rounded candidates for the School of Medicine with an understanding of the social, cultural, and demographic forces affecting health care delivery and medicine in New Mexico and the U.S.

CURRICULUM

BA/MD students pursue one of three degree options for their undergraduate degree, all of which emphasize science and liberal arts coursework. The curriculum is designed to provide a strong foundation for practicing medicine with sensitivity to New Mexicans and their public health and medical needs.

Health, Medicine, and Human Values (HMHV) is the BA/MD major offered exclusively to BA/MD students, but students may opt to complete any A&S major.

The selected curriculum must be within the following BA/MD options:

- [Option I: A&S Major](#)
- [Option II: HMHV Major-HHS Concentration](#)
- [Option III: HMHV Major-BMS Concentration](#)

Included in the customized curriculum for all students, will be the [BA/MD Pre-Medical Core](#) (45-61 hours total), five integrated [HMHV seminars](#) (3 credit hours each), three [HMHV workshops](#) (1-2 credit hours each) and participation in a [HMHV summer community health practica](#) (6 credit hours) in a New Mexico rural or medically-underserved community.

BA/MD CURRICULUM COURSE SEQUENCE and SECTION POLICY

BA/MD students are required to enroll in the designated section of the HMHV seminars and the designated active learning sections of the required UNM SOM Admission pre-requisite courses below. The BA/MD Program emphasizes cohort sequencing and active learning pedagogy.

- HMHV 101 – Contours of Health in New Mexico. (3)
- HMHV 201 - Literature, Fine Arts and Medicine. (3)
- HMHV 298 – HMHV Workshop. (1)
- HMHV 301 – Health Economics, Politics and Policy. (3)
- HMHV 310 – Health and Cultural Diversity. (3)

- HMMHV 350 – Community Health Practicum I. (3)
- HMMHV 398 – Community Service/Public Health Workshop. (2)
- HMMHV 401 – Ethics, Medicine and Health. (3)
- HMMHV 450 – Community Health Practicum II. (3)
- Chemistry 121 – General Chemistry I. (3)
- Chemistry 122 – General Chemistry II. (3)
- Chemistry 301 – Organic Chemistry I. (3)
- Chemistry 302 – Organic Chemistry II. (3)
- Biology 201/201L – Molecular and Cell Biology. (4)
- Biology 202/202L – Genetics. (4)
- Physics 151 – General Physics I. (3)
- Physics 152 – General Physics II. (3)
- Biochemistry 423 – Introduction to Biochemistry. (3)

PRE-MED CORE RETAKE POLICY

BA/MD students are required to re-take any pre-med science core classes (listed below) at UNM main campus. (This includes any course the student withdraws from or must re-take in order to improve their pre-med GPA.) The Program cannot provide academic support at a UNM branch campus, but is able to provide support on main campus. Pre-med core retake courses taken at another institution(s) will not be accepted by the BA/MD Program.

- Chemistry 121 – General Chemistry I. (3)
- Chemistry 122 – General Chemistry II. (3)
- Chemistry 123L – General Chemistry I Lab. (1)
- Chemistry 124L – General Chemistry II Lab. (1)
- Chemistry 301 – Organic Chemistry I. (3)
- Chemistry 303L – Organic Chemistry I Lab. (1)
- Chemistry 302 – Organic Chemistry II. (3)
- Chemistry 304L – Organic Chemistry II Lab. (1)
- Biology 201/201L – Molecular and Cell Biology. (4)
- Biology 202/202L – Genetics. (4)
- Biology 203/203L – Evolution. (4) *Required of Option III degree seeking students only.*
- Biology 204/204L – Plant and Animal Form. (4)
- Physics 151 – General Physics I. (3)
- Physics 151L – General Physics I Lab. (1)
- Physics 152 – General Physics II. (3)
- Physics 152L – General Physics II Lab. (1)
- Biochemistry 423 – Introduction to Biochemistry. (3)

MATH 180: CALCULUS FOR THE LIFE SCIENCES

As entering freshmen, all BA/MD students are required to take a special section of Math 180 (Calculus for the Life Sciences). This section is designed specifically for pre-health students, and incorporates biological applications. If the student is in jeopardy of failing the course, they should consult their BA/MD academic advisor for grading option and/or withdrawal procedure and approval. Please note that only the course instructor can approve and/or deny changing the grading option.

SUMMER PRACTICUM

The BA/MD Program requires students to participate in the summer practicum (HMHV 350 and 450) in the summer between their second and third year in the program. Students must meet the following criteria to be eligible to participate in summer practicum:

Successfully complete the courses below with a C or better AND a 3.00 GPA by the end of the second year

- Chemistry 121/123L
- Chemistry 122/124L
- Chemistry 301/303L
- Biology 201/201L
- Biology 202/202L

If student meets the criteria above, they are then required to successfully complete HMHV 398: Community Service/Public Health Workshop in the spring semester prior to summer practicum. Successful completion of HMHV 398 includes proof of required immunizations; HIPAA, CITI, and Blood Born Pathogen certification; and all other requirements of the assigned shadowing location (i.e. background check, finger prints, drug screening, etc.).

Students participating in the BA/MD Summer Practicum, by enrolling in HMHV 350 and 450, cannot enroll in any other course concurrently. This is to allow students to dedicate all time and effort to the four week experience. Students may take courses during any other time in the same summer semester.

HMHV 398 POLICY

Students who complete HMHV 398, but do not participate in summer practicum in the following summer must retake HMHV 398 in the spring semester prior to the next offering of summer practicum.

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SUMMER PRACTICUM SITE LOTTERY POLICY

Summer Practicum site locations are determined by the BA/MD administration in collaboration with the summer practicum faculty each year. BA/MD students are assigned to a site location

by a lottery system. There will be separate male and female random drawings in order to assist in keeping equal, or close to equal, gender representation at each site.

In order to keep the site assignment process fair, no preferences will be taken into account on behalf of students in regards to group membership and site assignments. If you have extenuating circumstances that conflict with your practicum assignment, you may submit a petition to the Student Petition Committee with supporting documentation, but there is no guarantee of approval.

STUDENT PROGRESS

COMMITTEE ON CURRICULUM AND STUDENT PROGRESS (CCSP): ELIGIBILITY & PROFESSIONALISM SUBCOMMITTEE

The BA/MD Committee on Curriculum and Student Progress (CCSP), Eligibility & Professionalism (E&P) subcommittee, composed of College of Arts and Sciences and School of Medicine faculty, is responsible for monitoring student progress and eligibility for the program, as well as for adjudicating policies, regulations, standards, and procedures that apply to the BA/MD program and its students. The CCSP Eligibility & Professionalism subcommittee will review the status of each student on a semester basis—or as needed—to determine whether or not the student is meeting the requirements for continuous eligibility. In addition, this subcommittee will make decisions regarding student eligibility and student program standings in the BA/MD program. CCSP Eligibility & Professionalism subcommittee decisions affect a student's status in the program, but the CCSP has no jurisdiction over a student's status in the university as a whole.

A&S CONTINUOUS ELIGIBILITY STANDARDS

Students are expected to take courses every semester that advance their progress toward meeting the requirements of their chosen BA/MD degree option.

In order to remain in good academic standing and thus maintain enrollment in the BA/MD program, students must meet the following minimum standards:

1. ***CUMULATIVE GPA:** Students must earn a cumulative GPA of at least 3.37 by graduation from the College of Arts & Sciences in the BA/MD program (please see page 12 or additional UNM and BA/MD policy regarding this GPA calculation).
2. ****PRE-MED GPA:** Students must earn a GPA of a 3.00 (B average) or better at various points in the BA/MD curriculum as stated in the Student Progress and Evaluation policy (please see page 12 or additional UNM and BA/MD policy regarding this GPA calculation).
3. Students admitted to the program in 2009 or after, must adhere to the [Student Progress and Evaluation policy \(SPE\)](#).

4. Maintain the enrollment status required to complete the undergraduate program in four years.
5. Complete all coursework, including the Summer Community Health Practicum, for Options I, II, or III.
6. Successfully complete the required MCAT Preparatory Course.
7. Abide by the UNM Student Codes of Conduct.

STUDENT PROGRESS AND EVALUATION POLICY

PHASE ONE

1. All students must achieve a 2.00 cumulative grade point average (GPA) within the first academic year in the program, which includes two regular semesters¹, all intersessions and the summer session prior to the first regular semester.
2. Upon completion of their second regular semester in the program, students from the 2013 cohort and beyond who fail to earn a 2.00 cumulative GPA will be released from the program.
3. Those students taking leaves-of-absence (LOA) in their first academic year will be assessed according to the number of academic semesters completed in the program and not according to the time since admission.

PHASE TWO

1. The following five pre-medicine core requirements must be completed with a G.P.A of 3.00 or higher within the first two academic years in the program, which includes four regular semesters, all intersessions and the summer session between the first and second academic year. (This does *not* include the summer session following the fourth semester—the summer when most students go on summer practicum.)
 - Chemistry 121/123L (4 hours)
 - Chemistry 122/124L (4 hours)
 - Biology 201/201L (4 hours)
 - Biology 202/202L (4 hours)
 - Chemistry 301/303L (4 hours)

Note: The above classes and labs are required by the UNM School of Medicine. Students are currently advised to complete all five classes by the end of their third regular semester in the program. (Fall & Spring semesters of the first year; Summer session prior to the second year; Fall semester of the second year.)

¹ Regular semesters = Fall and Spring Semesters

2. Upon the completion of their fourth regular semester in the program students who fail to earn a G.P.A. of 3.00 in these five courses will be released from the program.
3. Those students taking leaves-of-absence (LOA) in their first two academic years will be assessed according to the number of academic semesters completed in the program and not according to time since admission.
4. Students who pass SPE Phase Two, but who are behind in their major or the pre-med core due to re-taking courses may, at any time up to but not beyond reaching SPE Phase Three, petition the Student Petition Committee for additional time in the program. These students have a maximum of ten academic semesters to complete all the requirements of the BA/MD program.

PHASE THREE

1. The following three pre-medicine core requirements must be completed with a G.P.A. of 3.00 or higher by the end of the summer prior to the final seventh academic semester in the program¹.
 - Physics 151/151L (4 hours)
 - Physics 152/152L (4 hours)
 - Chem 302/304L (4 hours)
2. Students who fail to meet these criteria will be released from the program, and their final academic year will not be paid for. These students will still be allowed to complete the HMHV major.
3. Those students taking leaves-of-absence (LOA) in their first two academic years will be assessed according to the number of academic semesters completed in the program and not according to time since admission.

PHASE FOUR

1. Students must earn a score on the Medical College Admission Test (MCAT) consistent with the minimum acceptable threshold for admission into the MD program at the UNM School of Medicine in their seventh regular semester (fall semester of fourth/final undergraduate academic year).
2. Upon completion of their eighth regular semester in the program, students who fail to earn a score on the MCAT consistent with the minimum acceptable threshold for admission to UNM SOM will be released from the program.

¹. For those who successfully petition the program for an additional time in the program, this milestone comes at the end of the summer prior to the ninth academic semester.

PHASE FIVE

1. Students must earn a 3.37 cumulative GPA within the fourth academic year, which includes eight regular semesters, all intersessions and summer sessions between all academic years.
2. The following two pre-medical core requirements must be completed with a GPA of 3.00 or higher within the fourth academic year in the program, which includes eight regular semesters, all intersessions and summer sessions between all academic years.
 - Biology 204/204L (4 hours)
 - Biochemistry 423 (3 hours)
3. Upon completion of their eighth regular semester in the program, students who fail to earn a cumulative GPA of 3.37 and/or a GPA of 3.00 in the BA/MD pre-medical core requirements will be released from the program.

