MEDICAL STUDENT POLICY

Policy Title:	Curricular Structure:
Scholarly Project Policy	ASCEND

Approved By:	Last Approved:
Executive Oversight Committee (EOC)	6/7/24

RELEVANT LCME ELEMENT(S):

9.9 Student Advancement and Appeal Process

POLICY STATEMENT:

As part of the graduation requirements at the Icahn School of Medicine at Mount Sinai (ISMMS), all students must complete and present an approved scholarly project designed to develop skills and tools that can be applied to important problems in health care.

POLICY REQUIREMENTS:

The scholarly product graduation requirement must meet all the following components approved by the Medical Student Research Office:

1. Carried out in one of the scholarly areas of study listed below:
   - Basic Science, Clinical, or Translational Research
   - Artificial Intelligence/ Machine Learning
   - Biomedical Innovation & Entrepreneurship
   - Quality Improvement/ Healthcare Administration
   - Community Health
   - Global Health
   - Medical Humanities
   - Medical Education
   - Anti-Racism Transformation in Medical Education

2. Pose a scholarly question or problem statement,
3. Provide an objective, methodical, and analytical evaluation with results and conclusions,
4. Mentored by a faculty or mentor otherwise approved by the Medical Student Research Office (note: mentor cannot be a current trainee),

5. Project presentation on Medical Student Research Day (MSRD) in any year in Phase 2 or Phase 3, and
6. Completed as a medical student.

Inclusions/ Exclusions/ Exemptions
7. A peer reviewed publication or a national presentation is not an exemption to this requirement.
8. Case studies, literature reviews, reflection pieces are excluded from eligible project types.
9. A summer or scholarly year project can be used to fulfil this requirement if #1-8 above are met.
10. Completion of an ISMMS MD dual degree program (PHD, MPH, MSCR, MHA) exempts the medical student from this requirement.

Failure to meet milestone requirements and completion of the final product puts a student at risk of possible unprofessional behavior and not graduating.

PROCEDURE:

1. The Medical Student Research Office (MSRO) will oversee, monitor, and document the completion of this graduation requirement.
2. The MSRO will plan and host the annual Medical Student Research Day (MSRD).
3. Students must fulfill the scholarly product milestones leading to approval to present on MSRD:
   a. The milestones define specific progression tasks and due dates.
   b. The MSRO publishes and communicates the milestones to students based on the stage of their progression.
   c. The milestone dates are updated annually and available on the MSRO Medical Student SharePoint site, which is accessible to students.
4. Monitoring progress, record keeping and verification:
   a. The MSRO will monitor milestone completion, project progression and readiness to present on MSRD.
      i. Emergency or otherwise extenuating circumstances. Students who have completed all but their last milestone (i.e., the presentation at MSRD) and who were approved to present but are unable to do so will be provided with an alternative presentation format or setting.
   b. Once the student has presented this requirement is fulfilled. Students will be sent an email verifying their completion.
   c. Notification of successful completion will be sent annually to the Office of Curricular Affairs, Office of Student Affairs (OSA), Promotion's Committee, and the Registrar.
   d. Students falling behind on milestones will:

      i. Meet with MSRO faculty to devise a plan, project timeline, identify a new project mentor and project as needed,

      ii. Be sent reminder communications, non-adherence incident reports with increasing escalations as needed, given extensions, etc.

      iii. Be reported to the OSA annually via the student reporting form https://mountsinai.formstack.com/forms/student_reporting which allows for individual submissions of Commendation, Professionalism & Student Support needs or concerns. Additionally, a summary list will also be emailed to the OSA. The reporting is part of the process, but OSA is not charged as the decision makers.

   e. Students failing to meet milestone requirements and completion of the final product will be reported to the Promotion's Committee for review, which may recommend required resources or modifications to the student's academic track, potentially delaying graduation or dismissal.

      i. Students who have not submitted a final complete scholarly product abstract by January of their graduating year will be reported Or

      ii. Students who have not presented their completed scholarly product by April of their graduating year will be reported.

RELATED POLICIES:

Graduation Requirements Policy
Progression Requirements Policy

REVISION HISTORY: