



**MOREHOUSE**  
SCHOOL OF MEDICINE

**2012-2013  
STUDENT  
HANDBOOK**



## **FORWARD**

The Student Handbook is a compilation of services and other information critical to Morehouse School of Medicine (MSM). It is designed to familiarize students with their rights and responsibilities as well as policies, procedures and regulations. In addition, this handbook includes useful information on community services that lend to promoting an optimum environment for student development, health and satisfaction.

The provisions of this handbook reflect the general nature of and conditions concerning student services at MSM, but do not constitute a contract or otherwise binding agreement. Procedures set forth in this handbook are subject to change at any time, and all programs and activities described in this handbook are subject to cancellation or termination by MSM without prior notice.

### ***Disclaimer:***

The information in the Student Handbook is current and accurate as of July 1, 2012. MSM reserves the right to change information described in this handbook without prior notice. Changes will be posted on the schools website and made available in hard copy in the Office of Student Affairs.

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# Introduction

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## **TO ALL STUDENTS**

To facilitate your transition into student life at the Morehouse School of Medicine (MSM), the Administration has prepared this STUDENT HANDBOOK. We have attempted to put in one place all the policies and procedures of the school pertaining to student life. The Table of Contents should be sufficiently detailed to permit your rapid reference to those portions of the HANDBOOK which relate directly to questions you might have. *You are required to read the entire text to get an overview of life at the School.*

MSM is fully accredited by the *Liaison Committee on Medical Education* (LCME), *Southern Association of Schools and Colleges* (SACS), and is certified by the State of Georgia to award the M.D., Ph.D., M.P.H., M.S.C.R., M.S.B.R., and M.S.B.T. degrees. Copies of those documents are available for inspection by applicants and matriculating students in the Office of the Dean.

**MSM reserves the right to revise information, requirements, regulations or financial charges at any time, without prior notice. When this is necessary, an effort will be made to notify persons who may be affected.**

## **POLICY REGARDING THE ACADEMIC CALENDAR**

Academic calendars are provided for all programs. The academic calendar has provided for certain holidays and vacation periods. While these are appropriate, there will be times when clinical responsibilities for M.D. students will supersede these schedules. It will be expected that students will exercise sound judgment to insure that their obligations are always met.

<b>Medical Degree (MD)</b>	
<b>Fall Semester 2012 Calendar</b>	
<b>First Year Students</b>	
<b>Orientation</b>	<b>Mon. July 2– Tues. July 3, 2012 8:30am</b>
Fall Semester Begins	Thurs. July 5, 2012 9:00am
<b>Labor Day</b>	<b>Mon. September 3, 2012</b>
Convocation (White Coat Ceremony)	Fri. September 21, 2012
<b>Thanksgiving Break</b>	<b>Wed. Nov. 21 – Fri. Nov. 23, 2012</b>
<b>Winter Break</b>	<b>Mon. Dec. 24, 2012 – Tues. Jan. 1, 2013</b>
<b>Spring Semester 2013 Calendar</b>	
Spring Semester Begins	Wed. Jan. 2, 2013
<b>M. L. King Jr. Holiday</b>	<b>Mon. Jan. 14, 2012</b>
Research Day	Tues. Feb. 12 & 13, 2013
Match Day	Fri. Mar. 15, 2013
<b>Spring Break</b>	<b>Mon. Mar. 25 – Fri. Mar. 29, 2013</b>
<b>Good Friday</b>	<b>Fri. Mar. 29, 2013</b>
Class Day Program	Fri. May 17, 2013
Commencement	Sat. May 18, 2013
<b>Last Day of Class</b>	<b>Fri. May 24, 2013</b>
<b>Fall Semester 2012 Calendar</b>	
<b>Second Year Students</b>	
<b>Orientation</b>	<b>Mon. Aug. 6, 2012 9:00am</b>
Fall Semester Begins	Tues. Aug. 7, 2012 8:30am
<b>Labor Day</b>	<b>Mon. September 3, 2012</b>
Convocation	Fri. September 21, 2012
<b>Thanksgiving Break</b>	<b>Wed. Nov. 21 – Fri. Nov. 23, 2012</b>
<b>Winter Break</b>	<b>Mon. Dec. 24, 2012 – Tues. Jan. 1, 2013</b>
<b>Spring Semester 2013 Calendar</b>	
Spring Semester Begins	Wed. Jan. 2, 2013
<b>M. L. King Jr. Holiday</b>	<b>Mon. Jan. 14, 2012</b>
Research Day	Tues. Feb. 12 & 13, 2013
Match Day	Fri. Mar. 15, 2013
<b>Spring Break</b>	<b>Mon. Mar. 25 – Fri. Mar. 29, 2013</b>
<b>Good Friday</b>	<b>Fri. Mar. 29, 2013</b>
<b>Last Day of Class</b>	<b>Fri. May 10, 2013</b>
Class Day Program	Fri. May 17, 2013
Commencement	Sat. May 18, 2013
<b>Memorial Day</b>	<b>Mon. May 27, 2013</b>
<b>Deadline for USMLE Step I Exam</b>	<b>Sun. June 30, 2013</b>

Medical Degree (MD)	
Fall Semester 2012 Calendar	
<b>Third Year Students</b>	
<b>Orientation</b>	<b>Tues. July 24 - Fri. July 27, 2012 9:00am</b>
Rotation I	July 30 – Sept. 21, 2012
<b>Labor Day</b>	<b>Mon. September 3, 2012</b>
Convocation	Fri. September 21, 2012
Rotation II	Sept. 24 – Nov. 16, 2012
Rotation III	Nov. 19, 2012 – Jan. 25, 2013
<b>Thanksgiving Break</b>	<b>Wed.5:00pm Nov. 21 – Mon. Nov. 26, 2012 7:59am</b>
<b>Winter Break</b>	<b>Fri. 5:00pm Dec. 14, 2012 – Tues. Jan. 1, 2013</b>
<b>Spring Semester 2013 Calendar</b>	
Spring Semester Begins	Wed. Jan. 2, 2013
Rotation III Cont'	Wed. Jan. 2 – Jan. 25, 2013
<b>M. L. King Jr. Holiday</b>	<b>Mon. Jan. 21, 2013</b>
Rotation IV	Jan. 28 – Mar. 22, 2013
Match Day	Fri. Mar. 15, 2013
Required Experience of Fundamentals III	Sat. Mar. 16, 2013
<b>Spring Break</b>	<b>Mon. Mar. 25 – Fri. Mar. 29, 2013</b>
Rotation V	April 1 – May 24, 2013
<b>Good Friday</b>	<b>Fri. Mar. 29, 2013</b>
Class Day Program	Fri. May 17, 2013
Commencement	Sat. May 18, 2013
<b>Memorial Day</b>	<b>Mon. May 27, 2013</b>
Rotation VI	May 28 – July 19, 2013
Clinical Comprehensive	Sat. June 15, 2013
<b>Fall Semester 2012 Calendar</b>	
<b>Fourth Year Students</b>	
<b>Orientation</b>	<b>Fri. July 20, 2012 12:30pm</b>
Rotation I	July 30 – Aug. 24, 2012
Rotation II	Aug. 27 – Sept. 21, 2012
<b>Labor Day</b>	<b>Mon. September 3, 2012</b>
Convocation	Fri. September 21, 2012
Rotation III	Sept. 24 – Oct. 19, 2012
Rotation IV	Oct. 22 – Nov. 16, 2012
Rotation V	Nov. 19 – Dec. 14, 2012
<b>Thanksgiving Break</b>	<b>Wed. Nov. 21 – Fri. Nov. 23, 2012</b>
<b>Winter Break</b>	<b>Mon. Dec. 24, 2012 – Tues. Jan. 1, 2013</b>
<b>Spring Semester 2013 Calendar</b>	
Rotation VI	Jan. 2 – Jan. 25, 2013
<b>M. L. King Jr. Holiday</b>	<b>Mon. Jan. 21, 2013</b>
Rotation VII	Jan. 28- Feb. 22, 2013
Rotation VIII	Feb. 25- Mar. 22, 2013
Match Day	Fri. Mar. 15, 2013
<b>Spring Break</b>	<b>Mon. Mar. 25 – Fri. Mar. 29, 2013</b>
Rotation IX	Apr. 1 – Apr. 26, 2013
<b>Good Friday</b>	<b>Fri. Mar. 29, 2013</b>
Rotation X	Apr. 29 – May 24, 2013
Class Day Program	Fri. May 17, 2013
Commencement	Sat. May 18, 2013

## Graduate Education in Biomedical Science (GEBS)

### Fall 2012 Semester Calendar

Registration for Continuing Students Fall	Mon. March 26 – Fri. March 30, 2012
Fall Semester Begins (Continuing students)	Mon. July 2, 2012
MSM Orientation	Thurs. Aug. 9 - Fri. Aug. 10, 2012
GEBS Orientation	Mon. Aug. 13 – Tues. Aug 14, 2012
Fall Classes Begin	Wed. Aug. 15, 2012
Add/Drop	Wed. Aug. 15 - Wed. Aug. 29, 2012
<b>Labor Day</b>	<b>Mon. September 3, 2012</b>
Application Deadline for December Graduation	Fri. Sept. 7, 2012
Convocation	Fri. Sept. 21, 2012
Last Day to Withdraw from a Course	Refer to student handbook
Fall Break	Thurs. Oct. 4 & Fri. Oct. 5, 2012
Advisement Week	Mon. Oct. 22 – Fri. Oct. 26, 2012
Registration for Spring	Mon. Oct. 29 – Fri. Nov. 2, 2012
Dissertation Defense Deadline (Dec. Graduates)	Fri. Nov. 16, 2012
<b>Thanksgiving Break</b>	<b>Wed. Nov. 21– Fri. Nov. 23, 2012</b>
Cross Registration Deadline (Spring Semester)	Saturday, December 1, 2012
Last Day of Classes	Thurs. Dec.6, 2012
Reading Days	Fri. Dec. 7 & Mon. Dec. 10, 2012
Final Exams	Tues. Dec. 11 – Thurs. Dec. 13, 2012
GEBS Academic Awards	Fri. Dec. 14, 2012
Absolute Completion Deadline (Dec. Graduates)	Thurs. December 14, 2012
Grades Due in the Registrar's Office	Fri. Dec. 21, 2012
<b>Winter Break</b>	<b>Mon. Dec. 17, 2012 – Tues. Jan. 1, 2013</b>
<b>Spring Semester 2013 Semester Calendar</b>	
Spring Semester Begins (Continuing students)	Wed. Jan. 2, 2013
First Class Day	Mon. Jan. 7, 2013
Drop/Add Period	Mon. Jan. 7 – Fri. Jan. 18, 2013
Application Deadline for May Graduation	Fri. Jan. 11, 2013
<b>M. L. King Jr. Holiday</b>	<b>Mon. Jan. 21, 2013</b>
Qualifying Exam Part I (MS Students)	Fri. Jan. 25 and Mon. Jan. 28, 2013
Research Day	Tues. Feb. 12 - Wed. 13, 2013
Last Day to Withdraw from a Course	Refer to student handbook
Dissertation Defense Deadline	Fri. Mar. 22, 2013
<b>Spring Break (MSCR Students Only)</b>	<b>Mon. Mar. 4 – Fri. Mar. 8, 2013</b>
<b>Spring Break (1<sup>st</sup> Year Students Only)</b>	<b>Mon. Mar. 11 – Fri. Mar. 15, 2013</b>
Advisement Week	Mon. Mar. 18 – Thurs. Mar. 28, 2013
Open Registration for Fall	Mon. Mar. 25 – Mon. April 3, 2013
<b>Good Friday</b>	<b>Fri. Mar. 29, 2013</b>
Absolute Completion Deadline (May Graduates)	Wed. May 1, 2013
Last Day of Classes	Fri. May 17, 2013
Class Day Program	Fri. May 17, 2013
Commencement	Sat. May 18, 2013
Grades Due in the Registrar's Office	Fri. May 24, 2013
Qualifying Exam Part I (PhD Students)	Fri. June 7 – Mon. June 10, 2013
<b>Spring Semester Ends</b>	<b>Fri. June 30, 2013</b>
<b>Independence Day</b>	<b>Wed. July 4, 2013</b>
Cross Registration Deadline (Fall Semester)	Friday, July 26, 2013

## Master of Public Health (MPH)

### Fall Semester 2012 Calendar

Open Registration for Fall Orientation	Mon. March 26 – Thurs. May 31, 2012
Registration (1 <sup>st</sup> students only)	Fri. Aug. 10, 2012
Fall Classes Begin	Mon. Aug. 13, 2012
Drop/Add Period	Mon. Aug. 13- Fri. Aug. 24, 2012
<b>Labor Day</b>	<b>Mon. September 3, 2012</b>
Convocation	Fri. September 21, 2012
Mid-Semester Exams	Mon. Oct. 1- Fri. Oct. 5, 2012
Last Day to Withdraw from a Course	Fri. Oct. 19, 2012
APHA Conference	Sat. Oct. 27-Wed. Oct. 31, 2012
<b>Fall Break</b>	<b>Mon. Oct. 29-Fri. Nov. 2, 2012</b>
Open Registration for Spring	Mon. Nov. 12 – Fri. Dec. 14, 2012
Culminating Experience Presentations	Fri. Nov. 16, 2012
<b>Thanksgiving Break</b>	<b>Wed. Nov. 21 – Fri. Nov. 23, 2012</b>
Cross Registration Deadline (Spring Semester)	Thurs. Nov. 29, 2012
Last Day of Classes	Thurs. Nov. 29, 2012
Application for Graduation Deadline (May Graduates)	Fri. Nov. 30, 2012
Study Period	Fri. Nov. 30, 2012
Final Exams	Mon. Dec. 3 – Fri. Dec. 7, 2012
Grades Due in the Registrar's Office	Tues. Dec 11, 2012
Completion date for December Graduates	Tues. Dec 11, 2012
Fall Semester Ends	Tues. Dec 11, 2012
<b>Winter Break</b>	<b>Mon. Dec. 17, 2012 – Fri. Jan. 4, 2013</b>
<b>Spring Semester 2013 Calendar</b>	
Spring Semester Begins	Mon. Jan. 7, 2013
Drop/Add Period	Mon. Jan. 7 – Fri. Jan. 18, 2013
<b>M. L. King Jr. Holiday</b>	<b>Mon. Jan. 21, 2013</b>
Mid-Semester Exams	Mon. Feb. 25 – Fri. Mar. 1, 2013
<b>Spring Break</b>	<b>Mon. Mar. 4 – Fri. Mar. 8, 2013</b>
Last Day to Withdraw from a Course	Fri. Mar 15, 2013
Open Registration for Fall	Mon. Mar. 25 – Thur. May 30, 2013
<b>Good Friday</b>	<b>Fri. Mar. 29, 2013</b>
Application for Graduation Deadline (Dec. Grad)	Fri. April 12, 2013
Culminating Experience Presentation	Tues. Apr. 17 – Thurs. Apr. 18, 2013 (9am-2pm)
Last Day of Classes	Thurs. Apr. 18, 2013
Study Period	Fri. Apr. 19, 2013
Final Exams	Mon. Apr. 22 – Fri. Apr. 27, 2013
Grades Due in the Registrar's Office	Tues. Apr. 30, 2013
Completion date for May Graduates	Tues. Apr. 30, 2013
Spring Semester Ends	Tues. Apr. 30, 2013
Class Day Program	Fri. May 17, 2013
Commencement	Sat. May 18, 2013

Academic Preparation for Excellence (APEX)	
Summer Semester 2012 Calendar	
<b>Orientation</b>	<b>Mon. June 4, 2012</b>
Summer Semester Begins	Tues. June 5, 2012 9:00am
Final Exam Date	TBA
Last Day of Classes	Fri. Aug. 10, 2012
Grades Due to the Registrar's Office	Fri. Aug. 17, 2012

# History and Organization

## **Historical Perspective**

Morehouse School of Medicine (MSM) was established in 1975 as The Medical Education Program at Morehouse College. In 1981, MSM became independent of Morehouse College. Originally a two-year educational program in the basic medical sciences, MSM now confers the Doctor of Medicine (M.D.), the Doctor of Philosophy in Biomedical Sciences (Ph.D.), the Master of Public Health (M.P.H.), the Master of Science in Biomedical Research (M.S.B.R.), the Master of Science in Biomedical Technology (M.S.B.T.), and the Master of Science in Clinical Research (M.S.C.R.) degrees.

The school's history is a unique one. In 1973, Morehouse College received a federal grant to study the feasibility of developing a two-year program to train students for careers as primary care physicians who would work in medically underserved areas among minority and poor populations. The study revealed a severe shortage of black and other minority physicians in Georgia as well as a shortage of physicians for the rural and inner cities of the nation. To address the critical health manpower needs of the citizens of Georgia and those who reside in medically underserved areas of the nation, the National Medical Association endorsed the development of a new medical school at Morehouse College.

Other organizations, including the Georgia State Medical Association, the Medical Association of Georgia, the Georgia General Assembly, and the Carnegie Council also supported the development of a new medical school at the college. Morehouse College accepted the challenge.

The Charter class of twenty-four students entered a two-year basic sciences program in September, 1978. Those students and the subsequent two classes transferred to other schools of

medicine elsewhere in the country to complete their clinical medical training. In July, 1981, the School received authorization to begin planning for expansion to a four-year, degree-granting institution. In February, 1982, the Liaison Committee on Medical Education (LCME) gave authorization to proceed with plans to award the Doctor of Medicine degree in May, 1985. In the summer of 1983, third-year medical students began clinical rotations at Grady Memorial Hospital in cooperation with the Emory University School of Medicine. In April, 1985, the LCME granted the School full accreditation to award the M.D. degree. The first class of M.D. students trained by Morehouse School of Medicine graduated on May 17, 1985.

In the summer of 1992, the first four students entered the Ph.D. in Biomedical Sciences Program. The first students were enrolled in the Master of Public Health Program in 1995.

Beginning in August, 1990, MSM assumed full responsibility for teaching third year students in Family Medicine, Surgery, and Psychiatry. MSM then assumed full responsibility for the third-year medicine clerkship in June 1991, and assumed responsibility for Obstetrics/Gynecology in 1993. The Pediatrics clerkship was taught by MSM for the first time in the fall of 1997.

The Graduate Medical Education program of the School was initiated in 1981 when the Family Practice Residency program received accreditation from the *Accreditation Council for Graduate Medical Education* (ACGME). This program currently has fifteen authorized positions. A Preventive Medicine Residency program currently has eight authorized positions in cooperation with the Georgia Division of Public Health, and The Centers for Disease Control. The program was accredited in 1986. In July, 1991, the Department of Psychiatry began enrolling residents into the Psychiatric Residency Program which has sixteen authorized positions. In

July 1992, the Internal Medicine Residency Program enrolled its first residents and currently has forty-nine authorized positions. The General Surgery Program began in 1993 and is a five-year program with twenty-two authorized positions. In July, 1997, the Obstetrics and Gynecology Program began enrolling its first residents, and currently has twelve authorized positions. The Pediatrics residency program began in July 2001 and has eighteen authorized positions.

Morehouse School of Medicine is the newest member of the Atlanta University Center. The Center is a consortium of four independent institutions that constitutes the largest predominantly black private educational complex in the world. Members of the Atlanta University Center are:

- **Clark Atlanta University** - a merger in 1989 of Clark College, an undergraduate institution founded in 1869 and Atlanta University, a graduate school chartered in 1867
- **Morehouse College** - a liberal arts college for men
- **Morehouse School of Medicine**
- **Spelman College** - a liberal arts college for women

## **Admission and Education Objectives**

In accord with the spirit of the founders of the Morehouse School of Medicine, the primary objective of the school is to recruit, select, enroll and educate able students from underrepresented and disadvantaged groups, who are dedicated to service, eliminating health disparities, and promoting healthy communities. More importantly, the school seeks individuals, who as graduates of our programs will have careers as primary care physicians, academicians, biomedical and clinical researchers, and leaders in health care policy and administration. Graduates who will assure quality health care to all members of our society with particular attention to those areas that disproportionately affect minorities and the poor.

Medicine, including biomedical research and population health, is a rapidly developing field and the world in which the student is preparing to cope is changing just as rapidly. Hence the education that begins at Morehouse must serve to provide the student a foundation for a lifelong course of learning. The School of Medicine seeks to provide an environment wherein our students can develop the attitudes, knowledge, skills, and responsibilities required for meeting the health needs of individuals and of society today and in the future.

## **Accreditation**

Morehouse School of Medicine is fully accredited by the Liaison Committee on Medical Education (LCME), a body of the Association of American Medical Colleges (AAMC). In the 2005 review by LCME, MSM received another period of seven years full of accreditation. The School's residency programs are accredited by the ACGME. Morehouse School of Medicine is also accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS) (1866 Southern Lane, Decatur, Georgia 30033-4097, 404-679-4501) to award the degrees, Doctor of Medicine (M.D.), Doctor of Philosophy (Ph.D.) in Biomedical Sciences, Master

of Science in Biomedical Research (M.S.B.R.), Master of Science in Biomedical Technology (M.S.B.T.), Master of Public Health (M.P.H.) and the Master of Science in Clinical Research (M.S.C.R.).

*\* The accreditations, approvals, and certifications of Morehouse School of Medicine are based upon the school's status at the time of printing of the Handbook. Accreditations, approvals and certifications are subject to review and modification from time to time.*

### **Affiliates for Graduate Medical Education**

A clinical institution's motivation for entering into affiliation agreements vary and depend on local circumstances. However, a set of basic reasons for establishing Graduate Medical Education (GME) affiliations have been traditionally cited in the literature. For hospitals, objectives include interest in furthering patient care quality management; fulfilling an institutional and medical staff commitment to education; improving the public image and the ability to recruit staff; and maintain or increase patient referrals. A medical school's reasons frequently include providing sites for clinical training and strengthening clinical programs; enhancing their role in graduate medical education and undergraduate medical education; increasing their ability to conduct research; and enhancing their faculty recruitment. Morehouse School of Medicine has educational affiliation agreements for medical student and residency education with diverse health care institutions and the benefits for both the school and the affiliates are immense. The following institutions are designated as major education affiliates for teaching medical students and residents at MSM:

1. Grady Health System (GHS) (Fulton-DeKalb Hospital Authority), Atlanta, Georgia
2. Tenet-South Fulton Medical Center (SFMC), East Point, Georgia

3. Children's Health Care of Atlanta (CHOA) and its three children's in-patient facilities in Atlanta, Georgia
4. State of Georgia Division of Public Health, Atlanta, Georgia
5. Georgia Regional Hospital at Atlanta (State of Georgia Hospital), Decatur, Georgia

### **Teaching Facilities**

Instruction of students enrolled in the School of Medicine takes place throughout the four years of the pre-doctoral curriculum and the MPH program in a variety of settings in Atlanta and its environs.

The focal point of the pre-clinical courses is the Basic Medical Sciences Building, containing 91,000 square feet of floor space on four levels. Dedicated in 1982, it is the center of activity for entering medical students. It houses administrative offices and two lecture halls on the first floor. Multi-disciplinary teaching laboratories for first and second year students, offices and research laboratories for basic science departments are located on the upper floors. The modern Animal Care Facility is housed in the basement.

An addition to the school is a 70,000 square foot structure, the Medical Education Building, dedicated in May, 1987, which houses additional faculty offices and research laboratories as well as the library.

East of the Medical Education Building is a renovated structure which provides additional space for offices, some departmental facilities, Central Stores and Maintenance. In May of 1996, the Multi-Disciplinary Research Center was dedicated. It houses the Clinical Research Center, Neuroscience Center, and NASA programs.

The new Research Wing of the Medical Education Building was dedicated in April of 2000. The newest and largest facility on campus, the National Center for Primary Care, opened in the fall of 2002.

## ADMINISTRATIVE STAFF

<b>President</b>	John E. Maupin Jr., DDS, MBA
<b>Dean and Executive VP</b>	Valerie Montgomery Rice, MD
<b>Chief Financial Officer</b>	Donnetta S. Butler, MBA
<b>VP and Sr. Associate Dean for Research Affairs</b>	Sandra A. Harris-Hooker, PhD
<b>VP for Academic Administration &amp; Chief of Staff</b>	Quincy Birdsong, EdD
<b>Assistant Dean for Research Affairs</b>	James Lillard, PhD
<b>Sr. Associate Dean, Educational Affairs</b>	Martha Elks, MD, PhD
<b>VP, Institutional Advancement</b>	Sally Davis
<b>Associate VP, Human Resources</b>	Denise Britt
<b>Associate Dean, Administration and Assistant VP, Finance</b>	Sandra E. Watson, MHA
<b>Sr. Associate Dean, Clinical Affairs and Faculty Development</b>	Derrick Beech, MD
<b>Associate Dean, Clinical Research</b>	Elizabeth Ofili, MBBS, MPH
<b>Associate Dean, Graduate Studies</b>	Douglas F. Paulsen, PhD
<b>Associate Dean, Community Health</b>	Daniel S. Blumenthal, MD, MPH
<b>Assistant Dean, Student Affairs</b>	Ngozi Anachebe, MD, PharmD
<b>Director, MPH Program</b>	Stephanie Miles-Richardson, DVM, PhD
<b>Director, Admissions</b>	Brandon J. Hunter
<b>Director, Counseling Services</b>	Shawn Garrison, PhD
<b>Assistant Dean, Graduate Medical Education</b>	Yolanda Wimberly, MD
<b>Assistant Dean for Business and Finance</b>	Taya Scott, MBA
<b>Interim Director, MSM Library</b>	Joe Swanson, Jr.
<b>Director, MSCR Program</b>	Alexander Quarshie, MBChB, MS
<b>Director, Student Fiscal Affairs</b>	Cynthia Handy
<b>Registrar and Director of Student Information Systems</b>	Adrienne L. Wyatt
<b>Senior Advisor to the President</b>	Virginia Floyd, MD
<b>General Counsel</b>	Harold W. Jordan, Esq.
<b>Chief Compliance Officer</b>	Jonathan Williams
<b>Interim Chief Information Officer</b>	Annemarie Eades

## *Tuition and Fee Payments*

Payment may be made by personal check, bank draft, certified check, or money order payable to Morehouse School of Medicine. Any student who will not receive student loans and/or scholarships will be required to pay half (1/2) of the tuition and fees at registration and ***will be required to sign a promissory note that covers the balance of their tuition/fees at the time of registration.***

Tuition, fees, and account payments carry a service charge of thirty dollars (\$30) if a check is returned for insufficient funds, if payment is stopped, or the account deemed closed. Any returned check must be cleared within seven (7) days. Registration will be withdrawn if students fail to satisfy all financial obligations with the school. Tuition and fees may be paid in two installments. The final installment is due in January or on the date listed on the promissory note. To avoid a finance charge, the final installment must be received by the due date. Delinquent student account obligations may be reported to a credit bureau.

## *Finance Charges*

If your final installment is not received by the due date, a finance charge of one and one fourth percent (1-1/4%) per month fifteen percent (15% annum) will be assessed on the unpaid balance.

All financial obligations must be cleared forty-five (45) days prior to the completion of each **semester**. Students who have not cleared their account will not be allowed to register, receive a transcript or letter of recommendation; have academic credits certified, granted a leave of absence, be officially withdrawn, or have a degree conferred.

## **Refunds**

If a student leaves the medical school for any reason - dismissal, withdrawal, drop period, transfer - tuition is refundable according to the following decreasing percentage scale:

<b>Period after Registration Tuition Refunded</b>	<b>Percentage of Year</b>
First 5 Class Days	100%
Second 5 Class Days (2 wks)	80%
Third 5 Class Days (3 wks)	60%
Fourth 5 Class Days (4 wks)	40%
Fifth 5 Class Days (5 wks)	20%

**There will be no refund after the fifth week of any semester.**

## **Finance Division**

### **Student Accounts**

The Cashier's office is located on the first floor of the Hugh M. Gloster Building. This office can provide you with a detailed listing of your student account. Should you have any billing problems or need to make payment on your account; this office will handle it for you.

The cashier is unable to cash personal, payroll or federal checks for students.

**Morehouse School of Medicine**

**Medical Students**

**2012-2013 Tuition & Fee Schedule <sup>+++</sup>**

<u><b>TUITION</b></u>	<u><b>Year 1</b></u>	<u><b>Year 2</b></u>	<u><b>Year 3</b></u>	<u><b>Year 4</b></u>
Regular	\$39,486	\$39,045	\$38,473	\$38,473
+Special Students/Decelerated				
<u><b>FEES</b></u>				
**Health Insurance	3,822	3,822	3,822	3,822
Parking	500	500	170	170
Immunization	154	154	154	154
**Technology Fee (Lap Top)	1,900		125	
Library	200	200	200	200
Life/Disability Insurance	61	61	61	61
Subject Boards	240	215	270	0
Yearbook	25	25	25	25
Student Activity	250	250	250	250
Criminal Background Check			75	75
Graduation				150
<b>ANNUAL CHARGES</b>	<b>\$46,638</b>	<b>\$44,272</b>	<b>\$43,625</b>	<b>\$43,380</b>
<u><b>***Optional Fees</b></u>				
Dental Plan	260	260	260	260
Vision Plan	76	76	76	76
Late Registration	75	75	75	75

+ Special Status/Decelerated Students failing to make progress with their original class by virtue of failing the Step 1 or Step II must register as Special students to be eligible for sponsorship by the institution for the examination. The student is also responsible for applicable tuition & fees based on courses taken. National Board charges will also be applied for repeated mini board examinations.

+++ Student tuition and fees described above are good faith projections for the academic year. They are, however, subject to amendment at any time at the discretion of the Board of Trustees of the School of Medicine in order to meet its financial commitments and fulfill its role and mission.

Every effort will be made to provide advance notice of such changes.

\*\* Health Insurance and Technology Fee are good faith estimates for the academic year. Amounts are subject to change when the actual amounts are determined in May. Health Insurance can be waived with proof of coverage by an acceptable group health insurance plan.

\*\*\* Dental and Vision insurance is optional.

**Morehouse School of Medicine**

**Ph. D. Students**

**2012-2013 Tuition & Fee Schedule <sup>+++</sup>**

	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Year 5</u>
<b><u>TUITION</u></b>	\$25,296	\$24,440	\$24,440	\$24,440	\$24,440
<b><u>FEES</u></b>					
**Health Insurance	3,822	3,822	3,822	3,822	3,822
**Technology Fee	2,040				
Library	150	150	150	150	150
Life/Disability	61	61	61	61	61
Immunization	154	154	154	154	154
Laboratory		500	500	500	500
Parking	500	500	500	500	500
Yearbook	25	25	25	25	25
Student Activity	250	250	250	250	250
Graduation					150
<b>ANNUAL CHARGES</b>	<b>\$32,298</b>	<b>\$29,902</b>	<b>\$29,902</b>	<b>\$29,902</b>	<b>\$30,052</b>
<b><u>***Optional Fees</u></b>					
Dental Plan	260	260	260	260	260
Vision Plan	76	76	76	76	76
Late Registration	75	50	50	50	50

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\*\* Health Insurance and Technology Fee are good faith estimates for the academic year. Amounts are subject to change when the actual amounts are determined in May. Health Insurance can be waived with proof of coverage by an acceptable group health insurance plan.

\*\*\* Dental and Vision insurance is optional.

**Morehouse School of Medicine**  
**Master of Public Health Students**  
**2012-2013 Tuition & Fee Schedule <sup>\*\*\*</sup>**

<b><u>TUITION</u></b>	<b><u>Year 1</u></b>	<b><u>Year 2</u></b>
<sup>†</sup> Total Tuition	\$523	\$523
FEES		
Registration	200	200
**Health Insurance	3,822	3,822
**Technology Fee	2,040	350
Library	150	150
Life/Disability	61	61
Parking	170	170
Certificate of Public Health	400	
Yearbook	25	25
Student Activity	250	250
Graduation Fee		150
Immunization	154	154
<b>TOTAL FEES</b>	<b>\$7,272</b>	<b>\$5,332</b>
***Optional Fees		
Dental Plan	260	260
Vision Plan	76	76
Late Registration	75	75

<sup>†</sup> Tuition is charged on a credit hour basis. Fees are annualized.

+++ Student tuition and fees described above are good faith projections for the academic year. They are, however, subject to amendment at any time at the discretion of the Board of Trustees of the School of Medicine in order to meet its financial commitments and fulfill its role and mission. Every effort will be made to provide advance notice of such changes.

\*\* Health Insurance and Technology Fee are good faith estimates for the academic year. amounts are subject to change when the actual amounts are determined in May. Health Insurance can be waived with proof of coverage by an acceptable group health insurance plan.

\*\*\* Dental and Vision insurance is optional.

**Morehouse School of Medicine**  
**Master of Science in Clinical Research Students**  
**2012-2013 Tuition & Fee Schedule <sup>+++</sup>**

<u>TUITION</u>	<u>Year 1</u>	<u>Year 2</u>
† Total Tuition	\$446	\$446
FEES		
Registration	200	200
**Health Insurance	3,822	3,822
**Technology Fee	2,040	
Library	150	150
Life/Disability	61	61
Parking	500	500
Yearbook	25	25
Graduation Fee		150
Immunization	154	154
 TOTAL FEES	 \$6,952	 \$5,062
 <u>***Optional Fees</u>		
Dental Plan	260	260
Vision Plan	76	76
Late Registration	75	75

† Tuition is charged on a credit hour basis. Fees are annualized.

+++ Student tuition and fees described above are good faith projections for the academic year. They are, however, subject to amendment at any time at the discretion of the Board of Trustees of the School of Medicine in order to meet its financial commitments and fulfill its role and mission. Every effort will be made to provide advance notice of such changes.

\*\* Health Insurance and Technology Fee are good faith estimates for the academic year. amounts are subject to change when the actual amounts are determined in May. Health Insurance can be waived with proof of coverage by an acceptable group health insurance plan.

\*\*\* Dental and Vision insurance is optional.

Morehouse School of Medicine

Master of Science in Biomedical Science Program

Master of Science in Biomedical Research/Master of Science in Biomedical Technology/Post Baccalaureate Certificate Program

2012-2013 Tuition & Fee Schedule <sup>+++</sup>

<u>TUITION</u>	<u>Year 1</u>	<u>Year 2</u>
Total Tuition	\$16,955	\$16,955
FEES		
**Health Insurance	3,822	3,822
**Technology Fee	2,040	
Library	150	150
Life/Disability	61	61
Parking	500	500
Yearbook	25	25
Student Activity	250	250
Graduation Fee		150
Immunization	154	154
Laboratory		500
ANNUAL CHARGES	\$23,957	\$22,567
<u>***Optional Fees</u>		
Dental Plan	260	260
Vision Plan	76	76
Late Registration	75	75

+++ Student tuition and fees described above are good faith projections for the academic year. They are, however, subject to amendment at any time at the discretion of the Board of Trustees of the School of Medicine in order to meet its financial commitments and fulfill its role and mission. Every effort will be made to provide advance notice of such changes. Every effort will be made to provide advance notice of such changes.

\*\* Health Insurance and Technology Fee are good faith estimates for the academic year. Amounts are subject to change when the actual amounts are determined in May. Health insurance can be waived with proof of coverage by an acceptable group health insurance plan.

\*\*\* Dental and Vision insurance is optional.

## Financial Aid

All students may face financial worries which aggravate the ability to learn effectively. There are, however, numerous sources of grant and loan funds available. The Office of Student Fiscal Affairs has been established to assist students in the financing of their medical education. Loans, grants, and work-study assistance are available to eligible students. The amount of educational assistance that a student may receive is determined by the resources available to the applicant, the standard educational costs of a particular academic year, and the financial resources available to MSM.

Funds allocated by federal and state governments, grants, gifts, general contributions, and scholarships provided by alumni, philanthropic organizations, faculty, staff and individuals are sources of financial assistance. The criteria for eligibility and the amount allocated constantly fluctuate. Therefore, the number of students aided and the amount of aid which can be provided will also be determined by the resources available. Students must maintain satisfactory academic progress to qualify for financial aid.

For all assistance available through the school, entering students must submit an MSM financial aid application. Free Application for Federal Student Aid (FAFSA) applications must be submitted annually, usually in the spring, since financial needs and family situations fluctuate. To qualify for institutional Financial Aid, parental income information must be provided by completing the FAFSA.

Please be careful not to make mistakes when filling out your financial aid applications. Errors will cause your application to be delayed. Students are urged to document any extenuating circumstances affecting their or the family financial situation with the Student Fiscal Affairs Office (SFAO) right away. All information is strictly confidential.

Deadlines must be strictly observed or students may not receive funds. Completed applications for eligible students received by published deadlines are given priority in funding. Late applications are accepted; however, they are evaluated on an “as-time-allows” and “funds available” basis.

Federal law requires that every student who receives Title IV funds (Stafford subsidized and unsubsidized, Grad PLUS loans) must complete an Entrance counseling session prior to receiving a refund. In addition, Federal law requires that every student who received Title IV funds (Stafford subsidized and unsubsidized, Grad PLUS, Perkins) and/or Title VII funds (LDS and Primary Care Loan) must attend an exit interview prior to leaving the School of Medicine. The amount of loans, outstanding terms and plans of repayment, deferment, and student responsibilities will be discussed by a representative of the school.

Detailed financial aid information including the definition of satisfactory academic progress for financial aid, methods of disbursements and repayment schedules for loans, can be obtained from the Admissions/Student Fiscal Affairs website.

Short-term loans are available to provide for emergencies (situations you cannot normally plan for) which may arise during the academic year. Students must have available funds coming in through SFAO during the academic year in which the emergency loan is requested. Emergency loans are not granted during periods of non-enrollment. Please see “Morehouse School of Medicine - Emergency Loan Policy” in the Financial Aid Prospectus on the MSM website. Ordinarily, these loans are restricted to amounts not to exceed one thousand dollars (\$1,000) and repayment is expected within sixty (60) days. Some financial assistance programs may be discipline-specific.

## Student Rights and Responsibilities

**Part 1. Freedom to Learn.** Students at Morehouse School of Medicine (MSM) have the same rights and protections under the Constitutions of the United States and the State of Georgia as other citizens. Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students are expected to exercise their freedom with responsibility.

**Part 2. Freedom of Expression.** Individual students and student organizations shall be free to examine and to discuss all questions of interest to them and to express opinions publicly and privately. These rights include freedom of expression, press, religion, and assembly. Students have the right to be treated fairly, with dignity and respect and not to be discriminated against by any agent or organization of Morehouse School of Medicine for reasons of age, creed, ethnic or national origin, gender, disability, marital status, political or social affiliation, race, religion, sexual orientation, gender identity, or gender expression.

**Part 3. Freedom of Association.** Students shall be free to organize and join organizations to promote their common and lawful interests, subject to institutional policies. Registration or recognition may be withheld or withdrawn from organizations that violate institutional policies. Students have the responsibility of adhering to the laws of the nation, state, municipality, and the code of conduct of Morehouse School of Medicine, and to accord to all members of the MSM community the rights listed here.