Student Progress and Evaluation policy summary

PHASES	REQUIREMENT	DEADLINE	IF REQUIREMENT NOT MET
Continuation #1	2.00 Cumulative GPA	Spring of First Year	Student will be released from BA/MD Program
Continuation #2	<u>3.00 Pre-Med GPA :</u> Biology 201L (4) Biology 202L (4) Chemistry 121/123L (4) Chemistry 122/124L (4) Chemistry 301/303L (4)	Spring of Second Year* <i>*Noted Courses must be successfully completed by this point</i>	Student will be released from BA/MD Program
Continuation #3	<u>3.00 Pre-Med GPA :</u> Chemistry 302/304L (4) Physics 151/151L (4) Physics 152/152L (4)	Summer Following Third Year <i>*Noted Courses must be successfully completed by this point</i>	Student will be released from BA/MD Program
Transition #4	22 or better on MCAT Score	October 15th of Fourth Year	Student will not transition to SOM
Transition #5	<u>3.37 Cumulative GPA/</u> <u>3.00 Pre-Med GPA:</u> Biochemistry 423 (3) Biology 204/204L (4)	Spring of Fourth Year* <i>*Noted Courses must be successfully completed by this point</i>	Student will not transition to SOM

***Cumulative GPA** – BA/MD students must earn a cumulative GPA of at least 3.37. Courses earned by Advanced Placement exams will satisfy degree requirement and will not be used in calculating pre-med GPA as there is no grade earned. Transfer courses will satisfy degree requirement and will not be calculated into the pre-med GPA using the grade earned at the other institution as this follows UNM's policy regarding transfer credit grades.

****Pre-Med GPA** –BA/MD students must earn a GPA of a 3.00 (B average) or better in all science courses specifically required for UNM School of Medicine (SOM) and the BA/MD Program. If a student earns a B or better in all science courses, the 3.00 GPA will be met. (For example, if student earns a C in one of these courses, they must earn an A in another science course to average a B, or repeat a course for a B or better (and process grade replacement) to meet the 3.00 GPA requirement.) Courses earned by Advanced Placement exams will satisfy degree requirement and will not be used in calculating pre-med GPA as there is no grade earned. Transfer courses will satisfy degree requirement and will not calculate into the pre-med GPA using the grade earned at the other institution as this follows UNM's policy regarding transfer credit grades.

- Chemistry 121 – General Chemistry I. (3)
- Chemistry 122 – General Chemistry II. (3)
- Chemistry 123L – General Chemistry I Lab. (1)
- Chemistry 124L – General Chemistry II Lab. (1)
- Chemistry 301 – Organic Chemistry I. (3)
- Chemistry 303L – Organic Chemistry I Lab. (1)
- Chemistry 302 – Organic Chemistry II. (3)
- Chemistry 304L – Organic Chemistry II Lab. (1)
- Biology 201/201L – Molecular and Cell Biology. (4)
- Biology 202/202L – Genetics. (4)
- Biology 204/204L – Plant and Animal Form. (4)
- Physics 151 – General Physics I. (3)
- Physics 151L – General Physics I Lab. (1)
- Physics 152 – General Physics II. (3)
- Physics 152L – General Physics II Lab. (1)
- Biochemistry 423 – Introduction to Biochemistry. (3)

NOTE: All GPA's are calculated to the hundredth decimal point.

SOM TRANSITION CONTINUOUS ELIGIBILITY STANDARDS

In order to transition into the UNM School of Medicine portion of the program, BA/MD students must satisfy the continuous eligibility criteria outlined above, as well as the following outlined criteria required by the UNM School of Medicine:

1. BA/MD students must earn a score on the MCAT exam consistent with the [minimum acceptable threshold for admission](#) into the MD program at the UNM School of Medicine.
2. Complete the American Medical College Application Service (AMCAS) application and UNM School of Medicine secondary application by the UNMSOM set deadline.
3. Maintain a code of professional conduct consistent with SOM standards.
4. Meet the policy on [Technical Standards for Admission](#) to the UNM School of Medicine

In the fall semester of the student's last year, the CCSP will recommend all eligible students for transition to the UNM School of Medicine (SOM) Admissions Committee. The SOM Admissions Committee will review each student's record and file to ensure that students meet all of the above eligibility requirements, as well as all other technical standards and requirements of the UNMSOM. The SOM Admissions Committee will make the final decision regarding students' admission to the UNMSOM, and will communicate with the student via written correspondence during the student's spring semester. Any student who disagrees with the Admissions Committee decision may apply to the UNMSOM Associate Dean of Admissions for a final review.

FOUR-YEAR MATRICULATION POLICY

1. Students can matriculate to UNM SOM no earlier than four years after being admitted to the BA/MD program.
2. If students are on track to complete the curriculum in three years, they must follow the procedures outlined by the BA/MD Academic Advisors and the Committee on Curriculum and Student Progress in order to pursue this option.
3. Students completing the curriculum in three years will be encouraged and advised to pursue activities and/or interests that can further enhance their personal and professional development. Examples include: Community service, research, study abroad, additional undergraduate or graduate courses, work, travel, independent study, etc.
4. The Combined BA/MD Degree Program will continue to provide financial support commensurate with student UNM course load. Students enrolled full time at UNM in their fourth year will receive full program support.

EARLY UNDERGRADUATE COMPLETION – SOM TRANSITION POLICY

BA/MD students who wish to graduate early from the undergraduate portion of the program, typically after three years of undergraduate work, must communicate this with their BA/MD academic advisor at least three academic semesters in advance of planned graduation date. The BA/MD academic advisor will assist you and the program in confirming degree completion, MCAT planning, and include you in all "graduating student" correspondence and meetings.

BA/MD students graduating early, planning to transition into the UNM School of Medicine portion of the program at their regularly scheduled admission time must satisfy the A&S and SOM Transition Continuous Eligibility Standards. These policies, in addition to the Four Year Matriculation Policy, will require the student to defer UNM SOM Admission offer for one year. This procedure will allow the BA/MD student to remain in active status in the BA/MD program.

