

UNIVERSITY OF CINCINNATI
COLLEGE OF MEDICINE



MEDICAL STUDENT
HANDBOOK

2015-16

PROLOGUE

The Student Handbook is designed to provide easy access to important policies and procedures that are applicable to medical students.

Part I of the Handbook contains policies relating to medical education and the curriculum.

Part II contains general student information.

Financial Aid information can be found online: <http://med.uc.edu/financialservices/>

The College of Medicine reserves the right to make changes to any information contained in this document during the course of any academic year. The College of Medicine will make appropriate efforts to notify students when substantial changes are made.

Approved by the Education Policy Committee August 1, 2013

Approved by the College of Medicine Council August 5, 2013

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Note: The word “course” is used in this document when referring in general terms to blocks, core or specialty clerkships, selectives, electives and other units of study in the medical school curriculum.

TABLE OF CONTENTS

PART I. MEDICAL EDUCATION AND CURRICULUM	4
MISSION STATEMENT	4
ADVANCEMENT AND RETENTION POLICY	5
GRIEVANCE PROCEDURES	12
GRADE APPEAL PROCESS	15
ACADEMIC STATUS APPEAL PROCESS	17
ASSESSMENTS/EXAMINATIONS FOR M1/2	21
ATTENDANCE AND ABSENCES POLICY	25
CLASS RANK SYSTEM	31
CLINICAL PROCEDURES/PATIENT ENCOUNTERS CHECKLIST POLICY	32
DRESS CODE FOR MEDICAL STUDENTS IN M1/2	34
DRESS CODE FOR MEDICAL STUDENTS IN M3/4	35
GRADING SYSTEM POLICY	36
GRADUATION COMPETENCIES	38
GRADUATION REQUIREMENTS	39
INCLEMENT WEATHER POLICY	40
LEAVE OF ABSENCE POLICY	42
MID-CLERKSHIP/AI STUDENT FORMATIVE FEEDBACK	45
PERFORMANCE AND ADVANCEMENT COMMITTEE STANDARDS & PROCEDURES	46
HONOR COUNCIL POLICIES	50
DISABILITIES: STUDENT POLICIES and PROCEDURES	60
PROGRAM-RELATED ACTIVITY POLICY	65
END-OF-BLOCK REQUIRED EVALUATION POLICY	66
DUTY HOURS POLICY	68
HARASSMENT/ABUSE POLICY	69
PRINCIPLES GUIDING INTERACTIONS BETWEEN TEACHERS AND LEARNERS IN MEDICINE	69
 PART II. STUDENT INFORMATION	 70
COMMUNICATION AND IDENTIFICATION	70
CEREMONIES	72
COMBINED/DUAL DEGREE PROGRAMS AT THE COM	73
REGISTRAR'S OFFICE	74
HONORS AND AWARDS	75
MEDICAL STUDENT AND PATIENT PROTECTION	76
MEDICAL STUDENT SCHOLARS PROGRAM	79
RESEARCH OPPORTUNITIES	80
ACADEMIC SUPPORT	81
COUNSELING SERVICES	83
HEALTH INSURANCE	84
ORGANIZATIONS/COMMITTEES	85
WITHDRAWAL FROM THE COM	86
 APPENDIX I Abbreviations	 87
APPENDIX II Course Titles and Numbers	88
APPENDIX III Required Clinical Procedures	90
APPENDIX IV Required Patient Encounters	91
APPENDIX V Family Educational Rights and Privacy Act	93
APPENDIX VI COM Key Personnel	94

PART I. MEDICAL EDUCATION AND CURRICULUM


MISSION STATEMENT

The mission of the University of Cincinnati College of Medicine (UCCOM) program for medical student education is to graduate compassionate medical doctors with a broad understanding of medicine and the abilities required to provide excellent patient care and who will take their foundation of a broad education in medicine to improve health through patient care, research and education.