**Part 4. Student Sponsored Forums.** Students shall have the right to assemble, to select speakers and to discuss issues of their choice. MSM shall establish reasonable time, place and manner restrictions to assure that the assembly does not substantially disrupt the work of the institution or does not interfere with the opportunity of other students to obtain an education or otherwise infringe upon the rights of others.

Such regulations shall not be used as a means of censorship. The President or designee may prohibit any forum when there is a likelihood of harm to individuals or damage to property if the event is held. Prior to any such prohibition, the President shall make his or her best effort to consult the student association.

**Part 5. Student Publications.** Student funded publications shall be free of censorship and advance approval of copy, and their editors and managers shall be free to develop their own editorial and news coverage policies. Editors and managers of student publications shall be protected from arbitrary suspension and removal because of student, faculty, administrative, or public disapproval of editorial control of student funded publications. All student publications shall explicitly state on the editorial page that the opinions there expressed are not necessarily those of MSM or the student body.

**Part 6. Student Policies.** The policies of MSM regarding student expectations, rights and responsibilities shall be readily accessible to students. A student who violates these policies is subject to sanctions in accordance with procedures outlined in the student handbook.

**Part 7. Catalog and Course Information.** To the extent possible, students shall be provided relevant and accurate information regarding courses prior to enrollment. Catalog descriptions and website postings shall be accurate and based on information existing at the time of publication. To the extent possible, class schedules shall list the names of faculty teaching courses.

**Part 8. Student Academic Standing Information.** Students shall have access to accurate information for establishing and maintaining acceptable academic standing information which will enable students to determine their individual academic standing and information regarding graduation requirements.

**Part 9. Academic Evaluation.** Student academic performance shall be evaluated solely on the basis of academic standards, including any requirements that are noted in the

catalog and the student handbook. Students shall have protection against prejudiced or capricious evaluation and shall not be evaluated on the basis of opinions or conduct in matters unrelated to academic standards. Students shall have the right to review their corrected examinations or other required assignments used by the faculty in evaluating the student's academic performance.

**Part 10. Property Rights.** Term papers, essays, projects, works of art, and similar property including property in which the student has intellectual property rights shall be returned to a student upon request, within a reasonable timeframe, when no longer needed for evaluation purposes, unless the student grants written permission for them to be retained.

## **Academic Honesty**

All work, whether written or orally submitted, presented by students at MSM as part of course assignments or requirements or MSM-sponsored extracurricular activities must be the original work of the student unless otherwise expressly permitted by the instructor. Any use of the specific thoughts, ideas, writing or phrases of another person (whether that person be a student, an acquaintance, a relative, a journalist, a recognized scholar or any other individual) must be accompanied in such instance by use of some form of attribution to the source. Presenting the ideas of others as one's own is plagiarism which is no different from cheating. This behavior will not be tolerated and may lead to administrative termination.

It is prohibited to provide or receive unauthorized assistance in the taking of examinations, tests, or quizzes or in the preparation of any other performance requirements of a course. Such restrictions shall include, but not be limited to the following practices or activities: the use of any unauthorized material in the taking of an examination, test or quiz or in the preparation of course program or degree work; the solicitation or use of a proxy test taker or the taking of a test examination or quiz or the preparation or presentation of a course, program, or degree assignment or requirement on behalf of another; obtaining or providing assistance to another person or group of persons during an examination, test or quiz; the submission or presentation of a falsified excuse for an absence from a course requirement, examination, test or quiz either directly or through another source; and, the presentation of false identification or credentials in order to gain admission to a course, examination, test or quiz, degree program, or school sponsored activity.

**Plagiarism is not allowed.**

**A few relevant principles:**

1. Any time the exact words of another person are used, they must be placed within quotation marks and the source must be cited.

2. Paraphrasing another person's sentence, paragraph, or idea does not make it your own sentence, paragraph, or idea. The source must still be cited.
3. Citing a source for one idea or paragraph does not create a license to use other ideas or paragraphs from the same source without attribution. Every time you use the words or ideas of another person, a citation must be provided.
4. Any facts that are not common knowledge must be referenced. Statistics must always be referenced.
5. Using material from the Internet is the same as using material from a book, print journal, or another person's paper. The source must always be cited.
6. Whether or not a source is copyright is not relevant.

## **STUDENTS' RIGHTS IN NON ACADEMIC MATTERS**

Students have the right to due process involving infractions and appeals procedures for non-academic issues. For appeals of sanctions not specifically covered elsewhere in the student handbook, for non-academic issues, the following appeals process will apply.

1. A student may file a written appeal to the Dean within five working days of the student's notification of the sanction. Upon receipt of the appeal, the Dean or the Dean's designee will review all pertinent material and meet with the student. The Dean will convene an appeals committee composed of three members to include faculty and or chairs of departments not directly involved in the issue. All testimony, evidence, and witnesses relevant to the appeal shall be made available to this committee. The student has the right to appear before the committee, present testimony and such witnesses or evidence as is deemed relevant by the committee. The student shall not have the right to be represented by legal counsel at these committee meetings.
2. After completion of the review, the committee shall submit its recommendations in writing to the Dean. These recommendations may include, but are not limited to, reinstatement, retention, probation, termination, suspension, special academic assignments, or other interventions deemed appropriate to the situation. On behalf of the appeals committee, the Dean will notify the student within ten working days of his/her decision. The judgment of the Dean concerning the matter shall be final and binding on all parties with the exception of recommending the termination of a student's participation in an academic program.

3. In case of termination of an individual from an academic program, the program's Student Academic Progress committee's specific appeals process apply.

## TEACHER/LEARNER RELATIONSHIPS

1. It is the policy of MSM that individuals who serve in a teacher role or who participate, as a learner in any MSM program shall uphold the standards of behavior in the teacher-learner relationship as defined in this policy.

2. Morehouse School of Medicine (MSM) is committed to maintaining a teaching and learning environment free of discrimination of any kind, and all forms of coercion or other mistreatment that interfere with academic freedom or diminish the dignity of any member of the MSM family of students, postgraduate trainees, faculty and staff. It is expected that all members of the MSM family will embrace this standard of behavior, in order to foster an effective and supportive learning environment of mutual respect and collegiality among teachers and learners.

3. In the teacher-learner relationship, each party has certain legitimate expectations of the other. For example, the learner can expect that the teacher will provide instruction, guidance, inspiration and leadership in learning. The teacher expects the learner to make an appropriate professional investment of energy and intellect to acquire the knowledge and skills necessary to become an effective healthcare professional. Both parties can expect the other to prepare appropriately for the Sabbatical interaction and to discharge their responsibilities in the Sabbatical relationship with unflinching honesty. While such expectations are extremely important to the Sabbatical mission of MSM, the diversity of members of the academic community combined with the intensity of interactions that occur in the health care setting, as well as in the laboratory or classroom, could lead to incidents of inappropriate behavior or mistreatment. The victims and perpetrators of such behavior might include students from the MD, PhD, MS, MSCR, and MPH programs, faculty, fellows,

residents, and other staff. Examples of mistreatment or inappropriate behavior are:

- physical threats or physical attack (e.g., hit, slap, kick)
- sexual harassment
- discrimination based on race, religion, ethnicity, sex, age, sexual orientation and physical disabilities
- repeated episodes of psychological punishment of a student by a particular superior (e.g. public humiliation, threats and intimidation, removal of privileges)
- grading used to punish a student rather than for objective evaluation of performance
- assigning tasks for punishment rather than for objective evaluation of performance
- requiring the performance of personal services
- taking credit for another individual's work
- intentional neglect or intentional lack of communication

Such actions are contrary to the spirit of learning, violate the trust between teacher and learner, and will not be tolerated by MSM.

4. Definition—a complaint is a student's allegation that there has been an act or failure to act which violates the standards of behavior in the teacher-learner relationship as defined in this policy.
5. The dean shall appoint a neutral non-administrative faculty member to act as Mediator, and receive complaints of mistreatment.
6. Claims of discrimination based on race, religion, ethnicity, sex, age, sexual orientation and physical disabilities will be handled in accordance with MSM Policy # 01-30-1-:10 prohibiting discrimination and discriminatory harassment.

7. Disputes over grades not related to any claim of mistreatment will be handled in accordance with established academic policy guidelines.
8. Complaints that involve employees of an affiliate hospital or other facility will be handled through this process and in coordination with the respective facility.
9. Reporting of incidents involving mistreatment will be held in the strictest confidence, and will be dealt with quickly and appropriately in accordance with established guidelines defined in the procedures outlined in this policy.
10. The Mediator will be the keeper of all records regarding claims of student mistreatment.
11. The dean shall appoint an adhoc Conflict Resolution Council (Council), which will consists of five members. The Council composition will include two (2) students, one of whom shall be selected from the program involved in the complaint, one (1) resident and two (2) faculty members. Students and residents who are selected must be in good standing with no deficiencies.
12. The Council shall act as an appellant body to receive claims that cannot be resolved by the Mediator.
13. A section regarding student mistreatment and complaint procedures will be included in all students, resident and faculty handbooks and the topic of student mistreatment in the teacher-learner relationship will be discussed during all orientation sessions.

## **PROCEDURES**

### **Informal**

Concerns of mistreatment may arise from misunderstandings or minor problems that can be resolved promptly and satisfactorily between the accuser and accused before they become formal complaints. Prompt resolution is in the best interest of the teacher-learner relationship. To this end, informal discussions are encouraged between student and teacher. Should a complaint of mistreatment arise, necessitating discussion with a teacher, the teacher and the student should make a good faith effort to resolve the problem immediately. Students may solicit assistance or advice from other faculty, faculty advisors or other trusted individuals to assist in resolving the issue.

When the informal approach fails to result in a satisfactory resolution, the student may use the Formal process.

Although use of the informal process is encouraged for resolving conflict, it is not a necessary prerequisite to using the formal process. An accuser may bypass the informal process, and file his/her claim of mistreatment in accordance with the formal process when he/she believes that circumstances might prevent a productive outcome from the informal process.

### **Formal**

1. When an accuser believes that there are sufficient grounds to express a formal complaint of mistreatment, the accuser should within five working days of the incident, or unsatisfactory outcome of informal process, submit the complaint in writing to the Dean.
2. The Dean shall choose a mediator within 5 (five) working days and the Mediator will contact all parties to the complaint to begin the mediation process. If the complaint involves more than one accuser, the complaint may be

presented by a single spokesperson or representative selected by the group.

3. If the parties are able to resolve the complaint to the satisfaction of the accuser(s) the Mediator will provide documentation of the resolution to only the parties involved within 7 (seven) working days. The Mediator's files regarding all resolved claims shall remain with the Mediator.

4. When the Mediator is unsuccessful in resolving a claim, the accused and the accuser shall have the option of moving to Step II.

## **Step II**

1. If the Mediator is unable to resolve the complaint to the satisfaction of the accusers(s) or the accused in Step I, the accuser(s) or the accused shall be entitled to file a written appeal to the Conflict Resolution Council for a hearing. When the Council is unable to resolve a complaint, the Council will file a report of findings with the dean which may or may not include recommendations for disciplinary actions.

2. The dean may or may not accept the recommendation of the Council when determining the disposition of the complaint. The decision of the dean will be final.

## **ROLES AND RESPONSIBILITIES**

**MEDIATOR:** The position of Mediator is an annual appointment established to help resolve conflicts. The role of the mediator is to mediate between the conflicting parties and strive for reconciliation. Either the accuser or the accused may contact the mediator to seek assistance in resolving the conflict. The mediator will encourage the parties to work out the problem between them, but will also be available as a facilitator of the process. To achieve neutrality, the mediator will be chosen from the non-administrative faculty of MSM. The dean shall appoint the Mediator after consultation with the Student Government Association, the dean's Council and the GMEC. The mediator is accountable to the dean.

- The Mediator must be knowledgeable concerning the various MSM policies for handling complaints.
- The Mediator's role is to discern whether a given complaint should be handled by the mediator or through other channels. For example, if a student claims to have received an unfair grade, the mediator will advise the student to use the procedures currently in place for appealing grades. Disputes over grades will be handled according to such policies, rather than by the Mediator.
- In cases involving accusations of discrimination or sexual harassment, the Mediator will inform the accuser that she/he should submit a complaint to the institution's Discrimination Grievance Officer (DGO). The Mediator must inform the DGO the accusation has been made. The accuser must then meet with the DGO to decide whether further action should be taken.
- When faced with questions concerning the Institution's legal responsibilities, the Mediator must contact the Director of Risk Management to obtain advice from the Institution's legal counsel.
- For complaints involving employees from other affiliate hospitals or facilities, the Mediator will attempt to coordinate efforts with the respective facility to resolve the complaint.

**CONFLICT RESOLUTION COUNCIL:** The purposes of the Council include the following: to ascertain the facts, to the extent feasible; to mediate between the parties and to strive for reconciliation. The Council will assess the evidence as objectively as possible, be fair in its deliberations, and protect the rights of the accused and the accuser.

A quorum of the Council will consist of five members, with at least one member from each representative group. The Mediator is not a member of the Council. The Council membership shall include appropriate gender and minority representation. The Student Government Association (SGA) nominates student representatives, faculty representatives by the dean's Council, and the resident representative by the GMEC. Nominations for Council members are submitted to the dean, who appoints the Council. Appointments are staggered so that the Council always has experienced members. If in a given case the accused or accuser is not represented by groups on the tile council, the council may recruit additional members from appropriate groups (e.g. residents, fellows, students, faculty, etc) to help deal with the specific situation. Such recruitment is at the discretion of the Council. There shall be two co-chairs of the Council. One co-chair is elected each year from the student members of the Council, and the other co-chair from the faculty members.

## **COUNCIL PROCEDURES**

1. The Council becomes involved in a given case, only after the Mediator has made reasonable efforts to resolve the complaint.
2. When the Council hears a case, the Mediator, accuser, and accused are present. The Council co-chairs are responsible for notifying the parties concerning the time and place of the Council meeting.
3. The proceedings begin with the Mediator presenting the case. The accuser and accused both have an opportunity to speak and to bring witness is to speak.
4. The order of speakers is as follows: a) the accuser; b) witnesses for the accuser; c) the accused d) witnesses for the accused.

5. The accused has the right to be present whenever the Mediator, the accuser, or any witnesses are presenting statements. Similarly, the accuser has the right to be present during statements by the Mediator, the accused, or witnesses.
6. Witnesses will be present only when they are called to give information. After speaking, they will be asked to leave, in order to protect the confidentiality of the parties involved. Both the accused and the accuser can be harmed by a breach of confidentiality, and all that are involved in the process of responding to allegations must maintain confidentiality.
7. In some situations, the Mediator or Council might be justified in communicating ordinarily confidential information to other MSM officials, provided there is a legitimate "need to know".
8. The accuser and accused are not allowed to bring lawyers to Council meetings as advocates, advisors, or observers, nor may they bring any other persons, except witnesses.
9. This process is intramural and is anticipated to avoid complaints being filed outside the Institution.
10. When the Council finds that, in their view of the facts, serious mistreatment has occurred, a report of findings will be sent from the Council to the dean. The dean will then decide what action to take.
11. The dean or the dean's designee (perhaps the Mediator) will advise the accused and accuser concerning the final disposition of the matter.
12. Decisions about whether a report of findings should be sent to the dean should be made on a case-by-case basis. It is a matter of judgment by the Council, based

on the degree of offensiveness of the behavior and the strength of evidence that the behavior occurred.

13. When the council is aware of a history of recurring mistreatment behavior by a given individual, a report of findings to the dean might be warranted, even if each occurrence of mistreatment behavior considered alone, would not be regarded as serious enough to justify a report to the dean.
14. In general, if the conflicting parties resolve the matter between themselves, the Council might decide that a report to the dean is not warranted. On the other hand, if the offense is serious or recurring, a report to the dean might be appropriate even if the conflicting parties have reached reconciliation. In exceptional circumstances it might be appropriate for the Mediator to inform the dean concerning a complaint before the Council meets.
15. If in the mediator's judgment the council should be brought into a case, the accused does not have the right to prevent the council from meeting. A function of the council is to decide whether the matter should be brought to the attention of the dean.
16. It is in the best interest of the accused to meet with the Council to attempt to prevent a report to the dean. If the accused refuses to attend the Council meeting, the council will still meet to decide if a report should be sent to the dean.
17. If a student who believes he/she has been mistreated approaches a Council member, the council member will refer the student to the Mediator.

### **Student Government Association (SGA)**

The Morehouse School of Medicine Student Government Association (MSM-SGA) is formed to unite and strengthen the voice of the student body. It serves to facilitate communication among individual classes and to organize the student body as a pre-professional group. The MSM-SGA is intended to complement the student manual as an expression of freedom of speech and the freedom to organize. The MSM-SGA is founded on the following principles:

1. To coordinate and express the concerns of the student body, subscribing to the majority viewpoint while protecting the right of dissenting opinion.
2. To work for the continued progress and development of Morehouse School of Medicine and to at all times act in the best interest of the institution.
3. To defend the rights of students and to act collectively taking those steps necessary to ensure fair treatment for all.

### **SGA Constitution**

#### **Article I**

The Student Government Association (SGA) of the Morehouse School of Medicine is composed of The President, The Vice President, The Secretary, The Treasurer and Representatives of each class - MD, MPH, and Graduate Education in Biomedical Sciences (GEBS) respectively. Each officer or representative shall have voting rights. The SGA President shall be the Fourth Year MD class president and shall preside over SGA meetings, shall be the spokesperson for the MSM-SGA, and shall serve as the student representative and voting member of the MSM Board of Trustees and the Academic Policy Council.

The Student Government Association serves as the Student Body policy maker. The students direct the decisions of the Government through their class officers and through providing testimony before MSM-SGA.

The Student Government Association deals with issues that are of general concern to the Student Body but will act of behalf of an individual or group at its discretion.

The decisions of the SGA are by simple majority (50 plus one votes). In the event of a split vote, The President of the SGA shall decide the issue under consideration.

The Student Government Association is the highest Student Body authority and its decisions are binding.

#### **Article IV**

Each class must elect a President, Vice President, Secretary, and Treasurer. Additional officers such as Parliamentarian may be elected at class discretion.

#### **Article V**

The class president shall call for the election of class officers by March 1<sup>st</sup> and have elections completed no later than March 15<sup>th</sup>.

In calling for elections the president of each class must determine a procedure for announcing candidates and campaigning (which shall be subject to class approval).

#### **This applies to all classes with the following exceptions:**

- The first year students shall elect their class officers no earlier than August 1 and no later than August 15<sup>th</sup>
- The current fourth year president shall conduct a meeting with the rising president by May 1st. The purpose of this meeting is to review the events and budget from the past year and to create a plan for the next school year.

The Student Government Association President shall oversee first year students until class officers are elected.

## **Article XI**

The Student Body fiscal year shall begin July 1 and ends June 30. The Student Body budget shall be approved by the SGA in its final form no later than May 1 of the preceding fiscal year. Failure to approve the student budget by the specified date for any reason shall automatically signify the allocation of the new budget on the same proportional basis as the previous fiscal year.

The student budget is prepared by the SGA based upon the requests of the student organizations. Student organizations must submit requests for funding by the date set by the current SGA treasurer. The SGA president authorizes the release of non-organizational monies on the budget. For release of organizational monies, the SGA president and treasurer must authorize.

In case of emergency, the dean of students may authorize the release of non-organizational monies. Emergencies are the situations where the lack of immediate action by the class may cause irreversible harm to the class or one of its members.

The student budget may be amended upon suggestion of the Student Government Association. The amendment shall take effect upon approval of the SGA. The budget may not be amended as to affect an already authorized release. The SGA president may stop the release of monies of any kind (including emergency money) for no more than one 48 hours, pending a constitutional review on the matter. If the full committee decides that the release is unconstitutional, the release authorization shall be considered nullified. The SGA president shall notify the appropriate authority, in writing, of the decision of the committee by the end of the 48 hour period.

## **Article XII**

Regarding class matters, a motion introduced by a student and seconded by at least one other student shall be submitted to a class vote (except where otherwise specified in this constitution) and shall require a relative majority of the quorum established by the class to be approved. If a motion or

a resolution has been defeated, it may not be reintroduced before seven days of the date of defeat.

### **Article XIII**

Proposed constitutional amendments may be initialized by the Student Government Association Executive Board or by a request submitted by at least ten (10) MSM students to the SGA president. The proposed amendment, after review by the SGA executive board, must be submitted in writing to the student body at least fourteen (14) days before being adopted. A relative majority shall be required in each MSM class against the proposed amendment in order for the amendments to be rejected.

### **Article XIV**

All professional societies and student organizations (M.D., Ph.D. M.P.H., M.S.B.R., M.S.B.T., and M.S.C.R.) must officially be chartered with the MSM-SGA. The charter shall include the title of the organization, a brief description of the organization and a purpose statement. Subsequently these organizations must be registered each year with the MSM-SGA. The registration form shall include the following information: Title of the organization, year of the charter, academic year of registration, current organization officers or contact persons, proposed budget and proposed schedule of meetings and events. This form must be submitted to the Student Activities Coordinator (within the Office of Student Affairs) by September 1st. All chartered organizations shall qualify for the following privileges:

1. Advertisement in the MSM Student Organization Board.
2. Qualification for financial support from their respective program budgets and the Office of Student Affairs.

### **Professional Societies and Student Associations**

Chapters of the following organizations are active at Morehouse School of Medicine:

#### **Alpha Omega Alpha Honor Medical Society (AOA)**

The Chapter was installed at Morehouse School of Medicine on May 12, 1989. A small number of students of the third and

fourth year classes are eligible for membership. Selection is based upon high academic standing, personal and professional character and promise for future contributions to medicine.

### **Student National Medical Association (SNMA)**

The Student National Medical Association (SNMA) was organized in 1964 as a nonprofit association of primarily black and other minority students in pursuit of a medical education. SNMA was organized to take necessary and proper steps to eradicate prejudicial practices in the field of medical education and related areas, as these practices appear to be based on race, creed, sex, or national origin. It is affiliated with, but independent of the National Medical Association. Membership at Morehouse School of Medicine, as well as at other medical schools, is not limited to minority students.

SNMA seeks to raise the levels of black and minority student recruitment, admissions and retention in schools educating health professionals.

### **American Medical Student Association (AMSA)**

The American Medical Student Association (AMSA) is an independent national organization of medical students. Nationally, AMSA has over 120 local chapters and membership of over 20,000.

AMSA affords its members the opportunity to take stands on political, social and medical issues within a structured organization. The AMSA chapter at MSM is alive and thriving with more than 60% of the enrolled students participating. The Minority Affairs Commission of AMSA was created to deal with special issues confronting minorities in medicine and has utilized two MSM chapter members as regional coordinator.

### **American Medical Association (AMA) - Medical Student Section**

The Medical Student Section of the American Medical Association holds its meetings in conjunction with the Annual and Interim Meetings of the AMA House of Delegates. Students develop resolutions for submission to the House and

participate in educational sessions on a wide range of medical and socioeconomic issues.

The Medical Student Section Assembly structure allows for the participation of the medical student body from each allopathic and osteopathic medical school through a voting representative and alternate.

### **The American Medical Women's Association (AMWA)**

Women medical students created the American Medical Women's Association in 1987 to address issues concerning women as both physicians and health care specialists.

## **Student Organizations**

### **Purpose**

To establish Morehouse School of Medicine (MSM) policy that recognizes the right of students to form organizations at MSM, that is not forbidden by federal laws, state laws, or MSM policy. Student organizations must be registered and approved through procedures established in "Student Organizations Policies."

### **Responsibility**

The Assistant Dean for Student Affairs shall ensure compliance with this policy. The Coordinator of Student Activities shall implement this policy.

### **Policy**

1. MSM recognizes: (1) the importance of organized student activities as an integral part of the total educational program of the school; (2) that MSM learning experiences are enriched by student organizational activity; and (3) that organizations provide a framework for students within which they may develop their own special talents and interests. Inherent in the relationship between the Institution and organized student groups is the understanding that the purposes and activities of such groups should be consistent with the objectives and mission of MSM.

2. Student organizations must be recognized and approved through procedures outlined in this policy.
3. Any group of MSM students having a purpose, which does not violate federal, state and local law, and MSM policies, may be recognized as an organization at MSM. Recognition and approval of an organization to exist at MSM does not constitute endorsement of its program or purpose by MSM. Recognition is the filing of an Organizational Registration Form and an Advisor's Statement with the Office of Student Affairs. The organization's Constitution of Purpose must be included.
4. The Assistant Dean for Student Affairs may withdraw an organization's registration when the organization becomes inactive, or is found to be in violation of federal, state, or local laws, or MSM policy.
5. When the Office of Student Affairs has approved the organization's registration form, in addition to the advisor's statement, copies will be returned to the organization as formal notification of recognition. The original form will be placed in the files located in the Coordinator of Student Activities office.

Should the Office of Student Affairs determine that the organization does not meet the requirements for recognition, a written copy of the decision, including the basis for the decision will be furnished to the organization involved.

### **Maintenance of Recognized Status**

1. At the beginning of each academic year, student organizations must renew their recognized status. Organizations wishing to renew their status for the current academic year will submit to the Coordinator of Student Activities a petition for continual recognition, listing the names of faculty advisor(s). (This information may also be submitted in certain cases in May for the new academic year). In addition, a copy of changes and/or additions to the

organization's Constitution of Purpose shall be provided.

2. Should the Office of Student Affairs determine that the organization does not meet the requirements for continued recognition, a written copy of the decision and the basis for the decision will be forwarded to the organization.
3. A recognized student organization that fails to meet the responsibilities under which it has received recognized status may be reviewed by the Assistant Dean for Student Affairs for the purpose of determining continuation of recognized status. The Assistant Dean for Student Affairs may revoke the recognition of a student organization or place the organization on probation.

### **Privileges of Recognized Student Organizations**

1. Student organizations are recognized on the assumption that their activities and programs contribute to the educational, professional, civic and social development of the students involved. Student organizations are granted the privilege of access to the following in accordance with MSM policy and applicable procedures:
  2. Use of the name "Morehouse School of Medicine" in all information, publicity and references.
  3. Use of the services of the Coordinator of Student Activities in planning, implementing, evaluating activities and programs, and assisting in making the organization more effective and efficient.
  4. Privileges to invite off-campus speakers and artists to appear for regularly scheduled meetings and assemblies.
  5. Sponsorship of profit-making activities and solicitation of funds for organizational activities.
  6. Petition the SGA for funding for program development purposes.

### **Responsibilities of Recognized Student Organization**

1. To manage itself and carry out its activities within its own constitution, all local, state and federal laws, and all MSM regulations and policies.
2. To conduct its activities and fiscal operations in accordance with standards of good management practice.
3. To update whenever necessary any of the information supplied to the Office of Student Affairs. This includes changes in the constitution, officers, and membership requirements, needs of the organization and/or authorized signatures for bank accounts etc.
4. To be aware and in compliance with all organizational information distributed through student mailboxes.

***NOTE:** Organizations funded by institutional monies may disburse such monies only in accordance with institutional policy. Such monies may be disbursed via regular institutional purchasing procedures. These requirements in no way preclude the right of the organization to solicit funds or disburse monies that are not derived from the Institution. Morehouse School of Medicine assumes no liability for the financial transactions of a given student organization and strongly recommends that each organization establish necessary and appropriate fiscal controls via the organization's constitution and/or bylaws.*

### **Members and Officers of Recognized Organizations**

1. Recognized student organizations have freedom of choice in the selection of members provided that there is no discrimination on the basis of race, religion, color, sex, national origin, or disability.
2. A student organization is free to establish its own procedures for election and qualifications for holding office.

### **Organization Records**

1. The Coordinator of Student Activities shall maintain official records on each organization which is recognized (i.e. constitution, registration form,

advisor's form,) and any material that the group may wish to keep on permanent record.

2. The organization shall be responsible for notifying the Coordinator of Student Activities of any changes in the required information.

## **Organization Events**

### **Definition of MSM Sponsored Events**

- Any event on campus sponsored by a MSM recognized organization.
- Any student event off campus funded by institutional monies or sponsored by a MSM recognized student organization.
- MSM approval may be provided only for events sponsored by recognized MSM organizations. It is the policy of MSM to permit the expression of a full range of ideas as long as there is no violation of federal, state and local laws or institutional policy.
- Organization officers and members are responsible for observing all federal, state and local laws and institutional regulations and policies. MSM assumes no liability for individual actions that occur during an event sponsored by a recognized student organization.
- Student organizations requesting use of MSM facilities must be requested through the Coordinator of Student Activities, and in accordance with relevant policy and procedures.

## **Student Government Association (SGA) Allocations**

### **Process**

1. When an organization wishes to receive funds from the SGA for an activity, the organization will need to submit its request to the SGA President 6 weeks prior to the proposed event; in order to allow appropriate time for processing.
2. The following forms located in the Office of the Coordinator of Student Activities will need to be filled out 6 weeks in advance of the organization's event: Room Scheduling Request Maintenance

Services Request Form, (if room needs special set-up), Student Activities Event Form. Audio Visual requests may be obtained from the MSM web page by clicking on Information Resources, to Division of Information Technology, click on Forms and choose AV Request.

3. Organizations should meet with the Coordinator of Student Activities in the month of September in order to discuss possible events that they may wish to plan for the fall semester, so that the paperwork can be completed in a timely fashion. In December, or early January, organizations should meet with the Coordinator of Student Activities to discuss possible events for the spring semester. These meetings will produce a master calendar of events for both the fall and spring semesters.
4. Once all forms have been approved, the Coordinator of Student Activities will notify the appropriate contact persons. If flyers are needed, the Coordinator of Student Activities will review them and forward to the Marketing and Communications (MARCOM) department for approval. The Coordinator of Student Activities will inform the student(s) where the flyers may be posted.

### **Sale of Food**

The sale of food items on the campus of MSM is subject to the approval of the Assistant Dean for Student Affairs and the Coordinator of Student Activities.

### **Soliciting of Funds, Selling and Advertising**

Persons wishing to solicit funds; sell printed matter, products, services or other items or distribute commercial literature of any kind; post or distribute advertising material dealing with commercial items or services must secure advance approval, in accordance with institutional policy, from the Office of the Student Affairs.

Activities related to the sale of goods and/or services must be confined to specific areas of MSM. These activities must be sponsored by a recognized MSM organization. Individuals

engaged in selling or soliciting goods or materials on campus must be MSM students or employees, or duly approved agents authorized to solicit on behalf of a recognized MSM organization.

### **Bulletin Boards and Posters**

The following regulations are designed to provide an uncluttered aesthetic environment and the orderly use of institutional property:

#### **Bulletin Boards**

- Postings of printed or pictorial matter are permitted only on MSM bulletin boards.
- The Student Activities Coordinator is responsible for monitoring the use of general MSM bulletin boards and sign holders. These are generally located in the Basic Medical Sciences Building on the first floor.
- Institutional officials may remove any unapproved printed or pictorial matter posted in other than approved areas. The Student Activities Coordinator and MARCOM must approve printed or pictorial materials to be posted.

# Doctor of Medicine (MD) Program

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## **Admissions Policy & Selection**

The Committee on Admissions is responsible for the acceptance of all students entering the Morehouse School of Medicine. Admission with advanced standing to the third and fourth year medical classes is not possible.

Morehouse School of Medicine encourages applications from, and gives full consideration to, all applicants for admission and financial aid without regard to sex, race, handicap, color, creed, or national or ethnic origin. The school is committed to recruiting, enrolling and educating substantial numbers of persons from racial minorities and from educationally and socioeconomically deprived groups. The Committee selects those applicants who are more likely, in its opinion, to become the best students and physicians and fulfill the mission of the school.

Admission to each degree program is decided by separate Admissions Committees. Each program maintains its own admissions criteria and process. However, all applications are processed through the Office of Admissions and Student Affairs.

## **Admissions Standards (Medicine)**

### **1. New Students**

The selection of students by the Admissions committee is made after considering many factors: intelligence, preparedness, motivation, and aptitude. The Medical College Admission Test (MCAT) and a bachelor's degree, or equivalent, from a U.S. school accredited by a regional accrediting organization recognized by the Council for Higher Education Accreditation (CHEA) or the U.S. Department of Education, or from an appropriately accredited non-U.S. institution.

Applicants who have completed coursework at, or hold a bachelor's or advanced degree from an institution of higher

learning outside the United States must have their transcript(s) certified for equivalency to U.S. degrees or coursework by a credential evaluation service that is a member of the National Association of Credential Evaluation Services (NACES). Applicants who have completed coursework at, or hold degrees from, a postsecondary institution in Australia, Canada (except Quebec), New Zealand, or the United Kingdom will normally not need to have their academic transcripts evaluated and certified for equivalency.

Any applicant seeking transfer of credits from an institution outside the United States into a Morehouse School of Medicine program must have a course-by-course evaluation of relevant transcripts completed by a member of NACES. Applicants are encouraged to have a broad educational background, yet no specific major is deemed superior to another. Coursework must include one year of:

- Biology with Laboratory
- General Chemistry with Laboratory
- Organic Chemistry with Laboratory
- College Level Mathematics
- College Physics with Laboratory
- English (including composition)

An accepted student is responsible for completing all prerequisite course work prior to matriculation.

## 2. **Transfer Students**

Transfer admissions are rare. However, applications are accepted from students in LCME accredited U.S. and Canadian schools of medicine, which are currently enrolled, in good academic standing, have the full approval of the dean of their current school, and a cogent reason for requesting transfer. Admission is contingent upon space availability therefore, academically qualified applicants can still be denied admission due to lack of space. **The School of Medicine does not accept applications for advanced standing from students attending foreign medical schools, osteopathic or veterinary schools. MSM does not accept applications for transfer beyond the second year.**

## 3. **Technical Standards for Medical School Admissions and Graduation**

Medical education requires that the accumulation of scientific knowledge be accompanied by the simultaneous acquisition of skills and professional attitudes and behavior. Medical school faculties have a responsibility to society to matriculate and graduate the best possible physicians, and thus admission to medical school has been offered to those who present the highest qualifications for the study and practice of medicine. Technical standards have been established as prerequisites for admission and graduation from MSM. All courses in the curriculum are required in order to develop essential skills required to become a competent physician.

Graduates of medical school must have the knowledge and skills to function in a broad variety of clinical situations and to render a wide spectrum of patient care. MSM acknowledges Section 504 of the 1973 Vocational Rehabilitation Act and PL 101-336, the Americans with Disabilities Act (ADA), but ascertains that certain minimum technical standards must be present in the prospective candidates.

A candidate for the M.D. degree must have aptitude, abilities, and skills in five areas: observation, communication, motor, conceptual, integrative and quantitative, and behavior and social. Technological compensation can be made for some

handicaps in these areas, but a candidate should be able to perform in a reasonably independent manner.

**Observation:** Observation necessitates the functional use of the sense of vision and other sensory modalities. The candidate must be able to observe demonstrations and participate in experiments in the basic sciences. The candidate must also be able to observe a patient accurately at a distance and close at hand.

**Communication:** Communication includes not only speech but reading and writing. A candidate must be able to communicate effectively and sensitively with patients and all members of the health care team.

**Motor Coordination or Function:** Candidates should have sufficient motor functions to elicit information from patients by palpation, auscultation, percussion, and other diagnostic maneuvers. A candidate should be able to do basic laboratory tests, carry out diagnostic procedures, and read EKGs and X-rays. A candidate should be able to execute motor movements reasonably required to provide general care and emergency treatment to patients. Such actions require coordination of both gross and fine muscular movements, equilibrium and functional use of the senses of touch and vision.

**Intellectual-Conceptual, Integrative, and Quantitative Abilities:** These abilities include measurement, calculation, reasoning, analysis, and synthesis. Problem solving, the critical skill demanded of physicians, requires all of these intellectual abilities. In addition, the candidate should be able to comprehend three dimensional relations and to understand the spatial relationships of structures.

**Behavioral and Social Attributes:** Candidates must possess the emotional health required for full use of their intellectual abilities, the exercise of good judgment, the prompt completion of all responsibilities attendant to the diagnosis and care of patients, and the development of mature, sensitive and effective relationships with patients. Candidates must be

able to tolerate physically taxing workloads and to function effectively when stressed. They must be able to adapt to changing environments, to display flexibility, and to learn to function in the face of uncertainties inherent in the clinical problems of many patients.

**Curriculum for the Doctor of Medicine Program  
FIRST YEAR MEDICAL CURRICULUM**

**Fall and Spring Semesters**

	<b>Semester Credit Hours</b>
Molecules, Structures, Mechanisms Curriculum	
Basic Principles (Unit 1)	10.0
Organ Systems 1 (Unit 2)	10.0
Organ Systems 2 (Unit 3)	10.0
Organ Systems 3 (Unit 4)	10.0
Community Health	4.0
Fundamentals of Medicine	<u>7.0</u>
	51.0

**SECOND YEAR CURRICULUM**

<b>Course</b>	<b>Semester Credit Hours</b>
Pathophysiology	7.0
Microbiology and Immunology	7.0
Pathology	12.0
Pharmacology	7.0
Nutrition	1.0
Fundamentals of Medicine II	<u>8.0</u>
	42.0

**THIRD YEAR CURRICULUM**

<b>Course</b>	<b>Semester Credit Hours</b>
Internal Medicine	10.0(8 Weeks)
Pediatrics	10.0(8 Weeks)
Obstetrics/Gynecology	10.0(8 Weeks)
Psychiatry	9.0(7 Weeks)
Surgery	10.0(8 Weeks))
Family Medicine/Rural Health	10.0(8 Weeks)
Fundamentals of Medicine III	<u>2.0</u>
	61.0

## FOURTH YEAR CURRICULUM

<b>Course</b>	<b>Semester Credit Hours</b>
Ambulatory Medicine	5.0 (4 Weeks)
Elective Rotations	<u>30.0</u> (6 4 Weeks Electives)
	35.0

**Total Credits for MD Program: 189.00**

*\*MSM reserves the right to terminate or modify program requirements content, and the sequence of program offering from semester to semester or year to year for educational reasons which it deems sufficient to warrant such actions. Further, MSM reserves the right to terminate programs for financial or other reasons, which it determines warrants such action. The content, schedule, requirements and means of presentation of course may be changed at any time by the School of Medicine for educational reasons which it determines are sufficient to warrant such action. Programs, services or other activities of the School may be terminated at any time due to reasons beyond the control of the School including, but not limited to, acts of God, natural disasters, destruction of premises, labor disturbances, governmental orders, financial insolvency, or other reasons or circumstances beyond the control of the School of Medicine.*

*\*\*Senior selective. The senior selective requirement may be fulfilled by completing any of the following courses at MSM (grading for this required course is LETTER grade):*

*An MSM intensive inpatient experience with overnight and weekend call duty. This would include*

- Subinternship/acting internship/ward rotation*
- Intensive care rotations*
- Ambulatory Adult Medicine*
- Rural Health senior elective*

## **1. Professional Conduct**

Medical students and other health professionals enter a field demanding high standards of ethical and personal conduct. It is expected that all students enrolled at MSM will conduct themselves according to acceptable professional standards. It is the students' moral duty to act appropriately in matters relating to ethical conduct. Students shall be aware of and strive to follow basic concepts of professional conduct concerning patient care, integrity and humanistic rights, as outlined in the AMA Principles of Medical Ethics, American Hospital Association Patients Bill of Rights, and as practiced by ethical members of the medical community.