STUDENT STATUS

ACADEMIC PROBATION

Students who are not meeting continuous eligibility requirements will be placed on academic probation by the CCSP Eligibility & Professionalism subcommittee. The student must meet with their academic advisor to generate a plan for improvement and expected date of compliance with continuous eligibility requirements.

The CCSP E&P subcommittee may mandate an academic plan to include, but is not limited to: a minimum number of tutorial hours, meetings with instructor and/or TA's, progress reports, etc.

Academic probation varies in length depending on each student's situation. The CCSP E&P subcommittee notifies the student in writing of their probation status in the program.

PROGRAM RELEASE

Students who fail to meet continuous eligibility requirements, including any phase outlined in the Student Progress & Evaluation (SPE) policy, will be released from the program. In addition, students may be released from the program for violating UNM's Student Code of Conduct, including for a single serious incident with no prior instances of misconduct. Each case will be evaluated individually. The CCSP E&P subcommittee will notify the student in writing of their released status in the program. Please see the BA/MD Due Process policy for more information.

PROGRAM WITHDRAWAL

If a student wishes to voluntarily withdraw from the program at any time, the student should submit a written statement to their BA/MD academic advisor.

The written statement should include the following in an attached word document and sent to their BA/MD academic advisor via email.

- Date of statement
- Address to the "BA/MD Directors"
- Date of withdrawal is in effect
- Reason the student wishes to withdraw (if comfortable with stating so)
- Include closing with UNM email
- Student ID number

Withdrawn students will be offered an optional exit interview with any BA/MD faculty and/or staff member(s) of their choice to discuss any aspect of the program. They will also be offered continued advisement during their undergraduate career by the BA/MD advisors.

LEAVE OF ABSENCE

BA/MD students may request a Leave of Absence (LOA) for personal reasons only. LOA for academic reasons will not be considered.

For non-emergency LOA, students must be meeting continuous eligibility requirements. All LOA requests must be approved in advance, a minimum of one semester in advance, by the BA/MD Student Petition Committee (SPC). LOAs totaling more than two years, either consecutively or in parts, will not be granted. Please see the BA/MD Due Process policy for more information on student petitions.

In case of an emergency, the BA/MD Advisor in consultation with CCSP Eligibility & Professionalism subcommittee and/or BA/MD Administration, may grant an emergency LOA, and will assist student with withdrawal from the University.

LOA will most likely result in a delay in graduation date and may affect financial aid agreements. Students on scholarship and financial aid should meet with a financial aid and/or scholarship officer to determine the impact of the LOA on financial agreements. If a LOA is granted after BA/MD funds have been awarded for the semester, that funding will apply toward the 8-semester limit of BA/MD funding.

No student will be allowed to take a LOA after their sixth academic semester unless they have passed Phase Three of the Student Progress and Evaluation policy and have earned a score on the MCAT exam consistent with the minimum acceptable threshold for admission into the MD program at the UNM School of Medicine by August 1st before the student's seventh semester.

Note: Students who successfully petition the Student Petition Committee for additional time in the program will not be allowed to take a LOA after their eighth academic semester unless they have passed Phase Three of the Student Progress and Evaluation policy and have earned a score on the MCAT exam consistent with the minimum acceptable threshold for admission into the MD program at the UNM School of Medicine by August 1st before the student's ninth semester.

DUE PROCESS POLICY AND PROCEDURE

I. INTRODUCTION

This Due Process Policy and Procedure is for students in the baccalaureate portion of the BA/MD Program and outlines the course of action that can be taken if a student fails to maintain academic or professional standards. This also outlines the course of action for student petitions and appeals. As described below, BA/MD students follow the UNM Student Grievance

Procedure for disputes over the assignment of grades. Other academic disputes are addressed under this BA/MD Due Process Policy and Procedure and not the UNM Student Grievance Procedure.

II. COURSE/FACULTY DISPUTE

BA/MD students have the right to pursue grievances related to individual courses and faculty pursuant to Article 2 in the Student Grievance Procedure. Please see the [UNM Pathfinder - Student Handbook](#) for details.

III. STUDENT PETITIONS

BA/MD students have the right to petition for exception to the Program's policies. The BA/MD Student Petition Committee will review all student petitions regardless of request (unless medically related--please see last sentence). This would include, but is not limited to, requests such as curriculum substitutions, housing, working in first year, BA/MD scholarship toward study abroad experience, Leave of Absence, etc. The BA/MD Student Petition Committee is an ad-hoc committee of the BA/MD CCSP Eligibility & Professionalism subcommittee. The membership of the BA/MD Student Petition Committee is listed below. If petition is medically related, the BA/MD Directors will review petition in consultation with members of the Student Petition Committee. If a BA/MD student believes that they have a disability for which they need accommodations, the student should contact UNM's Accessibility Resource Center. If the student's petition claims they have a disability, the student should be referred to Accessibility Resource Center. ARC staff may, if appropriate, assist the BA/MD Program in evaluating the petition.

Students must meet with their BA/MD academic advisor to discuss their petition plans before submitting a petition. The advisors are the students' advocates so this communication will allow the advisors to discuss the student's wishes, advise the students on program policy and procedure, student petition timeline, communicate with appropriate CCSP faculty if applicable, etc.

Student petitions should include the following in an attached word document and sent to their BA/MD academic advisor via email.

- Date
- Address to the "BA/MD Student Petition Committee"
- State reason of petition
- Why student believes petition should be considered
- Action plan if applicable
- Supporting documentation if applicable
- Include closing with UNM email
- Student ID number

The Student Petition Committee members are listed below. Please note that the decision may be made in consultation with ad-hoc members from the CCSP Eligibility & Professionalism subcommittee.

- SOM BA/MD Assistant Director
- SOM Program Manager
- A&S Program Manager

If the program requests that the petition be supported by a letter from a physician, the BA/MD Directors will review the petition in consultation with members of the Student Petition Committee. This policy and procedure will allow for the BA/MD Directors to evaluate medical circumstances with the appropriate consultant.