Medical schools are challenged to produce physicians capable of successfully navigating complex health care systems and coping with exponentially increasing biomedical knowledge in the face of diminishing resources and competing curricular priorities.

A four-year integrative curriculum was implemented for the first-year medical students entering in August 2011. Medical education has entered a time of great opportunity. At the COM, our goals are to:

- Provide a core curriculum that contains the essential information that enables each student to learn the scientific basis of medicine and the application of that knowledge to the practice of medicine;
- Provide the student with the clinical skills necessary to provide excellent patient care;
- Foster a humanistic and ethical approach to patient care, compassion for the patient, and respect for the doctor-patient relationship; and
- Stimulate critical thinking, curiosity and a commitment to life-long learning.

 COLLEGE OF MEDICINE		
ADVANCEMENT AND RETENTION POLICY		
Approved by EPC August 1, 2013	Approved by COM Council August 5, 2013	Revised August 2014

MINIMUM REQUIREMENTS FOR ADVANCEMENT AND RETENTION

A. SPECIFIC REQUIREMENTS FOR M1

1. To maintain enrollment and progress to M2, students must pass all M1 courses. In M1, all courses will be weighted equally when considering repetition of a year or for dismissal. A Failure designates a grade below the standards established for passing.
2. The Education Policy Committee (EPC), in consultation with the course director, establishes the Minimum Pass Level (MPL) for each course.
3. **One Grade of Failure:** A student who receives a single grade of Failure in an M1 course may, at the discretion of the Performance and Advancement Committee (PAC), continue in the curriculum for the remainder of the academic year and remediate the failed course during the summer following the conclusion of Spring Semester examinations.

The process and procedures for remediation are to be designed by the course director and approved by the EPC. Any remediation must be completed prior to the beginning of the next academic year. A Failure grade will remain on the student's official transcript along with the grade achieved when completing the remediation for the course. The remediation grade will be either a Pass or Failure. Receipt of a passing grade results in promotion to M2 coursework. An initial Failure followed by a second Failure in a course is grounds for dismissal.

If the PAC does not allow the student to continue in the curriculum, the PAC may mandate that the student repeat M1 or may recommend the student for dismissal. If this option is chosen, the student will repeat all courses in the first year. If the student fails the course previously failed during this year, it is grounds for dismissal. Failure of two courses during the repeat of the first year (outside of the course previously failed) is also grounds for dismissal. Failure of one course during the repeat of the first year (outside of the course previously failed) will require summer remediation of that course. Failure of the summer remediation is grounds for dismissal.

Even if the PAC approves the student to continue in the curriculum, a student with one Failure retains the option, with approval of the PAC, to discontinue with the M1 curriculum and repeat the course the following year along with all other M1 courses, as long as doing so will not exceed the requirement to complete all M1 and M2 courses in six academic semesters. If this option is chosen, then the requirements of the PAC-mandated repeat of M1 apply if the student has a Failure (or two) during the repeat of the first year.

4. **Two Grades of Failure:** A student who receives two or more grades of Failure in M1 courses will be placed on a mandatory Leave of Absence by the PAC. The Leave of Absence will begin when the final grade of the second failed course is posted unless a grade appeal is in progress. This mandatory Leave of Absence cannot be appealed by the student. Remediation of a course is not permitted while a student is on a leave of absence or when awaiting the decision of a grade appeal. The PAC will review the performance of the student and determine whether dismissal for poor academic performance is indicated or whether the student should be provided the opportunity to repeat the year. Should the PAC determine that the student can repeat the year, the academic year in which the student returns is at the discretion of the PAC. Repeat of courses during the summer is not permitted. Failure to pass any course (including any courses that had been previously completed and passed) in the repeated year by the end of Spring Semester is grounds for dismissal. The repetition grade will be either a Pass or Failure. Receipt of a passing grade in the repeated courses results in promotion to M2 coursework.

When repeating M1, the student must participate in orientation (except the White Coat ceremony) and all courses following orientation.