- a. A medical student is expected to demonstrate behavior which, by its nature or magnitude, is considered to render the student fit for a career in medicine or which shall indicate the student's potential suitability or competence as a physician. Inappropriate behavior includes, but is not limited to: the demonstration of poor judgment; lack of perception or personal insight; lack of motivation; lack of personal integrity; lack of responsibility to patients; inability to recognize personal limitations; inability to function under pressure; or any other behavior that would have serious adverse effects upon the student's ability to practice medicine.
- b. A medical student is responsible for helping to meet a patient's emotional as well as physical needs and accordingly should demonstrate sensitivity and human consideration for patients through behavior, manner, dress, and grooming.
- c. A medical student occupies a position in which there is occasion to have knowledge of confidential or privileged information. It shall be the responsibility of the medical student not to disclose such information inappropriately or unethically.

- d. All students shall have the continuing responsibility to comply with federal and state laws; the rules of the School of Medicine, affiliated hospitals and other medical institutions; and other applicable guidelines; either stated, published, or implied.
- e. All students shall have the continuing responsibility to demonstrate behavior which is consistent with the highest standards of professional and personal honesty. Failure to adhere to the fundamental standard of conduct and/or honesty will be sufficient cause for removal from the School of Medicine.
- f. An effective educational environment requires that all participants support values such as mutual respect and civil behavior. Students are expected to behave during classes and on clerkships in a manner that supports the educational environment. Students must not engage in activities that are disruptive, disrespectful or cause willful interruptions of the teaching sessions, or activities that limit others who are in pursuit of educational, research or work goals. Cell phones must not be used during classes and other signaling devices must be silenced. Use of other devices is by permission of the instructor. Students disrupting class will be asked to leave and written documentation of such behavior will become a part of the student's permanent record.
- g. Students are expected to be on time, present a professional demeanor and wear professional/business attire during clinical experiences. Students must show respect for all personnel and patients with whom they interact. Business attire includes a tie (or tie equivalent) for men and corresponding

business attire for women. Jeans/denim and tee shirts are not considered business attire. Additionally, white coats, name tags, and ID tags must be worn. Dangling jewelry and dangling hair often interfere with performing medical examinations and should not be worn. Oral or facial decorative hardware (such as tongue studs) that is visible or interferes with effective communication should be removed during clinical sessions. Personal grooming, hair style, and attire must be suitable to the medical site and role. Students must follow universal precautions for infection control, including washing hands before and after each patient contact and using other appropriate means (alcohol swabs, gloves, etc.).

- h. Dress code for basic science years: Personal hygiene and dress should reflect the high standards of a physician in training. It is important that our students' appearance reflect the professionalism of the career for which they are training and be appropriate for the professional setting in which our curriculum occurs. Dress and demeanor reflect respect for intergenerational interaction. To that end, the following should be diligently avoided for the classroom and all other occasions specific to school and training requirements:

Pajamas

Unwashed or extremely unkempt clothing (including scrubs)

Low-cut and otherwise revealing tops or dresses for women

Sleeveless and tight-fitting t-shirts for men

Undergarments purposefully visible

Clothing with disrespectful graphics or writing

Torn clothing

Jeans, t-shirts, casual shoes (tennis shoes, sandals, flip-flops) and scrubs are permitted when in classrooms

### **Student Integrity in Scholarly Activity**

(Policy on Research, Publications, and Authorship of Papers)

All scholarly activity, any research or publication, and any clinical work including volunteer work at health fairs and community health screenings in which the student participates as a student enrolled in MSM must be supervised by a faculty member.

Morehouse School of Medicine students are encouraged to engage in research and scholarly activity as an integral part of education in the Biomedical Sciences and health. As an aspect of professionalism, student professionals in training must abide by the following:

- Adhere to ALL laws, statutes, and regulations regarding research and publication, including, but not limited to:
  - a. Review and approval by the IRB/human subjects committee of ANY work that involves human materials/subjects etc.
  - b. Review and approval by Institutional Animal Care and Use Committee (ACUC), and any other relevant safety, etc. committee as appropriate to the study.
  - c. Acknowledgement of all funding sources and all relevant partners/participants.
  - d. Adherence to all principles with respect to authorship ([http://www.icmje.org/ethical\\_1author.html](http://www.icmje.org/ethical_1author.html) ) and full supervision by relevant faculty.
  - e. Adherence to guidelines and expectations of data integrity and retention (data to be retained by MSM).

### **Student communication and use of MSM Email**

Responsible use of computing resources at MSM is detailed in the general section. MD program students must adhere to all requirements. MSM Email is used for official communication. Students are responsible for regular reading

of email to their MSM address and are responsible for adhering to messages conveyed by this route. Course web sites (Blackboard) are also official communication and students are responsible for notices and information posted to these sites.

### **Scholastic Non-Cognitive Evaluation**

Certain personal characteristics, as set forth on the Scholastic Non-Cognitive Evaluation Form, are important to individuals preparing for a career in medicine. Therefore, scholastic non-cognitive evaluations are designed to point out the outstanding, adequate, or the inadequate personal characteristics of students. While the majority of students accepted to medical school will possess these characteristics, it is important to have a method to recognize either outstanding students or the unusual student who does not possess the character traits necessary to practice medicine. For this reason, scholastic non-cognitive evaluations may be given. Evaluations may be made by faculty members of each course and will be submitted to the Student Affairs Assistant Dean.

**Non-Cognitive Evaluation form**

Student \_\_\_\_\_

Date \_\_\_\_\_

***Throughout training, an MSM MD student must demonstrate medical professionalism including ethical behavior, moral reasoning, honesty, integrity, dependability, and commitment to service.***

Please assess the four global domains below that include the listed elements as well as other qualities. Description of elements is on the reverse of this form. Please comment on strengths, weaknesses and suggestions for improvement. Students must demonstrate appropriate skills and behaviors in these areas to progress in the curriculum.

**Professionalism**

Acceptable

Unacceptable

- Responsibility
- Ethical behavior
- Maturity
- Personal Appearance

***Comments***

**Interpersonal and Communication Skills**

- Communications
- Demeanor
- Authority

***Comments***

**Life-long learning**  
(practice-based learning)

- Attentiveness
- Inquisitiveness

***Comments***

**Teamwork**  
(systems-based practice)

- Cooperation
- Future potential
- Adherence to laws and standards  
(moral turpitude)

***Comments***

Faculty name \_\_\_\_\_

Signature \_\_\_\_\_

Provide copy to course director. If summative (final) evaluation, also to be submitted to Student Affairs.

## PROFESSIONALISM

**Responsibility** - Interpersonal interchanges are carried out in a reliable and trustworthy manner. The student can be counted on to keep his agreements.

**Ethics** - The student manifests the highest standards of ethics and behavior.

**Maturity** - The student functions as an adult avoiding childish self-centeredness and adolescent over-reactivity to stressful situations. A significantly mature student is not excessively loud or boisterous and refrains from rude, obscene or inappropriate behavior in the classroom and laboratory. Books, equipment and other educational aids are used with respect.

**Personal Appearance** - The student's personal hygiene and dress reflect the high standards expected of a physician in-training.

## COMMUNICATION AND INTERPERSONAL SKILLS

**Communication** - The student demonstrates an ability to communicate effectively with peers, teachers, patients, and others.

**Demeanor** - The student has a positive, open attitude towards peers, teachers, patients and others during the course of his medical studies. The student demonstrates humility through open mindedness and respect for the ideas, opinions, and feelings of others.

**Authority** - A student shows appropriate respect for those placed in authority over him/her both with the University and in our society.

## LIFE-LONG LEARNING

**Attentiveness** - The student regularly attends class where attendance is needed. All extended absences are for relevant and serious reasons and approved, where applicable, by the appropriate authority. The student is alert during the presentation and demonstrates attentiveness by taking notes and asking appropriate questions.

**Inquisitiveness** - The student acquires an interest in his/her courses and curricular subjects, demonstrating individual pursuit of further knowledge.

## TEAMWORK

**Cooperation** - The student demonstrates his/her ability to work effectively in large and small groups, and with other members of the health team, giving and accepting freely in the interchange of information.

**Future Potential** - The student shows an ability to make rational and logical decisions regarding options, reflecting his/her ability to make intelligent decisions in his/her personal life and in clinical problems.

**Moral Turpitude** (adherence to laws and standards) - The student respects the rights and privacy of other individuals and does not violate the laws of the accepted customs and mores of our society. The student is not in violation of the controlled Substance Act of the United States and is not guilty of an alcohol related offense.

### **Actions to be taken:**

A. When a student receives his/her first scholastic non-cognitive performance evaluation with one or more inadequate categories indicated, the Student Affairs Assistant Dean or other designated official will meet with the student to discuss the report.

B. If the student receives subsequent inadequate evaluations the Student Affairs Assistant Dean will undertake the following action:

i. Notify the student in writing that he or she has received an excessive number of inadequate evaluations.

ii. Require the student to arrange an interview within one week with the Student Affairs Assistant Dean.

iii. Forward to SAPP the results of this interview, including the student's explanation for his/her behavior.

The SAPP committee may then choose any or several of the following:

1. To take no further action;
2. To counsel the student in writing only;
3. To interview and counsel the student;
4. To interview and counsel the student and to place him/her on leave of absence;
5. To interview and counsel the student and to place him/her on scholastic non-cognitive probation;
6. To interview the student and require that the student repeat a course in which problems arose;
7. To interview the student and require that student to repeat the entire academic year; or
8. To interview the student and recommend his/her dismissal from the school.

#### **Breaches of Professionalism on Clinical Services**

Students are reminded that categories of the Scholastic Non-cognitive Performance apply throughout their medical education and that the Educational Objectives of MSM state:

Throughout training, a candidate must demonstrate medical professionalism including ethical behavior, moral reasoning, honesty, integrity, dependability, and commitment to service.

In particular, the following actions are unacceptable:

- Verbal, physical, sexual or other harassment, abuse, or threats of faculty, staff, peers, patients or their families.
- Defiant or disruptive behavior.
- Willful destruction of property.
- Abandonment of clinical responsibilities or failure to “follow-through” on responsibilities.
- Deliberate misrepresentation of information.

To support and guide students in their adherence to the non-cognitive performance standards and medical professionalism, whenever Clerkship Directors become aware of any reports of non-adherence to these standards, such students will be directly counseled by the Clerkship Director. They should be

informed of the potential consequences (of violation of these standards) which include a lowering of the course grade, referral to SAPP, failure of a course, and/or dismissal. Clear and/or uncorrected violation of the standards will result in referral to the Student Affairs Assistant Dean and further action as described in the Handbook.

### **Class Attendance and Conduct during Examinations**

Class attendance rules are established by individual course directors or instructors; however, class attendance is expected. Attendance throughout the clinical clerkships and other clinical experiences involving patient care is required. Laboratory assignments are usually cooperative endeavors, thus absenteeism of one student is an imposition on others. If excessive, such absenteeism is regarded as a serious breach of conduct.

Attendance at tests and final examinations is mandatory. Excused absence from an examination must be obtained from the Dean's office prior to the examination or upon documentation of illness or other emergency taking place at the time of the examination. An unexcused absence from an examination will constitute a failure in the examination.

Whether or not an absence is excused is determined only by consultation of the Course Director with the Dean of Student Affairs. Any student who has been excessively absent from a course may be required to withdraw from that course without credit. Excessively absent means missing 15% or more of exams (15% of grade).

An effective educational environment requires that all participants support values such as mutual respect and civil behavior. Students are expected to conduct themselves during classes and on clerkships in a manner that supports the educational environment. Students must not engage in activities that are disruptive, disrespectful or cause willful interruptions of the teaching sessions, or activities that limit others who are in pursuit of educational, research or work goals. Cell phones must not be used during classes and other signaling devices must be silenced. Use of other devices is by

permission of the instructor. Students disrupting class will be asked to leave and written documentation of such behavior will become part of the student's permanent record.

Examination to make up a deficiency due to an excused absence in the preclinical years can be scheduled only in the week following final examinations. For the second year curriculum, with the exception of Nutrition, all make-up examinations will be given after the final exams in May on a scheduled date.

For the first-year curriculum, if an exam is missed and the student has an excused absence, there will be a make-up examination at the end of 1st semester on a scheduled date. Missed Gross Anatomy laboratory examinations will be made up as soon as possible as scheduled by the course director. All make up exams from the 2<sup>nd</sup> semester, and all from year 2, will be given after final exams in May on a scheduled date. All remediation exams if approved by SAPP, will be given during the summer on a scheduled date.

In some instances including NBME exams and standardized patient exams, fees will be charged to cover costs for an off schedule exam.

In the event of local or national emergency, pandemic, or other crisis, we will plan to continue to follow the announced academic schedule. Planned didactic class sessions may be disrupted, but students are expected to continue to follow the announced topic schedule, using internet, Blackboard, text and other resources as needed. Students are expected to remain in contact with the course directors.

### **Standardized patient experiences and exams**

Students are scheduled for a series of required learning and testing experiences with standardized patients. Unexcused absences for these events will adversely impact grades and professionalism assessments. Because of the expense of such experiences, students requiring a re-schedule of any of these

events may incur charges to cover the costs of the rescheduled examination.

### **Criminal Background Checks for Medical Students**

Increasing numbers of hospitals and clinical partners of the Morehouse School of Medicine are requiring criminal background checks for students assigned to complete clinical rotations and electives at their facilities. To meet these additional requirements, standardize the criminal background check process, and minimize the need for students to do multiple criminal background checks, Morehouse School of Medicine will facilitate a criminal background check process for all third and fourth year students. A criminal background check will be required for the third AND fourth year. One comprehensive fee covering all components of the criminal background check will be assessed to the students' fee schedule each year. The reports will be valid for one academic year. The scope of the criminal background check will be sufficient to meet all clinical partners' and hospitals' requirements including: 1) seven (7) year national criminal database search; 2) state and county criminal search on previous addresses; 3) national sex offender and child abuse registries, 4) Social Security number search and 5) multiple Exclusion lists to include terrorism, weapons of mass destruction, illegal substances, access to federal contracts, etc. 6) During clinical rotation, students may be required to submit to a drug screening test.

Results of the criminal background check will be made available to clinical partners and hospitals as students are assigned to each facility for clinical training. Clinical partners and hospitals have agreed to accept the results of the Morehouse School of Medicine criminal background check, and will make the final determination if a student is eligible to rotate at their facility.

Morehouse School of Medicine is working in conjunction with the Association of American Medical Colleges in the performance of criminal background checks on all admitted students for the 2008 Entering Class admissions cycle.

A. This policy applies to current students enrolled in our educational program that includes, or may include at a future date, assignment to a clinical health care facility. Visiting students who enroll in courses with such an assignment are also subject to the policy. Current students who are currently enrolled and who do not have a valid background check must submit to and satisfactorily complete a background check review as a condition to enrolling or participating in education experiences at affiliated sites that require a background check. Health care providers are entrusted with the health, safety and welfare of patients, have access to controlled substances and confidential information, and operate in settings that require the exercise of good judgment and ethical behavior. Thus, an assessment of a student or applicant's suitability to function in such a setting is imperative to promote the highest level of integrity in health care services. Clinical facilities are increasingly required by accreditation agencies, such as Joint Commission of Healthcare Organization (JCAHO), to conduct background checks for security purposes on individuals who provide services within the facility and especially those who supervise care and render treatment. To facilitate this requirement, educational institutions have agreed to conduct these background checks for students and faculty.

B. Clinical rotations are an essential element in certain curriculum programs. Students who cannot participate in clinical rotations due to criminal or other adverse activities that are revealed in a background check are unable to fulfill the requirements of the program. Additionally, many healthcare licensing agencies require individuals to pass a criminal background check as a condition of licensure or employment. Therefore, it is in everyone's interest to resolve these issues prior to a commitment of resources by MSM and the student.

C. MSM is obligated to meet the contractual requirements contained in affiliation agreements between the university and the various healthcare facilities.

D. Students who refuse to submit to a background check or do not pass the background check review may be dismissed from the program because they would be unable to complete required experiences at facilities that require background checks as described above.

### **Background Check Report**

A. Obtaining a Background Check Report. MSM will designate approved company(ies) to conduct the background checks and issue reports directly to MSM. Results from a company other than those designated will not be accepted. Students and applicants must contact a designated company and comply with its instructions in authorizing and obtaining a background check. Students and applicants are responsible for payment of any fees charged by a designated company to provide the background check service.

B. Scope. Background checks include the following and cover the past seven years:

- Criminal history search, including convictions, deferred adjudications or judgments, expunged criminal records, and pending criminal charges involving felonies, Class A, Class B, and Class C violations
- Social Security Number verification
- Violent Sexual Offender and Predator Registry search
- Office of the Inspector General (OIG) List of Excluded Individuals/Entities
- General Services Administration (GSA) List of Parties Excluded from Federal Programs
- U.S. Treasury, Office of Foreign Assets Control (OFAC), List of Specially Designated Nationals (SDN)
- Applicable State Exclusion List

C. Rights. Students have the right to review the information reported by the designated company for accuracy and completeness and to request that the designated company verify that the background information provided is correct. Prior to making a final determination that will adversely affect the applicant or student, MSM will provide students a copy of or access to the background check report issued by the designated company, and inform them of their rights, how to contact the designated company to challenge the accuracy of the report and that the designated company was not involved in any decisions made by MSM.

## **CURRENT STUDENTS**

1. Background check report will be submitted to the Registrar's Office for review. If the report does not contain any negative findings, the student will be allowed to participate in clinical rotations. If the report contains negative findings, an ad-hoc committee of three experienced faculty will be formed and chaired by the Assistant Dean for Student Affairs. The Assistant Dean may request that the student submit additional information relating to the negative finding, such as a written explanation, court documents and police reports. The committee will review all information available to it and determine whether the student should be permitted to participate in clinical rotations or be dismissed from the program.

1. If the committee determines that dismissal from the program is warranted, a student may appeal that decision in accordance with the school's grievance procedure for academic matters found in the student handbook.

## **COMMITTEE REVIEW STANDARDS**

In reviewing the background check reports and any information submitted, a committee may consider the following factors in making its determinations: the nature and seriousness of the offense or event, the circumstances surrounding the offense or event, the relationship between the duties to be performed as part of the educational program and the offense committed, the age of the person when the offense or event occurred, whether the offense or event was an isolated or repeated incident, the length of time that has passed since the offense or event, past employment and history of academic or disciplinary misconduct, evidence of successful rehabilitation, and the accuracy of the information provided by the applicant or student in the application materials, disclosure forms or other materials. The committee should bear in mind both the safety interests of the patient and the workplace, as well as the educational interest of the student. In reviewing background checks and supplementary information, advice may be obtained from the school's general counsel, school's police, or other appropriate advisors.

### **Confidentiality and Recordkeeping**

A. Background check reports and other submitted information are confidential and may only be reviewed by school's officials and affiliated clinical facilities in accordance with the Family Educational Records and Privacy Act (FERPA).

B. Students. Background check reports and other submitted information of students will be maintained in the Registrar's Office in accordance with the school's record retention policy for student records.

## **2.Evaluation of Student Progress - Grading System (Medicine)**

Each student's continued enrollment in the School of Medicine is contingent upon satisfactory progress in the total curriculum, including the demonstration of behavior consistent

with rendering quality patient care. The grading system and accompanying numerical value scale are as follows:

A (90-100)	Superior performance
B (80-89)	Good performance; above acceptable range
C (70-79)	Satisfactory performance; acceptable range
D (60-69)	Student has unacceptable performance in a given area and has not shown satisfactory mastery of the subject and will not be promoted unless the subject is remediated. Note: A remediated grade can only be changed to a grade of "C"
F (<60)	Failure; signifies clearly unsatisfactory performance
P	Pass; satisfactory performance
I	Incomplete
W	Withdrawal; Allowed up to 50% completion point of a course
WF	Withdrawal while failing; this grade will be assigned to a student who withdrawals from a course while failing and/or after more than 50% completion point of a course.

Students are required to present an overall passing score on the Step I and Step II of the United States Medical Licensing Examination in order to satisfactorily complete the second year and to receive the M.D. degree. **The incomplete grade of "I" is reserved for those situations in which students are unable to complete the required coursework in the allotted time (e.g., because of illness). An evaluation of "I" is subject to approval by the Dean for Student Affairs and the SAPP Committee before the grade may be entered.** All missed exams must be made up as soon as possible at the end of the year, but at least by June 15<sup>th</sup>, for 1<sup>st</sup> and 2<sup>nd</sup> year MD students, and August 15<sup>th</sup> for 3<sup>rd</sup> year MD students (3 weeks after end of last 3<sup>rd</sup> year clerkship for delayed students).

It is the responsibility of course directors to post and/or provide grades to students through campus mail. As soon as possible after administration of the final exam in a course or

clerkship, the responsible department shall submit a final grade report to the Registrar's office. **Final grades on all clinical rotations must be submitted to the Registrar within 30 days of the completion of the rotation.**

A scholastic non-cognitive evaluation of Outstanding, Adequate or Inadequate may also be submitted by course directors/faculty members if deemed appropriate.

The School of Medicine does not rank its students for external purposes. Grades are used in order to assist the student in evaluation of his or her progress. In the clinical years, grades are accompanied by descriptive comments characterizing each student's performance. This type of evaluative data is of considerable assistance to the student applying for internship or residency training, since it permits the Student Affairs Dean to give each hospital to which the student has applied a meaningful, comprehensive summary of the candidate's attributes, abilities, and performance.

### 3. **Academic Deceleration**

Students enrolled in the basic science years at MSM have the option to which decelerate essentially allow them to complete the basic science curriculum over a three-year period (as opposed to the standard two year basic sciences curriculum). Students can opt to enter the five-year program beginning in early August, or within one week following the first examination period of the fall semester. At no other time can a student voluntarily enter the five-year program. However, students may petition the Student Academic Progress & Promotions Committee (SAPP) at any time to be allowed to enter the five-year program. In addition, the SAPP Committee may choose to require students to enter the Five-Year program if deemed appropriate. The Anatomy track (Human Morphology and Neurobiology) is the single pathway for five-year track students.

### 4. **United States Medical Licensing Exam (USMLE)**

All students enrolled in the MSM are required to take and pass (both) Steps 1 and 2 of the USMLE examination. There are two separate components of the USMLE Step 2 exam, i.e., Step 2 Clinical Knowledge (CK) and Step 2 Clinical Skills (CS). The USMLE Step 1 and Step 2 examinations are intended to measure the understanding of scientific principles and the foundation of medical knowledge an examinee should possess in the basic biomedical and clinical sciences, respectively.

Students' eligibility for sitting at these examinations is determined by the Student Academic Progress Promotions Committee (SAPP). (See section on Academic Standards.)

### **Policy Guidelines for the USMLE, STEP I**

- All first time takers must sit no sooner than June 1 of each year and no later than June 30 (Students are advised to sit as early as possible given the fact that scores are released approximately three (3) weeks after sitting).
- All basic science coursework must be satisfactorily completed prior to sitting the USMLE, STEP 1 examination.
- Students completing summer remediation which require going away for courses will not be allowed to start rotations in the Aug-Sept Block and must complete their course; then engage in no less than a two week review period prior to sitting. To be eligible to start the Oct-Nov. Block (typically beginning late Sept), a student must have sat for the first time no later than September 1 to allow for scores to be received prior to the start of the Oct.-Nov. Block.
- Students will not be allowed to start rotations if they have not sat the STEP 1 (at least once).
- Students with failing scores reported after the start of rotations will be required to leave the rotation.
- Students needing to repeat the Step 1 examination must re-sit prior to the start of the second block (Oct-Nov) (i.e., a student with a failing score in the first

sitting which is received by early August, must postpone the start of rotations until the second block and sit prior to the start of the second block).

- Students ineligible to begin the 3<sup>rd</sup> Rotation (Nov/Dec) will not be allowed to go on the rotation without a passing score on Step I and will not graduate in May of your graduation year.

### **Policy Guidelines for the USMLE, STEP 2**

- A Passing score on both the USMLE Step 2 CK, and Step 2 CS examination is a requirement for graduation from MSM.
- All students must complete all requirements for receipt of the M.D. degree within one month of commencement in order to receive a May diploma. However, a student must have a passing score on the Step 2 CK and CS examination reported to be allowed to participate in May Commencement Ceremonies.
- The last sitting date for the USMLE, Step 2 is March 31 of each year which allows for a release of scores in time for final decisions on eligibility for receipt of the M.D. in May of that year.
- Students are required to sit both the USMLE, Step 2 CK and CS in the fall of their senior year, i.e., prior to the scheduled Christmas break. This will allow an opportunity for any needed re-sitting in the spring of the year. In addition, many residency program directors will expect a Step 2 score to be recorded prior to a decision being made on the MATCH.

The SAPP committee reserves the right to modify policies regarding the USMLE as circumstances change with the NBME Administration of the program.

## **5. Student Promotion**

The Student Academic Progress and Promotions committee assesses student qualifications for promotion, graduation or any other course of action affecting the status of the student.

In order to remain in good standing, students must demonstrate satisfactory progress in the curriculum, the personal character and conduct, the moral and ethical integrity, and the self-control and compassion appropriate to their professional role.

To fully discharge its responsibility of determining medical student promotion, graduation and dismissal, the Committee shall consider all information relative to each student's academic performance in the total curriculum, including conduct as a professional. Therefore, both cognitive and non-cognitive requirements will be considered in evaluating each student in determining promotion, non-promotion, probation or dismissal. All such information and discussion of such information concerning any and all individual students shall be strictly confidential.

The following are policies utilized by the Promotions Committee (Medicine):

- a. The Maximum number of years allowed for matriculation shall be six years, excluding any leave of absence.
- b. The 1st and 2nd Year curriculum will consist of no more than 36 months excluding any leave of absence and the 3rd and 4th year curriculum will consist of no more than 36 months excluding any leave of absence.
- c. Students must pass Step 1 within 12 months of completing the 2nd Year Curriculum. Students are allowed no more than 3 attempts to take and pass Step 1. Students are allowed maximum of 3 attempts to take and pass Step 2 – CK & CS. Students must pass Step 2 – CK & CS within four months of completing the 4th Year Curriculum.

d. Before promotion to the next year a student must have achieved a grade of C or better in all required courses. Students cannot initiate second or third year courses without completing/passing all courses of the prior year. Only one fourth year elective (and only non-clinical) may be taken for credit prior to completion of all third year courses . (no clinical electives can be taken for credit at MSM or elsewhere prior to completion of the third year curriculum.)

r. A student must complete all third year clerkships prior to beginning fourth year clerkships. A student may complete ONE elective prior to fourth year.

e. All missed exams must be made up as soon as possible at the end of the year, but at least by June 15th, for 1st and 2nd year MD students, and August 15th for 3rd year MD students (3 weeks after end of last 3rd year clerkship for delayed students).

f. Incomplete coursework (including missed exams) must be completed by June 15th for 1st and 2nd year (August 15th for 3rd Year or 3 weeks after last rotation for delayed students). If not completed, deficiencies will convert to “zero” and final grade of D or F.

h. All course grades of D or F have to be remediated or repeated prior to the student being promoted into the next year. Incomplete coursework must be completed prior to orientation for the next academic year to be eligible for promotion.

g. For promotion to the third year, a student must have achieved a total minimum passing score of 188 on the USMLE, Step 1 examination. For graduation (receipt of the M.D. degree) a student must have achieved a total minimum

passing score (189) on the USMLE, Step 2- CK examination.  
(Passing scores subject to change)

g. A student receiving a final grade of D or F in a particular course will be placed on academic probation for a period of time specified by the SAPP Committee. Probation indicates marginal academic performance and can lead to dismissal unless grades improve.

i. More than one course with a final grade of D or a single grade of F will be required to repeat the course if allowed to continue in the curriculum to be eligible for promotion. Students with more than one final grade of D or a single grade of F will be required to repeat the course(s) to be eligible for promotion. A student cannot remediate 2 grades of D or one grade of F.

k. No student will be allowed to sit the USMLE, Step 1, until all necessary course deficiencies are remediated.

l. If a student is making unsatisfactory progress in the curriculum (e.g. grades of D or F on interim examinations) an academic warning and/or academic probation may be issued by the SAPP Committee. The student's professionalism in response to these warnings will be taken into consideration by the SAPP committee in the consideration of progress.

m. Students failing the USMLE, Step 1 or Step 2 examination must gain approval of the SAPP Committee prior to rescheduling. Written request is required; students will receive written approval.

n. Course remediation are authorized and approved by the SAPP Committee. Course directors should submit a plan for remediation in a timely fashion to allow students to complete the remediation before the scheduled USMLE

examination. It is the student's responsibility to request Course Directors to submit such plans to the SAPP Committee.

o. If on the decelerated track, any student with a warning letter or midterm deficiency in any course will automatically be placed on academic probation.

p. When action is taken following a review of a student's academic progress, students are informed verbally by the Assistant Dean of Student Affairs of the Committee's recommendation as soon as practical after the committee meeting and written notification is subsequently sent by the Chair of SAPP.

q. No student will be allowed to sit the USMLE, Step 2 until all third year core clerkships are completed.

s. A student must pass the MSM standardized patient exam when it is administered at the end of the third year. Graduating students must also pass the USMLE Step 2 Clinical Skills exam.

### **The Student Academic Progress & Promotion Committee (MD)**

#### **a. Responsibilities & Duties**

The Student Academic Progress and Promotion Committee (MD) (SAPP) is a standing committee of the Academic Policy Council (APC). The committee is charged to monitor the academic performance of each student throughout the curriculum. The SAPP committee shall evaluate and make recommendation for each student in accordance with the guidelines established and approved by the faculty and included in this Student Handbook. They shall evaluate unusual problems and assure that the guidelines are applied in

a fair and equitable manner. They shall determine promotion, non-promotion or dismissal for scholastic cognitive and/or scholastic non-cognitive reasons.

The SAPP Committee also has the special responsibility of reviewing the entire academic records of Senior medical students in order to ascertain each student has met all requirements for the degree of Doctor of Medicine. Following this review, the SAPP Committee shall make appropriate recommendations to the Academic Policy Council, which is responsible for certifying that each student has met all requirements for the degree of Doctor of Medicine. This certification serves as the validation presented by the Dean, the President, and Chairman of the Board of Trustees during the Commencement ceremony. The M.P.H. and Ph.D. program's Progress and Promotions Committees are distinct from the SAPP (MD) Committee.

b. Review Process

The Committee convenes at Periodic intervals to monitor the personal and professional development of all students and make appropriate decisions and recommendations. The committee considers interim and final grades, mini-boards, qualitative evaluations, USMLE scores, as well as additional evidence submitted by the student or others which might have a bearing on the student's progress.

All decisions are communicated in writing to the student, the student's advisor, and/or others deemed appropriate by the chair of the SAPP committee.

**Sanctions**

a. Academic Warning

Formal warning shall take the form of written notice from the Student Affairs Assistant Dean and may be issued when there is a perceived trend toward increasing cognitive and/or non-cognitive difficulty. The notice shall set out the problem (s) in reasonable detail and shall indicate possible consequences.

b. Academic Probation

Academic Probation is a condition other than in good standing and progressing with the class which shall be established for a specified period of time with specified contingencies which must be met before the student is removed from the probationary status. Academic Probation implies that if these contingencies are not met, a recommendation for dismissal from the School of Medicine will follow. A student may be placed on Academic Probation for deficiencies in Academic Performance, Professional Behavior and/or Academic Honesty. Any student placed on probation will meet with the Student Affairs Assistant Dean to discuss the terms of the probationary period. The terms of the probationary period include ineligibility to hold any elected office, limitation of the student's participation in institutionally recognized, organized and/or sponsored extra-curricular activities and to be a representative of MSM at meetings and conferences. This condition is also automatically applied to students receiving a final grade of D or F in any course.

c. Dismissal

A student's registration at MSM will be terminated by the Student Academic Progress and Promotion Committee (SAPP) or by administrative action if any student's performance or behavior is not consistent with his or her ability to become a competent, adequately informed and responsible physician. All of the following situations below will be reviewed by SAPP. Upon finding that the student

should be considered for dismissal, students will be scheduled for a dismissal hearing:

i. If a student's academic performance indicates an inability to master the material and all the procedures as outlined in the academic guidelines have been observed (e.g., failure to meet probationary requirements; failure to meet leave of absence conditions; academic and/or skill potential for a career in medicine is inadequate).

ii. A student who does not successfully complete required remedial work or who is repeating first or second year course work will be considered for dismissal if she or he does not achieve a grade of "C." Students will not be granted unlimited opportunities for remediation of academically deficient work.

iii. If a student on the decelerated track has a final grade of "D" or "F".

iv. If the student does not pass USMLE, Step 1 within twelve months of completion of the second year curriculum; or, the student fails to pass the USMLE, Step 2 CS and CK within four months following completion of the fourth curricular year.

v. If a student is determined to be ineligible to sit the USMLE, Step 1 because of unsatisfactory performance in coursework which has yet been remediated, and that student opts to sit the Step 1 examination against MSM policy, then this student would be in jeopardy of disciplinary action which includes automatic dismissal from the school.

vi. If a student manifests a lack of responsible attitude and conduct in regards to his or her academic or clinical duties. In case of serious violation of rules of conduct, the

Dean of the School may terminate the registration of a student by administrative action.

vii. If a student fails to complete degree requirements within the allowed 6 years of matriculation.

viii. Any student receiving 2 or more final grade deficiencies will be considered for dismissal by the SAPP. Students on academic probation who continue to make unsatisfactory progress and receive one or more additional final grades of D or F will be considered for dismissal. Students receiving two or more final grade deficiencies (D or F) will automatically be scheduled for a dismissal hearing. However, upon the committee's review of each student's academic record, any one or more of the following may also be considered or recommended:

- a) Require the student to make up the deficiency by repeating the course(s).
- b) Require the student to remediate the deficiency by re-examination and/or additional work in consultation with the Department and faculty involved.
- c) Require the student to participate in a comprehensive integrative assessment program.
- d) Require the student to take a leave of absence.
- e) Decide that the student be dismissed.

In case of serious violation of rules of conduct, the Dean of the School may terminate the registration of a student by administrative action. There is no appeal for this action.

Students who are to be considered for dismissal have the right to appear in person before the promotions committee.

Students are not allowed to contact SAPP committee members prior to their hearings.

The SAPP chair will provide written information on the reasons for the dismissal hearing. This information includes the SAPP meeting date and location. The student is invited to appear in person to present their case, evidence, and context for the academic deficiencies. Students may request an alternative (to be allowed to repeat instead of being dismissed.) Students should be available subsequently for questions from the Committee prior to the Committee's closed session deliberations.

The Student Affairs Dean, as the student advocate, meets with the student, explaining the process and advising over approaches.

**The dismissal hearing is the student's only opportunity to present supportive information pertinent to the grounds for their dismissal.** Up to three individuals of their choice, none of whom may be legal counsel, can provide supportive information. They may submit a written statement OR appear in person, as determined by the student. If appearing in person, each witness will be allowed ten (10) minutes maximum to present relevant information. This time is exclusive of subsequent questioning by the Committee.

The decision of the SAPP Committee will be communicated in writing to the student, the student's faculty advisor, the Registrar, and the Dean & Senior Vice President for Academic Affairs within five (5) working days of the hearing by the chair of the SAPP.

## **Student Appeals Procedure**

- a. Students may appeal a decision to dismiss made by the SAPP Committee.
- b. Other decisions of lesser gravity (e.g., a program of remediation for a course deficiency) made by the SAPP Committee are not subject to appeal outside of the SAPP Committee.
- c. In order to appeal the SAPP decision for dismissal, the student must notify the Dean/Senior Vice President for Academic Affairs, in writing, of his/her intent to do so. This notification must be received within 10 working days of receipt of the letter from the Assistant Dean of Student Affairs regarding the SAPP decision.
- d. The student must present the basis for the appeal to the Dean in his/her notification of the request for an appeal. The only new evidence/grounds for reversal that the student may present to the Dean will be:
  - 1) failure of the SAPP Committee to follow proper procedures or
  - 2) prejudice toward the student by faculty or administrative members of the SAPP committee.
- e. Each student appeal will be heard by the Dean/Senior Vice President for Academic Affairs within 10 working days of receipt of the student's written notification of intent to appeal.
- f. The Dean will determine the merits of the case based on a review of the information presented to the SAPP Committee. Neither witnesses nor legal counsel will be allowed in the hearing.

The written decision of the Dean will be conveyed to the student, the President, the Dean for Student Affairs, and the chair of the SAPP Committee within 5 working days of the appeal hearing.

## **6. Leaves of Absence**

Students are expected to complete the course of study for the MD degree within four years. MSM recognizes that individual circumstances, which cannot be predicted in advance, may contribute to a situation where an individual student needs to utilize more than four years to graduate from the MD program. Some of the circumstances that may occur include personal illness or family illness, military leave, or other situations.

MSM's goal is to assist each individual student in achieving their academic goals in a manner that is consistent with their individual values and quality of life, and accommodates, as feasible, extenuating circumstances that arise during their medical education. A leave of absence will not be granted for academic failure. Time spent on leaves of absence is excluded from the "six year rule" from matriculation to graduation.

This policy provides students with general information regarding a Voluntary Leave of Absence ("LOA"). For more specific information regarding the circumstances and processes for a LOA, as well as conditions relevant to returning from Leave, students should speak with the Assistant Dean for Student Affairs. Students are responsible for understanding the implications of a LOA for financial aid, health insurance, and progress toward the degree.

This policy will not be used to resolve academic difficulties or to finish incomplete coursework. Additionally, this policy will not be used in lieu of disciplinary actions to address

violations of MSM's rules, regulations, or policies. A student who has engaged in behavior that may violate rules, regulations, or policies of MSM may be subject to the school's disciplinary process. A student may be required to participate in the disciplinary process coincident with the request for a LOA. A student permitted to take a LOA while on academic and/or disciplinary status will return on that same status.

## **Types of Voluntary Leave of Absence**

### **Medical Leave of Absence**

A student who must interrupt study temporarily because of physical or psychological illness may request a Medical Leave in writing from the Student Affairs Dean. The medical or mental health professional who has been providing treatment to the student will, with the student's written consent, confirm in writing that a Medical Leave or Withdrawal is warranted due to the student's health problem. Supporting medical documentation will be dated within thirty (30) days of the request for a Medical Leave or Withdrawal.

Medical Leave may be approved during a student's degree candidacy contingent upon MSM policy. A LOA will be granted one year at a time and reviewed at the end of each academic year.