IV. APPEAL OF STUDENT PETITION COMMITTEE DECISION

A student who disagrees with Student Petition Committee's decision is entitled to appeal that decision to the BA/MD Directors. The request for an appeal must be made in writing, stating the reasons why the student disagrees with Student Petition Committee's decision, and must be received within 15 business days from the day the Student Petition Committee's letter was e-mailed. Should the student fail to notify the Directors in writing of his/her appeal within 15 business days, this shall be considered a waiver of his/her right to an appeal and the Student Petition Committee's decision shall become final for the BA/MD Program.

The Directors will review the appeal and make its decision within 10 business days to sustain or overrule the Student Petition Committee.

If the original student petition is medically related and reviewed by the BA/MD Directors, the student's appeal should include the following in an attached word document and sent directly to the BA/MD Executive Director via email.

- Date
- Address to the "BA/MD Executive Director"
- State reason of appeal
- Why student believes appeal should be considered
- Action plan if applicable
- Supporting documentation if applicable
- Include closing with UNM email
- Student ID number

V. APPEAL OF BA/MD DIRECTOR'S DECISION

In the cases of appeals of medically-related petitions, the Executive Director will review the appeal and make a decision within 10 business days to sustain or overrule the decision of the

Student Petition Committee and/or BA/MD Directors. The appeal decision of the Executive Director is the final decision for the UNM Combined BA/MD Degree Program.

VI. ACADEMIC PROBATION

The CCSP Eligibility & Professionalism subcommittee monitors student progress in the curriculum and may impose academic probation in response to deficiencies in performance. Academic probation imposes an educational prescription that, in the opinion of the CCSP, is necessary in order to improve the student's performance and succeed in passing Phases 1-5 of the Student Progress and Evaluation Policy (SPE). Academic Probation requires a mandatory meeting with the student's BA/MD advisor. The requirements may include, but are not limited to: requiring a student to take a specified course, narrowing the choice of elective courses open to a student, mandatory tutoring and office hours visits, all of which will be included in an educational prescription in which the student agrees to take certain actions in order to continue in the program. Academic Probation in the BA/MD Program is independent of academic probation in the University of New Mexico.

Timely Notification:

The CCSP Eligibility and Professionalism Subcommittee will meet within five days of the date in which grades are officially posted by the UNM Registrar for the Fall, Spring and Summer Terms to discuss the BA/MD students' academic status. Within two days of this meeting, an email will be sent to the student by the Co-Chairs of the CCSP, informing students of their probation status, and cc'ing BA/MD advisors, Program Managers and Program Coordinator.

As discussed below in Section VII, the student may seek review of the CCSP's decision to impose academic probation pursuant to Section VII herein. Pending final resolution of an appeal, CCSP's decision may take effect in the interim if CCSP so decides.

VII. APPEAL OF CCSP ELIGIBILITY AND PROFESSIONALISM SUBCOMMITTEE DECISION IMPOSING ACADEMIC PROBATION

A student who disagrees with CCSP's decision to be placed on academic probation is entitled to appeal that decision to the BA/MD Directors. The request for an appeal must be made in writing, stating the reasons why the student disagrees with CCSP's decision, and must be received within 15 business days from the day the CCSP's probation letter was e-mailed. Should the student fail to notify the Directors in writing of his/her appeal within 15 business days, this shall be considered a waiver of his/her right to an appeal and CCSP's decision shall become final for the BA/MD Program.

The Directors will review the appeal and make its decision within 10 business days to sustain or overrule the decision of CCSP Eligibility and Professionalism Subcommittee. The decision of the BA/MD Directors is final and not subject to further appeal by the student.

VIII. RELEASE FROM THE PROGRAM

Failure to meet academic, ethical, or professional standards as set forth in the Continuous Eligibility Requirements and/or the Student Progress & Evaluation Policy may constitute grounds for termination from the BA/MD Program (but not necessarily from the University of New Mexico).

Based on its review, the CCSP Eligibility and Professionalism Subcommittee will decide whether or not to release the student by majority vote. Within 15 business days of the CCSP meeting at which CCSP votes to release, the student shall be notified of the decision with the specific reasons for release by certified letter from the Chair of the CCSP Eligibility and Professionalism Subcommittee.

As discussed below, the student may appeal the CCSP Eligibility and Professionalism Subcommittee decision to release. The student may seek review of the CCSP's decision to release pursuant to Section IX.

IX. APPEAL OF ELIGIBILITY & PROFESSIONALISM SUB COMMITTEE OF CCSP DECISION IMPOSING RELEASE FROM PROGRAM

A student who disagrees with their release from the program by the CCSP Eligibility and Professionalism Subcommittee is entitled to appeal that decision to the BA/MD Directors. The request for an appeal must be made in writing, stating the reasons why the student disagrees with CCSP's decision, and must be received within 15 business days from the day the release letter was received. The student will be given the opportunity to meet with the Directors to discuss their appeal. Should the student fail to notify the Directors in writing of his/her appeal within 15 business days, this shall be considered a waiver of his/her right to an appeal and CCSP's decision shall become final for the BA/MD Program.

The Directors will review the appeal and make its decision within 10 business days to sustain or overrule the decision of CCSP.

If the release is upheld by the BA/MD Directors, the student has the right to appeal to the BA/MD Executive Director. The appeal decision of the Executive Director is the final decision.

X. APPEAL OF SOM ADMISSIONS COMMITTEE TRANSITION DECISION

A student who disagrees with SOM Admission Committee decision to not allow transition to SOM from Program is entitled to appeal that decision to the SOM Associate Dean of Admissions. The request for an appeal must be made in writing, stating the reasons why the student disagrees with SOM Admission Committee decision, and must be received within 15 business days from the day the CCSP's release letter was received. The student will be given the opportunity to meet with the SOM Associate Dean of Admissions to discuss their appeal. Should the student fail to notify the SOM Associate Dean of Admissions in writing of his/her appeal

within 15 business days, this shall be considered a waiver of his/her right to an appeal and the SOM Admissions Committee decision shall become final for the BA/MD Program.