5. Three or more grades of Failure in M1 constitute grounds for dismissal.
6. The College of Medicine (COM) recognizes that although academic performance is of significant importance, passing courses is not the only measure of success. Students must demonstrate professionalism at all times and must complete administrative and other responsibilities in a timely manner. Students who are found deficient in either of these areas will be reviewed by the PAC and this review may result in a recommendation of dismissal from the COM.

B. SPECIFIC REQUIREMENTS FOR M2

1. To maintain enrollment and progress to M3, students must pass all M2 courses. In M2, all courses will be weighted equally when considering repetition of a year or for dismissal. A Failure designates a grade below the standards established for passing.
2. The Education Policy Committee (EPC) in consultation with the course director establishes the Minimum Pass Level (MPL) for each course.
3. **One Grade of Failure:** A student who receives a single grade of Failure in a M2 course, and has not previously had two other Failures may, at the discretion of PAC, continue in the curriculum for the remainder of the academic year and remediate the failed course during the summer following the conclusion of Spring Semester examinations. The process and procedures for remediation are to be designed by the course director and approved by the EPC. Any remediation must be completed prior to the beginning of the next academic year. A Failure grade will remain on the student's official transcript along with the grade achieved when completing the remediation for the course. The remediation grade will be either a Pass or Failure. An initial Failure followed by a second Failure in a course is grounds for dismissal.

A student who remediates a course in the summer after the second year will be delayed in entering M3 coursework. This may result in a delayed graduation as the student may not be able to complete all requirements by the original graduation date.

If the PAC does not allow the student to continue in the curriculum, the PAC may mandate that the student repeat M2 or may recommend the student for dismissal. The decision to repeat M2 may be allowed as long as doing so will not exceed the requirement to complete all M1 and M2 courses in six academic semesters. If this option is chosen, the student will repeat all courses in the second year. If the student fails the course previously failed during this year, it is grounds for dismissal. Failure of two courses during the repeat of the second year (outside of the course previously failed) is also grounds for dismissal. Failure of one course during the repeat of the second year (outside of the course previously failed) will require summer remediation of that course. Failure of the summer remediation is grounds for dismissal.

Even if the PAC approves the student to continue in the curriculum, a student with one Failure has the option, with approval of PAC, to discontinue with the M2 curriculum and repeat the course the following year along with all other M2 courses, as long as doing so will not exceed the requirement to complete all M1 and M2 courses in six academic semesters. If this option is chosen, the student will repeat all M2 courses. If the student fails the course previously failed during this year, it is grounds for dismissal. Failure of two courses during the repeat of the second year (outside of the course previously failed) is also grounds for dismissal. Failure of one course during the repeat of the second year (outside of the course previously failed) will require summer remediation of that course. Failure of the summer remediation is grounds for dismissal.

4. **Two Grades of Failure:** A student who receives two or more grades of Failure in M2 courses will be placed on a mandatory Leave of Absence by PAC. The Leave of Absence will begin when the final grade of the second failed course is posted unless a grade appeal is in progress. This mandatory Leave of Absence cannot be appealed by the student. Remediation of a course is not permitted while a student is on a leave of absence or when awaiting decision on a grade appeal. The PAC will review the performance of the student and determine whether to recommend dismissal of the student for poor academic performance or whether the student should be provided the opportunity to repeat the year. Should the PAC determine that the student can repeat the year, the academic year in which the student returns is at the discretion of the PAC. Repeat of courses during the summer is not permitted. Failure to pass any course (including any courses that had been

previously completed and passed) in the repeated year by the end of Spring Semester is grounds for dismissal. The repetition grade will be either a Pass or Failure.