### **Health Insurance**

Students on an approved LOA will retain their health insurance and no additional fees shall apply.

### **Financial Aid and Loan Repayment**

Students on LOA are not eligible for financial aid.

### **Loan Repayment**

Students on leave are not considered to be working toward their degree and hence use up their loan repayment deferral time during the leave. For the usual six or nine-month "grace"

period for loans, this means repayment will begin after six or nine months of leave and continue throughout the rest of the leave. After graduation, repayment will begin immediately rather than six or nine months into the first post-graduate year.

Students taking a LOA are required to have an exit interview regarding their loan with their financial aid officer 30 days prior to the beginning of their LOA.

### **Returning from a Leave of Absence**

Any conditions set for a return from leave, such as a letter of clearance from the student's physician for medical leave of absence, that are specified in the letter of approval from the Student Affairs Dean, must be met before the student may resume studies. Students will be asked to sign written consent for the release of any medical information.

### **Military Leave of Absence**

Any student who is a member of the National Guard or other reserve component of the Armed Forces of the United States or of a state-organized militia called to active duty will be granted a Military Leave of Absence for the period of active duty and one year thereafter.

Upon return from a Military Leave of Absence, the student will be restored to the educational status attained prior to being called to duty without loss of academic credits earned, scholarships or grants awarded, or tuition or other fees paid prior to the commencement of active duty. MSM will credit any tuition or fees paid for the period of the Military Leave of Absence to the next enrollment period or, at the student's request, will refund these monies to the student.

Students requiring a Military Leave of Absence should contact the Student Affairs Office for additional information.

### **Other Leaves of Absence**

Students may request a LOA for other compelling reasons if they find it necessary to interrupt study temporarily. Occasionally, leaves are granted for the purpose of special study. Such requests should be presented to the Student Affairs Dean in writing with adequate documentation.

### **General Policies and Conditions for All Leaves**

Students may request a LOA from their medical studies for up to a one-year period (twelve (12) consecutive months). A LOA will be granted one year at a time and reviewed at the end of each academic year. The steps to petition for a leave of absence are as follows:

1. Obtain a Leave of Absence Form from the Registrar's Office.
2. Complete the form and submit the completed form with adequate supporting documentation to the Assistant Dean for Student Affairs for review.

For the purpose of determining LOA eligibility, a student must be in good academic standing and have completed all incomplete coursework. Students on academic or disciplinary probation status, if granted a leave of absence, will resume their probationary status upon return from their leave. Students should consult financial aid regarding any conditions for leave of absence over ninety (90) days. Time spent on leaves of absence is excluded from the "six year rule" from matriculation to graduation.

Requests for LOAs should be made prior to the registration (drop/add) period for the semester during which the LOA is scheduled to begin, if possible. Retroactive leaves cannot be granted. Students who wish to withdraw from a semester-in-

progress should consult with the Student Affairs Dean for additional information.

**FAILURE TO ENROLL FOR TWO (2) CONSECUTIVE SEMESTERS WITHOUT AN APPROVED LEAVE OF ABSENCE WILL RESULT IN AN AUTOMATIC TERMINATION OF ENROLLMENT. STUDENTS WHO ARE AUTOMATICALLY TERMINATED MUST REAPPLY THROUGH THE REGULAR ADMISSIONS PROCESS.**

A LOA is a period of non-enrollment. Students on a LOA are not considered to be working toward the M.D. degree. Therefore, no tuition will be charged for semesters for which a LOA has been approved provided that the request is received prior to the start of the semester. Leaves are noted in the student's permanent educational records maintained at MSM.

Since a LOA is not a registration, a student on Leave may not use MSM facilities, including libraries, the fitness center, health services, other school facilities, or receive financial aid.

Students returning from a LOA should consult with the Student Affairs Office regarding this process, including reviewing application deadlines for reenrollment and financial aid.

**STUDENTS WHO DO NOT RETURN TO FULL-TIME STATUS AT THE END OF THE LEAVE AND WHO HAVE NOT REAPPLIED FOR RENEWAL OF THE LEAVE ARE CONSIDERED TO HAVE WITHDRAWN FROM MSM AND NEED TO RE-APPLY IF THEY WISH TO RETURN AT SOME FUTURE DATE.**

### **Confidentiality**

MSM will maintain the confidentiality of all information regarding LOAs in accordance with federal, state and local law, and to the greatest extent possible consistent with the goal of processing such Leaves. All records concerning LOA are confidential and the official copy of such records shall be retained by the Student Affairs Office. Access to these records is limited by appropriate federal, state and local law.

### **Involuntary Leave of Absence**

The Dean or his/her designee may require that a student be placed on Involuntary Leave of Absence for a specified period of time if credible information is presented that the student presents a direct threat to himself/herself or others. In requiring the LOA, the Dean or his/her designee may specify conditions which must be met during the period of the LOA. A required involuntary leave means that MSM expects that prior to reentering the program, the issues which necessitated the involuntary leave have been resolved successfully, that the student is able to resume the responsibility of becoming a medical professional and be re-registered as a student. Permission to reenter the Program following an Involuntary LOA must be submitted to the Assistant Dean for Student Affairs and approved by the Dean or his/her designee. The request must be submitted in writing to the Assistant Dean for Student Affairs thirty (30) days prior to the anticipated time of entry.

**STUDENTS WHO DO NOT SEEK PERMISSION TO REENTER THE PROGRAM WITHIN THIRTY DAYS (30) DAYS FOLLOWING AN INVOLUNTARY LOA ARE CONSIDERED TO HAVE WITHDRAWN FROM MSM AND MUST RE-APPLY IF THEY WISH TO RETURN AT SOME FUTURE DATE.**

Before Involuntary LOA is considered, efforts will be made to encourage students to take a Voluntary LOA.

### **Appeal**

Students placed on Involuntary LOA may appeal the decision to the Dean within ten (10) working days of receipt of the notification of involuntary LOA. The appeal must be submitted in writing, identifying the reason(s) why the student believes the decision is inappropriate. The Dean will review the student's appeal and determine whether to uphold, reverse or alter the decision. The decision of the Dean will be communicated to the student in writing within ten (10) working days and will be considered final.

### **7. Withdrawal**

A Student may withdraw or be requested to withdraw for academic, medical or personal reasons. Official voluntary withdrawal requires that the student submit a letter to the Student Affairs Assistant Dean stating the reasons. Additionally, the student must clear all financial obligations to the school before the withdrawal becomes official. See section on Financial Policies regarding refund and time of withdrawal. Withdrawal means that the student will no longer remain enrolled as a student and their name will be officially and permanently removed from the roster.

### **8. Transfer to Other Medical Schools**

The school usually does not actively support the transfer of its students to other medical schools. An official letter of recommendation on behalf of the student who wishes to transfer may not be sent. Individual circumstances, however, will be heard and considered by the Student Affairs Assistant Dean.

A student who believes that he or she has a cogent personal reason for the support of transfer, should submit a written petition to the Student Affairs Assistant Dean indicating reasons why the policy of the school should be exempted. Any student considering transfer is required to have an interview with the Student Affairs Assistant Dean. Transcripts or certification of academic credit will not be released until such a meeting has taken place.

### **Clinical-Third and Fourth Year Issues**

#### **MSM Work Hour Rules for Clinical Clerkships and Electives**

**Maximum Hours of Work per Week** Duty hours must be limited to 80 hours per week, averaged over a four week period, inclusive of all in-house call activities. Students may be required to come in every day, but should be afforded the equivalent of one full day or two half-days off in seven (or more time off)

**Maximum Duty Period Length** Duty periods of medical students may be scheduled to a maximum of 24 hours of continuous duty in the hospital. Programs must encourage students to use alertness management strategies in the context of patient care responsibilities. Strategic napping, especially after 16 hours of continuous duty and between the hours of 10:00 p.m. and 8:00 a.m., is strongly suggested. It is essential for patient safety and resident education that effective transitions in care occur. Students may be allowed to remain on-site in with their resident team order to accomplish these tasks; however, this period of time must be no longer than an additional four hours. Students are not to have required clinical duties or didactics after 24 hour call. Students must not be assigned additional clinical responsibilities after 24 hours of continuous in-house duty.

All call for students must have documented sufficient average patient contact to justify the experience

**Minimum Time Off between Scheduled Duty Periods**  
Medical students should have 10 hours free of duty, and must have eight hours between scheduled duty periods.

**Maximum In-House On-Call Frequency** Medical students must be scheduled for in-house call no more frequently than every-third-night (when averaged over a four-week period).

### **MSM Year 3 and Year 4 Contact Information**

Students are expected to be reached by a local phone and/or MSM e-mail. Students are advised to acquire a 404, 770, or 678 number. Students must keep MSM e-mail mailbox open and are responsible for all communication on this service.

### **MSM Year 3 and Year 4 Attendance Policies**

Attendance is required throughout the clerkships and other clinical experiences involving patient care. Course/clerkship directors set specific policies, but the general policies are as follows:

- a. All requirements, assignments, and specified number of patient contacts/ workups and/or nights on call must be fulfilled to complete a rotation. If a night on call is missed due to illness or excused absence, it will need to be made up in some way (arrange through preceptor and clerkship director). The student is responsible for checking with the clerkship director about work missed due to an absence. Failure to complete required work may otherwise result in an incomplete or lowered grade.
- b. Holiday (Monday holiday/long weekend) schedule is that of the service of assignment. If assigned to a clinic that is closed for the holiday the student will keep that schedule. If

assigned to a ward service, the student will follow the schedule of the team.

c. All students will have time off for Thanksgiving break, Christmas break, and Spring break. Clinical duties will cease with check out/evening rounds (or end of clinic, etc) on the day prior to the start of the holiday and recommence with morning rounds on the date (Monday) following the holiday period for Thanksgiving, Christmas and Spring Break. No routine clinical duties will be expected over this time frame but makeup work can be individually arranged, if needed. (Week-long spring break commences Friday PM and concludes the Monday AM following the week of break). Thanksgiving break begins at 5pm on Wednesday prior to Thanksgiving Day.

d. Other school holidays are observed as single day holidays. Students on ward services taking overnight call on the night before a holiday will be expected to remain through morning rounds on the holiday. Students will not be assigned to call for that day. These single day holidays include Labor Day, MLK Day, Memorial Day, and Independence Day (July 4). Easter holidays are Good Friday and Easter Sunday as single days.

e. Ad hoc holidays for administrative offices of the school are not to be assumed to be student holidays. Number 2 applies. Clinics cannot be cancelled on short notice and those assigned to active clinic or ward duties will continue on the original schedule.

f. Clinical rotations start in the AM on the starting date (usually a Monday). Students should not have duties or patient contact prior to orientation by faculty and/or residents as appropriate. There should be no night call the night before a mini-board. Clinical obligations on a service end at the time of

start of the mini-board or at 5PM the last day, whichever applies.

g. As noted in #a, all assignments must be completed and work missed during excused absences may need to be addressed in make-up assignments. Excused absences exceeding 2 days per 4 week rotation/4 days per 8 week rotation will require makeup as designated by the clerkship director. Unexcused absences of any duration will require makeup and will result in a lowering of grade (more than one day unexcused absence will result in repeating the course).

h. Absences for reasons other than illness or emergency must be approved in advance in writing by the clerkship director (this includes religious observances, professional meetings, etc) and make-up time arranged. A student must make written request 4 weeks prior to the start of the Clerkship during which the excused absence would occur. The student is responsible for informing the faculty and patient care team members and for making arrangements for responsibilities. Absence for such events without prior approval would constitute an unexcused absence. Make-up time, as determined by the clerkship director/department, will be required for all absences exceeding two days. It is important to recognize that these requests cannot always be accommodated.

i. An illness exceeding 2 days duration must be documented by a note from a physician or a call from the physician's office. This is to be provided to the Assistant Dean of Student Affairs and communicated to the Clerkship Director and immediate Supervisor.

j. If a student is unable to be present for required activities due to illness, emergency or other acute event, that student is responsible for notifying a physician on the patient

care team as well as the office of the course director as soon as it is possible to do so.

k. Interviews should not be scheduled during Senior Selective. Any special circumstances that necessitate excused absence during this rotation must be presented in writing to the Course Director (not just immediate supervisor) prior to the absence.

l. Misrepresentation of the reasons for an absence will be considered an honor offense and as evidence of lack of professionalism and may result in a failing grade or loss of credit for the rotation.

m. In the event of “closing” of the school due to winter weather, toxic spill, power loss, etc., the students’ schedule will be that of the service/site they are on. If they are on a clinic rotation and the clinic is closed, they should follow the directions of the course director. If they are on a Grady (or other hospital) rotation and Grady is open, they should report to service. If roads/transportation is too hazardous for the student to report, they MUST contact the team and/or course director to address the issue. Time lost may need to be “made up.”

n. Habitual tardiness to assigned duties, rounds, lectures (when not due to necessary involvement in other educational or patient care activities) is indicative of lack of appropriate professionalism, and can be handled as an unexcused absence, and will result in lowered grade, make-up work, or an extension of required experiences.

o. Excused absence from the NBME Subject Exam or the Clinical Comprehensive Exam or the end-of year OSCE (Objective Structured Clinical Examination, Standardized Patient Examination) must be obtained from the Dean for

Student Affairs prior to the examination or upon documentation of illness or other emergency taking place.

Examinations to make up a deficiency due to an excused absence should be scheduled in the week following the end of the clinical clerkships at the end of July. Special arrangements and time will be available for students requiring remediation or reexamination. The Clerkship Director will review students' requests. Additional fee will apply for the rescheduling of the OSCE for an unexcused absence.

p. Students who miss 5 or more working days on a rotation due to any reason may be required to withdraw from the rotation and restart at a later date. Students who complete 75% or less of a rotation for any reason may be required to withdraw from the rotation and restart the rotation at another time.

#### **Fourth Year Clerkships and Electives**

Each student will be required to submit a complete schedule for the fourth year signed by his/ her faculty advisor by May 1<sup>st</sup> of the third year in order to register for the fourth year. Changes in this schedule may be mandated by the SAPP Committee for the purpose of re-medial work. However, elective credit will not be given for course remediation.

The required clerkships are conducted primarily at Grady Memorial Hospital. The elective clerkships may be taken at MSM, Emory University School of Medicine or any other LCME accredited medical school. Fully registered students at MSM are covered by malpractice insurance while on their clinical clerkships and while on approved elective rotations conducted at other LCME accredited institutions.

In order to take an elective rotation at medical schools other than MSM or Emory, a student must be in good academic standing and have received prior institutional approval for elective credit. No credit will be granted for unapproved electives.

It is the student's responsibility to make certain that all elective rotations for which he/she wishes to receive credit for be approved at least thirty (30) days prior to the start of that rotation.

No credit will be awarded for electives if a student is given payment for services (i.e., stipend) as part of that elective. A student may accept travel, housing, and/or food allowance to defer expenses for off-campus living. All students receiving financial aid are required to report any stipends for clinical rotations to the Student Fiscal Affairs Office. Students will not be allowed to receive elective credit for clerkship remediation.

Credit for fourth year coursework will be awarded when a written evaluation with a passing grade is received by the Registrar. Letter grades are assigned for the required clinical clerkships and pass/fail grades for the elective rotations. The Student Affairs Assistant Dean must be notified of any absences or voluntary withdraws from required or elective rotations. Interview trips should be scheduled during vacation months. Students must seek prior approval from the Course Director and inform the Student Affairs Assistant Dean about any absences for residency interviews scheduled during the clerkship. A maximum of two (2) days for residency interviews may be permitted during any clerkship (contingent on approval by the Course Director); however, makeup work may be required by the Course Director for time missed due to interviews. The scheduling of this makeup is at the discretion of the Course Director.

Fourth year students are required to sit for the USMLE Step 2 CK and CS examinations and will be excused from their clinical clerkship for the days on which the exams are scheduled.

### **Credit for Fourth Year Rotations**

No credit will be granted for any clinical rotations if a student has not registered for the fourth year. If a student has not taken Step 2 (CS or CK) by December (or date adjusted by SAPP), no credit will be given for electives taken until the exam(s) are completed.

In order to receive credit for electives, the scheduling and approval of all electives must be completed by at least one month prior to the beginning of the elective. It is the student's responsibility to ensure that the elective for which he/she wishes to receive credit be documented prospectively in the Office of Assistant Dean for Student Affairs. **NO CREDIT WILL BE GRANTED RETROACTIVELY.** Therefore, a student must complete all necessary forms and be enrolled **ONE MONTH** prior to the beginning of an elective in order to receive credit. Exceptions to these procedures will be allowed in certain cases (i.e., illness, cancellation of the elective) but they must be documented in writing to the Student Affairs Dean.

### **Elective Rotations**

The length of an elective is four weeks. Some institutions allow two week electives; however, you should take two of these to full the 4 week period. Electives may be done at Morehouse School of Medicine (MSM), Emory University School of Medicine (EUSM) or any other LCME accredited Medical School. A maximum of two elective courses with the same title are allowed. Students may take more electives with

the same name but will not be counted for credit toward graduation.

### **Away Electives**

These are electives conducted outside of MSM and EUSM and are sponsored by LCME accredited medical schools. Students may take electives anywhere from one to five away electives.

The institution at which the elective is being taken will often have an application for the visiting student to complete in order to confirm that the student is in good academic standing and has malpractice and health insurance. This form will be completed by the Educational Specialist in the Student Affairs office.

Once the student has been accepted to do the elective, he/she should submit that written piece of confirmation to the Educational Specialist so that an MSM evaluation form can be sent to the Course Director. **NO CREDIT** will be given without prior and proper approval for an elective.

### **International Electives**

MSM students have the option of pursuing international electives during the senior year. The coordination of international electives will be handled through the Student Affairs office. Information about opportunities is available in this office and students may also find other resources to gather information about opportunities.

Given the wealth of opportunities in health care settings outside the United States and the increasing interest of students in pursuing such opportunities, the following guidelines have been made regarding international electives for MSM students:

- Elective credit is only granted for international elective experiences which are affiliated with and/or sponsored by LCME accredited U.S. schools.
- Students must realize that accident and health insurance, as well as insurance for medical evaluation and repatriation; that are applicable outside of the United States are required and the student is responsible for obtaining appropriate insurance coverage for the duration of the program.
- Students covered by the MSM health insurance policy will be covered in international travel, however, it is likely that if the student needs to be seen for a health concern while abroad, they will have to “pay out of pocket” then be reimbursed by the insurance carrier after the claim forms are submitted upon return to the U.S.
- Students should express their interest in pursuing international electives as soon as possible prior to the start of the fourth year.
- A written request for receiving credit for an international elective should be submitted to the Educational Specialist along with full documentation of the experience, proposed educational activities, the dates of the elective, and the name of the supervising physician.
- MSM sponsored international electives are approved by the Curriculum and Evaluation Committee and elective credit is granted to students selected to participate based on criteria set by the Course Director.
- For opportunities outside of MSM sponsored electives, students are responsible for initiating contacts with potential sites and making all arrangements.

- Students are expected to be aware of in-country health and safety issues and to comply with CDC recommendations for travel immunizations.
- The student assumes full legal and/or financial responsibility for participating in this experience
- Proof of additional medical evacuation/emergency coverage must be provided prior to approval of the experience.
- An evaluation from the international site coordinator must be submitted before credit is granted for the experience upon return.
- Students should designate persons both in foreign country and in the U.S. who may be contacted in the event of an emergency.

It is recommended that away electives be taken prior to March. March is the month for the announcement of the “MATCH”. Evaluations from electives taken in April might be more easily obtained from our own institution rather than from outside institutions.

All officially registered students at MSM are covered for malpractice while taking electives at LCME accredited institutions.

*Note: Only MSM students taking international electives can receive credit at MSM. Visiting student credits must be assigned at their own institution if participating in international electives sponsored by MSM.*

### **The National Resident Matching Program (NRMP)**

The purpose of the National Resident Matching Program is to provide a uniform date when decisions about residency selection can be made by both applicants and programs, thus eliminating the pressure that may be placed on applicants to make decisions before all of their options have been explored.

The principal upon which the Matching Program functions is straightforward. Programs submit lists of applicants who have applied to them in the rank order of their preference. Applicants submit lists of programs to which they have applied in the rank order of their preference. Through matching, programs receive the applicants they prefer who have ranked the programs and have not been matched with a more preferred program. Applicants are matched into the programs they prefer on their rank order lists which are prepared to offer them a position, consistent with the preference of the programs. This matching algorithm replicates the usual selection process in which programs make offers to applicants they prefer and continue to make offers until they have filled all of their positions with applicants who would accept an offer.

There is one cardinal rule that both programs and applicants must observe: neither must ask the other to make a commitment before the MATCH.

Details of the application process for the NRMP will be distributed to students by the end of the third year.

Additional instructions will be available for students participating in the Couples MATCH or shared residences.

Those students who are applying to those specialties which require an earlier matching process should also enroll in the NRMP at the end of the third year. If a student fails to match, for example, in Neurosurgery, they can still apply to programs in the NRMP.

Rank order lists are submitted by the hospitals and applicants in February and the results of the MATCH are announced in March.

### **Electronic Residency Application Service (ERAS)**

The Electronic Residency Application Service (ERAS) is a centralized, web-based mechanism for applying to residency programs. Most residency programs in the following specialties will be included: Anesthesiology, Dermatology, Pathology, Psychiatry, Physical Medicine and Rehabilitation, Diagnostic Radiology, Emergency Medicine, Family Practice, Internal Medicine, Obstetrics and Gynecology, Orthopedic Surgery, Physical Medicine and Rehabilitation, General Surgery, Pediatrics, Transitional Year programs, combined Internal Medicine/Emergency Medicine programs, combined Internal Medicine/Family Practice programs, combined Pediatrics programs, Nuclear Medicine, Plastic Surgery, Radiation, Oncology, Urology, and all Army & Navy GME-1 positions. The complete list of ERAS participating programs is available at [www.aamc.org/eras](http://www.aamc.org/eras) . Application packets are available and distributed in an informational meeting conducted by the Office of the Registrar in mid-July at the 4th year registration. ERAS transmission of applications and supporting documentation, with the exception of Dean's Letters, is available as early as September 1st of each year. The ERAS Student Workstation is web-based and can be accessed from any computer with internet capability.

### **Graduation**

#### **a. Requirements for the Degree Doctor of Medicine**

The course of medical education for the Doctor of Medicine degree consists of a minimum of four years of study. Students recommended for the degree of Doctor of Medicine shall have completed an entire course of instruction as matriculated medical students, and must have demonstrated the knowledge, skills, maturity, emotional stability and integrity judged by the faculty to be essential to an effective physician. Each student must pass both Step I and Step II of the USMLE as a

requirement for graduation. Passage of the MSM standardized patient exam is also a requirement for graduation. Beginning with the class of 2005, the passage of the USMLE Step II Clinical Skills exam is also required. Upon completion of the curricular requirements the degree is awarded following the recommendation of the Promotions Committee, the Faculty, the Dean and the approval of the Board of Trustees. Candidates must have discharged all current indebtedness to the School to qualify for graduation.

The School of Medicine confers the M.D. degree in May of each year. Under special circumstances, the Academic Policy Council and Dean may recommend to the Board of Trustees, the awarding of the degree on the 31st of December of the calendar year. All students must complete all requirements for receipt of the M.D. degree within one month of commencement in order to receive a May diploma.

Exceptions to this rule will be reviewed by the SAPP Committee and presented to the APC for final approval. In most cases students must fulfill all requirements for receipt of their degree prior to being allowed to participate in the commencement ceremony. However, a recorded passing score on the USMLE Step II is **REQUIRED** of all students participating in the Commencement Ceremony.

**b. Licensure**

The entrance requirements and the curriculum of the School of Medicine meet the provisions of the Composite State Board of Medical Examiners of the State of Georgia. The Certificate of the National Board of Examiners is accepted as adequate qualification for the medical license by the licensing authorities of most states. The School of Medicine requires students to take these examinations. Consult individual state

boards of medical licensure for information regarding licensure.

c. **Graduation Honors**

A candidate for graduation who earns a cumulative grade point average of 3.50-3.69 will be graduated “cum laude;” a cumulative grade point average of 3.70-3.84 will be graduated “magna cum laude;” and a cumulative grade point average of 3.85-4.00 will be graduated “summa cum laude”. Additional awards are presented at the annual Class Day Ceremony.

# Graduate Education in Biomedical Sciences (GEBS)

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## Historical Perspective and Program Goals

The GEBS program's overall mission is to produce basic scientists (with an emphasis on underrepresented minorities) well trained to teach and conduct research in the biomedical sciences. MSM-trained biomedical scientists are encouraged to develop a special commitment to performing research on diseases and disease processes that disproportionately affect minority populations and/or to educating underrepresented minority students. The GEBS program offers a doctoral degree in Biomedical Sciences; Masters of Science degrees in Biomedical Research, Biotechnology and Clinical Research. In 1992, Morehouse School of Medicine (MSM) initiated a Ph.D. in Biomedical Sciences program. The first Ph.D. degrees were awarded in 1998. In 2008, MSM initiated a program of study leading to M.S. degrees in Biomedical Sciences. The first M.S. degrees were awarded in 2010. The Ph.D. program is designed to develop independent investigators for leadership in academic, government, and corporate biomedical research. The M.S. programs are designed for students to explore their interests and pursue specialized biomedical training beyond the baccalaureate. The M.S. programs support professional development or preparation for even more advanced training. Students may study with graduate faculty in a variety of academic departments or research institutes. Available areas of focus include, but are not limited to, AIDS & infectious disease, cancer, cardiovascular and related diseases, cell biology, chronobiology, developmental biology, molecular biology, musculoskeletal biology, neuroscience, reproductive science, vision research, and biomedical technology. Policies for these graduate programs are set by a committee of the Graduate Faculty (Graduate Education in Biomedical Sciences

Committee, or GEBSC). GEBSC serves in an advisory capacity to MSM's Academic Policy Council in general, and to the Associate Dean for Graduate Studies in particular. GEBSC reserves the right to adjust the curriculum and policies of the GEBS program at such times or in such ways it deems appropriate to carrying out its charge to maintain and improve the quality of these educational programs. The policies set by GEBSC govern the Doctor of Philosophy and Master of Science Programs. The governing policies for all programs are listed in this handbook following the descriptions of each program.

#### Ph.D. Program in Biomedical Sciences

The Ph.D. Program provides an opportunity for students to develop, demonstrate, and document their superior academic capabilities in science through achievements in the classroom and in the research laboratory. The Ph.D. is the highest academic degree granted by any institution of higher learning and denotes intellectual achievement at the highest level. The program at MSM is rigorous and demands diligent effort, academic excellence and dedication to advancing knowledge in the biomedical sciences, high moral and ethical standards, and a commitment to serving others through teaching and research. Success in the program requires advanced skills in classroom learning; determination, patience, persistence and meticulous attention to detail in the laboratory; an ability to establish and maintain effective and cordial collaborative working relationships with other scientists; and exceptional concentration and creativity in handling massive amounts of information. The program provides both a broad background in human biology and highly specialized study in biologic processes and disease entities of particular interest to our students and faculty. A minimum of 72 semester hours of graduate credit, consisting of core courses (39), elective courses (8 minimum) and dissertation research (25 minimum), are required for graduation. Elective courses must be selected with the help of the research advisor to assure an adequate knowledge base for the chosen field of study.

### MS Programs in Biomedical Sciences

The M.S. in Biomedical Research program provides a core-didactic and thesis-based curriculum for college graduates seeking a terminal, thesis-based Master's degree or considering the pursuit of doctoral degrees in research or the health sciences. The program will allow students to obtain a graduate degree; further explore career options in the biomedical sciences; document their ability to handle graduate-level coursework; and conduct a mentored research project in an area of interest to them.

The M.S. in Biomedical Technology program is a non-thesis program for college graduates preparing for, or already engaged in, biomedical technology careers. The classroom curriculum is similar to that of the thesis-based program. Beyond the classroom, students in this program will focus on gaining experience in developing and applying experimental design, and a variety of state-of-the-art biomedical research methods and instrumentation.

The M.S. in Clinical Research degree program is a broad-based multi-disciplinary graduate level program in clinical research designed to prepare clinical faculty and senior residents for a career in clinical research. In certain cases, well qualified applicants at the bachelor's degree level may be admitted to the program. The program provides training in the principles and methods of biostatistics, epidemiology, genetics and clinical trials, outcomes research, health services research, health economics and application of these principles and methods to clinical research.

### Post-Baccalaureate

#### Multi-Degree Tracks

##### MD/PhD Track:

Students wishing to study toward both the M.D. and Ph.D. at Morehouse School of Medicine (MSM) must first be admitted to the M.D. program through its standard admissions process. During the second year of training, students interested in

pursuing both degrees may apply to the Ph.D. program. Minimum requirements for entry include a B average in all medical school coursework, passing Step 1 of the US Medical Licensing Exam, and the approval of the graduate admissions committee. Interested applicants will meet with representatives of both the M.D. and Ph.D. program to determine what the student's career plans are and to help them decide whether the M.D./Ph.D. pathway is the most appropriate. For instance, students interested in becoming a physician and pursuing research have a number of options open to them one of which is the dual M.D./M.S. in Clinical Research degrees that we offer. Another alternative would be that after obtaining an M.D., an individual interested in pursuing biomedical research could enter the laboratory of an investigator as a postdoctoral research fellow and build and hone research skills in that way. We are not interested in pushing students down one path or another, only in assuring that the student is aware of the options open to them before making a commitment.

There is no formal M.D./Ph.D. program at the Morehouse School of Medicine (MSM). If the M.D./Ph.D. path is chosen and the student is accepted into the Ph.D. program, the student would enter the Ph.D. program at the beginning of their third year of study at MSM. Certain medical courses will substitute for certain Ph.D. core and elective courses and the student pursuing both degrees will have fewer courses to take than someone entering with only a bachelor's or Master's degree. This allows the student to move more quickly into research and to progress more rapidly toward the completion of the Ph.D. requirements.

While fully engaged in the Ph.D. program, the student's tuition and fees will be covered and he or she will receive a stipend to defray living expenses. Once the student's research has been completed to the satisfaction of his or her dissertation committee and a complete draft of the dissertation has been submitted, the student may return to medical studies and complete his or her clinical training while making final changes to the dissertation, completing and submitting manuscripts for publication, and preparing for a public defense of the dissertation. Following admission to Ph.D. candidacy,

students enrolled in both the MD/PhD programs are required to earn 25 hours of GEBS 800-dissertation research credit for degree completion before they return to the third year MD curriculum. If students cannot meet this requirement, they will only be eligible for a MSBR degree if they meet all the requirements for this degree.

Every attempt will be made to limit the time required for completion in designing the program, but a minimum of six full years can be expected to complete both degrees.

- A student must first be accepted to the M.D. program through the standard admissions process.
- In their second year of the M.D. curriculum, a student may apply to the Ph.D. program. Interested students must have B grade point average or better.
- This application requires completion of the online Ph.D. application, three letters of recommendation to the Ph.D. program, and submission of the students MSM transcript. MCAT scores may substitute for GRE test scores, which are NOT required for this application. The application is due February 1st.
- The medical student's application will be reviewed by the GEBS admissions committee during the spring admissions cycle.
- Medical students can begin the Ph.D. program only after they have completed the first two years of preclinical training and passed USMLE Step One.
- Students enrolled in the M.D. Program at MSM who have been accepted in the Ph.D. program will begin Ph.D. course work and labwork in their third year of matriculation.
- After course work is completed for the Ph.D. program and the student's research has been completed to the satisfaction of their dissertation committee they may return to medical studies and clinical training.
- Neither degree will be awarded until the requirements for both have been met.

M.S.C.R./Ph.D. Track: Students with strong academic promise and an interest in translating basic research from bench to bedside may pursue both the M.S. in Clinical Research and

Ph.D. in Biomedical Sciences degrees. Here there are few overlaps in coursework and students can expect to add between one and two years to their time to degree. The mentored research requirement for the M.S.C.R. program will be satisfied by including a clinical and/or translational aim in the Ph.D. dissertation. As in the case of the M.D./Ph.D. track, communication among the administrations, admissions committees, and faculties of both programs are required to allow students to pursue both degrees. Competitive students may qualify for a fellowship and stipend from the Atlanta Clinical and Translational Science Institute to cover a part of their training.

The goal of the M.S.C.R./Ph.D. program is to provide novel training for Ph.D. students with outstanding potential for careers in clinical and/or translational research. Students enrolled in this program received continued funding while completing Ph.D. and M.S.C.R. coursework. The program is designed to be completed in six years.

The integrated training will prepare graduates to pursue long-term careers in clinical and translational research as leaders and members of multidisciplinary research teams in academic, industry or other settings.

**Admission Requirements:** Students who are enrolled in the Ph.D. program may apply for the M.S.C.R. program while completing the first year of graduate study. Students must pass each course with a minimum of a B average and pass the Ph.D. core comprehensive exam (CCE) in order to be eligible for the dual degree program.

Students applying to the program must identify a research mentor and have his or her approval of tentative dissertation project that includes at least one specific aim involving clinical and/or translational research.

**Degree Requirements:** The trainees in the M.S.C.R./Ph.D. track must successfully complete their Ph.D. to obtain the M.S.C.R. degree. However, a separate thesis for the M.S.C.R. program is not required because all trainees will complete a Ph.D. dissertation including at least one clinical/translational specific aim.

Dual degree trainees will not be required to complete the “Mentored Research” component of the M.S.C.R. program

because the “Dissertation Research” credits will substitute for that requirement. However, each M.S.C.R./Ph.D. student will be required to complete a “Mentored Clinical Experience.” This course is designed to provide doctoral students experience with patients with disease(s) relevant to their research interests.

Other degree combinations may be possible.

## GEBS General Admission Policies and Procedures

### Selection Criteria

Selection of applicants for GEBS Programs is competitive. Applications are reviewed by the GEBS Admissions Committee based on undergraduate and other graduate performance in general and on performance in the natural sciences in particular. In addition, performance on the Graduate Record Examination and letters of reference from former or current instructors and/or research supervisors are important in judging a student’s preparedness for graduate study. Although not a requirement, the extent and nature of previous research experience and achievement receive careful consideration. Applicants must demonstrate the capability to complete these rigorous programs in a timely fashion. The program’s mission is another important factor guiding the selection of applicants for admission. Competitive Ph.D. applicants are invited for interviews. After considering the applicants, the GEBS Admissions Committee provides a ranked recommendation of the applicants for acceptance to the Associate Dean for Graduate Studies. Ultimately, offers of acceptance are based on a holistic appraisal of many factors and, in the case of Ph.D. students, availability of stipend and scholarship funds.

### Minimum Entrance Requirements

Applicants seeking admission to the programs must:

1. Hold a bachelor’s degree, or equivalent, from a U.S. school accredited by a regional accrediting organization recognized by the Council for Higher Education Accreditation (CHEA) or the U.S. Department of Education, or from an appropriately accredited non-U.S. institution. Applicants who have completed coursework at, or hold a bachelor’s or

advanced degree from an institution of higher learning outside the United States must have their transcript(s) certified for equivalency to U.S. degrees or coursework by a credential evaluation service that is a member of the National Association of Credential Evaluation Services (NACES). Applicants who have completed coursework at, or hold degrees from, a postsecondary institution in Australia, Canada (except Quebec), New Zealand, or the United Kingdom will normally not need to have their academic transcripts evaluated and certified for equivalency. Any applicant seeking transfer of credits from an institution outside the United States into a Morehouse School of Medicine program must have a course-by-course evaluation of relevant transcripts completed by a member of NACES.

2. Have a record of superior academic achievement in undergraduate science studies. A minimum grade point average of 3.0 on a scale of 4 is generally expected.

3. Take and submit scores from the General Test of the Graduate Record Examination (GRE). Submission of scores for the Biology, Biochemistry and Molecular Biology, or Chemistry Subject Tests of the GRE is also recommended. GRE scores are valid for five-years. Thereafter, applicants are required to retake the test. The GEBS admissions committee will consider accepting ECFMG scores in lieu of GRE scores for foreign medical graduates on a case-by-case basis.

4. International applicants are required to submit TOEFL scores unless they have completed an accredited post-secondary degree program in the United States. There are additional application requirements for international applicants. See the online application instructions for the various GEBS degree programs at [www.msm.edu](http://www.msm.edu) .

## Curriculum Outlines and Degree Requirements by Program

### Ph.D. in Biomedical Sciences Curriculum Outline\*

#### FIRST YEAR CURRICULUM

Fall Semester Hours	Semester	Credit
Graduate Biochemistry	4	
Graduate Biochemistry Lab	2	
Human Biology	3	
Human Biology Lab	2	
Scientific Integrity		
2		
Critical Thinking and Scientific Communication I		
2		

Spring Semester Hours	Semester	Credit
Integrated Biomedical Sciences	4	
Biomedical Genetics	3	
Biomedical Genetics Lab		
2		
Critical Thinking and Scientific Communication II	2	
Research Data Analysis	2	
Laboratory Rotation 1 (6 weeks)	1	

#### SECOND-YEAR CURRICULUM

Course Hours	Semester	Credit
Laboratory Rotation 2 (6 weeks)		1
Pre-doctoral Fellowship Proposal Preparation		
2		
Seminar in Biomedical Sciences I		1
Seminar in Biomedical Sciences II		1
Biomedical Sciences Presentation I		1
Elective(s)	TBD (8 h total)	
Supervised Research (prior to candidacy)		TBD
Dissertation Research (requires candidacy)	TBD (25 h total)	

### THIRD-YEAR CURRICULUM

Course	Semester	Credit Hours
Seminar in Biomedical Sciences III		1
Seminar in Biomedical Sciences IV		1
Biomedical Sciences Presentation II		1
Elective(s)		TBD (8 total)
Dissertation Research (requires candidacy)		TBD (25 total)

### FOURTH-YEAR CURRICULUM\*\*

Course	Semester	Credit Hours
Seminar in Biomedical Sciences V		1
Seminar in Biomedical Sciences VI		1
Dissertation Research (requires candidacy)		TBD (25 total)

\*The Ph.D. Curriculum is subject to ongoing revisions and may undergo changes during a student's tenure, including changes that affect graduation requirements.

\*\*Depending on the rate of progress toward achieving research goals, dissertation research often continues beyond the fourth-year of matriculation in the Ph.D. program. The student's dissertation committee determines when, and whether, sufficient research has been successfully completed to merit the Ph.D. degree.

### Degree Requirements for the Ph.D. / Steps in the Process

□ Temporary Advisor: Negotiating the graduate curriculum requires frequent guidance from experienced individuals. First year Ph.D. students are assigned a temporary advisor when they enter to facilitate decision making during their first year of study. The temporary advisor will ideally be a full member of the graduate faculty who has succeeded in guiding one or more students to the Ph.D. Where possible, a temporary advisor in a field related to the stated research interests of the student will be selected. In addition, the Associate Dean for Graduate Studies will serve as an additional advisor to all first year students. At least once a semester, students are expected to arrange a meeting between their temporary advisor, the Associate Dean, and themselves

to discuss their progress and any problems they may be having.