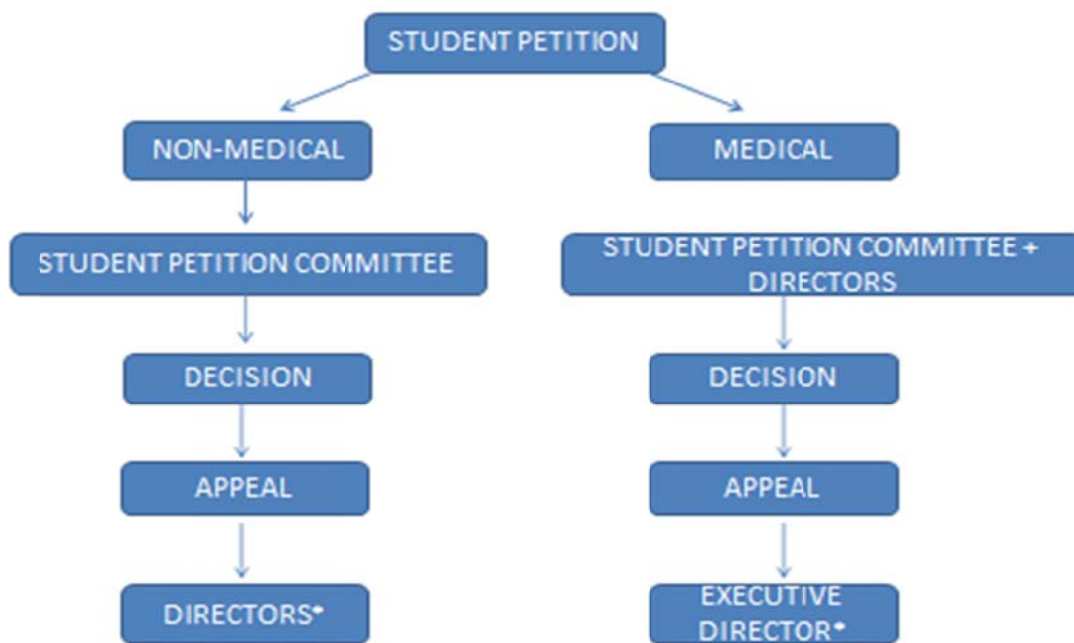
The SOM Associate Dean of Admissions will review the appeal and make their decision within 10 business days to sustain or overrule the decision of SOM Admissions Committee. The appeal decision of the SOM Associate Dean of Admissions is the final decision.

X. GENERAL PROVISIONS

Reasonable deviations from the policies and procedures in this handbook will not invalidate a decision by the BA/MD program concerning a student unless significant prejudice results.

For good cause, the time limits for committee decisions to be made can be extended. Good cause includes, but is not limited to, the fact that a deadline falls during school holidays, vacations or summer session if parties or decision makers are absent from the BA/MD Program. Any such time extension will be communicated in writing to all interested parties and the decision will be made thereafter as expeditiously as possible.

The University of New Mexico BA/MD Program reserves the right to make changes to any of the policies, procedures, codes, standards, requirements or services included in this handbook as it deems necessary, with the changes applicable to all students in the BA/MD program.

COMMITTEE APPEAL FLOW CHART**STUDENT PETITION & APPEAL FLOW CHART**

*Final Decision

PROFESSIONALISM STANDARDS

BA/MD PROFESSIONALISM POLICY

Upon admission to the BA/MD Program, BA/MD students are expected to conduct themselves professionally. The role of a professional encompasses more than just satisfactory acquisition of knowledge in courses. The professional must exhibit personal and professional behaviors, including but not limited to honesty, integrity, and respect for others. Professionalism requires that an individual use practical judgment to determine how to behave in a variety of particular, often unpredictable, situations. When an individual is unsure which course of action is appropriate and professional in a given situation, consultation with BA/MD faculty and/or staff is strongly advised. Finally, professionalism also includes the timely meeting of student responsibilities related to program deadlines and requirements.

PROFESSIONAL LAPSES

If a student behaves in an unprofessional manner, as deemed by the Program, with adherence to UNM policy, the incident will be recorded and placed in the student's permanent undergraduate program record. If a student attains three such professional lapses, the student will be required to appear before the CCSP Eligibility & Professionalism subcommittee. If a student commits a severe lapse in professional judgment, as deemed by the Program, with adherence to UNM policy, the student will be required to appear before the CCSP Eligibility & Professionalism subcommittee, even if the student has no prior record of professional lapses. The CCSP E&P sub-committee will determine the appropriate academic consequence. Academic consequences will be appropriately matched to the professional lapse.

The following are examples of academic consequences enforced in response to professional lapses. *This list is not all encompassing:*

- Receiving a written warning or sanction.
- Forfeiting professional or academic opportunities
- Requiring the student to undergo special training
- Placing the student on academic probation or suspension
- Dismissing the student from the BA/MD program

A student who disagrees with the CCSP Eligibility & Professionalism subcommittee's decision is entitled to appeal that decision. Please see the BA/MD Due Process policy for more information.

EXAMPLES OF STUDENT RESPONSIBILITIES

Please note that this is not a complete list of all BA/MD program required activities due to ongoing changes in the program. This list serves as an example to support the BA/MD Professionalism policy stated above.

FASFA (FREE APPLICATION FOR STUDENT AID)

All new incoming freshmen must submit the FASFA by **June 1st**, after their acceptance into the program.

All current BA/MD students must renew the FASFA by **March 1st**, the priority deadline, for continued undergraduate funding.

All BA/MD students must submit any additional financial aid paperwork *requested by UNM to the UNM Financial Aid office by **September 1st**.