5. **Three or More Grades of Failure (in total between M1/2):** Three failing grades distributed across M1/2 constitute grounds for dismissal. This applies even if there was successful remediation or repetition of the failed courses. Withdrawal Failing does not count as a Failure towards dismissal. However, a Withdrawal Failing followed by a Failure is grounds for dismissal.
6. To begin M3 coursework, a student must have passed all M2 courses and have taken the USMLE Step 1 examination, i.e., a student must have taken the USMLE Step 1 examination prior to beginning M3. To continue in M3 coursework, a passing score on USMLE Step 1 must be recorded in the Registrar's Office. Since the date a student takes the USMLE Step 1 varies, some test scores may arrive after a student starts M3. Should a student who has already started M3 receive a failing score on USMLE Step 1, the student will be removed from clinical rotations as described in Section E of this policy.
 - a. A student who has passed all M2 courses by the end of Spring Semester must register for a Step 1 administration date and sit for the examination prior to the first day of M3 coursework. Any exception to this policy must be approved by the Associate Dean for Student Affairs and Admissions and the PAC. Exceptions will only be granted for truly extenuating personal circumstances. If such an exception is granted, the Associate Dean for Student Affairs and Admissions will determine a timeline by which the student must take the USMLE Step 1 examination. Failure of the student to take the examination as directed will result in a recommendation for dismissal from the COM.
 - b. A student who completes M2 coursework in the Summer Semester must register for a Step 1 administration date after they have successfully completed their remediation. The COM will not sponsor a student to take USMLE Step 1 until all M2 coursework, and if necessary, any remediation is completed. In this case, the student will be authorized to enter M3 only after sitting for the USMLE Step 1 exam.
 - c. All repetitions of Step 1 must occur within one year of the date of receipt by the COM of the first failing score. This time limit applies even if the student is on a Leave of Absence. Delay beyond one year requires PAC approval and would be granted only under exceptional and extenuating circumstances. Delay beyond one year without PAC approval is grounds for dismissal of the student from the COM.
7. The COM recognizes that although academic performance is of significant importance, passing courses is not the only measure of success. Students must demonstrate professionalism at all times and must complete administrative and other responsibilities in a timely manner. Students who are found deficient in either of these areas will be reviewed by the PAC and this review may result in a recommendation of dismissal from the COM.

C. SPECIFIC REQUIREMENTS FOR M3

1. Third year courses consists of those clerkships designated as required core clerkships by the Education Policy Committee and two specialty clerkships of the student's choosing. Course names and credits awarded for each course appear in **APPENDIX IV – Course Titles and Numbers**.
2. If a student enters M3 with two Failures from M1 and/or M2, receipt of either a third Failure or two Conditional grades is grounds for dismissal. Withdrawal Failing does not count as one of the three course failures in four years that represents grounds for dismissal. However, a Withdrawal Failing followed by a Failure in a given course is grounds for dismissal.
3. If an M3 student who has had one previous Failure in an M1 or M2 course receives three Conditionals, 2 Conditionals and 1 Failure, or 2 Failures in any separate M3 courses, it is grounds for dismissal.
4. If an M3 student who has not previously had any other Failures in M1 or M2 receives two failing grades (F) in the third year, or three Conditional grades, they will be placed on a mandatory leave of absence by the PAC, while the PAC decides if the student should remain in the curriculum. If the student is allowed to remain in the curriculum the student should use the leave period to evaluate, with the help of the Office of Student Affairs, why they are having difficulty with third-year material, and to develop a plan to overcome these difficulties. Once such a plan is in order the student may

petition the PAC for approval of the plan and for re-entry into the third year of the curriculum. Upon re-entering the curriculum the student will repeat the entire third year. The PAC will review the student's adherence to the plan as they progress through the third year. Receipt of another failing grade or two Conditional grades during the repeat of the year is grounds for dismissal. If a student appeals a final grade in a third-year clerkship that would require a mandatory leave of absence, the leave of absence would be put on hold until the results of the grade appeal are complete. If the original grade of failure is upheld, the student will be removed from the clerkship they are in and will start their leave of absence. The clerkship would have to be repeated in its entirety when the student re-enters the curriculum to repeat the third year.