□ Course work: The first year of Ph.D. study is devoted primarily to instruction in core (required) courses covering fundamental aspects of cells, tissues, organs and organ system structures and functions, research in the biomedical sciences, as well as introducing methods, instrumentation, ethics, writing skills, and critical thinking necessary for success as a professional scientist. Students are required to maintain a B (3.0) average in all their course work to advance in the program. In addition, a grade of B must be earned in each graded core course in order to progress in the training program.

□ Lab Rotations: Ph.D. students are required to complete two 6-week lab rotations. These are intended to give the student and the research advisor an opportunity to get to know one another and the specific lab environment prior to a student's commitment to the lab. Students are encouraged to begin these lab rotations after they have taken the Core Comprehensive Exam in June of their first academic year of the program. Students must register for the course GEBS 513 and 514: Laboratory Rotation I and II and submit the completed Lab Rotation Agreement (found in the student resource on Blackboard) to the GEBS office for each of their rotations. The Lab Rotation Agreement must be completed and signed by the student and the lab PI prior to beginning each lab rotation. Upon completion of the rotation the student must submit a description of the techniques learned and experiments undertaken during the rotation to the GEBS office. Lab Rotation Agreements must be signed and received prior to beginning any rotation in order to receive credit. If both the student and research advisor agree, a student can complete their second lab rotation in the same lab as the first and use this time to begin work on gathering dissertation project preliminary results.

□ Research Advisor: Ph.D. students are expected to identify an advisor for their advanced study and research

within fifteen months of entering the program. The advisor or “major professor” must be a full member of the Morehouse School of Medicine Graduate Faculty. Once an advisor is identified and approved by GEBSC, students’ select specialized study in elective courses with the advisor’s assistance. They may then begin gaining research experience in the advisor’s laboratory. Students must select an advisor and have advisor approval before taking any elective courses.

□ Qualifying Examinations: The qualifying exams for the Ph.D. in Biomedical Sciences involve 3 parts: 1) The Core Comprehensive Exam; 2) The Elective Competency Assessment; and 3) The Dissertation Proposal.

1)The Core Comprehensive Exam (CCE): Ph.D. students must have earned at least a B in each of their core science courses (Graduate Biochemistry and Lab, Human Biology and Lab, Integrated Biomedical Sciences, and Biomedical Genetics and Lab) to qualify to sit for the CCE. Those having met this requirement must take this examination within one month of completing their core courses. The exam consists of four closed-book essay examinations covering the core coursework followed by individual oral examinations conducted by core-course faculty. Students are advised to schedule meetings with the core course directors for information on the nature of the exam questions well in advance of the examination.

Exam schedule: The examination is administered during late May or early June each year. Scheduling for students who fail to qualify to take the exam because of grade deficiencies and for re-examination of students who fail to achieve a passing score during the initial sitting of the exam will be carried out on an ad hoc basis by the Associate Dean for Graduate Studies based on the recommendations of GEBS Academic Progress Committee (GEBSAP). Ph.D. students must pass Part I within eighteen (18) months of entering the program unless granted a special exception by GEBSAP. Students who cannot pass the exam within this time period are subject to dismissal.

Closed-book essay examination: Course directors from each GEBS core science course (i.e., Graduate Biochemistry; Human Biology; Integrated Biomedical Sciences; and Biomedical Genetics) will submit closed-book questions for each course. Students will select one of the three or four questions from each core course (4 questions total to be answered). Students will have approximately two (2) hours to complete their answers for each of the four closed-book questions they have chosen.

Grading - Copies of the answer to each question will be distributed to each grader. Student's names will be replaced with tracking numbers on the copies sent for grading. A minimum of 2 faculty members will grade each answer. Each answer will be graded separately and without discussion between the graders. The graders will award a score, from 0-100%, for each answer.

Oral examination: Course directors and faculty from each core course will conduct combined oral examinations of each student covering the material in their respective courses. The faculty will develop questions that require integration of information in the individual GEBS core science courses. Generally, two faculty members from each core course will attend the oral exams. Questions may be wide-ranging but within the scope of the material covered in the courses. The oral examiners will have basic objectives in mind prior to the exam. No two exams will be exactly the same and students should not expect identical questions to be asked of each student. In general, the oral examination period should last no longer than thirty minutes per student.

Grading – After the oral session has finished and the student has departed, the examiners will discuss the student's performance and provide percentage grades for the student performance that will be averaged to yield a single percentage grade.

Passing or Failing the CCE: The GEBS Office will collect and tally the scores. For each closed-book question, the grades submitted by the two primary graders will be averaged to provide a grade. If a student receives one passing (80% or

above) and one failing (79 % and below) grade from the two primary graders on the same closed book question, the two graders will confer in order to resolve the grading discrepancy for that question. If the two graders cannot reach a consensus regarding either a pass or fail grade, the exam question will be sent to a third grader. The two closest grades out of the three will be averaged. If the three grades are evenly distributed all three scores will be averaged. A passing grade (80%) is required on each of the closed book components and on each section of the oral exam to pass the CCE. The performance of students who do not achieve an overall passing score will be reviewed on a case-by-case basis by the GEBSAP, which will then recommend either dismissal or a specific protocol for remediating the CCE.

The Associate Dean will forward the GEBSAP decision to each student by formal letter. Students failing to achieve a passing grade on any remedial examination are subject to dismissal from the program.

The examination period is considered to begin the first day of the closed book exam and to end with the receipt of this letter from the Associate Dean. During the examination period, any communication between the student and others (particularly faculty and students) regarding the exams is considered a breach of professional honesty and grounds for dismissal. After receipt of the letter, students may discuss their performance on the individual questions with the Associate Dean, and with the course directors and graders at the discretion of these faculty members.

2)The Elective Competency Assessment (ECA): Once students have passed the CCE, they must select an advisor (if they have not already done so) who will help them select their elective courses, their dissertation research project, and their dissertation committee. The second part of the qualifying exam process involves a competency assessment (ECA) covering the student's elective studies. This assessment is designed, administered, and evaluated by the student's dissertation committee. The purpose of this step is to assure

that the student's advisor is satisfied that the elective courses taken are appropriate and sufficient to support the student's research endeavors. When this step is completed, the student's advisor must complete and submit an Elective Competency Assurance Form to the GEBS Office.

3)The Dissertation Proposal: This involves a number of steps, all of which lead to the approval of the student's dissertation proposal by his or her dissertation committee.

□ Selecting a research project and dissertation committee: The student must select, with the aid of the research advisor, a dissertation research project and a dissertation committee. That committee must include the advisor and at least three additional professional scientists with relevant expertise, two of whom must be members of the MSM Graduate Faculty. Any full member of the MSM Graduate Faculty may chair this committee, but it is typically the research advisor. Additional committee members (i.e., more than the required four) may be included based on appropriate expertise. A committee with more than five or six members may be unwieldy and actually slow a student's progress.

□ Proposing the research project and the dissertation committee: The student must submit to the Associate Dean for Graduate Studies a completed form (available on Blackboard) indicating 1) the title or topic of the proposed dissertation research, 2) the names of the research advisor and dissertation committee members, 3) the area of expertise for which each committee member was selected, and 4) the signatures of the advisor and each committee member confirming his/her willingness to serve. If any proposed committee members are not members of the Morehouse School of Medicine Graduate Faculty, their curriculum vitae (CV) must accompany the form upon submission. The CV must provide evidence that such individuals hold a Ph.D. and/or M.D., are active in biomedical research, and have expertise appropriate for their role on the committee.

□ Approval of the research project and the dissertation committee: The Associate Dean forwards the completed form and any accompanying documents to the chair of GEBSC for consideration during the next monthly meeting. If that committee recommends approval, the documents are returned along with GEBSC's recommendation to the Associate Dean who will make the final determination and notify the student whether the proposed project and dissertation committee have been approved. If GEBSC recommends disapproval, the documents, along with the rationale for disapproval and any recommended adjustments, will be returned to the Associate Dean who will call a conference between the student and his or her advisor to discuss the committee's recommendations. After making any adjustments deemed appropriate by the student and advisor, the revised documents and a letter addressing GEBSC's specific concerns may be resubmitted as described above.

□ Preparing the dissertation proposal: The student may now prepare the formal dissertation research proposal. The proposal must follow the format of the NIH Ruth Kirschstein National Research Service Award Application (PHS 416-1). The application instructions are available online at <http://grants.nih.gov/grants/funding/416/phs416.htm#forms> . A PDF file containing the application instructions is available on the MSM Ph.D. program website under Student Resources/Fellowships and Scholarships (<http://msm.edu/educationTraining/degreePrograms/GEBS/PHD/studentResources/fellowship.aspx> ). The dissertation proposal must include the following sections described in the application instructions:

4.2.5. Research Proposal Description: Project Summary and Relevance

4.3.1. Career and Training Goals

5.5. Contents of Research Training Plan: Complete the following subsections:

2. Specific Aims

3. Background and Significance

4. Preliminary Studies

(a) Preliminary studies (this can include the students own preliminary studies and/or preliminary work in their advisor's laboratory)

#### 5. Research Design and Methods

#### 17. Bibliography and References Cited

Students will receive assistance in proposal development through the GEBS course Pre-doctoral Fellowship Proposal Preparation; GEBS 610.

**Cover Page:** The Cover Sheet for Dissertation Proposal (found in the student resources material on Blackboard) should be used. This includes the title of the project proposed; the names of the student, the research advisor, the dissertation committee members; and the date of submission. The cover sheet should be taken to the student's proposal presentation in order to obtain all committee members' signature.

**Defending the dissertation proposal:** The student should expect to go through several drafts of the proposal with the advisor before formally submitting the proposal to the dissertation committee. Once the proposal is submitted to the committee, the student should be prepared within one-to-two weeks to present and defend the proposal to the dissertation committee. The presentation should last thirty (30) to sixty (60) minutes and include visual aids as appropriate. The student should expect to receive, and be prepared to answer, specific questions on, and criticisms of, various aspects of the proposal including the rationale for the work, basic scientific and biologic principles, methodology, and the background literature. If the proposal is accepted by the dissertation committee, the research advisor will forward a copy of the proposal, with the cover page signed by all the committee members, to the Associate Dean for Graduate Studies. The Associate Dean will notify GEBSC and the Registrar that this step has been completed. Should the student fail to gain approval of the research proposal, the dissertation committee will advise the student of the steps needed to have the proposal approved.

To maintain adequate progress and thus avoid academic probation, the proposal must be approved by the dissertation committee within 24 months of entry into the program.

□ Applying for Degree Candidacy: Students with a minimum overall B average in their graduate course work, who have successfully completed all required course work and have completed all parts of their qualifying exam, may apply for and be awarded Ph.D. candidacy. The completed candidacy form should be submitted to the Associate Dean. He will submit a letter formally acknowledging candidacy to the student, the student's advisor, the Registrar, and the Ph.D. Program Manager for inclusion in the student's official file. From this point, it is assumed that students will expend most of their effort completing their dissertation research and preparing their dissertation.

□ Dissertation Committee, Meetings, and Credit for Dissertation Research: Only students who have achieved degree candidacy are eligible to receive credit for GEBS 800 Dissertation Research. During the conduct of their dissertation research, candidates are expected to convene regular meetings of the dissertation committee (a minimum of once per semester to report progress and receive direction). The students themselves are responsible for convening these meetings to fit the schedules of their committee members. At each meeting, a progress report form must be completed by the committee and submitted to the Associate Dean. Awarding of semester hours of credit for Dissertation Research is dependent on submitting these completed reports with the signatures of the student's advisor and committee members.

□ Student Residence Requirement: Although some work and training toward the Ph.D. may take place at other sites, students are required to be in residence at the Morehouse School of Medicine for a minimum of 3.5 years to earn a Ph.D. in Biomedical Sciences from this institution.

□ Publication Requirement: Students must publish a minimum of one, first-author; scientific article covering their dissertation research in a peer-reviewed, scientific journal to qualify for the Ph.D. A copy of this and all articles published by each student must be submitted to the GEBS office. If graduation deadlines are an issue and the article has been accepted but not yet published, documentation from the journal that the article has been accepted and is in press will suffice. Documentation that an article has been accepted but requires revision will not satisfy this requirement.

□ Presentation Requirements: All Ph.D. students beyond their second year of study are required to present their work annually at MSM's Curtis Parker Student Research Day. If their abstract is not accepted for a platform presentation then they must present a poster. All Students are required to complete a minimum of two professional scientific presentations to qualify to graduate. Only one of these may be a Curtis Parker Day presentation.

The other may be any of the following:

- 1-hour seminar advertised to the MSM community and open to the public
- Platform presentation at a national scientific conference accompanied by a first-author, published abstract.
- Poster presentation at a national scientific conference accompanied by a first-author, published abstract.

□ Completion of Degree Requirements: Once the written dissertation has reached its final stages the student must, with the approval of the dissertation committee, schedule a public presentation and defense of the work. Students may complete the requirements for graduation at any time during the year. However, students wishing to participate in the May commencement ceremony must have completed all degree requirements including turning in their final, approved dissertation as well as the completed and approved Dissertation Defense Report to the GEBS office by May 1st.

The Associate Dean of Graduate Education has the discretion to grant extensions on a case by case basis. The following criteria will be considered in granting extensions;

- Student is ready for the defense by April 15th but is simply unable to find a date that all committee members can be present prior to that.

- Extenuating or emergency person/family circumstances, but the student is on track to complete the requirements.

If a student does not wish to participate in the May Commencement ceremony, then all degree requirements must be received by the GEBS office in final approved form by June 30th in order for the degree to be awarded in the spring semester or by December 15th in order for the degree to be awarded in the fall semester.

An electronic copy of the complete dissertation in Microsoft Word® format and a minimum of four copies of the unbound dissertation, each with original signatures of all the committee members on the title page, must be submitted to the Associate Dean for Graduate Studies. One of these must be printed on 100% cotton paper for placement in the MSM library. Another must be printed on at least 25% cotton paper for placement in the GEBS office. Two copies printed on any high-quality, acid-free paper must also be provided. These last two copies will be bound and delivered to the student and his or her major research advisor. The GEBS Office will cover the binding costs for the four required dissertation copies. Additional bound copies are often distributed by the student to members of the dissertation committee, parents, and others the student feels made significant contributions leading to the completion of the degree. Students may also elect to have two copies made for submission to the Atlanta University Center Library, one of which will be placed in the stacks and another in an environmentally controlled archive room. The GEBS office will assist students in having the dissertation bound but all costs incurred in printing the required and extra copies, and binding the extra copies, is the responsibility of the student.

Ph.D. in Biomedical Sciences Program  
(This plan applies to August entry students)

Requirement	Target date
Core course work.....	May of first academic year
Qualifying Exam, Part I (Core Comprehensive).....	June of first academic year
Lab rotations.....	August (end) of first academic year
Select research advisor.....	August of second academic year
Select all dissertation committee.....	September of second academic year
All required course work (includes electives).....	May of second academic year
Qualifying Exam, Part II (Elective Competency).....	June of second academic year
Qualifying Exam, Part III (Dissertation Proposal).....	June (end) of second academic year
Degree Candidacy.....	August (beginning) of third academic year

M.S. in Biomedical Research Curriculum Outline\*

FIRST YEAR CURRICULUM

Fall Semester	Semester Credit Hours
Graduate Biochemistry	4
Graduate Biochemistry Lab	2
Human Biology	3
Human Biology Lab	2
Scientific Integrity	2
Critical Thinking and Scientific Communication I	2
Spring Semester	Semester Credit Hours
Critical Thinking and Scientific Communication II	2
Research Data Analysis	2

Laboratory Rotation 1 (4 weeks)	1
Laboratory Rotation 2 (4 weeks)	1
Elective(s)	TBD (4 h total)

## SECOND-YEAR CURRICULUM

Course	Semester Credit Hours
Seminar in Biomedical Sciences I	1
Seminar in Biomedical Sciences II	1
Biomedical Sciences Presentation I	1
Elective(s)	TBD (4 h total)
Thesis Research	TBD (minimum 12 h)

\*The M.S. curriculum is subject to ongoing revisions and may undergo changes during a student's tenure, including changes that affect graduation requirements.

\*\* The student's thesis committee determines when, and whether, sufficient research has been successfully completed to merit the M.S. degree. A minimum of 12 hours of Thesis Research is required for the degree.

### Degree Requirements for the M.S. in Biomedical Research / Steps in the Process

Temporary Advisor: Negotiating the graduate curriculum requires frequent guidance from experienced individuals. Entering M.S. students are assigned a temporary advisor to facilitate decision making during their first 6 months of study. The temporary advisor will ideally be a full member of the graduate faculty who has succeeded in guiding one or more students to M.S. or Ph.D. degrees. Where possible, a temporary advisor in a field related to the stated research interests of the student will be selected. In addition, the Associate Dean for Graduate Studies will serve as an additional advisor to all first year students. At least twice during the first semester, students are expected to arrange a meeting between their temporary advisor, the Associate Dean, and themselves to discuss their progress and any problems they may be having.

□ Course Work: The first semester of M.S.B.R. study are devoted primarily to instruction in core (required) courses covering fundamental aspects of biochemistry, cells, and tissue structures and functions, as well as introducing biostatistics, methods, instrumentation, ethics, writing skills, and critical thinking necessary for success in professional science. Students are required to maintain a B (3.0) average in all their course work to advance in the program.

□ Lab Rotations: Students are required to complete two 4 week lab rotations. These are intended to give the student and the research advisor and opportunity to get to know one another and the specific lab environment prior to a student's commitment to the lab. Students are encouraged to begin these lab rotations after they have taken the Core Comprehensive Exam in January of their first academic year of the program. Students must register for the course GEBS 513 and 514: Laboratory Rotation I and II and submit the completed Lab Rotation Agreement (found in the student resource on Blackboard) to the GEBS office for each of their rotations. The Lab Rotation Agreement must be completed and signed by the student and the lab PI prior to beginning each lab rotation. Upon completion of the rotation the student must submit a description of the techniques learned experiments undertaken during the rotation to the GEBS office. The student must complete a Lab Rotation Agreement and submit a description of the rotation to receive credit for the course. If both the student and research advisor agree a student can complete their second lab rotation in the same lab as the first and use this time to begin work on gathering thesis project preliminary results.

□ Research Advisor: M.S. in Biomedical Research students are expected to identify an advisor for their advanced study and research within one year of entering the program. The advisor or "major professor" must be a full member of the Morehouse School of Medicine Graduate Faculty. Early identification of a research advisor will allow the advisor to assist in selection of elective coursework. If an advisor has not been identified, the Associate Dean and temporary advisor

will assist the student in selecting elective courses in time for registration for the second semester. Once students have completed their required lab rotations and a research advisor has been selected and approved by GEBSC, they may then begin accruing thesis-research credit for work in the advisor's laboratory.

□ Qualifying Examinations: The qualifying exams for the M.S. in Biomedical Research involve 2 parts: 1) The Core Comprehensive Exam and 2) The Thesis Proposal.

1)The Core Comprehensive Exam (CCE): M.S. students must have earned at least a B (3.0) average overall in their core science courses (Graduate Biochemistry and Lab and Human Biology and Lab) to qualify to sit for the CCE. Students having maintained the required B average must take this examination in January of their first year. The exam consists of one day of closed-book essay examinations covering the core coursework followed by individual oral examinations conducted by core-course faculty. Students are advised to schedule meetings with the core course directors for information on the nature of the exam questions well in advance of the examination.

Scheduling the exam: The examination is administered during January each year. Scheduling for students who fail to qualify to take the exam because of grade deficiencies and for re-examination of students who fail to achieve a passing score during the initial sitting of the exam will be carried out on an ad hoc basis by the Associate Dean for Graduate Studies based on the recommendations of GEBSAP. M.S. students must pass Part I within fifteen (15) months of entering the program unless granted a special exception by GEBSAP. Students who cannot pass the exam within this time period are subject to dismissal.

Closed-book essay examination: Course directors from each GEBS core science module (i.e., Graduate Biochemistry and Human Biology) will submit three closed-book questions for each course. Students will select one of the three questions

from each core course (2 questions) to answer on the first day of the CCE. Students will have approximately 2 hours to complete their answers for each of the two closed-book questions they have chosen.

Grading – Copies of the answers to each question will be distributed to each grader. Students' names will be replaced with tracking numbers on the copies sent for grading. A minimum of two (2) faculty members will grade each answer. Each answer will be graded separately and without discussion between the graders. The graders will award a score, from 0-100%, for each answer.

Oral examination: Course directors and faculty from each core course will conduct combined oral examinations of each student covering the material in their respective courses. The faculty will develop questions that require integration of information in the individual GEBS core science modules. Generally two faculty members from each core module will attend the oral exams. Questions may be wide-ranging but within the scope of the material covered in the courses. The oral examiners will have basic objectives in mind prior to the exam which they will pursue with each student. It is understood that no two exams will be exactly the same and students should not expect identical questions to be asked of each student. In general, the oral examination period should last no longer than one hour per student.

Grading – After the oral session has finished and the student has departed, the examiners will discuss the student's performance and provide percentage grades for the student performance that will be averaged to yield a single percentage grade.

Passing or Failing the CCE: The GEBS Office will collect and tally the scores. For each closed-book question, the grades submitted by the two primary graders will be averaged to provide a grade. If a student receives one passing (80% or above) and one failing (79 % and below) grade from the two primary graders on the same closed book question, the two

graders will confer in order to resolve the grading discrepancy for that question. If the two graders cannot reach a consensus regarding either a pass or fail grade, the exam question will be sent to a third grader. The two closest grades out of the three will be averaged. If the three grades are evenly distributed all three scores will be averaged. The two closed-book exam grades will be averaged and that average will contribute fifty percent (50%) of the CCE grade. The average for the Oral Exam will contribute the other fifty percent (50%) of the grade to provide an overall score for the exam. A passing grade (80%) is required overall on the closed-book components and on the oral exam to obtain an overall pass for the CCE. The performance of students who do not achieve an overall passing score will be reviewed on a case-by-case basis by GEBSAP, which will then recommend either dismissal or a specific protocol for remediating the CCE. The Associate Dean will forward the GEBSAP decision to each student by formal letter.

The examination period is considered to begin the first day of the closed book exam and to end with the receipt of this letter from the Associate Dean. During the examination period, any communication between the student and others (particularly faculty and students) regarding the exams is considered a breach of professional honesty and grounds for dismissal. After receipt of the letter, students may discuss their performance on the individual questions with the Associate Dean, and with the course directors and graders at the discretion of these faculty members.

## 2) The Thesis Proposal

This involves a number of steps, all of which lead to the approval of the student's thesis proposal by his or her thesis advisory committee.

□ Selecting a research project and thesis advisory committee: The student must select, with the aid of their research advisor, a thesis research project and a thesis advisory committee. That committee must include the advisor and at least two additional professional scientists with relevant

expertise, one of whom must be a member of the MSM Graduate Faculty. Any full member of the MSM Graduate Faculty may chair this committee, but it is generally the research advisor. Additional committee members may be included based on appropriate expertise. A committee with more than four members may be unwieldy and actually slow a student's progress.

□ Proposing the research project and the thesis advisory committee: The student must submit to the Office of Graduate Studies a completed form (available on Blackboard) indicating: 1) the title or topic of the proposed thesis research, the names of the research advisor and thesis advisory committee members, 2) the area of expertise for which each committee member was selected, and 3) the signatures of the advisor and each committee member confirming his/her willingness to serve. If any proposed committee members are not members of the MSM Graduate Faculty, their curriculum vitae (CV) must accompany the form on submission. The CV must provide evidence that such individuals hold a Ph.D. and/or M.D., are active in biomedical research, and have expertise appropriate for their role on the committee.

□ Approval of the research project and the thesis advisory committee: The Associate Dean forwards the completed form and any accompanying documents to the chair of GEBSC for consideration during the next monthly meeting. If that committee recommends approval, the documents are returned along with GEBSC's recommendation to the Associate Dean who will make the final determination and notify the student whether the proposed project and thesis committee have been approved. If GEBSC recommends disapproval, the documents, along with the rationale for disapproval and any recommended adjustments, will be returned to the Associate Dean who will call a conference between the student and his or her advisor to discuss the committee's recommendations. After making any adjustments deemed appropriate by the student and advisor, the revised documents and a letter addressing GEBSC's specific concerns must be resubmitted as described above.

□ Preparing the thesis proposal: The student may now prepare the formal thesis research proposal. The content and format of the thesis proposal are to be determined by the student's thesis advisory committee. The guidelines that follow are simply suggestions that the committee might wish to consider.

The proposal should consist of approximately ten (10) pages of double-spaced, typewritten text. It should follow the general format and guidelines for a PHS-398 grant application to the National Institutes of Health (NIH) as outlined below. The page limitations are intended as a guide to the student and his or her committee. Again, the student's thesis committee sets the specific requirements and may, at their discretion, require a significantly different format.

**Cover Page:** The Cover Sheet for Thesis Proposal (found in the student resources material on Blackboard) should be used. This includes the title of the project proposed; the name of the student, the research advisor, and the thesis committee members; and the date of submission. The cover sheet should be taken to the student's proposal presentation in order to obtain all committee members' signatures.

**Abstract:** The next page should consist of a brief overview of the project including the rationale, the research plan and a concise description of the methods involved (1 page).

**Specific Aims:** Begin with a brief paragraph outlining the rationale and significance and hypothesis (or hypotheses) to be tested. Follow this with concise, numbered statements describing the specific questions to be asked to test the hypothesis (or hypotheses). The relationship of these aims to the hypotheses being tested and the methods to be used should be clear for each aim (1 page).

**Background and Significance:** This section should provide a summary of a literature review supporting the importance of the proposed project. It should contain a critical evaluation of

the existing knowledge of the field and specifically identify the gaps in our knowledge that the project is intended to fill (two pages).

**Experimental Design and Methods:** Describe in detail the experimental design and the methods that will be used for each specific aim. The experimental design should clearly indicate how each method relates to the hypotheses and aims of the project. Briefly describe the potential outcomes for each experiment and how each would be interpreted as a test of the hypotheses. Briefly outline any anticipated technical problems (or weaknesses inherent in the methods)

□ **Defending the thesis proposal:** The student should expect to go through several drafts of the proposal with the advisor before formally submitting the proposal to the thesis advisory committee. Once the proposal is submitted to the committee, the student should be prepared within one-to-two weeks to present and defend the proposal to the committee. The presentation should last thirty (30) to sixty (60) minutes and include visual aids as appropriate. The student should expect to receive, and be prepared to answer, specific questions on, and criticisms of, various aspects of the proposal including the rationale for the work, basic scientific and biologic principles, methodology, and the background literature.

If the proposal is accepted by the thesis advisory committee, the research advisor will forward a copy of the proposal, with the cover page signed by all the committee members, to the Associate Dean for Graduate Studies. The Associate Dean will notify GEBSC and the Registrar that this step has been completed. Should the student fail to gain approval of the research proposal, the thesis advisory committee will advise the student of the steps needed to have the proposal approved.

To maintain adequate progress and thus avoid academic probation, the proposal must be approved by the thesis advisory committee within 15 months of entry into the program.

□ Thesis Advisory Committee, Meetings, and Credit for Thesis Research: Only students who have officially identified a research mentor are eligible to receive credit for thesis research. During the conduct of their thesis research, candidates are expected to convene regular meetings of the dissertation committee (a minimum of twice per semester to report progress and receive direction). The students themselves are responsible for convening these meetings to fit the schedules of their committee members. At each meeting, a progress report form must be completed by the committee and submitted to the Associate Dean for Graduate Studies. Awarding of semester hours of credit for Thesis Research is dependent on submission of these completed reports with the signatures of the student's advisor and committee members.

□ Student Residence Requirement: Although some work and training toward the M.S. may take place at other sites, students are required to be in residence at MSM for a minimum of two (2) years to earn an M.S. in Biomedical Research from this institution.

□ Presentation Requirements: All M.S. students beyond their first year of study are required to present their work annually at MSM's Annual Curtis Parker Student Research Day. If their abstract is not accepted for a platform presentation then they must present a poster. All Students are required to complete a minimum of one professional scientific presentation to qualify to graduate. This may be a Curtis Parker Day platform presentation or one of the following:

- 1-hour seminar advertised to the MSM community and open to the public
- Platform presentation at a national scientific conference accompanied by a first-author, published abstract.
- Poster presentation at a national scientific conference accompanied by a first-author, published abstract.

□ Completion of Degree Requirements: Once the thesis research is completed to the thesis advisory committee's satisfaction, the student must prepare a written thesis following the institution's published thesis guidelines describing the background, approach, and results of the work, including a discussion of the significance of the findings in advancing scientific knowledge. Successful thesis research must constitute an original contribution to scientific knowledge. Once the written thesis has reached its final stages, the student must, with the approval of the thesis advisory committee, schedule a public presentation and defense of the work. Students may complete the requirements for graduation at any time during the year. However, students wishing to participate in the May commencement ceremony must schedule their defense no later than mid-March (see the academic calendar for the exact date). The student's committee will determine whether the student has successfully defended his or her thesis. All members of the student's thesis advisory committee must be present at the defense and approval of the defense must be unanimous. The thesis advisory committee typically requires final adjustments to the written thesis even after a successful defense. Once the thesis has been successfully defended and the final modifications accepted by the thesis advisory committee, the thesis must be submitted to the GEBS office to complete the requirements for the M.S. in Biomedical Research degree. An electronic copy of the complete thesis in Microsoft Word™ format and a minimum of four (4) copies of the unbound thesis must be submitted to the Associate Dean for Graduate Studies. One of these must be printed on 100% cotton paper for placement in the MSM Library. Another must be printed on at least 25% cotton paper for placement in the GEBS Office. Two copies printed on any high-quality, acid-free paper must also be provided. These last two copies will be bound and delivered to the student and his or her major advisor. The GEBS Office will cover the binding costs of the four required thesis copies. Additional bound copies are often distributed by the student to members of the thesis committee, parents, and others the student feels made significant contributions leading to the completion of the degree. Students may also elect to have two

copies made for submission to the Atlanta University Center Library, one of which will be placed in the stacks and another in an environmentally controlled archive room. The GEBS office will assist students in having these extra copies of the thesis bound, but all costs incurred in printing the required and extra copies, and the binding of the extra copies, are the responsibility of the student.

M.S. in Biomedical Research Program

<b>Requirement</b>	<b>Target date for completion</b>
Core course work .....	December of first academic year
Qualifying Core Comprehensive Exam.....	January of first academic year
Lab rotations.....	March of first academic year
Select thesis advisor and committee.....	April of first academic year
All required course work (includes electives).....	May of first academic year
Thesis Proposal and Candidacy.....	June of first academic year
Thesis research.....	February of second academic year
Submit thesis.....	March of second academic year
Defend thesis.....	March of second academic year
Graduation.....	May of second academic year

## **M.S. in Biomedical Technology Curriculum Outline\***

### **FIRST YEAR CURRICULUM**

Fall Semester	Semester	Credit Hours
Graduate Biochemistry		4
Graduate Biochemistry Lab		2
Human Biology		3
Human Biology Lab		2
Scientific Integrity		2
Critical Thinking and Scientific Communication I		2

Spring Semester	Semester	Credit Hours
Critical Thinking and Scientific Communication II		2
Research Data Analysis		2
Laboratory Rotation 1 (4 weeks)		1
Laboratory Rotation 2 (4 weeks)		1

### **SECOND-YEAR CURRICULUM**

Course	Semester	Credit Hours
Seminar in Biomedical Sciences I		1
Seminar in Biomedical Sciences II		1
Biomedical Sciences Presentation I		1
Elective(s)		TBD (4 h total)
Supervised Technical Apprenticeship**		TBD (20 total)

\*The M.S. curriculum is subject to ongoing revisions and may undergo changes during a student's tenure, including changes that affect graduation requirements.

\*\*The student's mentor committee determines whether any technical experience is applicable to the technical training requirement and whether sufficient research has been successfully completed to merit the M.S. degree.

### **Degree Requirements for the M.S. in Biomedical Technology Steps in the Process**

Temporary Advisor: Negotiating the graduate curriculum requires frequent guidance from experienced individuals. Entering M.S. students are assigned a temporary

advisor to facilitate decision making during their first six (6) months of study. The temporary advisor will ideally be a full member of the graduate faculty who has succeeded in guiding one or more students to M.S. or Ph.D. degrees. Where possible, a temporary advisor in a field with experience related to the stated technical interests of the student will be selected. In addition, the Associate Dean for Graduate Studies will serve as an additional advisor to all first year students. At least twice during the first semester, students are expected to arrange a meeting between their temporary advisor, the Associate Dean, and themselves to discuss their progress and any problems they may be having.

□ Course work: The first six months of M.S. study are devoted primarily to instruction in core (required) courses covering fundamental aspects of biochemistry, cells, and tissue structures and functions, as well as introducing biostatistics, methods, instrumentation, ethics, writing skills, and critical thinking necessary for success in professional science. Students are required to maintain a B (3.0) average in all their course work to advance in the program.

□ Lab Rotations: Students are required to complete two 4 week lab rotations in MSM's core training areas (listed below). These are intended to give the student and the technical advisor an opportunity to get to know one another and the specific lab environment prior to a student's commitment to the lab. Students are encouraged to begin these lab rotations after they have taken the Core Comprehensive Exam in January of their first academic year of the program. Students must register for the courses GEBS 513 and 514: Laboratory Rotation I and II, and submit the completed Lab rotation agreement to the GEBS office prior to starting each of their rotations. Upon completion of the rotation the student must submit a description of the techniques learned and experiments undertaken during the rotation to the GEBS office. The Lab Rotation Agreement and description of the rotation experience must be submitted in order to receive credit for the courses. If both the student and research advisor agree a student can complete their second lab rotation in the

same lab as the first and use this time to begin work on gathering thesis project preliminary results.

□ Technical Advisor: M.S. in Biomedical Technology students are expected to identify an advisor for their advanced study in biomedical technology within eight months of entering the program. The advisor or “major professor” must be a full member of the Morehouse School of Medicine Graduate Faculty. Early identification of a technical advisor will allow the advisor to assist the student in selecting elective courses in time for registration for the second semester. If an advisor has not been identified, the Associate Dean and temporary advisor will assist the student in selecting elective courses in time for registration for the second semester. Once students have completed their required laboratory rotations and a technical advisor has been selected and approved by GEBSC, they may begin accruing supervised technical training hours in the advisor’s laboratory.

□ Qualifying Examinations: The qualifying exams for the M.S. in Biomedical Technology involve 2 parts: 1) The Core Comprehensive Exam and 2) The Technical Training Proposal.

The Core Comprehensive Exam (CCE): M.S. students must have earned at least a B (3.0) average overall in their core science courses (Graduate Biochemistry and Biochemistry Lab and Human Biology and Human Biology Lab) to qualify to sit for the CCE. Students having maintained the required B average must take this examination in January of their first year. The exam consists of one day of closed-book essay examinations covering the core coursework followed by individual oral examinations conducted by core-course faculty. Students are advised to schedule meetings with the core course directors for information on the nature of the exam questions well in advance of the examination.

Scheduling the exam: The examination is administered during January each year. Scheduling for students who fail to qualify to take the exam because of grade deficiencies and for re-

examination of students who fail to achieve a passing score during the initial sitting of the exam, will be carried out on an ad hoc basis by the Associate Dean for Graduate Studies based on the recommendations of GEBSAP. In most cases, such exams are scheduled for late May or early June when the Ph.D. students are taking their CCE. M.S. students must pass Part I within fifteen (15) months of entering the program unless granted a special exception by GEBSAP. Students who cannot pass the exam within this time period are subject to dismissal.

Closed-book essay examination: Course directors from each GEBS core science module (i.e., Graduate Biochemistry and Human Biology) will submit three closed-book questions for each course. Students will select one of the three questions from each core course (2 questions) to answer on the first day of the CCE. Students will have approximately two (2) hours to complete their answers for each of the two closed-book questions they have chosen.

Grading – Copies of the answers to each question will be distributed to each grader. Students' names will be replaced with tracking numbers on the copies sent for grading. A minimum of 2 faculty members will grade each answer. Each answer will be graded separately and without discussion between the graders. The graders will award a score, from 0-100%, for each answer.

Oral examination: Course directors and faculty from each core course will conduct combined oral examinations of each student covering the material in their respective courses. The faculty will develop questions that require integration of information in the individual GEBS core science modules. Generally two faculty members from each core module will attend the oral exams. Questions may be wide-ranging but within the scope of the material covered in the courses. The oral examiners will have basic objectives in mind prior to the exam which they will pursue with each student. It is understood that no two exams will be exactly the same and students should not expect identical questions to be asked of

each student. In general, the oral examination period should last no longer than one hour per student.

Grading – After the oral session has finished and the student has departed, the examiners will discuss the student's performance and provide percentage grades for the student performance that will be averaged to yield a single percentage grade.

Passing or Failing the CCE: The GEBS Office will collect and tally the scores. For each closed-book question, the grades submitted by the two primary graders will be averaged to provide a grade. If a student receives one passing (80% or above) and one failing (79 % and below) grade from the two primary graders on the same closed book question, the two graders will confer in order to resolve the grading discrepancy for that question. If the two graders cannot reach a consensus regarding either a pass or fail grade, the exam question will be sent to a third grader. The two closest grades out of the three will be averaged. If the three grades are evenly distributed all three scores will be averaged. The two closed-book exam grades will be averaged and that average will contribute fifty percent (50%) of the CCE grade. The average for the Oral Exam will contribute the other fifty percent (50%) of the grade to provide an overall score for the exam. A passing grade (80%) is required overall on the closed-book components and on the oral exam to obtain an overall pass for the CCE. The performance of students who do not achieve an overall passing score will be reviewed on a case-by-case basis by GEBSAP, which will then recommend either dismissal or a specific protocol for remediating the CCE. The Associate Dean will forward the GEBSAP decision to each student by formal letter.

The examination period is considered to begin the first day of the closed book exam and to end with the receipt of this letter from the Associate Dean. During the examination period, any communication between the student and others (particularly faculty and students) regarding the exams is considered a breach of professional honesty and grounds for dismissal.

After receipt of the letter, students may discuss their performance on the individual questions with the Associate Dean, and with the course directors and graders at the discretion of these faculty members.

2)The Technical Apprenticeship Proposal: This involves a number of steps, all of which lead to the approval of the student's technical apprenticeship proposal by his or her technical advisory committee.

□ Proposing a technical apprenticeship program and technical advisory committee: The student must select, with the aid of the technical advisor, a training program and a technical advisory committee. That committee must include the advisor and at least two additional professional scientists with relevant technical expertise, one of whom must be a member of the Morehouse School of Medicine Graduate Faculty. Any full member of the Morehouse School of Medicine Graduate Faculty may chair this committee, but it is generally the technical advisor. Additional committee members may be included based on appropriate expertise. A committee with more than four members may be unwieldy and actually slow a student's progress. Students may select among the training areas listed below or, with the assistance and approval of the technical advisor, or devise a hybrid program that encompasses their individual interests and needs.