**Examples of this include: parent worksheets, parent federal taxes, student federal taxes, W2's, copies of SS cards, or any other documentation that the UNM Financial Aid office is requiring in order to complete your financial aid packaging.*

MANDATORY STUDENT MEETINGS

Attendance is mandatory. Meetings designated as “mandatory” include:

- The School of Medicine Admissions Meeting
- Cohort meetings

BA/MD PROGRAM EVALUTIONS

All program evaluations must be completed and submitted by the indicated deadline. Evaluations may be either paper or web-based.

MCAT PREPARATORY CLASS

All students are expected to successfully complete the MCAT prep class prior to taking the Medical College Admissions Test.

STUDENT FINANCIAL SUPPORT

BA/MD SCHOLARSHIP POLICY

BA/MD students are required to stay up-to-date on their scholarships and financial aid packages, while actively seeking additional funding as needed. BA/MD scholarships are supplemental, last dollar scholarships not exceeding the basic educational cost formula. Each student will have a customized BA/MD award package. The scholarship funding of students who receive federal money (for instance: Pell grants) cannot exceed UNM's “cost of attendance” for the academic year. UNM counts student loans and work study toward this maximum amount for all students, regardless of federal funding, which may reduce eligibility for BA/MD awards. If the student is not enrolled full-time, the program will provide an amount of financial support commensurate with the student's enrollment. The BA/MD Degree Program will provide supplemental financial aid to support all UNM undergraduate course load for up to 8 semesters, even if the student completes all matriculation requirements before the 4 years. Again, this support will be applied proportionally to the number of credit hours being taken

each semester contingent upon financial need as defined by FAFSA awards and/or BA/MD program scholarship formula.

BA/MD scholarships cover “basic educational costs” and calculate awards based on current rates for tuition, fees, and housing; beginning in academic year 2012-2013, an average of available meal plans for upper classmen, and the lowest required plan for Freshmen; and a book stipend that corresponds to the Regents Scholarship Program book stipend.

Any additional costs, which are not considered “basic educational costs”, are not covered by BA/MD. For current rates and sample packages please visit the BA/MD Scholarships page at the [BA/MD current students' website](#).

Entering freshmen must submit the FAFSA by June 1st with all additionally required documents to UNM by September 1st in order to be eligible for BA/MD funding.

All currently enrolled BA/MD students are required to renew the [FAFSA \(Free Application for Federal Student Aid\)](#) by March 1st each year, and to submit all additionally required documents to UNM by September 1st in order to be eligible for BA/MD funding. Income tax information can be estimated, but must be corrected when available.

All students are required to submit an estimate of their expected scholarships to the BA/MD office by the first day of classes each year. It is the student's responsibility to communicate any changes in financial aid and/or scholarship awards with the BA/MD Program Coordinator.

Failure to complete any of these requirements will result in the BA/MD scholarship not being awarded for the academic year and will result in a professionalism violation.

If a student receives BA/MD funds and it is later determined that based on their need they were not eligible for these funds, the award will be reversed, or deducted from a following semester's BA/MD award package. We encourage students to check with Program Staff if they have a question about an unexpected scholarship refund. If a scholarship and/or financial aid package changes, the student must notify the BA/MD program and the UNM Financial Aid and Scholarship Office as soon as possible. It is the responsibility of the student to submit and maintain scholarship and financial aid applications to the UNM Scholarship Office by deadlines announced each year.

Scholarship funds are designed to help meet basic educational costs on an “as needed” basis. The BA/MD program cannot guarantee that all BA/MD students will have the full basic educational costs of their program covered by scholarship due to the increasing costs in tuition and housing, the potential of UNM scholarship amounts changing (i.e. NM Lottery Success Scholarship), etc. The program administration and staff will communicate with students in advance of this type of change. If a student is awarded federal aid of any kind, they are held to the maximum amount per academic year referred to as the “UNM cost of attendance”; therefore we cannot guarantee an award of a BA/MD scholarship if this maximum amount is already met.

BA/MD SUMMER SCHOLARSHIPS – PROGRAM OFFERED

BA/MD students required or approved to participate in the BA/MD Summer Bridge and

Summer Practicum programs will be awarded a BA/MD summer scholarship to help cover program costs. This BA/MD summer scholarship does not require a student petition.

SUMMER BRIDGE SCHOLARSHIP

The Summer Bridge scholarship will cover the cost of UNM summer session tuition, course fees and textbooks for all BA/MD students. For BA/MD students living outside the Albuquerque/Rio Rancho metro area, additional scholarship funding will be provided to cover UNM summer campus housing and a meal stipend.

SUMMER PRACTICUM SCHOLARSHIP

The Summer Practicum scholarship will cover the cost of UNM summer session tuition, Summer Practicum housing and a meal stipend for BA/MD students.

MANDATORY SUMMER ENROLLMENT SCHOLARSHIP

In order to meet Student Progress & Evaluation (SPE) policy Phase Two, some students are required to take courses during the summer between freshman and sophomore year. Students who are required to enroll in a course to improve their standing in the BA/MD continuous eligibility requirements (i.e. SPE policy) will be awarded a BA/MD summer scholarship to cover the cost of UNM summer session tuition, course fees and textbooks. For BA/MD students living outside the Albuquerque/Rio Rancho metro area, additional scholarship funding will be provided to cover UNM summer campus housing and a meal stipend.

RAYBURN SUMMER SCHOLARSHIP – DONATED FUNDS

Due the generosity of BA/MD donor Mr. Charles Rayburn, scholarship funds are available, on a case-by-case petition basis, for some summer or intersession courses based on the following criteria:

- The course must be offered on the UNM main campus
- The course must apply toward degree requirements

Students will be required to send a thank you letter to the donor. If a student drops the required course and was awarded a living stipend in addition to tuition, they will be required to return the living stipend.

STUDENT SUPPORT SERVICES AND POLICIES

BA/MD HOUSING POLICY

All BA/MD first and second year students are required to live on campus in designated BA/MD housing. Beginning in the third year, they will have the choice of living on or off campus. Should they choose to live off campus after the first two years; a housing stipend will be included in the financial award.