5. All M3 required core clerkships as defined by the EPC should be passed no later than January 1 of M4 unless otherwise agreed upon by the PAC and the Associate Dean for Student Affairs and Admissions.
6. All M3 required core clerkships as defined by the EPC should be passed before the student can start an M4 Acting Internship unless otherwise agreed upon by the PAC and the Associate Dean for Student Affairs and Admissions.
7. Two M3 specialty clerkships/selectives are required for all students. Deferment of this requirement will be rare and granted only under exceptional circumstances such as the following: (1) to allow military (Health Professions Scholarship Program) students to do their required active duty or (2) extenuating personal circumstances. The PAC will review all requests and, if a deferment is granted, the student will be responsible for requesting the change online. Any deferred M3 required specialty clerkship must be completed before May 1 of M4, unless otherwise approved by the appropriate PAC and the Associate Dean for Student Affairs and Admissions.
8. Prior to enrollment in any clinical rotation for remediation purposes, the student must obtain approval of the course director(s) and PAC if the student wishes to have the course recorded for credit. The clinical site(s) to which the student is assigned for remediation is at the discretion of the clerkship director.
9. A student may only receive a grade of Pass or Fail for any clerkship that is remediated. Honors or High Pass grades are not allowed. The original grade of F as well as the remediated grade will be on the student's transcript. An initial Failure followed by a second Failure in any clerkship is grounds for dismissal.
10. A student must observe/perform the required clinical procedures and patient encounters by the completion of each clerkship (see **CLINICAL PROCEDURES/PATIENT ENCOUNTERS CHECKLIST POLICY**).
11. The COM recognizes that although academic performance is of significant importance, passing courses is not the only measure of success. Students must demonstrate professionalism at all times and must complete administrative and other responsibilities in a timely manner. Students who are found deficient in either of these areas will be reviewed by the PAC and this review may result in a recommendation of dismissal from the COM.

D. SPECIFIC REQUIREMENTS FOR M4

The following requirements apply in M4:

1. If a student enters M4 with two Failures from M1, M2 and/or M3, receipt of a third Failure or two Conditional grades is grounds for dismissal. Withdrawal Failing does not count as one of the three course failures in four years that represents grounds for dismissal. However, a Withdrawal Failing followed by a Failure in a given course is grounds for dismissal.
2. If an M4 student who previously has had one Failure in M1, M2 and/or M3, receives three Conditionals, two Conditionals and one Failure or two Failures in any separate M4 courses, it is grounds for dismissal. If an M4 student, who has not previously had any other Failures in M1, M2 and/or M3, receives two failing grades (F) or three Conditional grades, the student will be placed on a mandatory leave of absence by the PAC, while the PAC decides if the student should remain in the curriculum. If allowed to continue in the curriculum the student should use the leave to evaluate, with the help of the Office of Student Affairs, why they are having difficulty with fourth-year material, and to develop a plan to overcome these difficulties. Once such a plan is in order the student may petition the PAC for approval of the plan and for re-entry into the fourth year of the curriculum. Upon re-entering the fourth year the student will repeat the entire fourth year. The PAC

will review the student's adherence to the plan as they progress through the year. Failure to pass any further clinical rotations (with either a C or F grade) in the fourth year is grounds for dismissal. If a student appeals a final grade in a fourth year course that would require a mandatory leave of absence, the leave of absence would be put on hold until the results of the grade appeal are complete. If the original grade of failure is upheld, the student will be removed from the course they are in and will start their leave of absence. The course would have to be repeated in its entirety when the student re-enters the curriculum to repeat the fourth year.

3. Students must take and pass the USMLE Step 2 Clinical Knowledge and Clinical Skills examinations and record passing scores with the COM Registrar's Office as a requirement for graduation. All students must sit for the USMLE Step 2 examinations by the date set by the COM. Any delay in sitting for the Step 2 examinations beyond the required date must be approved by the Associate Dean of Student Affairs and Admissions in consultation with the appropriate PAC chair.