#### Core Training Areas

Animal Care and Use: MSM's Center for Laboratory Animal Resources is accredited by the Association for Assessment and Accreditation of Laboratory Animal Care (AAALAC) and serves as a centralized resource for laboratory-animal care and education for the entire Atlanta University Center consortium. It currently conducts a variety of in-service training programs which could be expanded to include additional practical hands-on training by its experienced staff and relevant faculty.

Cell and Tissue Biology: MSM's Graduate Faculty includes a variety of experts in the use and analysis of cells and tissues in biomedical research. Training in this area will focus on cell,

tissue and organ culture, histology and histochemistry for light and electron microscopy, as well as cell fractionation, fraction analysis, and cell sorting. MSM's Histology and Electron Microscopy Core Labs will participate in the training of students that select this program of study. There are a number of core tissue culture laboratories for the various research units of the school that can provide a variety experiences in these methodologies.

**Clinical Research:** MSM's Clinical Research Center houses core resources and facilities to provide comprehensive support for clinical investigation. These resources include fully equipped private examination rooms, a Noninvasive Cardiovascular and Hemodynamic Core Laboratory, Analytical and Protein Profiling Laboratory, a Bio-statistical and Data Management Core, a Nursing Core, a Recruitment/Retention Core responsible for all study participant enrollment activities, and Bio-nutrition Core. It also supports the Master of Science in Clinical Research Program for the training of doctoral level professionals to perform clinical research. The Clinical Research training in the M.S. in Biomedical Technology program would focus on training Clinical Study Managers to organize and support clinical trials. A Certificate Program in Clinical and Translational Research is available and may constitute an element of this program and its coursework may substitute for the M.S. elective course requirement.

**Microscopy and Biomedical Imaging:** MSM's Histology, Electron Microscopy, Confocal Microscopy, and Image Analysis Core Laboratories house an array of microscopic and bio-imaging equipment that serve as powerful tools in today's biomedical sciences. Our faculty and staff are experts in their use and have provided excellent hands-on training for many students and investigators over the years.

**Molecular Biology & Genomics:** MSM's Molecular Biology Core Laboratory is well equipped to provide DNA sequencing, Single Nucleotide Polymorphism (SNP) analysis, and DNA fragment analysis services and training as well as additional

training in related methodologies. MSM's Functional Genomics facilities include multiple microarray systems and investigators experienced in applying them to solve challenging biomedical research problems.

**Analytical and Protein Profiling:** Since the 1996 Olympics in Atlanta, MSM's Analytical Laboratory has operated a facility shared by the Department of Pharmacology & Toxicology and the Clinical Research Center (CRC). In addition, investigators from the NASA Space Medicine and Life Sciences Research Center at MSM also extensively relied on this analytical chemistry laboratory. The CRC has realigned and consolidated the analytical core with the proteomics core laboratories (described below) to form the Analytical and Protein Profiling Laboratory. This laboratory analyzes both human and animal samples. Its primary focus is to provide reliable and comprehensive analytical services to basic and clinical researchers. Examples of the services and expertise include:

- SELDI Proteomics
- Mass spectrometry (GC/MS)
- Trace metals analysis
- High performance liquid chromatography (HPLC)
- Sample preparation (derivatization, extraction, purification)
- Reporting of raw data and data analysis
- Technical consultation on analytical methods and assistance with manuscript and proposal preparation

□ Proposing the technical apprenticeship program and the technical advisory committee: The student must submit to the Associate Dean for Graduate Studies a completed form (available from the GEBS Office) indicating: 1) the title or topic of the proposed technical apprenticeship program, the names of the technical advisor and technical advisory committee members, 2) the area of expertise for which each committee member was selected, and 3) the signatures of the advisor and each committee member confirming his/her willingness to serve. If any proposed committee members are not on the Morehouse School of Medicine Graduate Faculty,

their curriculum vitae (CV) must accompany the form on submission. The CV must provide evidence that such individuals hold a Ph.D. and/or M.D., are active in biomedical technology, and have expertise appropriate for their role on the committee.

□ Approval of the technical apprenticeship program and the technical advisory committee: The Associate Dean will forward the completed form and any accompanying documents to the chair of GEBSC for consideration during the next monthly meeting. If that committee recommends approval, the documents are returned along with GEBSC's recommendation to the Associate Dean who will make the final determination and notify the student whether the proposed project and technical advisory committee have been approved. If GEBSC recommends disapproval, the documents, along with the rationale for disapproval and any recommended adjustments, will be returned to the Associate Dean who will call a conference between the student and his or her advisor to discuss the committee's recommendations. After making any adjustments deemed appropriate by the student and advisor, the revised documents and a letter addressing GEBSC's specific concerns must be resubmitted as described above.

□ Preparing the technical apprenticeship proposal: The student may now prepare the formal technical apprenticeship program proposal. The proposal document should include the following components:

1. A summary of the student's educational background and experience in research and research technology.
2. A clear description of the student's objectives in seeking advanced training in biomedical technology.
3. A detailed description of the concepts, techniques, methods, and instrumentation in which the student proposes to receive training, including an explanation of how each will facilitate achievement of advanced training objectives.
4. For each element described in section three above, the names and relevant expertise of the technical advisors who will provide the training and the resources available (e.g.,

supply funding, instrumentation, faculty supervision time) for that training.

5. A detailed schedule of hands-on training experiences designed to obtain the necessary training and meet the minimum one thousand (1000) hours of such training necessary to meet the degree requirements.

6. A listing of all technical advisors listed in the proposal along with their signatures indicating their willingness to participate in the training program.

□ Defending the technical apprenticeship proposal: The student should expect to go through several drafts of the proposal with the advisor before formally submitting the proposal to the technical advisory committee. Once the proposal is submitted to the committee, the student should be prepared within one-to-two weeks to present and defend the proposal to the committee. The presentation should last thirty (30) to sixty (60) minutes and include visual aids as appropriate. The student should expect to receive, and be prepared to answer, specific questions and criticisms on various aspects of the proposal including the rationale for the program, basic scientific and biologic principles, methodology, and applications. If the proposal is accepted by the technical advisory committee, the technical advisor will forward a copy of the proposal, with the cover page signed by all the committee members, to the Associate Dean for Graduate Studies. The Associate Dean will notify GEBSC and the Registrar that this step has been completed. Should the student fail to gain approval of the technical apprenticeship proposal, the technical advisory committee will advise the student of the steps needed to have the proposal approved.

To maintain adequate progress and thus avoid academic probation, the proposal should be approved by the technical advisory committee within twelve (12) months of entry into the program.

□ Technical Advisory Committee, Meetings, and Credit for Supervised Technical Training: Only students who have officially identified a technical advisor are eligible to receive

credit for technical apprenticeship training toward the M.S.B.T. degree. During the training period, candidates are expected to convene regular meetings of the technical advisory committee (a minimum of twice per semester to report progress and receive direction). The students themselves are responsible for convening these meetings to fit the schedules of their committee members. At each meeting, a progress report form must be completed by the committee and submitted to the Associate Dean. Awarding of semester hours of credit for Technical Apprenticeship is dependent on submission of these completed reports with the signatures of the student's advisor and advisory committee members.

□ Student Residence Requirement: Although some work and training toward the M.S. may take place at other sites, students are required to be in residence at the Morehouse School of Medicine for a minimum of two (2) years to earn an M.S. in Biomedical Technology from this institution.

□ Presentation Requirement: All M.S. in Biomedical Technology students beyond their first year of study are required to conduct a public seminar or workshop covering the methodology in which they have obtained training.

□ Completion of Degree Requirements: While the student is completing the technical apprenticeship requirements, he or she should be discussing the nature of the culminating examination to be expected. In most cases this will involve the assignment of some sort of unknown or a technical problem related to the student's apprenticeship to be solved. The culminating examination should be completed no later than mid-March for the student to participate in the May commencement ceremony. The student's committee will determine whether the student has successfully completed his or her examination. All members of the student's technical advisory committee must be present at the assessment of the examination results and approval must be unanimous.

The technical advisory committee may require analyses be repeated or that additional analyses be carried out to achieve a passing score.

### **M.S. in Biomedical Technology Program**

Requirement	Target date for completion
Core course work.....	December of first academic year
Qualifying Core Comprehensive Exam.....	January of first academic year
Lab rotations.....	March of first academic year
Select technical advisory committee.....	April of first academic year
All required course work (includes electives).....	May of first academic year
Submit technical apprenticeship plan.....	June of first academic year
Technical apprenticeships complete.....	February of second academic year
Culminating Exam completed.....	March of second academic year
Graduation.....	May of second academic year

### **M.S. in Clinical Research Curriculum Outline\***

#### **FIRST YEAR CURRICULUM**

Fall Semester	Semester	Credit Hours
Introduction to Medical Informatics		2
Principles of Clinical Research		2
Clinical Research Seminar (P/F)		1
Fundamentals of Biostatistics		3
Mentored Research Project (P/F)		1
Community Engagement and Health Disparities		2

Spring Semester	Semester	Credit Hours
Clinical Trials		2
Analysis of Frequency Data		3
Clinical Research Seminar (P/F)		1
Mentored Research Project (P/F)		1
Introduction to Epidemiology		3
Scientific Writing and Communication		3

## SECOND-YEAR CURRICULUM

Course	Semester	Credit Hours
Fall Semester		
Mentored Research Project (L/G)		6
Ethics of Clinical Research in Vulnerable Populations		2
Clinical Research seminar		0
Spring Semester		
Mentored Research Project (L/G)		4
Clinical Research Seminar		0

\*The M.S. curriculum is subject to ongoing revisions and may undergo changes during a student's tenure, including changes that affect graduation requirements.

### Degree Requirements for the M.S. in Clinical Research

1. The didactic coursework is structured to provide mastery of the fundamentals of Clinical Research, in the traditional disciplines of epidemiology, biostatistics, data analysis and clinical trials. We have also developed a unique course that will challenge the trainees to incorporate social science and behavior theory concepts to understanding health disparities. The course will also cover ethical issues in clinical research, the legacy of the Tuskegee experiments, and its impact on participation of African Americans in Clinical Research.

2. A required practical skill workshop series will begin in August. This workshop series is offered before the beginning of the 1st year only. This series is designed to help trainees begin work on their mentored projects. Topics covered include an introduction to clinical research, obtaining research support and grant funding mechanisms, proposal

development, study designs, analysis of secondary data, cultural competency, career development, human subject advocacy and introduction to medical informatics.

3. Clinical Research Seminar Series: this monthly series will feature CRECD trainees, MSM Instructors, Consultants, Mentors as well as distinguished outside speakers. Trainees will have an opportunity to gain exposure to a variety of role models from within, as well as outside the MSM community. Trainees will also present their work for critical review and comments. This format will expose the trainees to contemporary critical thinking on health disparities to generate new ideas and to foster research collaboration within MSM as well as with collaborating institutions.

4. Mentored Research Project. The mentored research project will account for twelve (12) of the required (36) credit hours for successful completion of the M.S. in Clinical Research. Applicants to the M.S. program will develop research proposals in consultation with their clinical chairs and/or research mentors and submit them for review and approval by the Curriculum Committee. The proposal will form the basis for the mentored research project. A final oral presentation of this research is required. Other requirements are noted below.

#### Outcomes of Mentored Research Project

Grant submission. Fellows must be able to prepare and submit at least one National Institute of Health proposal including a budget using Public Health Service Form 398 or a format consistent with the guidelines of the specific funding agency.

Presentation at a national meeting. This requirement involves the submission of a first-authored abstract to a nationally or regionally recognized scientific meeting/conference within the fellow's academic field and acceptance of that abstract for either poster or oral presentation.

Publication. As first author of a peer-reviewed clinical research project. Using data analyzed during residence in the Master's Program, the fellow will prepare and submit a first-authored manuscript for publication in an approved peer-

reviewed journal.

Entrance requirements vary. Doctorate level non-MSM faculty should follow the same guidelines below, however, the GRE is not required. If you are NOT a doctorate level applicant, please submit all of the following documents:

- Three individual letters of recommendation from persons who are capable of speaking to your professional skills and goals. (Two letters for undergraduate/master level graduates.)
- Two to three page research abstract or narrative.
- Fully completed online application.
- GRE scores (Required for undergraduate/master level applicants ONLY).
- Transcripts: both undergraduate and graduate level
- International student: TOEFL and transcript evaluation required.
- Other documents as noted by the Admissions Office.

Entrance Requirements for Career Research Education and Career Development (CRECD) and Atlanta Clinical and Translational Science (ACTSI) KL2 funded applicants. These applicants are MSM faculty and/or residents.

- Must be U.S. citizens or have permanent resident visa status for NIH funding.
- Clinical faculty appointment at MSM (seven (7) years or less), with a professional degree who have completed specialty or subspecialty training (M.D., D.D.S., D.M.D, D.O., D.C., N.O., Ph.D., Pharm.D). Applicants must have the support of their department chair.
- Senior physician trainees (senior residents or fellows) may be eligible.
- MSM residents or fellows must obtain departmental permission.
- A letter of recommendation from your MSM department chair or residency director.
- Two other letters from MSM or other faculty who are capable of speaking to your professional skills and goals.

- A copy of your official appointment to MSM's faculty and or residency program.
- Two to three page research abstract or narrative.
- Fully completed online application.
- Transcript of doctorate degree.

Entrance Requirements for dual degree candidates (must be current MD or PhD students).

- Must have completed the requirements for the 1st year of the PhD program.
- If MD students, must have completed the requirements for the second year of the MD program.
- Follow the application requirements for undergraduate/master's level applicants noted above.
- PhD candidates must have letter from mentor/advisor and approval of PhD program.
- MD students must have approval of MD program.
- Entrance is ongoing.

#### Multidisciplinary Clinical and Translational Research (MCTR) CERTIFICATE Program

The certificate program is a 16-credit hour, workforce development program designed to attract and introduce multidisciplinary talented minority predoctoral students (medical and PhD), residents, research nurses, faculty and staff interested in a career in clinical and translational research and thereby prepare them to pursue future research career opportunities and/or collaborations. The certificate program is available during the summer term only May-July.

1st summer term courses	Semester Credit Hours
Fundamentals of Medical Informatics	2
Principles of Clinical Research	2
Clinical Research Seminar	1
Ethics of Clinical Research	2
Fundamentals of Biostatistics	3

2nd summer term courses	Semester Credit Hours
Clinical Trials	2
Community Engagement in Health Disparities and Clinical Research	2
2nd year Electives (must choose 1)	
Fundamentals of Clinical Research Nurse Coordination	2
Introduction to Epidemiology	3

#### Entrance Requirements:

- Complete application for certificate program.
- Registered Nurses are not required to have a bachelor's degree. All others are required.
- Two individual letters from persons who are capable of speaking to your professional skills and goals.
- Statement of clinical research goals/experience or two to three page research abstract or narrative.
- Transcripts.

#### Academic Progress and Standards

All information in the following sections applies to all students in all GEBS programs, Ph.D. in Biomedical Sciences, M.S. in Biomedical Research, M.S. in Biomedical Technology, and M.S. in Clinical Research. All guidelines and standards in the section of this handbook entitled General Policies and Regulations also apply to all students in GEBS programs. The material in this section is provided to guide the student in completing the degree requirements in a timely manner. Generally, students are expected to complete all degree requirements for a M.S. in Biotechnology, Biomedical Research and Clinical Research degrees within two years and the Ph.D. within five years. Ph.D. students are allowed a maximum of seven years from the date of first matriculation, excluding the time of any approved leave of absence, to complete all the degree requirements. Only six (6) years of stipend funding can be guaranteed for any individual Ph.D. student.

□ Grades: Students must maintain a “B” (3.0) grade-point average to remain in good standing in the Graduate Education in the Biomedical Sciences Programs. Ph.D. students must achieve at least a B in each core course to qualify to sit for the CCE (Qualifying Exam Part 1). M.S.B.R. and M.S.B.T. students must maintain an overall B average for their core and elective courses. Student progress is recorded by the Registrar and reviewed regularly by GEBSAP. Whenever a student’s grade-point average falls below 3.0 they are on academic probation. Ph.D. students on academic probation are eligible for suspension of tuition, stipend support, and federally subsidized financial aid or for outright dismissal. M.S. students whose grade-point average falls below a "B" (3.0) will lose their eligibility for federally subsidized financial aid. Remaining on academic probation for two consecutive semesters results in automatic dismissal. Students receiving a grade below a B in a core course while on academic probation are subject to automatic dismissal.

□ Grading System for the Graduate Program: Graduate credit is earned only for grades of A, B, C, and P. However, all A through F grades are included in computing the grade-point average. Grade points are assigned as shown below:

Percent Score	Letter Grade	Grade Point Equivalent
90-100	A (superior)	4.0
80-89	B (satisfactory)	3.0
70-79	C (unsatisfactory)	2.0
0-69	F (failing graduate work)	0
75-100	P (pass in Pass/Fail course)	0
0-75	F (fail in Pass/Fail course)	0

Other symbols used to report grades for graduate students are W, WP, WF (see Withdrawal) and I (incomplete). An I is used only to report cases in which the student has not completed all assignments and/or examinations before the end of the course. Only assignments and examinations missed due to an excused absence qualify a student for the grade of I. Assignments and examinations missed without an excused absence or delay may be scored as a zero percent (0%) grade. Unless the

student has been granted a leave of absence, the work necessary to remove the grade of I must be completed within one year of the end of the course, at which time the course director will be asked to convert the I to the appropriate grade. If the grade is not changed it will be recorded as an F.

□ Transfer of Credit: Students may apply to have graduate credit they earned through another accredited program applied to their degree requirements. Students may apply for transfer of up to four (4) semester hours of graduate credit for the M.S. and eight (8) for the Ph.D. Students having recently completed a Master's or Doctoral Program may apply to have additional graduate credit honored on a case-by-case basis. The following criteria must be met for transfer of credit.

1. The course must be part of an accredited graduate program.
2. The course must cover subject matter deemed by GEBSC to be appropriate for a degree in the biomedical sciences.
3. The coursework must have been completed no more than five (5) years prior to applying for transfer of credit.
4. The student must have completed the course in question and earned a grade of B or better, as documented on an official transcript contained in the student's official record (Pass/Fail credits may not be transferred.).
5. The student must write a formal letter of application to the Associate Dean for Graduate Studies, requesting that credit for the course in question be transferred to the current program. The formal application for credit must be accompanied by:
  - a. A copy of the course description from the university catalog.
  - b. A copy of the course syllabus indicating the course content.
  - c. The name and edition of any textbook used for the course.
  - d. The name, address, current phone number, and email address for the course director.
  - e. If the student is specifically seeking to substitute a course from another university for a core course in the MSM graduate curriculum, a letter from the course director of the corresponding course in the MSM curriculum must accompany the application. That letter must indicate that the course taken is an adequate substitute for the MSM course.

The course director may, at his or her discretion, administer a comprehensive examination on the subject(s) in question before providing a letter of support for the transfer.

The Associate Dean for Graduate Studies will review all completed transfer-of-credit applications and determine if the course credit is deemed transferable. If the transfer is approved, the Associate Dean will notify the Registrar and the student of the decision. If the transfer is denied, the Associate Dean will immediately notify the student of the outcome and the reasons for the denial.

Transferred credit hours may be applied to a student's minimum graduation requirements. However beyond that minimum, each student's research advisor and committee will determine whether the student has completed the elective courses necessary for the graduate degree.

Note: No transfer-of-credit applications will be considered beyond a Ph.D. student's second year of matriculation or an M.S. student's first year in the MSM program without prior permission from GEBSC. In addition, students are responsible for the information covered in any course for which credit is transferred. This means that questions on material covered in core courses for which credit is transferred will be included in the student's Qualifying Examination (Part I, Core Comprehensive Exam).

Hours of graduate credit earned on a quarter system, if transferred, will be recalculated and included in the student's record as semester credit (five quarter hours = three semester hours).

□ Transfer of M.S. in Biomedical Research students into the Ph.D. in Biomedical Sciences Program: Current M.S. students wishing to apply for entry into the PhD program prior to completing their M.S. requirements must meet four criteria:

1. They must complete an official online application for transfer between degree programs.

2. They must be students in good standing (at least a 3.0 grade-point average) for their coursework in the MSM graduate curriculum and complete the official application for degree transfer.

3. They must have achieved a grade of B or better in each of their M.S. core courses.

4. They must provide a letter of recommendation from a full member of MSM's graduate faculty supporting their transfer into the Ph.D. program.

Items 1-4 must be completed and received by February 1st for entry during the succeeding fall (early August) admissions cycle. October 1st is the application deadline for entry during the succeeding spring admissions cycle. Applications of this sort will be considered along with each cycle's applicant pool.

□ Withdrawal from courses: For graduate students, withdrawal from core courses without withdrawing from the degree program is very rare and of questionable value to the student. Because most courses are offered, at most, once per year, withdrawing can substantially slow a student's progress in the program. Further, since failing to make adequate progress (see below) is just as likely to result in academic probation as falling below a 3.0 grade-point average, it makes little sense to withdraw from a course to maintain a higher average. Withdrawing from a course before the first examination results in a grade of W. Withdrawing any time after the first exam will result in a grade of WP if the student's grade at the time of withdrawal is a C or better; or a grade of WF if the grade is below seventy percent (70%). Withdrawal is never permitted beyond the time point at which two-thirds or more of the course has been completed, as judged by the course director. Withdrawal from any course requires the written permission of the Associate Dean for Graduate Studies, and, in the case of Ph.D. students, may result in stipend suspension.

□ Core Course Remediation and Retake: Ph.D. students who earn a final grade of C in any of the core courses, will be required to remediate the core course in which a C was earned. Remediation is intended to resolve specific and focal deficiencies as identified by the course directors. If the deficiency is determined to be severe or broad-based rather than focal, course directors may, at their discretion, may require a student with a C to retake the entire course. If course remediation is appropriate, the specific remediation process is determined by the course director, and remediation may be accomplished by self-study followed by an examination covering a focal deficiency, or a comprehensive examination covering the entire course. Remediation exam(s) must be completed by June 30th of the academic year in which the deficiency occurred, although the course director may request an extension to July 31st. The course director will evaluate performance on such examinations. Performance on the remediation exam at a level of B or better is required for a passing grade. If a passing grade is achieved, the Registrar will be instructed to modify the official record (e.g., C/B with the B (3.0) being used to calculate the student's grade-point average (GPA). A grade higher than B will not be recorded for any course in which remediation is required. Failure to achieve a passing grade (B) in the course based on results from the remediation exam triggers an automatic dismissal recommendation.

□ M.S. students who earn a C in a core course have the option of remediating the course at the discretion of the course director as described above. However if the student maintains an overall B average (e.g., by having higher grades that balance out the C) remediation may not be necessary to earn the M.S. degree.

For either M.S. or Ph.D. students, any grade in a core course below a C (i.e., F) triggers an automatic dismissal recommendation by GEBSC and a meeting of the GEBS Student Academic Progress (GEBSAP) committee. If the GEBSAP committee allows the student to continue in the

program, the student will be required to retake the course. When a course is failed, the F remains on the transcript and continues to be a component of the student's cumulative GPA. The grade for the retake of the course is entered as a separate grade. A student may earn an A for the retake but this will not, by itself, mathematically offset the GPA deficiency generated by the original F (i.e., one A grade and one F grade will average to a C, which will have to be offset by one or more additional A's to reach the required overall 3.0 GPA). Failure to achieve at least a passing grade (B or A) in any course retake triggers an automatic dismissal recommendation.

□ Academic Probation: Students are placed on academic probation as a warning that their academic performance and progress are unsatisfactory. Probation is based on the student's cumulative GPA, earning a grade below a B in a core course (for PhD students), and/or evidence of inadequate progress in other aspects of the program. The first probation letter that a student receives from the Associate Dean is an indication that the student will face dismissal if the situation is not rectified immediately. The student must immediately arrange a joint meeting with the Associate Dean and the temporary or research advisor to develop a plan of action to remove the probationary status. If a student receives less than a B in another core course while on academic probation, student is eligible for suspension of his or her stipend and an automatic dismissal recommendation is triggered. If a student remains on academic probation for two consecutive semesters, an automatic dismissal recommendation is triggered. To avoid probation, students must maintain a B (3.0) average in their course work, earn at least a B in all core courses (Ph.D. students), and make adequate progress in all other aspects of their training.

□ Adequate Academic Progress: For the purposes of the graduate degree programs in Biomedical Sciences, "adequate academic progress" prior to achieving degree candidacy is defined by the combined professional judgment of the voting members of the GEBS Academic Progress Committee (GEBSAP). To aid students in assessing their own progress, a

checklist and timetable are provided with each program description as a guide to completing the Ph.D. requirements in four years and the M.S. requirements in two years. A Ph.D. student's research project may require from two and one half to four years to complete beyond their core and elective coursework. For this reason, a maximum of six (6) years of stipend support is allowed and a maximum of seven years of time is allowed for completing the Ph.D. in Biomedical Sciences degree requirements.

For students who have achieved degree candidacy, adequate progress is determined by the dissertation, thesis, or technical advisory committee overseeing their advanced training. Failure to make adequate progress constitutes grounds for discontinuation of tuition, stipend, and federally subsidized financial aid support, or consideration for dismissal. Failure to make adequate progress for two consecutive semesters triggers automatic dismissal.

□ Graduate Student Grade Dispute: If a student has a dispute or grievance involving a grade on an exam or in a course, or a score on a qualifying examination, the following steps must be followed:

1. Informal discussions are encouraged between the student and faculty member assigning the grade in a good-faith effort to resolve the problem quickly. If this step does not resolve the issue and the student wishes to pursue the matter further.

2. The student must write a detailed description of the dispute or grievance, including any supporting information, and provide it to the course director and to the faculty member. If the course director and the faculty member are the same person, go to step 4.

3. The course director will then read and discuss the written document with the student and the faculty member (separately or together) in a further attempt to resolve the matter. If this step does not resolve the issue, the course will obtain a letter from the faculty member explaining the basis for the grade and any recommendations to resolve the dispute. If these recommendations are not agreed to by the student.

4. The course director will review both the student letter and the faculty response and recommend, in writing, a resolution to the issue that will be provided to both the faculty member and the student. If this step does not resolve the issue and either the student or the faculty member wishes to pursue the matter further.

5. The student and/or course director will submit, in writing, a request for arbitration by the Associate Dean for Graduate Studies. The request must be accompanied by the written document describing the student concerns and faculty recommendations provided to and by the course director.

6. The Associate Dean will review the pertinent documents, request additional information if needed and attempt to resolve the issue by consulting with all the parties and providing a written recommendation for the resolution. If the student, faculty member, or course-director is unwilling to accept the Associate Dean's recommendation and wishes to pursue the matter further.

7. The Associate Dean will refer the matter, including all the documents described above to the GEBSAP committee. GEBSAP may deliberate and rule solely based on the written documentation provided, discuss the issue with either or both parties, and/or call in others to obtain additional information. Based on their deliberations, the committee may make one of four rulings: 1) Accept the grade initially assigned, 2) Accept the course director's recommendation, 3) Accept the Associate Dean's recommendation, or 4) Provide its own ruling to settle the issue.

8. The GEBSAP ruling will serve as the official, binding, and final plan of action for student and faculty members alike.

All complaints related to discrimination or harassment will be dealt with following the institutional anti-discrimination and harassment policy described separately in the student handbook.

Student-Mentor Conflicts: If a student or faculty mentor has a dispute or grievance involving a conflict with the other, informal discussions are encouraged between the student and faculty mentor in a good faith effort to resolve the

problem immediately. When informal discussion fails to result in a satisfactory resolution the issue should first be brought to the attention of the student's research advisory committee. If suitable resolution cannot be reached by the advisory committee the student, faculty member, or thesis/dissertation committee member may submit a written request for arbitration to the Associate Dean for Graduate Studies. The Associate Dean will request a written description of the incident(s) leading up to the conflict from both parties. The Associate Dean may meet with the student and mentor separately or call a meeting between the student and his or her mentor to resolve the conflict or grievance. If the issue remains unresolved the Associate Dean may refer the matter to GEBSAP, with all appropriate documentation, for further arbitration. The GEBSAP ruling will serve as the official, binding, and final plan of action for both the student and mentor. All complaints related to discrimination or harassment will be dealt with following the institutional anti-discrimination and harassment policy described in the student handbook.

□ Breach of Ethics: Faculty concerns about student breaches of academic or professional ethics (e.g., plagiarism, cheating, falsifying data) will be submitted to the Associate Dean and forwarded directly to the GEBSAP committee for evaluation without notifying the student of the charge. The GEBSAP committee will deliberate on the validity and evidence for the concern before notifying the student of the charge. The committee may dismiss the charge and notify the Associate Dean. If the GEBSAP committee feels there is sufficient merit to the charge to pursue the case further, they will notify the student and request a written response or have them appear before the committee to address the charge. After reviewing the response, the GEBSAP committee may take one of 3 actions: 1) They may dismiss the charge, 2) They may uphold the charge, or 3) They may request additional information and deliberate further until a decision can be reached. Once a decision is reached, the committee will notify the Associate Dean. The Associate Dean will then relay the committee's final decision to the student and the faculty

member. If the decision is to uphold the charge, the Associate Dean will instruct the GEBSAP committee to proceed with scheduling a dismissal hearing.

□ Withdrawal from the program: Students wishing to withdraw from the Graduate Education in Biomedical Sciences Program must submit their request in writing to the Associate Dean for Graduate Studies. The Associate Dean will then forward that request to GEBSC, which will then return a recommendation of approval or disapproval to the Associate Dean.

In the case of a withdrawal before the end of a semester (and thus the dropping of all courses), the grading symbols WP or WF will be recorded for each course not completed, depending on the student's standing on the last day of enrollment. In the case of withdrawal at the end of a semester, the appropriate symbol will be recorded for each completed course. Application for readmission by a student who has previously withdrawn is subject to the same requirements, procedures, and considerations that apply to first-time applicants.

□ Leave of Absence: Permission for a maximum one-year leave of absence from the graduate program must be requested in writing to the Associate Dean for Graduate Studies and is subject to approval by GEBSC. An official leave of absence must be granted in writing by the Associate Dean. Such leaves are rare and require substantial justification. When a leave of absence is granted, enrollment and stipend support are suspended, as are the allowable periods of stipend support (six-years) and time-to-degree (seven-years), for the duration of the approved leave. The leave of absence does not go into effect until the required documentation has been received by the Office of the Registrar.

□ Dismissal from the program: Dismissal from the program can occur if a student fails to maintain adequate academic progress, or if the student engages in any activity

that constitutes academic dishonesty or a breach of personal, professional, or scientific ethics or integrity. Examples of failure to make adequate academic progress include, but are not limited to, a history of academic deficiencies for two consecutive semesters, or failing to complete any of the degree requirements within a reasonable period, including failing a core course. Using the guidelines in the adequate progress section above, the “reasonable period” will be defined by a majority vote of GEBSAP based on the members’ experience and professional judgment. Examples of breaches of personal, professional, or scientific ethics or integrity include, but are not limited to, cheating on examinations and falsifying data.

### Dismissal Triggers

Automatic dismissal recommendations will occur for the following reasons:

- Failing a core course (earning <70%).
- Failing to achieve at least 80% during a course remediation attempt.
- Failing to achieve at least 80% in a core course while on probation.
- Remaining on academic probation for two consecutive semesters.
- Failing to qualify to sit for the Core Comprehensive Exam (CCE, QE part 1) at the regularly scheduled time.
- Failing to achieve a passing grade on a Core Comprehensive Exam within 15 months of entering the program.
- Failing to achieve a passing grade on a retake of a component of the Core Comprehensive Exam (if retake is allowed by GEBSC).
- Breach of ethics or integrity.
- Engaging in outside employment while receiving stipend support.

Dismissal Process: A student’s registration at MSM can be terminated by the GEBSAP committee or by administrative action if any student’s performance or behavior is not consistent with his or her ability to become a competent, adequately informed, and responsible biomedical scientist.

The initial evaluation of student progress is conducted by GEBSC during its monthly meetings. At any of these meetings, a majority determination by GEBSC members that criteria have been met for dismissal will trigger a dismissal recommendation. The Associate Dean for Graduate Studies will notify the student in writing by registered mail of the dismissal recommendation and the grounds cited by GEBSC. Upon receipt of the letter from the Associate Dean, the student has ten (10) days to respond in writing, acknowledging receipt of the notice, requesting a meeting with the GEBSAP committee for an opportunity to rebut the dismissal recommendation if that is the student's wish, and describing any additional information to be presented in the GEBSAP committee meeting. No information other than that described in the letter of acknowledgment may be presented at the committee meeting. Failure to acknowledge receipt of the Associate Dean's letter, in writing, within ten (10) days results in automatic dismissal. Upon receipt of the student's reply and request for a meeting, the Associate Dean will alert the GEBSAP Chair of the need to schedule a meeting within three to six weeks. Students are not allowed to contact GEBSAP committee members prior to their meetings. If a student fails to request a meeting with the committee, the committee will deliberate and make a decision based on the data presented in the academic record.

The GEBSAP committee will schedule the meeting through the office of the Associate Dean for Graduate Studies, who will inform the student of the meeting date. Failure to appear at the appointed time and place for the meeting results in final dismissal. Neither witnesses nor legal counsel will be permitted into the meeting. Written input, in the form of letters of support or commentary from whomever the student wishes, will be accepted prior to the meeting for consideration by the GEBSAP committee prior to and during the meeting. Ideally, these would accompany the student's acknowledgment letter in response to the dismissal recommendation letter and will address the information provided in these letters.

During the meeting, the student will be allowed thirty (30) minutes to present to the GEBSAP committee the information outlined in the written response to the Associate Dean. The student's presentation may be followed by questioning by GEBSAP committee members. The student will then be excused and the committee will continue its deliberations until a decision is reached. The decision may be to overrule the dismissal, to provide a mandatory plan of action and a timetable for completion for the student to avoid dismissal, or to take no further action and allow the dismissal to stand. The decision, along with any pertinent findings from the meeting, will be transmitted in a detailed letter from the GEBSAP committee Chair to the Associate Dean. The Associate Dean will review the committee findings and inform the student, in writing by registered mail, of the final decision.

**Appeals Process:** If the GEBSAP committee allows the dismissal recommendation to stand, the student may appeal to the Dean and Senior Vice President of Academic Affairs. Other decisions of lesser gravity (e.g. a program of remediation for a course deficiency or deadlines for achieving specific programmatic requirements) are not subject to appeal. The only valid grounds for appeal to the Dean include: 1) failure of GEBSC to follow its own procedures, or 2) prejudice toward the student by GEBSAP committee members. To appeal to the Dean, the student must submit a letter of intent to appeal, with all supporting data attached, to the Dean and Senior Vice President of Academic Affairs within ten (10) working days of notification by the Associate Dean of the final GEBSAP committee ruling. If, in the Dean's judgment, either of the above criteria have been met; the Dean will consider the appeal within ten (10) working days of the receipt of the letter of intent to appeal. Alternatively, the Dean will uphold the GEBSAP committee ruling, at which point the dismissal is final. The Dean will determine the merits of the appeal based on a review of the information presented to the GEBSAP committee, the contents of the student's written notification, the report of the GEBSAP committee and any other supporting documentation. At the Dean's discretion, consideration may or may not include a meeting between the

student and the Dean to discuss the appeal. Neither witnesses nor legal counsel will be permitted in that meeting, although the Dean may request the presence of administrative support to record notes on the discussion. The Dean's decision is final. It will be provided in writing to the student by registered mail and to the President, the Senior Associate Dean for Educational Affairs, the Associate Dean for Graduate Studies, the Assistant Dean for Student Affairs, and the Chair of GEBSC.

#### □ Financial Support

##### Ph.D. Students

Every effort is made to provide tuition and stipend support for Ph.D. students in good standing in the Graduate Education in the Biomedical Sciences Program. Owing to the nature of the support available, this may not be possible for students who are foreign nationals, or students who are on academic probation. Such students may be required to identify their own sources of support.

Annual Ph.D. tuition and fees for Georgia residents and non-residents alike total \$27,827 for first year students, \$25,542 for second year students, and thereafter. Additional graduation fees (~\$150) are added in the student's final year. The minimum living stipend for graduate students in good academic standing is currently twenty-four thousand dollars (\$24,000). The taxability of stipend support may vary from year to year and students are explicitly responsible for complying with all state and federal tax statutes.

Graduate study at the doctoral level requires a full-time commitment. While the Program recognizes that students may need to seek additional financial support beyond the stipend provided (e.g., loans and scholarships), all gainful employment outside the prescribed program activities is expressly forbidden for students receiving stipend support and constitutes grounds for immediate dismissal from the Program. Receiving payment for tutoring registered students of MSM is permissible for students in good academic standing with the prior approval of the Ph.D. student's advisor and

notification of the Associate Dean for Graduate Studies. Students with special needs are advised to apply for assistance through the Student Fiscal Affairs Office of MSM.

All Ph.D. students are expected to apply for individual fellowships from extramural funding sources during their second year of enrollment. Assistance in submitting such applications will be provided by the faculty in the course Predoctoral Fellowship Proposal Preparation as well as the student's faculty advisors, the Associate Dean for Graduate Studies and the Ph.D. Program Office. If the student cannot obtain extramural grant support, tuition and fees may be waived.

Ph.D. student support, whether for tuition and fees or stipend, constitutes an earned privilege and not a right. Support is contingent upon the availability of funds and the maintenance of "adequate progress" by the student. The Program reserves the right to discontinue support at any time.

#### M.S. Students

Annual M.S. tuition and fees for Georgia residents and non-residents alike total \$23,347 for first year students, \$21,462 for second year students, and thereafter. Additional graduation fees (~\$150) are added in the student's final year.

Currently, no direct institutional tuition or stipend support is available for students in the M.S. in Biomedical Sciences Programs. M.S. program coursework during the first year is very rigorous. Students are therefore encouraged to consider applying for financial aid through the MSM Student Fiscal Affairs Office to cover their unmet financial needs during their first year in the program rather than seeking outside employment that would interfere with their study time.

## Master of Public Health Program Department of Community Health and Preventive Medicine

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The Master of Public Health (MPH) Program, established in 1995, abides by all the rules and regulations of Morehouse School of Medicine (MSM). The MPH Program enhances the School's mission by training public health professionals for the health workforce and preparing them for careers which will engage them in addressing and protecting the health of people of color, minorities, and underserved communities that are disproportionately affected by preventable chronic conditions and illnesses. The Program was built on the premise that public health professionals can affect the quality of life and development of communities by empowering people to take charge of their own health through education building, community partnerships and engaging in research and service activities. The MPH Program was accredited by the Council on Education for Public Health (CEPH) in 1999 and is accredited thru December 2014.