STUDENT WORK POLICY

Students are not allowed to work during their first year in the program. An exception to this policy will be made for students whose scholarship requires it, such as the Daniels Fund. Students are allowed to work beginning the second year of the program.

BA/MD ACADEMIC ADVISEMENT

The BA/MD program is fully committed to the success of its students. As such, an extensive support network of academic advisement and academic evaluation is in place to measure and promote positive student outcomes. The key objective of the BA/MD academic advisors is to help BA/MD students successfully navigate the university system. The advisors provide direct assistance to BA/MD students throughout the undergraduate portion of the BA/MD program in such matters as registration, academic planning, and support services (including tutoring, program support and guidance). In addition, the academic advisors monitor student progress through the program, from start through the transition to the School of Medicine.

ACADEMIC ADVISEMENT POLICY

All BA/MD students are required to meet at least once each semester with the BA/MD Academic Advisor for program advisement. If a student is unsatisfied with the quality of advisement from the BA/MD advisor, the student should meet with one of the BA/MD co-Directors to seek resolution.

PROGRAM MEETING TIME POLICY

All BA/MD students must keep the designated program meeting time open from course enrollment every semester. By doing so the program may schedule meetings that all students can attend. If there is only one section of the class you are required to take that semester, therefore unable to keep the meeting time open, you are responsible for communicating this issue with your BA/MD advisor in advance of next semester registration. Your advisor will notify you via email acknowledging issue and if permitted. If advisor finds that you could take another section or another course entirely to allow for meeting time, they will state these options in email.

All meetings will be announced two weeks in advance via email to allow for working students to make alternate arrangements with their work supervisor. No exceptions will be made for work schedules.

If you experience an illness or emergency, preventing you from attending a required meeting, you are responsible for communicating your absence to any BA/MD staff member in advance of the meeting.

CENTER FOR ACADEMIC PROGRAM SUPPORT (CAPS)

The BA/MD Program and the Center for Academic Program Support (CAPS) collaborate to provide academic support services for BA/MD students. Together they offer various types of tutorial services on a weekly and semester basis in all physical science and math courses. Students can satisfy their BA/MD requirement for attending CAPS Services by utilizing all offered types of tutorial assistance: one-on-one appointments, drop-in labs, Supplemental Instruction, etc.

CAPS TUTORING/ S. I. ATTENDANCE REQUIREMENT

Fall Semester first year: all first year BA/MD students are required to attend CAPS for tutoring and/or Supplemental Instruction sessions for a minimum of one hour per week for each Math or Pre-med Science core course (required by the program) they are enrolled in for the first fall semester.

- Students must complete mandatory tutoring/SI each week (including Thanksgiving week) starting the second week of the semester through the last week of instruction (does not include finals week).
- Students are responsible to seek more tutoring/SI if necessary (such as earning grades below a B- at mid-semester progress reports).
- CCSP E&P subcommittee can require students to attend more tutoring/SI or other services if they deem necessary.

MCAT TEST PREPARATION COURSE POLICY

The Combined BA/MD Degree program requires that all students complete a Kaplan MCAT Preparatory course during the Spring or Summer of their 3rd year in the program. The purpose of the MCAT Prep course is to both assist in preparing students for the Medical College Admission Test (MCAT) in content review and standardized test taking strategy. For these reasons the program requires students to choose from either a regular “on-site” Kaplan MCAT prep course offered in the Spring or the “BA/MD” Kaplan MCAT Prep course which is offered during the summer (May and June). Of these two options, the program recommends the Summer option for two reasons: (1) the student will not be trying to manage a full course load with an intensive preparatory course; and (2) students will then have completed all SOM admission pre-med course pre-requisites. However, to allow for curriculum flexibility, if the spring course is chosen, students must have completed or be concurrently enrolled in all SOM admission pre-med course pre-requisites. If the summer course is chosen, students must have

completed all SOM admission pre-med course pre-requisites. Students must attend all Medical College Admission Test (MCAT) preparatory classes and practice exams, with no more than two absences for any reason. Any missed classes and/or exams should be made up. Students are required to complete the assigned homework online each week. The course is paid for by the BA/MD program. The BA/MD program will only pay for one MCAT preparatory course.

PROGRESS REPORTS

Mid-semester reports play a significant role in the academic assessment and evaluation of BA/MD students in all of their courses, including those taken for their major and outside the parameters of the BA/MD curriculum. The BA/MD academic advisors will solicit the following student information from each instructor: current grade, attendance, participation, homework/readings, quizzes/exams, and suggestions for improvement. Additional reports, as needed, may be requested by the advisor.

REGISTRATION and COURSE WITHDRAWAL

BA/MD students should register within 24 hours of their scheduled day. Students must complete the pre-med science courses in the order they are prescribed in the curriculum unless “ahead” due to transfer, concurrent enrollment, and/or AP credit. BA/MD students must consult with their academic advisor before they withdraw from pre-med science courses.

STUDY ABROAD

The BA/MD program supports students’ interest in studying internationally. The opportunity to study abroad needs to be investigated on an individual basis because it depends on the following factors: when the student is interested in studying abroad, where the student would like to study abroad, does the host school have a language requirement, does the student have transfer and/or AP credit, does study abroad program fit into the curriculum of the student’s chosen major. Please see the BA/MD academic advisors for individual consultation.

BA/MD EVALUATION POLICY

PROGRAM EVALUTIONS: All BA/MD students are required to complete an online program evaluation each semester by the stated deadline. These electronic evaluations are sent by the BA/MD program office via email on behalf of the SOM Program Evaluation, Assessment and Research (PEAR) office. Each BA/MD student is assigned an identification number that only the SOM PEAR office documents to allow students to complete the evaluations anonymously.

OPTIONAL EVALUATIONS: All BA/MD students who gave consent to the SOM Program Evaluation, Assessment, and Research (PEAR) office are required to complete all paper and/or online evaluations by the semester deadline. Students may decide not to participate in the

supplemental evaluations at any time. However, they must give the BA/MD academic advisors their status change in writing before they are considered exempt.