The MPH Program focuses on providing unique opportunities for students to become engaged in community-based participatory research, student-directed learning, problem solving, and the development of skills and competencies essential to the practice of public health.

An important element in the development of the Program was the insertion of a strong community component established through faculty collaboration with public health agencies, non-governmental organizations and community based organizations. These domestic and international partners were persuaded to incorporate student training and job placement within their agencies. Since 1995, MPH students have

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completed their Practicum Experience with local, state and federal agencies, international government agencies, community organizations and non-governmental organizations.

### **A. Mission & Goals**

The mission of the MPH Program is to prepare individuals to organize and implement programs to improve the health, quality of life and well-being of communities and people, through instruction, research, and service in public health.

The three major functions include instruction, research, and service in Public Health. Seven goals are delineated below and categorized under its correlating function.

#### **Instruction**

- Goal I:** Provide students the education, skills, abilities and values to address the public health needs of communities, regions, and nations with a particular focus on underserved populations.
- Goal II:** Prepare graduates for leadership in the Public Health field.
- Goal III:** Increase the representation of African Americans and other underrepresented populations in the Public Health professions.
- Goal IV:** Promote life-long learning through continuing public health education.

#### **Research**

- Goal V:** Discover, develop, and advance knowledge through basic and applied research in problems that disproportionately affect underserved populations.

#### **Service**

- Goal VI:** Collaborate with local, regional, state and international communities to improve the

health and well-being of their underserved populations.

**Goal VII:** Improve and impact public health policies and practices in order to promote health and decrease health disparities among minority and other underserved populations.

## **B. MPH Program General Admissions Policies & Procedures**

### **Entrance Requirements for Degree Seeking Students**

There is one admissions cycle per academic year for degree seeking students. The application deadline is March 1<sup>st</sup>. Only those applications that are complete, including official test score reports, letters of recommendation, and official transcripts, will receive full consideration for admission.

The following information for degree seeking students must be submitted in addition to the online application:

1. Completion of a bachelor's degree, or equivalent, from a U.S. school accredited by a regional accrediting organization recognized by the Council for Higher Education Accreditation (CHEA) or the U.S. Department of Education, or from an appropriately accredited non-U.S. institution is required. Applicants who have completed coursework at, or hold a bachelor's or advanced degree from an institution of higher learning outside the United States must have their transcript(s) certified for equivalency to U.S. degrees or coursework by a credential evaluation service that is a member of the National Association of Credential Evaluation Services (NACES). Applicants who have completed coursework at, or hold degrees from, a postsecondary

institution in Australia, Canada (except Quebec), New Zealand, or the United Kingdom will normally not need to have their academic transcripts evaluated and certified for equivalency.

2. Graduate Record Examination (GRE) scores (from within the past five (5) years)
3. Personal narrative statement (two to three pages) answering specific questions
4. Three letters of reference

International applicants are also required to submit Test of English as a Foreign Language (TOEFL) for foreign students whose first language is not English. A passing score on the ECFMG

English test is acceptable for foreign medical graduates.

Applicants with an evidence of terminal professional degree are exempt from test scores. Applicants must provide an active professional license in their field or provide their doctoral transcripts.

Applicants must submit completed application in order to be considered for a personal interview. Completed applications consist of the: application form, \$50.00 non-refundable application fee, photograph, official transcripts, official test score reports, personal narrative statement, and reference letters. International applicants are required to submit TOEFL/ECFMG English test scores and a Silny or WES evaluation of foreign academic credentials.

## **Selection Criteria**

The first level of screening is completed by the Office of Admissions. Only complete applications advance to the first level of screening. After the first level of screening, qualified applicants are invited to MSM for a panel interview with MPH faculty & community partners serving on the Admissions Committee.

The second level of screening consists of the applicant's interviews and Admissions Committee review process. After the interview and Admissions Committee review, three decision options are possible – Admit, Alternate List, or Reject. All applicants will receive a decision notification letter in April/May after all candidate deliberations have been completed by the Committee.

## **Entrance Requirements for Non-Degree Seeking Students**

### **Special Status Student Entrance Requirements**

There is one admissions cycle per academic year for Special Status Students. The application deadline is June 1<sup>st</sup>. Only those applications that are complete will receive full consideration for admissions to the Special Status Student Program.

The following information for Special Status Students must be submitted in addition to the online application:

1. Refer to bullet number one under MPH Program General Admissions Policies & Procedures.
2. Personal narrative statement (two to three pages) answering specific questions
3. Three letters of reference

### **Special Status Student Selection Criteria**

The first level of screening is completed by the Office of Admissions. Only complete applications advance to the first level of screening. After the first level of screening, qualified applicants are invited to MSM for a panel interview with MPH faculty & community partners serving on the Admissions Committee.

The second level of screening consists of the applicant's interviews and Admissions Committee review process. After the interview and Admissions Committee review, two decision options are possible – Admit or Reject. All applicants will receive a decision notification letter in June/July after all candidate deliberations have been completed by the Committee.

### **C. Student Status**

#### **Degree Seeking Students**

##### **Full-time Study**

MPH students who register for 12 or more credit hours in the Fall or Spring semester are considered full-time students. A minimum of 12 credit hours per semester is required to complete the degree in two years. Students who wish to register for more than 15 credits per semester must obtain permission from their Degree Academic Advisor and Mentor. All students are billed on a per credit hour basis. Academic progress and standards apply to all students.

##### **Part-time Study**

MPH students who register for 11 credits or less are considered part-time students. Part-time students may not be eligible for financial aid and are advised to check with Student Fiscal Affairs Office for financial aid eligibility requirements. The Admission procedures for part-time students are the same as those for full-time students. All students are billed on a per

credit hour basis. Academic progress and standards apply to all students.

### **Dual Degree Students**

The MD/MPH option is designed to provide an educational environment suitable for training physicians to address the health needs of communities as well individuals. This program is designed to be completed in 5 years with the integration of public health courses in each year except the first clinical year (3rd year).

### **Non Degree Seeking Students**

#### **Special Status Students**

Special Status Students are only allowed to take core courses. The maximum coursework permitted by students enrolled as Special Status is 12 credit hours (4 courses). Students can only enroll in 2 courses per semester. This program is for one year (2 semesters). Students are billed on a per credit hour basis. Financial Aid is not available for Special Status Students. Academic progress and standards apply to all students.

## D. Curriculum

<b>Core Courses</b>	<b>Semester Credit Hours</b>
Biostatistics	3
Environmental Health	3
Epidemiology	3
Health Administration, Management & Policy	3
Social and Behavioral Aspects of Public Health	3
Fundamentals of Public Health	1
Research Methods	3
Community Health Assessment & Improvement	3
Health Program Planning & Evaluation	3
U.S. & Global Health Systems	3
<b>Electives</b>	
7 courses	14.0
Directed Study	1.0-2.0
<b>Other Degree Requirements</b>	
Practicum Experience	3.0
Culminating Experience	3.0
Public Health Leadership Seminars	0.0
Career Development Workshops	0.0
<b>Total Number of Credit Hours</b>	<b>48</b>

All students admitted in the MPH Program are required to take the Core courses. Degree seeking students enrolled in the Program must take all Core courses at MSM/MPH Program.

### **Core Courses and Electives**

The core courses offered by the MPH Program are designed to provide a foundational perspective of the public health profession. These courses include the five core discipline

areas identified by the Association of Schools of Public Health.

- Biostatistics
- Environmental Health Sciences
- Epidemiology
- Health Policy Management
- Social and Behavioral Sciences

The electives offered by the program ensure students have an integrated interdisciplinary, cross-cutting set of competencies in all domains.

### **Other Degree Requirements**

#### **Practicum Experience**

The Practicum is an approved, supervised work experience and applies to all MPH students regardless of prior experience/training. The Practicum Experience provides an opportunity for students to engage in practice based learning in a public health work environment, learn from professionals in the field and apply concepts learned in the classroom.

#### **Culminating Experience**

The Culminating Experience (CE) is a requirement for completion of the MPH degree. The goal of the CE is to provide students the opportunity to demonstrate their ability to critically examine selected issues related to public health, review relevant scholarly and professional literature, and write an analysis based on that review. It also provides an opportunity for students to design and implement an original research study that contributes to the knowledge base of the public health profession.

#### **Public Health Leadership Seminars**

An integral part of the instructional curricula is the monthly public health leadership seminars. These seminars expose students to innovative leaders in public health who explore a variety of issues and strategies used in public health and

provide a forum for exchange on contemporary practice and theory. Students must attend five seminars per semester for a total of twenty (20) to meet the graduation requirements. Verification of attendance is required for graduation.

### **Career/Personal Development Workshops**

These Workshops provide technical skills required to prepare students for the competitive job market. Professional success mandates effective marketing of skills, knowledge and abilities for new opportunities. Professional and career development training classes are the critical elements to a successful career. The workshops are a requirement of the MPH Curriculum.

### **E. Academic Progress and Standards**

The Academic Policy Council (APC), chaired by the Dean, establishes academic policy for all programs of the School of Medicine. The three standing Committees of the MPH Program (Admissions, Curriculum and Student Academic and Progress Committees) are subcommittees of the Graduate Education in Public Health (GEPH) which reports to APC. Additionally the Program has an external Advisory Committee, composed of constituents from federal, state and local public health agencies, foundations, CDC, Atlanta University Center institutions, and community representatives.

The MPH Program Director is a member of the Dean's Education Team.

The **Student Academic Progress Committee (SAPC)** is a standing committee of the Graduate Education in Public Health (GEPH). The committee is charged to monitor academic performance of each student throughout the curriculum. SAPC will monitor student progress at midterm and end of each semester. The SAPC committee shall evaluate and make

recommendation for each student in accordance with the guidelines established and approved by the faculty and included in this Student Handbook. They shall evaluate unusual problems and assure that the guidelines are applied in a fair and equitable manner. They shall determine promotion, non-promotion or dismissal for scholastic cognitive and/or scholastic non-cognitive reasons.

### **1. Academic Honesty**

All work, whether written or oral submitted or presented by students at the MSM as part of course assignments or requirements or the MPH sponsored extracurricular activities must be the original work of the student unless otherwise expressly permitted by the instructor. Any use of the specific thoughts, ideas, writing or phrases of another person (whether that person be a student, an acquaintance, a relative, a journalist, a recognized scholar or any other individual) must be accompanied in such instance by use of some form of attribution to the source. Presenting the ideas of others as one's own is plagiarism which is no different from cheating. This behavior will not be tolerated and will lead to administrative withdrawal. Whether or not a source has a copyright is not relevant.

It is prohibited to provide or receive unauthorized assistance in the taking of examinations, tests, or quizzes or in the preparation of any other performance requirements of a course. Such restrictions shall include, but not be limited to the following practices or activities: the use of any unauthorized material in the taking of an examination, test or quiz or in the preparation of course program or degree work; the solicitation or use of a proxy test taker or the taking of a test examination or quiz or the preparation or presentation of a course, program, or degree assignment or requirement on behalf of another; obtaining or providing assistance to another person or group of

persons during an examination, test or quiz; the submission or presentation of a falsified excuse for an absence from a course requirement, examination, test or quiz either directly or through another source; and, the presentation of false identification or credentials in order to gain admission to a course, examination, test or quiz, degree program, or school sponsored activity.

A few relevant principles:

- a. Any time the exact words of another person are used, they must be placed within quotation marks and the source must be cited.
- b. Paraphrasing another person's sentence, paragraph, or idea does not make it your own sentence, paragraph, or idea. The source must still be cited.
- c. Citing a source for one idea or paragraph does not create a license to use other ideas or paragraphs from the same source without attribution. Every time you use the words or ideas of another person, a citation must be provided.
- d. Any facts that are not common knowledge must be referenced. Statistics must always be referenced.
- e. Using material from the Internet is the same as using material from a book, print journal, or another person's paper. The source must always be cited.
- f. Incidents of academic dishonesty will be reviewed by the SAPC and can result in a recommendation of dismissal from the MPH Program.

## **2. Professional Conduct**

According to the International Declaration of Health Rights "Health requires peaceful and equitable development and collaboration of all peoples". Public health professionals enter a field demanding high standards of ethical and personal conduct. It is expected that all students enrolled at MSM will conduct themselves according to acceptable professional standards. It is the students' moral duty to act appropriately in matters relating to ethical conduct. Students shall be aware of

and strive to follow basic concepts of professional conduct pertaining to their work in and with communities.

- a. A public health student is expected to demonstrate behavior which, by its nature or magnitude, is considered to render the student fit for a career in public health or which shall indicate the student's potential suitability or competence as a public health professional. Inappropriate behavior includes, but is not limited to: the demonstration of poor judgment; lack of perception or personal insight; lack of motivation; lack of personal integrity; lack of responsibility to clients; inability to recognize personal limitations; inability to function under pressure; or any other behavior that would have serious adverse effects upon the student's ability to work in public health.
- b. A public health student occupies a position in which there is occasion to have knowledge of confidential or privileged information. It shall be the responsibility of the public health student not to disclose such information inappropriately or unethically.
- c. MPH students shall have the continuing responsibility to comply with federal and state laws; the rules of the School of Medicine, and other applicable guidelines; either stated, published, or implied.
- d. MPH students shall have the continuing responsibility to demonstrate behavior which is consistent with the highest standards of professional and personal honesty. Failure to adhere to the fundamental standard of conduct and/or honesty will be sufficient cause for removal from the MPH Program.
- e. An effective educational environment requires that all participants support values such as mutual respect and civil behavior. Students are expected to behave during classes and on the Practicum Experience in a manner that supports the educational environment. Students must not engage in activities that are

disruptive, disrespectful or cause willful interruptions of the teaching sessions or activities that limit others who are in pursuit of educational, research or work goals. Cell phones must not be used during classes and other signaling devices must be silenced. Use of other devices is by permission of the instructor. Students disrupting class will be asked to leave and written documentation of such behavior will become a part of the student's permanent record.

- f. Students are expected to be on time, present a professional demeanor and wear professional attire during activities designed by and/or affiliated with the MSM/MPH Program (i.e. class, Practicum Experience, interviews arranged by the program, etc). Students must show respect for all personnel and clients with whom they interact. Incidents of unprofessional conduct will be reviewed by the SAPC and can result in a recommendation of dismissal from the MPH Program.

### **3. Dress Code**

The following items of clothing are considered inappropriate/unacceptable for any students representing the Program and/or MSM:

- Strapless, halter tops, tube tops, tank tops, or spaghetti straps
- Bare Midriffs
- Short-shorts
- Mini-skirts
- Undergarments showing
- Emblems, lettering or pictures that pertain profane or derogatory messages
- Spandex pants or other tight fitting clothing

Violation of this dress code will result in dismissal from class/activity and/or written documentation that will be recorded in the student's file. Repeated violations and disregard for guidance/instruction on appropriate attire violates professional conduct and

will result in action from the Student Academic Progress Committee.

#### 4. Sanctions

- a. **Academic Warning.** Formal warning shall take the form of a written notice from the Chair of the Student Academic Progress Committee (SAPC) and may be issued when there is a perceived trend toward increasing cognitive and/or non-cognitive difficulty. The notice shall set out the problem (s) in reasonable detail and shall indicate possible consequences.
- b. **Academic Probation.** Academic Probation is a condition other than in good standing and progressing with the class which shall be established for a specified period of time with specified contingencies which must be met before the student is removed from the probationary status. Academic Probation implies that if these contingencies are not met, a recommendation for dismissal from the MPH Program will follow. A student may be placed on Academic Probation for deficiencies in Academic Performance, Professional Behavior and/or Academic Honesty. Any student placed on probation will receive a letter from SAPC with the terms and conditions of the probationary period. The terms of the probationary period include ineligibility to hold any elected office, limitation of the student's participation in institutionally recognized, organized and/or sponsored extra-curricular activities and to be a representative of the MPH Program or MSM at meetings and conferences.

A student is placed on academic probation anytime the GPA falls below a 3.0 or if they earn a C or F in a core, track or pre-requisite elective. Students on academic probation are restricted to a maximum of six (6) in the next semester of enrollment. A student must regain good academic standing (3.0 GPA or resolve

the C or F) in order to be removed from academic probation. A student on academic probation who continues to make unsatisfactory progress in the subsequent semester will be administratively withdrawn from the MPH program.

#### **4. Leave of Absence**

Students are expected to complete the course of study for the MPH degree within two years. MSM recognizes that individual circumstances, which cannot be predicted in advance, may contribute to a situation where an individual student needs to utilize more than two years to graduate from the MPH program. Some of the circumstances that may occur include personal illness or family illness, military leave, or other situations.

MSM's goal is to assist each individual student in achieving their academic goals in a manner that is consistent with their individual values and quality of life, and accommodates, as feasible, extenuating circumstances that arise during their graduate education.

This policy provides students with general information regarding a Voluntary Leave of Absence ("LOA"). For more specific information regarding the circumstances and processes for a LOA, as well as conditions relevant to returning from Leave, students should speak with the Assistant Dean for Student Affairs. Students are responsible for understanding the implications of a LOA for financial aid, health insurance, and progress toward the degree.

This policy will not be used to resolve academic difficulties or to finish incomplete coursework. A LOA will not be granted for academic failure. Additionally, this policy will not be used

in lieu of disciplinary actions to address violations of MSM's rules, regulations, or policies. A student who has engaged in behavior that may violate rules, regulations, or policies of MSM may be subject to the school's disciplinary process. A student may be required to participate in the disciplinary process coincident with the request for a LOA. A student permitted to take a LOA while on academic and/or disciplinary status will return on that same status.

## **Types of Voluntary Leave of Absence**

### Medical Leave of Absence

A student who must interrupt study temporarily because of physical or psychological illness may request a Medical Leave. The medical or mental health professional who has been providing treatment to the student will, with the student's written consent, confirm in writing that a Medical Leave is warranted due to the student's health problem. Supporting medical documentation will be dated within thirty (30) days of the request for a Medical Leave.

Medical Leave may be approved during a student's degree candidacy contingent upon MSM policy. A LOA will be granted one year at a time and reviewed at the end of each academic year.

### Health Insurance

Students on an approved LOA will retain their health insurance and no additional fees shall apply.

### Financial Aid and Loan Repayment

Students on LOA are not eligible for financial aid.

### Loan Repayment

Students on leave are not considered to be working toward their degree and hence use up their loan repayment deferral time during the leave. For the usual six or nine-month “grace” period for loans, this means repayment will begin after six or nine months of leave and continue throughout the rest of the leave. After graduation, repayment will begin immediately rather than six or nine months into the first post-graduate year.

Students taking a LOA are required to have an exit interview regarding their loan with their financial aid officer 30 days prior to the beginning of their LOA.

### Returning from a Leave of Absence

Any conditions set for a return from leave, such as a letter of clearance from the student’s physician for medical leave of absence, that are specified in the letter of approval from the Student Affairs Dean, must be met before the student may resume studies. Students will be asked to sign written consent for the release of any medical information.

### Military Leave of Absence

Any student who is a member of the National Guard or other reserve component of the Armed Forces of the United States or of a state-organized militia called to active duty will be granted a Military Leave of Absence for the period of active duty and one year thereafter.

Upon return from a Military Leave of Absence, the student will be restored to the educational status attained prior to being called to duty without loss of academic credits earned, scholarships or grants awarded, or tuition or other fees paid prior to the commencement of active duty. MSM will credit any tuition or fees paid for the period of the Military Leave of

Absence to the next enrollment period or, at the student's request, will refund these monies to the student.

Students requiring a Military Leave of Absence should contact the Student Affairs Office for additional information.

### Other Leaves of Absence

Students may request a LOA for other compelling reasons if they find it necessary to interrupt study temporarily. Occasionally, leaves are granted for the purpose of special study. Such requests should be presented to the Student Affairs Dean in writing with adequate documentation.

### **General Policies and Conditions for All Leaves**

Students may request a Leave of Absence (LOA) from their graduate studies for up to but not to exceed twelve (12) consecutive months or three (3) consecutive academic terms. The steps to request a leave of absence are as follows:

1. Obtain a *Leave of Absence Form* from the Registrar's Office.
2. Complete the form and obtain the signatures of the Track Coordinator, Director/Associate Director and Financial Aid Office.

For the purpose of determining LOA eligibility, a student must be in good academic standing and have completed all incomplete coursework. Students on academic or disciplinary probation status, if granted a leave of absence, will resume their probationary status upon return from their leave. Students should consult financial aid regarding any conditions for leave of absence over ninety (90) days. Time spent on LOA is excluded from the five-year matriculation limit.

Requests for LOAs should be made prior to the registration (drop/add) period for the semester during which the LOA is scheduled to begin. Retroactive leaves cannot be granted. Students who wish to withdraw from a semester-in-progress should consult with the Assistant Dean for Student Affairs for additional information.

**FAILURE TO ENROLL FOR TWO (2) CONSECUTIVE SEMESTERS WITHOUT AN APPROVED LEAVE OF ABSENCE WILL RESULT IN AN AUTOMATIC WITHDRAWAL OF ENROLLMENT. STUDENTS WHO ARE AUTOMATICALLY WITHDRAWN MUST REAPPLY THROUGH THE REGULAR ADMISSIONS PROCESS.**

A LOA is a period of non-enrollment. Students on a LOA are not considered to be working toward the MPH degree. Therefore, no tuition will be charged for semesters for which a LOA has been approved provided that the request is received prior to the start of the semester. Leaves are noted in the student's permanent educational records maintained at MSM.

Since a LOA is not a registration, a student on Leave may not use MSM facilities, including libraries, the fitness center, health services, other school facilities, or receive financial aid.

Students returning from a LOA should consult with the Student Affairs Office regarding this process, including reviewing application deadlines for reenrollment and financial aid.

**STUDENTS WHO DO NOT RETURN TO FULL-TIME STATUS AT THE END OF THE LEAVE AND WHO HAVE NOT REAPPLIED FOR RENEWAL OF THE LEAVE ARE CONSIDERED TO HAVE WITHDRAWN**

**FROM MSM AND NEED TO RE-APPLY IF THEY WISH TO RETURN AT SOME FUTURE DATE.**

**Confidentiality**

MSM will maintain the confidentiality of all information regarding LOAs in accordance with federal, state and local law, and to the greatest extent possible consistent with the goal of processing such Leaves. All records concerning LOA are confidential and the official copy of such records shall be retained by the Student Affairs Office. Access to these records is limited by appropriate federal, state and local law.

**Involuntary Leave of Absence**

The Dean or his/her designee may require that a student be placed on Involuntary Leave of Absence for a specified period of time if credible information is presented that the student presents a direct threat to himself/herself or others. In requiring the LOA, the Dean or his/her designee may specify conditions which must be met during the period of the LOA. A required involuntary leave means that MSM expects that prior to reentering the program, the issues which necessitated the involuntary leave have been resolved successfully, that the student is able to resume the responsibility of becoming a medical professional and be re-registered as a student. Permission to reenter the Program following an Involuntary LOA must be submitted to the Assistant Dean for Student Affairs and approved by the Dean or his/her designee. The request must be submitted in writing to the Assistant Dean for Student Affairs thirty (30) days prior to the anticipated time of entry.

**STUDENTS WHO DO NOT SEEK PERMISSION TO REENTER THE PROGRAM WITHIN THIRTY DAYS (30) DAYS FOLLOWING AN INVOLUNTARY LOA ARE CONSIDERED TO HAVE WITHDRAWN FROM**

## **MSM AND MUST RE-APPLY IF THEY WISH TO RETURN AT SOME FUTURE DATE.**

Before Involuntary LOA is considered, efforts will be made to encourage students to take a Voluntary LOA.

### **Appeal**

Students placed on Involuntary LOA may appeal the decision to the Dean within ten (10) working days of receipt of the notification of involuntary LOA. The appeal must be submitted in writing, identifying the reason(s) why the student believes the decision is inappropriate. The Dean will review the student's appeal and determine whether to uphold, reverse or alter the decision. The decision of the Dean will be communicated to the student in writing within ten (10) working days and will be considered final.

### **5. Dismissal**

A student enrolled in the MSM MPH Program can be dismissed or administratively withdrawn by the Student Academic Progress Committee (SAPC) if any student's performance or behavior is not consistent with his or her ability to become a competent, adequately informed and responsible public health professional.

There are several reasons for a student to be dismissed or administratively withdrawn by SAPC and they include the following:

#### **a. Dismissal**

- i. If a student's academic performance indicates an inability to master the material and any of the procedures as outlined in the academic guidelines have been observed (e.g. failure to meet probationary

requirements; failure to meet leave of absence conditions; academic and/or skill potential for a career in public health is inadequate).

**b. Administratively Withdrawn**

- i. If a student fails to complete degree requirements within the allowed five (5) years of matriculation.
- ii. Any student receiving a failing grade (C, F) in a core, track course or pre-requisite elective will be placed on academic probation. The student must repeat that course in the subsequent semester when the course is offered. If the student does not successfully complete the core or track course they will be considered for dismissal or administratively withdrawn from the MPH program.
- iii. Students on academic probation who continue to make unsatisfactory progress and receive one or more additional final grades of C or F will be administratively withdrawn from the MPH program.
- iv. In case of serious violation of rules of conduct, the MPH Program Director may terminate the registration of a student if he or she manifest an irresponsible attitude and/or conduct in regards to his or her academic or public health duties.

Upon the committee's review of each student's academic record, any one or more of the following may also be considered or recommended:

- Require the student to take a leave of absence
- Decide that the student be dismissed or administratively withdrawn

Students who are to be considered for dismissal or have been administratively withdrawn from the program have the right to appear in person before the SAPC. In the event that a student fails to exercise this right to appear before the committee, the SAPC will deliberate and make a decision based on data presented in the academic record. All correspondences must be addressed to the SAPC Chair. **Students are not allowed to contact SAPC committee members prior to their hearings or after a SAPC decision has been made.**

- Students are notified of the SAPC meeting date and are invited to appear in person to present their case and to be available subsequently for questions from the Committee prior to the Committee's closed session deliberations.
- Students have the opportunity to present supportive information pertinent to the grounds for their dismissal from up to three individuals of their choice, none of whom may be legal counsel. Each of these individuals may submit a written statement OR appear in person, as determined by the student. If appearing in person, each individual will be allowed ten (10) minutes maximum to present relevant information. This time is exclusive of subsequent questioning by the Committee.

Students who reapply after a previous dismissal must retake coursework that is more than five years old at the time of admission to the degree program.

The decision of the SAPC will be communicated to the student, the student's faculty advisor, the Registrar, and the

Assistant Dean for Student Affairs by the Program Director within five (5) working days of the hearing.

## **6. Readmission Policy**

Students who are interested in continuing on in the program who were automatically withdrawn in good academic standing may submit a formal written petition to the Student Academic Progress Committee (SAPC) for consideration of the reinstatement within six (6) months of receipt of the SAPC termination letter. Failure to adhere to this time frame will result in the student having to reapply through the regular admissions process. A student who was in poor academic standing at the point of the automatic withdrawal or dismissal will have to reapply through the regular admissions process.

## **7. Transfer of Credit Policy**

The acceptance of transfer credit from another institution for the MPH degree at MSM is determined in accordance with the following criteria:

- a. A maximum of twelve (12) credit hours required for the master's degree may be transferred from other institutions, to include no more than two core courses or six (6) credit hours.
- b. The coursework transferred must represent valid graduate credits earned in graduate level courses from a regionally accredited program or school of public health. International candidates will be considered on a case by case basis.
- c. The credit must carry a grade of A or B. A grade of B- is not acceptable. For institutions that do not give letter grades, only grades of Pass (P) will be considered for possible transfer credit.
- d. The course credit must be applicable to the degree program.
- e. The transfer credit must not be more than five years old at the time of admission to the degree program.
- f. Graduate coursework completed at MSM during

Special Student status enrollment will be considered as residence credit, and upon approval of the MPH Program may be used without limitation as credit toward the MPH degree.

- g. Credit hours previously presented and counted for one master's degree or certificate may not be applied toward satisfying the requirements of a second master's degree or certificate with the exception of approved dual degree programs.
- h. Credit by correspondence or by advanced standing examination will not apply toward a graduate degree. However, distant learning credits completed at a regionally accredited institution, may be considered.

### **Transfer of Credit Petitions**

Petitions for transfer credit must include a cover letter identifying the courses for which transfer credit is sought and the detailed syllabus for each course. The petition must be submitted to the Director of Admissions no later than August 1, prior to matriculation in the program. The petition will then be forwarded to the Student Academic Progress Committee (SAPC) for review. Approval of transfer credit can only be granted by the Student Academic Progress Committee.

Transfer credit is considered neutral in computing MSM grade point average for the purposes of determining academic status, probation, and graduation honors.

### **8. Remediation**

A grade of B- is failing and must be remediated according to the timeline specified by the course instructor and not to exceed one semester after the initial grade was submitted. A student may only remediate twice during their matriculation in the program. A student who remediates more than twice will be considered for dismissal from the program. Only students

who are regular degree seeking (full-time or part-time).  
Special Status students cannot remediate any course.

Instructors will determine the terms and conditions of the remediation plan. Students are strongly encouraged to meet with their Instructors in order to fulfill the necessary requirements for the course.

### **9. Repeating a Course**

Students who earn an “F” or “C” grade in a core or track course are required to repeat the same course during the next semester the course is offered. Students who earn an “F” or “C” grade in an elective course are not required to repeat the same course during the next semester when the course is offered.

A student will be allowed to enroll in a course for a second time without conditions, regardless of the grade earned in the course previously. A student who fails a core or track course for a second time will not be allowed to re-enroll in that course for a third time and will be considered for automatic withdrawal from the program.

When a course is repeated, the original grade will remain on the transcript, but will be removed from the calculation of the grade point average. The new grade will enter into the calculation of the grade point average: even if it is lower than the grade originally earned. The most recent grade earned is also the one applied to graduation requirements, even if it is lower than the original grade.

### **10. Withdrawal Policy**

**W** This symbol indicates that a student was permitted to withdraw from the course

without penalty after the drop/add period and before the withdrawal deadline.

**WF** WF indicates that the student withdrew from the course while doing failing work and did not withdraw from a course before the last day to withdraw from a course deadline.

### **Withdrawal from classes**

The withdrawal deadline is scheduled at the beginning of each academic year and is reflected in the academic calendar. Following drop-add, a student must submit a withdrawal form to the Registrar which has been signed by the Course Director and Degree Seeking Advisor & Mentor. A student has not officially withdrawn from a course if this process is not completed.

A student seeking to withdraw from a course without penalty after the drop/add period and after the withdrawal deadline due to an acceptable reason (illness, family emergency) must submit a written request to SAPC.

### **F. MD/MPH Students**

Current MD students who did not declare an interest in the MPH program at the time of admission can apply for the MPH program as they enter into their third year. Current MD students will be required to complete the MPH application and submit two letters of recommendation from MSM faculty. Application fees for MD/MPH applicants will be waived. Acceptance into the MPH program is contingent upon the passing of Step 1. Students must also be in good standing, academically and professionally. Dismissal from the MD program based on academic performance or professionalism will result in automatic termination from the

MPH Program. Special Status Student option is not available for MD/MPH students.

### **G. Preventive Medicine Residents**

Preventive Medicine Residents accepted into the MPH Program are required to maintain all educational standards required for the residency program. Dismissal from the residency program based on academic performance, lack of progression or any of the six core competencies in Preventive Medicine will result in automatic termination from the MPH Program.

### **H. Special Status Students**

Graduate coursework completed at MSM while enrolled as a Special Status Student will be considered as residence credit, may be used with the following limitations as credit toward the MPH degree, once granted admission by the Admissions committee:

- Special Status Students can only take core courses and pre-requisite rules do apply. Any exceptions must have approval of the MPH Program Director.
- Only grades of B or better earned by a student while in the special student status can be subsequently applied towards the degree.
- Any courses with a grade of B- or below cannot be applied towards the degree. The course(s) must be repeated and will remain on the transcript and will be factored into the grade point average.
- Remediation is not possible for Special Status Students and no exceptions will be made.

- Special Status Students must have a cumulative GPA of 3.0 in the coursework completed in the MPH program at MSM prior to consideration by the admissions committee for admission as a degree seeking student.
- The Admissions Office in consultation with the Program Director reserves the right to inform a Special Status Student, prior to the admissions interview process, that they will not be considered for admission as a regular student if their cumulative GPA does not meet the 3.0 GPA requirements.
- SAPC will monitor the performance of Special Status Students and their performance (while in this status) will be considered by the Admissions Committee.

### **I. Graduation Honors**

Students who complete all the degree requirements while earning one of the two highest cumulative GPAs among their graduating class will graduate with honors.

## J. Grading System for Master of Public Health Students

<b>Grade</b>	<b>Meaning</b>	<b>Grade Point</b>	<b>Quality Point</b>
A	Superior Work	96-100	4.0
A-		90-95	3.7
B+		85-89	3.3
B	Satisfactory	80-84	3.0
B-	Less than Satisfactory	75-79	2.7
C	Marginal	70-74	2.0
F	Failing		0.0
P	Pass		*
W	Withdraw without penalty		*
WF	Withdraw while failing		0.0
IP	In Progress		*
I	Incomplete		*

“D” is not a letter grade used in the MPH Program system.

\* - indicates grades not included in the calculation of a student’s grade point average (GPA).

The minimum standard for graduate work leading to the Master of Public Health degree is a B average (3.0 GPA).

Only grades of A and B may be modified as A-, B+, B-.

The GPA is computed by

1. multiplying the points earned by the course credit hours
2. dividing the total number of semester hours carried into the total number of points earned. Cumulative grade point averages will be calculated each semester.

No residence or course credit is allowed for an F, W, WF, or I. No course credits are given for C or F in a core or required track course.

### **K. In Progress and Incomplete Definitions**

Two provisional notations may be given- IP (In Progress) or I (Incomplete). When a course, seminar, or research activity is intended to last more than one semester the notion IP (In Progress) is made at the end of each grade period until the final grade is given. To receive the In Progress (IP) grade means that you are actively engaged in the particular project or activity. If the project or activity is not satisfactorily completed within one year of receiving the IP, the student will receive a final grade of “F”.

When assigned work is not completed during a prescribed period for an acceptable reason (illness, family emergency), the notation I (Incomplete) may be given with consent of the instructor. When an instructor gives an Incomplete, the missing work and a reasonable timeline for the completion must be submitted to the Degree Seeking Advisor & Mentor. Under no circumstance should an Incomplete grade be given to disguise unsatisfactory work. If the work is not satisfactorily completed within the time specified in writing by the instructor at the time the “I” is given, not to exceed one semester after the “I” is given, the student will receive a final grade of “F”. However, when students enrolled in Culminating Experience and/or Practicum receive an “I” for incomplete work, they have up to one year to complete the work before a final grade of “F” is given. A student who receives an “I” twice during the course of their matriculation will be considered for dismissal from the program. In case of a hardship (illness, family death, etc), the status of a student who receives more than two incompletes will be determined

on a case by case basis per the recommendation of the Student Academic Progress Committee.

**L. Policy on Teacher/Learner Relationships**

It is the policy of MSM that individuals who serve in a teacher role or who participate as a learner in any MSM program shall uphold the standards of behavior in the teacher/learner relationship as defined in policy #01-25:05:00 in the institutional policy manual. The full document may be found in the Office of Student Affairs.

## Student Services

### Office of the Registrar

#### **Responsibilities and Duties of the Office of the Registrar**

The Office of the Registrar at MSM has as its function to:

- Provide and maintain an adequate computer-based Student Information System for the institution and through this system provide needed information and reports to both faculty and administration.
- Maintain the permanent academic records for all students, including registration, processing grades, recording related correspondence, and recording degrees granted.
- Assist with all Federal and State reports requested relative to matriculated students.
- Provide, on request, service and assistance to other administrative users of the Student Information System.
- Certify student attendance, academic performance and status to outside agencies.
- Provide an academic transcript upon request to all current and former students.
- Process all degree applications, order diplomas/regalia and in general assist in the graduation ceremonies.
- Provide degree verification for licensure and employment.

#### **Responsibilities and Duties of Students**

- It is the responsibility of the student to see that his/her mailing address stays current. The Registrar's Office will not be responsible for incorrect directory listings, misdirected and/or non-receipt of communication from the institution if not properly notified of changes.
- To read and review all official correspondence sent from the Office of the Registrar via email or letter.

## **Registration Process**

Registration is held once a year for M.D. students (see academic calendar). M.P.H., M.S.B.R., M.S.B.T., M.S.C.R. and Ph.D. students register on a semester basis. M.P.H., M.S.B.R., M.S.B.T., M.S.C.R. and Ph.D. registration materials are also maintained on the MSM website at [www.msm.edu](http://www.msm.edu) . Click on Admissions/Student Affairs, Office of the Registrar, then Registration to begin the process. All students are required to register during the appropriate registration period. Registration for any year is not complete until all published procedures have been complied with and until satisfactory arrangements have been made with the Business Office for payment of tuition and other financial responsibilities.

If registration is not completed at the designated time, a late registration fee of fifty dollars (\$50) will be charged. Should circumstances result in a delay in registration beyond the student's control, a written appeal may be submitted to the Assistant Dean for Student Affairs. A student may not attend class or clerkships nor receive credit for such unless registered.

It is essential that information submitted on admission, registration and other forms be accurate and consistent since enrollment, loan applications and information submitted by the Registrar for licensure and the practice of medicine depend upon it. Each student is held responsible for utilizing his or her full legal name as shown on a birth certificate. Each student is responsible for reporting to the Registrar any changes in information, especially name, local address and telephone number. MSM cannot be responsible for a student's non-receipt of information if it has not been properly notified of changes.

## **Transcripts**

All requests for transcripts must be made in writing to the Office of the Registrar, either on a transcript request form or by letter, and must include student's name at the time of attendance, student ID or SSN number, and signature. Normal

processing time is two business days. No transcript will be issued to students whose records show financial indebtedness to the institution. Various forms are available from the MSM website at [www.msm.edu](http://www.msm.edu). Click on Admissions/Student Affairs, then Office of the Registrar, then Forms to locate these documents. Select the desired form for download and print.

### **Transcript Types:**

**Unofficial Transcript-** without the institution's seal and stamped "Unofficial Transcript" and "Issued to Student" if given directly to student.

**Official Transcript-** with institution's seal and validating signature mailed directly to anyone other than students with the consent of student.

**Official Transcript issued to student-** same as Official Transcript above with "Issued to Student" stamped on sealed outer envelope.

### **Change of Student Information**

A student must make all personal information changes (i.e. Name, address, and telephone number) to the Office of the Registrar. Students must pick up a Change of Person Information form from the Registrar's Office or on the MSM website, fill it out completely with their new information (sign and date) and submit it to the Registrar. These changes will only be recorded when there is sufficient evidence supporting the change. If there is a name change, students must provide a copy of MSM accepted forms of documentation justifying the name change to the Registrar's office.

Acceptable documentation for change of name:

- Any state or federal identifying document with picture (drivers license, passport, visa, etc...)
- Notarized Marriage Certificate
- Notarized change of name court order

### **Certifications/Verifications**

Students needing certification or verification of their status, enrollment and/or degree for insurance, educational or consumer loans should complete and sign a request form that is available in the Registrar's Office or the MSM website and submit it with any other required forms to the Office of the Registrar. Request for certifications or verifications are only for the current academic year and any past semesters that the student was enrolled. Requests for Dean's recommendations must be submitted directly to the Student Affairs Assistant Dean. The office can be reached at (404) 752-1651.

### **Cross Registration Information**

#### **Atlanta Regional Council for Higher Education (ARCHE)**

ARCHE Cross Registration is a program developed and sponsored by the Atlanta Regional Council for Higher Education. Under certain conditions the program allows students to take courses at a member institution that are not offered at the home institution. Students must be in good standing. All tuition and fees will be at the rate of the home institution and are paid through the home institution. Any special fees (i.e., parking, lab, etc.) must be paid to the host institution. Cross Registration does not constitute regular admission-processes; therefore students may not be admitted to the institution through the cross registration program. Students must request that the Registrar's Office of the host institution send an official transcript to their home institution upon completion of the term. The credit will be recorded according to the policies of the home institution. The following is a summary of the guidelines for the cross registration:

- Students must be enrolled in good academic standing at a member institution during the term in which they plan to cross register.
- Students who wish to cross register must have the approval of the Registrars at both the home and host institution. Application forms must be initiated at the home institution.

- Students may cross register only for courses for which they are eligible and have met the prerequisites.
- Students may cross register for a total of fifteen percent (15%) of the courses in their graduate program.
- MSM does not participate in Cross Registration during the summer semester.

### **Participating Institutions**

Agnes Scott College  
 Brenau University (Atlanta Campus)  
 Clark Atlanta University  
 Clayton College & State University  
 Columbia Theological Seminary Emory University  
 Emory University  
 Georgia Institute of Technology  
 Georgia State University  
 Interdenominational Theological Center  
 Kennesaw State University\*  
 Morehouse College\*  
 Morehouse School of Medicine\*  
 Oglethorpe University  
 Savannah College of Art & Design\* (Atlanta Campus)  
 Southern Polytechnic State University  
 University of Georgia  
 University of West Georgia

*\*These institutions do not participate in cross registration during the summer session.*

For complete instructions and application deadlines, pick up an application from the Registrar's office or access it online at <http://www.atlantahighered.org/consortium/crossregform.pdf> .

### **General Guidelines for Release of Information about Students**

- The Office of the Registrar will comply with and abide by all federal and state laws which apply directly to the institution and the Confidentiality and

Release of information about students – in particular, the Family Educational Rights and Privacy Act of 1974 (FERPA).

- The general rule is that only directory information may be released without prior written consent from the student. All other information may only be released upon written request from the student.
- Permanent Records shall be released to comply with a subpoena or court order only with the consent and advice of the institution's legal counsel. Student's will be notified in writing upon receipt of the subpoena or court order if they wish to prevent the release of the records.
- Directory information may be restricted with prior written consent from the student. At the start of each academic year during orientation students will be provided the necessary form to restrict release of directory information.
- Only those records shall be kept which are necessary in order to meet the institution or student's goals.
- All office policies governing the maintenance and release of student records are public and are available to students, faculty, and administration.

### **Definition of Terms**

**Permanent Education Records:** Any information or data recorded in any medium that is included but not limited to handwriting, print, tapes, file, microfilm, and microfiche of persons who are or have been in attendance at MSM. This information currently include forms such as all clinical evaluations, academic performance correspondence (promotions, course performance, awards etc.), student requests, registration information, unofficial academic transcript, grade reports and admissions information.

**Legitimate Educational Interest:** Means the demonstrated need to know by those officials of an institution who act in the student's educational interest, including faculty, administration, clerical and professional employees. The "Act" states that institutions must establish their criteria,

according to their own procedures and requirements, for determining when their school officials have a legitimate educational interest in a student's education records.

Personally Identifiable: Means data or information which include: 1) the name of the student, the student's parent, or other family members; 2) the student's address; 3) a personal identifier such as a social security number or student number; or 4) a list of personal characteristics, or other information which would make a student's identity easily traceable.

### **Family Educational Rights and Privacy Act (FERPA)**

MSM is in full compliance with the federal Family Educational and Privacy Act of 1974 as amended (P.L. 93-380) which gives students access to their educational records. Individuals who have particular questions or wish to view a copy of the Act are urged to contact the Office of the Registrar or the Dean's Office. Students can arrange to review their records by making an appointment with the Registrar located on the first floor of the Hugh Gloster Building, adjacent to the Office of Admissions and Student Affairs.

#### **1. Directory Information**

Under FERPA, directory information will be treated as public information and generally be available on all students and former students at the discretion of MSM. Directory Information includes the student's:

Name, address, and telephone number

- Date and place of birth
- Major or field of study
- Participation in officially recognized activities
- Home town, hobbies and general interest items
- Dates of attendance
- Campus mailbox and email address
- Degree applied for or received
- Honors and awards received
- Previous educational institutions attended
- Residency program match results

2. **Personal Information** The following information is considered personal and will not be released without the student's written consent:
  - Grades
  - Transcripts
  - Financial aid information
  - Disciplinary actions
  - Record of disclosure of this information
  - Undergraduate record
  - Parental address
  - Social Security numbers
  - Gender, ethnicity, marital status
  - Religious preferences, disability

### 3. **Privileged Information**

This category includes information contained within the context of a special relationship. Privileged information will not be disclosed to students. A student, upon written consent, may have a physician or other appropriate professional review his or her medical or counseling record.

### 4. **Release of Information Without Consent**

FERPA does allow for the release of educational records without consent, to the following parties or under the following conditions (34CFR § 99.31)

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection to financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific state law.

### **Application & Graduation Information**

The Commencement Ceremony is held annually in the month of May. There are no formal commencement exercises held at the end of the summer or fall terms. Students must fulfill all requirements for receipt of their degree according to the guidelines set by their academic program in order to participate in the commencement ceremony. For a degree to be completed and conferred, a “Graduation Application” must be submitted to the Office of the Registrar by the date noted on the academic calendar. Commencement attendance is mandatory. Students must contact the Assistant Dean for Student Affairs if there is a compelling reason why they cannot participate in Commencement. In such cases, the diploma will be mailed at a later date after completion of all degree requirements has been verified to the address furnished by you to the Registrar. Candidates must have discharged all current indebtedness to the school to receive their diploma. A commencement guide will be distributed to all potential graduates in March of each year.

E-mail: [regoffice@msm.edu](mailto:regoffice@msm.edu)

Location: Hugh M. Gloster Building, Room 106

Office Hours: 8:30am – 5:00pm Monday through Friday

Telephone: (404)752-1658

Fax: (404)752-8686

### **Counseling**

The mission of the Counseling Services of MSM is to help ensure our student’s adjustment to the physical, emotional and cognitive demands of graduate study in such a way as to ensure an excellent academic preparation, and an established, effective personal system of integrity and resiliency upon graduation.

While peers and personal resources are often a good start, objective and professional consultation may be needed. Seeking help early is strongly encouraged. We offer assistance with personal and academic challenges. Counseling sessions are confidential. Services are available free of charge to all

matriculating students. All students are encouraged to talk over any issue of concern with a counseling center staff member.

Location: National Center for Primary Care, Rm 100

Director: Shawn Garrison, Ph.D

Counselor: Kim Sutton, Ph.D

Interim Secretary: Toccara Houston

Telephone: (404) 752-1778

Email: [counseling@msm.edu](mailto:counseling@msm.edu)

## Library

The Library is located on the first floor of the Medical Education Building (MEB). Open one hundred five (105) hours per week the Library has areas for group and individual study. There are open study carrels, enclosed study carrels, tables and chairs for studying and six (6) public workstations with Internet and Intranet access. The Library collection includes over eighty-nine thousand (74,000) print volumes. In addition to open stacks of books and journals, the Library houses an audio-visual collection of videotapes, slides, recorded lectures, and CD ROMs. The Library provides access to five hundred fifty-four (574) electronic books, and over eight thousand (9,000) Electronic Journals. Cybertools is the Library's online catalog of resources. It is the key to locating materials within the collection. You may search for information resources in the Library by author, keyword, subject and title. Desktop access to Cybertools is available anywhere you have Internet access. Go to the MSM homepage <http://www.msm.edu/HomePage.aspx> or <http://myportal.msm.edu> and click on Library. The Library provides electronic access to the following: Access Medicine, American Psychiatric Publishing, American Society for Microbiology (ASM) Journals, Biomed Central, Exam Master, GALILEO, Library E-Journals, MD Consult, OVID (Includes Books@OVID, Journals@OVID, and select databases), PubMed, Physician's Desk Reference (PDR), Science Direct,

Scopus, Springer, Stat!Ref, and Wiley Online Library. Classes are available for hands-on practice in the efficient use of all of these resources.

All faculty, staff and students of the MSM with a current and bar-coded MSM Identification Card may borrow from and use the Library's collection. Books circulate for 28 days. Bound journals and Audiovisuals circulate for three days. CD ROMs, Reference books and Unbound Journals do not circulate. Books are non-renewable, and other materials may be renewed twice by: telephone (404) 752-1536, or in person at the circulation desk in the Library up to one day before the due date of the material. The daily fine for overdue materials is \$1.00 per day. Certain books may be placed on strict reserve and therefore must stay in the Library. Books on overnight reserve may be checked out one hour before closing and must be returned one hour after opening. A fine of \$2.50 per reserve item will accrue for every hour that a reserve item is overdue.

Charges for unpaid fines or missing books will be added to the student's account in the Business Office and if not paid, will result in the inability to register or graduate. A five dollar (\$5.00) processing charge must be paid, in addition to fines, once a bill has been sent to the Business Office.

The Library provides three (3) Copy machines (all of which are digital and one which is color) for use. Black and white copies are ten cents (\$0.10) each and copy cards may be purchased in the Library or you may use coins or one dollar or five dollar bills. Color copies are seventy-five cents (\$0.75) each.

Printing from the workstations in the Library is done by using the Library's Print Management System. The cost to print from the public computers in the Library is ten cents (\$0.10) per page using a copy card or currency. Copy cards may be purchased in the Library for one dollar (\$1.00). You

may also save your work to a disk and printing elsewhere outside of the Library.

### **Library**

#### **Hours:**

Monday through Thursday 7:30 am to  
12:00 am

Friday 7:30 am to 10:00

pm Saturday 10:00 am to

10:00 pm Sunday 12:00

pm to 12:00 am

*Special hours for holidays, intercessions and tests are posted.*

#### **Multi-Purpose Room and Group Study Rooms:**

The Library has one multi-purpose room (located within the Library past the circulation desk turn right and then turn right again) which may be reserved ahead of time by filling out the sign-up sheet on the door. After 5:00 pm daily this room may also be used for group study. The Library also has four rooms (located within the Library past the circulation desk turn right and go straight ahead) for use by three to four persons. The rooms can be reserved for three hours at a time.

#### **Electronic Computer Laboratory (E-Lab):**

The E-Lab has twenty workstations (located within the Library past the circulation desk, turn left and go straight). The facility is used by faculty, students and staff learning to utilize information technology and Internet resources in biomedical research.

#### **Twenty-Four Hour Study Rooms (located on the second floor, MEB):**

On the second floor the Library has three student study areas that are available for use on a first come, first served basis twenty-four hours per day. In these rooms students have access to the wireless network, and may meet in two of the rooms in groups of up to four. In the largest of the three areas,

chairs, tables, and eight rooms are available for individual and group study.

### **MSM Department of Public Safety**

The MSM Department of Public Safety is committed to providing a safe and secure environment for faculty, staff, students and visitors where security is balanced with freedom of movement, and individual rights are balanced with community needs.

The department enforces school policies, and established Federal and State Laws in support of the school's mission; and collaborates with local law enforcement and community organizations in fulfilling its mission.

The Morehouse School of Medicine Department of Public Safety is comprised of the MSM Police Department, Security Services, and Emergency Preparedness. Police Officers at MSM hold the same arrest and police powers as the City of Atlanta Police on and within five hundred yards of the main campus and off-site facilities. Police Officer duties include the protection of life, the enforcement of the laws of this state; the preservation of public order; and property; the prevention, detention, or investigation of a crime; or any combination thereof. Students must obey the lawful directions of all MSM-Department of Public Safety Officials at all times.

Morehouse School of Medicine Identification badges are issued to all students. Identification badges are to be worn at all times and so that the photo is clearly visible to others. Badges should be worn at chest height, allowing the bearer's photograph and face to be readily compared. The MSM identification badge serves a dual purpose. In addition to readily identifying all faculty, staff, students, visitors, vendors and other authorized personnel, it also provides access to many campus facilities. Please do not provide access to anyone without proper MSM identification.

**To contact Public Safety call (404) 752-1795**

**Location: Ground Floor entrance of Parking Deck**

## Student Health Services

It is required that all incoming first-year students complete the Office of Infection Control's **Immunization Requirements** form during the initial application and intake-processing at the Morehouse School of Medicine. Subsequently, and each year thereafter, the immunization status of each student is reviewed for accuracy and/or deficiency. Those immunizations will be offered free of charge.

**Eligibility:** Regularly enrolled MSM students with ID cards validated for the current semester are eligible for health care at Morehouse Medical Associates (MMA). A valid MSM student I. D. and proof of insurance must be provided before he/she can be seen by MMA.

**Location:** Morehouse Medical Associates (MMA), 75 Piedmont Road, Atlanta, GA 30314.

**Access:** Ms. Linda Lamar, LPN, is the point of contact when a student needs to access Student Health Services. She can be reached at (404) 756-5249.

**Payment:** You will be charged for services per your health insurance plan. MSM students insured by the MSM Student Health Plan will have a reduced co-payment.

**Hours:** Monday-Friday, (9:00 am - 5:00 pm) except official MSM holidays. For an appointment during office hours, contact the scheduling office at (404) 756-1423.

**After Care Hours:** For medical care after 5:00 pm weekdays and weekends, please call 404-756-1200 and ask for the physician "On Call."

**Immunizations:** Immunizations required as an MSM medical student will be provided on campus. You will be notified of the dates and times via the Student Affairs office. Please note - you are charged with the responsibility of obtaining your

immunizations on the date and time specified once you are notified.

### **Immunization Services**

The Office of Infection Control (OIC) in collaboration with the Student Affairs provides immunization services for MSM students.

Immunizations are offered free of cost to all students through specially arranged sessions, the dates of which are announced well in advance by the Student Affairs office. Since all participating institutions, laboratories, hospitals and clinics require documentation of immunizations and/or immunity to certain diseases, MSM will make every effort to aid each student in this regard. Please note it is incumbent upon each student to get all required documentation expedited in a timely manner. Attendance during Immunization sessions is therefore **MANDATORY**. All new students will be given 30 days from orientation to provide the immunization document provided in new student orientation.

The following is a list of required immunizations that must be completed before and during early stages of each student's enrollment at MSM. For further information and/or specific questions, please contact the Office of Infection Control. All information must be current and certified by a licensed health care provider:

Tetanus/Diphtheria/Pertussus (Tdap) received in the last ten years.

Measles-Mumps-Rubella (MMR) thirty days apart - two injections if born in or after 1957. If born before January 1, 1957, proof of rubella **ONLY** is required **OR** documentation of two measles and rubella as well as a childhood vaccination series. Documentation of immunity via serology is acceptable. Polio booster **AND** documentation of childhood series.

Hepatitis-B Virus (HBV) immunization series: a three-shot series at zero, one, and six months **OR** documentation of immunity via serology.

Varicella (Chickenpox) vaccine: a two-shot series, four to eight weeks apart OR documentation of immunity via serology.

Tuberculin Skin-testing:

For pre-clinical students, initial two-step testing and a required annual screening.

Testing is required annually for ALL students in clinical settings.

As per current CDC guidelines, a positive skin-test reaction (>10 mm of duration) even those with history of childhood BCG vaccine, does not change the recommendation for clinical follow up and treatment. Students with a history of a positive TB test and/or who have received the BCG vaccine must provide a report of a complete chest x-ray that done within one to months of enrollment.

All students must receive a seasonal Influenza (flu) vaccine annually.

Student immunization and health records are confidential and are released only with the written permission of students.

Please contact the Office of Infection Control at (404) 756-5036 for questions.

### **Disability Services**

Morehouse School of Medicine's Office of Disability Services (ODS) serves as the primary resource for students with documented disabilities, disability concerns, and making requests for reasonable academic adjustments. The ODS works in collaboration with faculty, staff and departments throughout MSM to develop successful strategies for maximizing students' academic achievement and participation in extracurricular activities and programs. Services and accommodations are designed to meet the individual needs of each student. To provide students with disabilities various educational opportunities, the School will make available

reasonable academic adjustments in accordance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, as amended by the ADA. These regulations require that any qualified person receive academic adjustments that are necessary and effective, and which do not compromise the academic standards of the School, to ensure equal access to educational opportunities, services, programs and activities at the School. MSM will not provide an academic adjustment if it would result in an undue hardship to the School. Any applicant, student, resident, or employee who believes he or she has been denied any service or benefit or otherwise discriminated against or harassed due to a disability may contact the Title IX Coordinator or the Deputy Title IX Coordinator.

The Office of Disability Services can be contacted by telephone (404) 756-5200, e-mail [ODS@msm.edu](mailto:ODS@msm.edu), or in person, between 9:00 a.m. and 5:00 p.m. at 720 Westview Drive SW, NCPC Room 408, Atlanta, GA 30310, Monday through Friday, and also can be found on the Web at [www.msm.edu/exec\\_offices/disabilityservices](http://www.msm.edu/exec_offices/disabilityservices).

Students requesting academic adjustments based on a covered disability must register with the ODS prior to course registration (or as soon as practicable) and follow all ODS procedures for requesting academic adjustments. Because current clinical documentation is required before the ODS can consider any request for reasonable academic adjustments, prospective students who have documented disabilities should contact the ODS and submit all necessary forms and documentation at least two months before arriving on campus either for orientation or the beginning of scheduled classes, whichever first occurs. Students should be aware that they are responsible for making requests for reasonable academic adjustments and for submitting all necessary documentation in support of those requests.

The Office of Disability Services will coordinate and implement all programs for students with disabilities. Faculty members must not provide any disability-related academic

adjustments to any student until s/he has received notification by letter to do so from the ODS.

Disabilities of a temporary nature may not be eligible for academic adjustments with the ODS, but ODS will assist the School staff and faculty in efforts to minimize academic disruptions. Students making requests for excused absences and emergency notification should first contact the Office of Student Affairs and, if the report relates to a disability-related issue, the Office of Student Affairs will communicate with ODS regarding the same. For more information, contact the Associate Dean for Student Affairs at (404) 752-1561.

### **General Statement of Nondiscrimination Policy**

Morehouse School of Medicine is committed to providing academic and employment environments that are free from unlawful discrimination, including harassment, on the basis of race, color, national or ethnic origin, sex, age, disability, religion, veteran status, sexual orientation, genetic information, gender identity, or any other characteristic protected by applicable law in the administration of the School's programs and activities. As such, MSM admits or hires qualified persons of any race, color, national or ethnic origin, sex, age, disability, religion, sexual orientation, and gender identity to all the rights, privileges, programs, and activities generally accorded or made available at the School.

### **Non-Discrimination Statement on the Basis of Sex**

Morehouse School of Medicine complies with all applicable federal and state regulations that prohibit discrimination on the basis of sex. No applicant, student, resident, or employee at MSM shall, on the basis of sex, be excluded from participation in, be denied the benefits of or be subjected to discrimination in any education, program, service or activity. Any applicant, student, resident, or employee who believes he or she has been denied any service or benefit because of sex discrimination, or any other protected characteristic, may contact the Title IX

Coordinator or the Deputy Title IX Coordinator at the following addresses:

Mrs. Marla Thompson, MPA  
Title IX Coordinator  
Morehouse School of Medicine  
720 Westview Drive, SW  
Harris Building  
Atlanta, GA 30310  
Direct Dial: (404) 752-1871  
Fax: (404) 752-1639  
Email: [mthompson@msm.edu](mailto:mthompson@msm.edu)

Ms. Linda Poteat-Brown  
Deputy Title IX Coordinator  
Morehouse School of Medicine  
720 Westview Drive, SW  
Harris Building  
Atlanta, GA 30310  
Direct Dial: (404) 752-1606  
Fax: (404) 752-1639  
Email: [lpbrown@msm.edu](mailto:lpbrown@msm.edu)

### **Prohibition Against Retaliation**

Anyone who, in good faith, reports what s/he believes to be discrimination or harassment, who participates or cooperates in any investigation, or who otherwise opposes unlawful conduct believed to be in violation of this policy will not be subjected to retaliation. Anyone who believes he or she has been the victim of retaliation for reporting discrimination or harassment, participating or cooperating in an investigation or otherwise opposing unlawful conduct believed to be in violation of this policy should immediately contact the Title IX Coordinator. Any person found to have retaliated against a person who engaged in conduct consistent with the protections afforded under this Policy will be in violation of this policy and will be subject to disciplinary action.

Please see the Morehouse School of Medicine Nondiscrimination and Anti-Harassment Policy for a more in depth discussion of the School's nondiscrimination, anti-harassment and anti-retaliation policies.

### **Office of International Program Services (OIPS)**

The Office of International Program Services (OIPS) provides assistance to internationals and administrators who work with internationals at MSM and serves as an official liaison with U.S. Computer Departments of State, Homeland Security, and Labor. The manager of OIPS functions as the Principal Designated School Official at MSM for F-1 students and the Responsible Official at MSM's Exchange Visitor Program for J-1 students, and is available to all students for immigration counseling, addressing such issues as international travel, practical training/off-campus employment, changing status, or planning for future adjustment to permanent residency status. The manager is also available to counsel students with any cross-cultural adjustment issues they may be having.

After you have recovered from your schedule, settled in your living accommodations, toured MSM, the Atlanta University Center, and discovered a corner in the library that looks comfortable for studying, you may still have questions about daily living. This section will provide you with such informational-basics toward survival on campus.

### **Computer Use Policies**

1. Use only the computing systems, User accounts, and electronic files and data for which you have authorization.
2. Read and understand all relevant MSM Information Technology policies, procedures, standards, and guidelines for any computing systems or networks used both inside and outside the Institution.
3. Do not attempt to circumvent security controls intended to protect MSM information processing systems or MSM information.. Unauthorized use of

MSM computing resources or attempting to escalate access privileges is an explicit violation of MSM IT policy, regardless of the level of protection deployed on those resources.

4. Abide by all applicable local, state, and federal laws.
5. Respect the privacy and personal rights of others. Do not access or attempt to access another user's electronic mail account, data, software, or files without their expressed permission.
6. MSM endorses the following statement on software and intellectual rights distributed by EDUCAUSE, the non-profit consortium of colleges and universities committed to the use and management of information technology in higher education:
  7. "Respect for intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies to work of all authors and publishers in all media. It encompasses respect for the right to acknowledgment, right to privacy and right to determine the form, manner and terms of publication and distribution. Because electronic information is volatile and easily reproduced, respect for the work and personal expression of others is especially critical in computer environments. Violations of authorship, integrity, including plagiarism, invasion of privacy, unauthorized access and trade secret and copyright violations may be grounds for sanctions against members of the academic community. Guidelines in the Tenets of Community Behavior and Academic Code regarding plagiarism or collusion on assignments apply to course work completed with computers just as they do to other types of course work."
8. Abide by all applicable software copyright laws and license agreements. Institutional policies expressly

forbid the copying or installation of software that has not been placed in the public domain and distributed as “freeware.” Users of “Shareware” are expected to abide by the requirements of the Shareware Agreement.

9. Use appropriate standards of civility when using MSM computing systems to communicate with other individuals, either within the MSM community or externally. When sending personal messages to other users or posting on electronic bulletin boards or websites, identify yourself as the sender or poster. The use of MSM computing resources to harass other individuals deliberately is explicitly prohibited. This will include, but is not limited to, the download and/or distribution of sexually suggestive materials or harassing comments, visits to sites that display pornography or contain anything else that may be illegal or contribute to a hostile school environment.
10. Be sensitive to the needs of others and use only those MSM computing resources that are necessary to complete your work, including the remote access servers. You should restrict your use of these services for only the minimum period necessary. Broadcasting non-critical messages to large numbers of individuals and sending chain letters are examples of prohibited activities.

## **THE BASICS**

### **Banking**

Over 55 commercial banks serve the financial needs of greater Atlanta. Having a local bank account will make check cashing a lot easier and there are many banks in Atlanta which will be happy to provide you with banking services. Banking hours generally are 9:00 am to 4:00 pm, Monday-Friday. Some banks offer extended hours in local grocery stores. An ATM is located within the National Center for Primary Care on the

first floor inside the cafeteria and in the Hugh Gloster Building, 1<sup>st</sup> Floor Lobby.

### **Student Lounge**

The Ava-Gayle Parkes, M.D. Memorial Student Lounge is located on the second floor of the Medical Education Building for use by students. It provides opportunity for students to meet on an informal basis. Tables, chairs and two sofas are there for relaxing. All students utilizing the lounge should keep the area clean and free of debris.

### **Food and Drink**

A refrigerator is provided for students to keep lunches cold until mealtime in the Student Lounge area. This area is to be kept clean at all times. Lunch materials should be stored there for very short times. This is not a pantry area. Label your lunches or grocery products. The refrigerator will be emptied each Friday. Material not properly labeled will be discarded along with containers. Failure to comply may result in the removal of the refrigerator.

Ample space is provided for students to enjoy their meal time and break time in the Student Lounge. Please limit your eating and snacking to this area. Neither food nor drink is permitted in the classrooms, laboratories, or Library (including the electronic laboratory).

A microwave oven is also located in the Lounge Area. Please observe all precautions in heating food in this facility. (Metal pans and utensils should not be placed in the oven). Please clean spills, splatters, etc. from the oven floor, walls and cover. Failure to comply may result in the removal of the microwave oven.

### **Telephones**

The phones in individual offices are for business use only. Students may not use the office or lounge phones for long distance calls. In cases of emergency, calls should be directed to (404) 752-1500. In emergencies, a student will be notified by the school.

**Lockers**

Lockers are maintained for student use in the second floor hallways and multi-disciplinary laboratories of the Hugh M. Gloster Building. At the beginning of each academic year, lockers are assigned to each student. The student is responsible for securing a lock for keeping its contents in orderly fashion. At the end of the academic year, the lockers must be emptied and cleaned and locks removed within two weeks of the end of classes.

**Fitness Center**

Fitness Center is equipped with cardiovascular, resistance training machines, free weights and an aerobic area. Hours: Mon - Sun, 5:30 am - 12:00 pm Aerobic classes: Mon - Fri, 5:30 pm - 6:30 pm Location: lower level of parking deck.

**Duplicating**

Copy machines for student use are located in the Library. Students have an option at Registration to purchase a print/copy card. Students are advised that if any problems arise with a machine, to contact a Library staff member for assistance and not try to correct the problem.

## General Policies and Regulations

### Use of Buildings

Students are permitted to use the two lecture rooms on the first floor of the Hugh M. Gloster Building (HGB), and the laboratory space on the second floor on a 24-hour basis, subject to their prior reservation. The cubicles in the multi-disciplinary labs are designed for group study. The conference room on the third floor of the HGB may be used by students on a sign-in basis only. A sign-in sheet is kept at the Security Desk.

Located in the HGB is an extended hours study area with rooms for group and individual study. The room is equipped with computers and other media sources for student use.

**\*\*Food and drinks are not allowed in study areas or lecture rooms.**

When using the buildings, furniture should not be rearranged or moved from one room to another. It is expected that facilities are left clean and in good order.

**No Pets are allowed on campus.**

### Child Visitors

**Purpose:** To establish MSM policy governing child visitors, which incorporates responsibility and awareness for comprehensive institutional child safety that reflects the best interest of children and MSM.

**Responsibility:** Under the direction of the President, the Senior Vice President for Management and Policy, Deans, and Vice Presidents shall ensure thorough and complete compliance with this policy. All individuals with supervisory responsibilities will implement this policy and assure its enforcement, effective immediately. This includes all

department heads, principal investigators, and immediate supervisors including laboratory personnel.

**Applicability:** This policy applies to all MSM employees, students, residents and visitors. Non-compliance with this policy may be addressed by any appropriate supervisor, department head, Safety Committee member, Dean, or Vice President. Failure to adhere to this policy may result in disciplinary action up to and including termination of employment or exclusion from MSM. For the purposes of this policy, children are defined as individuals under the age of eighteen.

**Enforcement:** In addition to supervisory personnel, Public Safety has the authority to enforce this policy.

### **Policy**

1. No Employee, Student or Resident is allowed to bring children to work for the purpose of providing child care at any time, including summer vacations, school holidays, after school, school breaks, doctor appointments, etc.
2. Children who visit MSM facilities must be accompanied and supervised at all times by a responsible adult other than an on-duty employee.
3. Children are not allowed in the school laboratories or animal facility, except in instances specifically described below.
  - a. Only those children who are participants in sponsored programs that involve laboratory experience may visit MSM laboratories and the animal facility.
  - b. At all times during these visits, children must be supervised by a designated MSM representative.
4. Children are not allowed in classrooms while classes are in session. Visits to classrooms at other times must be supervised by parents or other responsible adults.

5. Children are not allowed in the Library, including the electronic laboratory, except when participating in a sponsored program, or by special permission of the Library staff. Such children must be supervised by a designated MSM representative at all times.
6. Children are not allowed in the Games room, employee, student, or resident lounges.
7. Children who enter the building unaccompanied as guests must report upon arrival to the Public Safety desk and identify the person they wish to visit. The identified party will be contacted to receive the guest in the lobby. If the identified party is not available to receive the guest, the child will be asked to leave.
8. Unattended children found in restricted areas will be escorted to Public Safety where an employee/parent will be notified. If there is no response from the employee/parent, the employee's supervisor will be called to intervene.

Any exceptions to this policy must be requested in writing and approved in writing by the appropriate department head. Written approval of any exceptions must be provided to Public Safety prior to occurrence.

### **Drug Free School Policy Guidelines**

1. It is the Policy of Morehouse School of Medicine that the unlawful manufacture, distribution, dispensation, possession, sale, processing or use of any controlled substance by faculty, staff or students is prohibited while on School Property or while on School business. Consequently, anyone found to be in violation of federal, state, local and/or School policy will be subject to disciplinary action up to and including termination or expulsion. DEFINITION: A controlled substance is any chemical for which there are explicit regulations regarding its manufacturer distribution, dispensation or use. Therefore, in accordance with the federal Drug-Free Workplace Act of 1988, all School employees and students must, as a condition of employment or

enrollment, (i) abide by the School policy on controlled substances, and (ii) inform the School in writing of any conviction for violation of a criminal drug statute, when violations occur in the workplace, no later than five (5) calendar days after such conviction. The School must then notify any grant or contracting agency of the conviction within ten (10) calendar days of notice from employee or student, when employee's/ student's salary is paid from a federal grant or contract.

2. The School recognizes the accepted professional definition of addiction. Addiction is a harmful complex bio-psychosocial, primary disease, characterized by the progressively debilitating, compulsive use of a mood altering substance at the expense of one's values, goals, vocation, family and social life.
3. Any employee or student convicted of a violation of a criminal drug statute or involved in illegal use or abuse of any controlled substance, may as a condition of continued employment be required to participate satisfactorily in a drug abuse assistance or student status, rehabilitation program approved for such purposes by a federal, state local health, law enforcement or other appropriate agency. The School offers counseling and referral assistance via an Employee Assistance Program (EAP) provided by an external source or an internal student counseling service. The employee's supervisor, School's EAP Liaison (Discrimination Grievance Officer), Associate Dean for Student Affairs, and/or the Vice President for Human Resources will make the necessary referral(s) to the EAP or Student Counseling Services. Department directors, supervisors, or employees who are affected by illegal use or abuse of drugs are responsible for notifying the EAP directly, or contacting the EAP Liaison at (404) 752-1846.
4. Employees who are concerned about a substance abuse problem may contact the EAP directly, or may be referred by a supervisor concerned with the employee's substandard performance. Preliminary substance abuse counseling and referrals are available through the EAP. Employees will be seen individually for assessment, referral and treatment as required. Follow-up contacts

will be available as necessary to meet the employee's needs.

5. There is no cost to employees who contact the EAP for services rendered by its counselors. However, there may be some costs incurred when referrals are made to outside clinics, physicians, and rehabilitation programs.
6. All contacts with the EAP and the EAP Liaison are kept strictly confidential.
7. Undiagnosed and untreated substance abuse problems including addictions, do not excuse any employee's substandard job performance. Any employee's refusal to seek treatment for alcohol or drug abuse, including addiction, will not be tolerated and is grounds for dismissal.
8. To educate employees on the dangers of drug abuse, the School has established a drug-free awareness program. Periodically, employees will be required to attend training sessions at which the dangers of drug abuse, the School's policy regarding drugs, the availability of counseling services, and the School's Employee Assistance Program will be discussed.

## **ANTI-DISCRIMINATION AND HARASSMENT POLICY**

Morehouse School of Medicine is committed to providing an academic environment that is free of all forms of unlawful discrimination and harassment. Actions, words, jokes or comments based on an individual's race, color, citizenship status, national origin, ancestry, gender, sexual orientation, age, religion, creed, marital status, veteran status, political affiliation, genetic information, or any other factor protected by law will not be tolerated. Harassment of MSM's students by customers, vendors, patients, other third parties with whom our students interact, also is unlawful and strictly prohibited.

MSM is committed to vigorously enforcing its policy against unlawful discrimination and harassment at all levels of the organization. All students must conduct themselves in a way that ensures they do not engage in acts of unlawful

discrimination or harassment. Conduct which disregards or violates this policy will not be tolerated. Guilty parties will be subject to appropriate disciplinary action, up to and including termination.

## **PROHIBITED CONDUCT UNDER THIS POLICY**

### **1. Discrimination:**

It is a violation of this policy to discriminate in admissions, educational programs, or employment against any individual on account of that individual's race, color, citizenship status, national origin, ancestry, gender, sexual orientation, age, religion, creed, marital status, veteran status, political affiliation, genetic information, or any other factor protected by law. Discrimination in violation of this policy will be subject to severe sanctions up to and including termination.

### **2. Harassment:**

This policy prohibits harassment of any kind, and MSM will take appropriate action swiftly to address any violations of this policy. The definition of harassment is verbal or physical conduct designed to threaten, intimidate or coerce. Harassment also includes verbal taunting (including racial and ethnic slurs) which, in the student's opinion, impairs his or her ability to perform his or her job. Harassment of any kind, in violation of this policy, will be subject to severe sanctions up to and including termination.

### **3. Sexual Harassment:**

Sexual harassment – both overt and subtle – is a form of misconduct that is demeaning to others and undermines the integrity of the employment relationship. Sexual harassment consists of: (1) making sexual advances, requesting sexual favors, or engaging in other verbal or physical conduct of a sexual nature, (2) conditioning any aspect of an individual's employment on his or her response to sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, or (3) creating an intimidating, hostile or offensive working environment by sexual advances, requests for sexual favors, or other verbal or physical conduct of a

sexual nature. Sexual harassment is unlawful and prohibited regardless of whether it is between or among members of the same sex or opposite sexes.

The following non-exclusive list sets forth examples of the conduct which violates MSM's policy against sexual harassment:

- Physical assaults of a sexual nature, such as rape, sexual battery, molestation or other unwelcome physical contact (e.g., touching, pinching, patting, grabbing, rubbing or brushing against another person's body);
- Unwelcome sexual advances, propositions or other sexual comments, such as sexually-oriented gestures, sounds, remarks, jokes or comments about a person's sex, sexuality or sexual experiences;
- Preferential treatment or promises of preferential treatment to a student for submitting to sexual conduct; or subjecting or threatening to subject a student to more onerous terms or conditions of employment because of that student's sex or rejection of sexual advances, propositions or comments; and
- Sexual or discriminatory displays or publications anywhere in the workplace, such as displays of pictures, posters, calendars, graffiti, objects, books or other materials that are sexually suggestive, demeaning or pornographic.

## **COMPLAINT PROCEDURE**

Any student who feels that he or she has been subjected to or has witnessed unlawful discrimination or harassment in the workplace, immediately should report the matter – preferably in writing – to Dr. Ngozi Anachebe, Assistant Dean for Student Affairs, at (404) 752-1651; Lori Collins, the Chief Compliance Officer, at (404) 756-8919; or Denise Britt, Associate Vice President of Human Resources, at (404) 752-1713. They will see that the matter is promptly investigated by the appropriate individuals. This may include, but is not necessarily limited to, interviewing the complaining student, the alleged harasser, supervisors, and other personnel, as necessary to obtain sufficient factual information upon which

to base a decision. In all cases, the investigation will be conducted by persons who are not involved in the alleged harassment or discrimination. Confidentiality will be maintained to the extent it is consistent with MSM's obligation to conduct a full and effective investigation.

Following the investigation, a decision will be made regarding the validity of the complaint. If the complaint is substantiated, appropriate corrective action will be taken. This may include termination or other discipline of the guilty party. A written record of any such action taken will be placed in the guilty party's academic or personnel file. In the case of unlawful harassment by a non-employee or student, MSM will notify the person of MSM's policy against harassment and take such other action as may be appropriate under the circumstances. If the complaint is not substantiated, the matter will be closed. In either case, however, the complaining student will be advised of the results of the investigation and the decision reached by MSM.

#### **POLICY AGAINST RETALIATION**

MSM's policy prohibits retaliation against any student who lodges a good faith complaint of unlawful discrimination or harassment in the workplace, who files a charge regarding the same, or who participates in any related investigation or proceeding. Students should use the above-referenced complaint procedure to report incidents of alleged retaliation. The same procedures will be followed in investigating and responding to such reports. MSM wants to encourage the reporting of unlawful discrimination, harassment and retaliation and, at the same time, to protect the reputation of any student and/or employee wrongfully charged with such conduct.

## **ACKNOWLEDGMENT**

I hereby acknowledge that I have been informed of the Morehouse School of Medicine (MSM) Student Handbook (updated June 2012.) I accept responsibility for understanding the policies, procedures, rules and benefits and I agree to abide by its contents which set forth the terms and conditions of my enrollment and subsequent matriculation as an MSM student. I further understand that it supersedes and replaces all previous Student Handbooks.

I understand that if I have questions about the Handbook or its contents, I am to discuss them with the Assistant Dean or the Assistant Dean's designee, of my school.

Circumstances may require that the policies, procedures, rules and benefits described in this Handbook change as MSM deems necessary or appropriate. I understand that I will be notified of such changes and dates of implementation by my MSM e-mail account or through other appropriate means.

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**Student's Name  
(Print or Type)**

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**Date**

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**Student's Signature**