Passing scores on the USMLE Step 2 Clinical Knowledge and Clinical Skills examinations must be recorded in the Registrar's Office no later than three days prior to the anticipated graduation date from the COM. A student with an unexcused failure to sit for this exam by the set date will receive a professionalism warning from the PAC and could be delayed in their graduation date.

4. A student must pass the Clinical Competency Examination (CCX) administered by the COM as a requirement for graduation. A student should have passed all M3 core clerkships prior to sitting for the CCX. The first administration of the exam occurs in late July-early August of the M4 year. The COM will offer an alternate first testing date for students who are unable, due to extenuating circumstances as approved by the Associate Dean for Student Affairs and Admissions and the PAC, to take the examination during the July-August administration.
5. All M3 required core clerkships as defined by the EPC should be passed no later than January 1 of M4 and before starting an M4 Acting Internship, unless otherwise agreed upon by the appropriate PAC and the Associate Dean for Student Affairs and Admissions.
6. Any deferred M3 required specialty clerkship should be completed before May 1 of M4, unless otherwise approved by the appropriate PAC and the Associate Dean for Student Affairs and Admissions. Failure to do so may result in delayed graduation.
7. Non-UC electives. All students who wish to obtain UC credit for a non-UC (away) elective must obtain approval from the COM prior to the elective experience. The approval process requires that the outside institution accepts the student into their elective, that the corresponding UCCOM department approves the elective offering as meeting education standards acceptable to the COM, and that the Associate Dean for Student Affairs and Admissions determines that the away elective meets the needs of the individual student's education. Permission for a student to do an away elective is at the sole discretion of the COM. Either the Associate Dean for Student Affairs and Admissions or the PAC may prevent a student from participating in away rotations. A student may be denied permission for an away elective for reasons including but not limited to: the academic performance of the student; concerns about the professionalism of the student; the perceived educational value or quality of the away elective; concerns about student safety.
8. A student must observe/perform the required clinical procedures and patient encounters by the completion of each clerkship/acting internship (see **CLINICAL PROCEDURES/PATIENT ENCOUNTERS CHECKLIST POLICY**).
9. The COM recognizes that although academic performance is of significant importance, passing courses is not the only measure of success. Students must demonstrate professionalism at all times and must complete administrative and other responsibilities in a timely manner. Students who are found deficient in either of these areas will be reviewed by the PAC and this review may result in a recommendation of dismissal from the COM.

E. FAILURE TO PASS UNITED STATES MEDICAL LICENSING EXAMINATION (USMLE) STEP 1 AND STEP 2 CLINICAL KNOWLEDGE (CK) OR CLINICAL SKILLS (CS) EXAMINATIONS

1. Repetition of USMLE Step 1

- a. A student who fails USMLE Step 1 may be given a Letter of Concern from the PAC.

- b. A student will be permitted a maximum of two attempts to pass the USMLE Step 1 examination. Failure to pass on the second attempt will require the student to petition the PAC for another chance to take the exam. After meeting with the student the PAC will determine if the student may take the exam for a third, and final time, or if they are dismissed. This decision of the PAC cannot be appealed. Should the student be allowed a third attempt to pass USMLE Step 1 and the student fails to pass the examination on the third attempt the student will be dismissed from the College of Medicine with no further right of appeal.
 - c. All repetitions of Step 1 and receipt of scores must occur within one year of the date of receipt by the COM of the first failing score. This time limit includes any and all time in which the student is on a Leave of Absence. Delay beyond one year requires PAC approval and will be granted only under exceptional and extenuating circumstances. Delay beyond one year without PAC approval is grounds for dismissal of the student from the COM.
 - d. If failing results for USMLE Step 1 (first attempt) arrive after a student has begun M3 coursework, the timing of when the student will be removed from their current clerkship will be determined by the Associate Dean of Student Affairs (or their designee) and the clerkship director.
 - e. After taking USMLE Step 1 a second time, the student may be permitted to return to coursework at the first logical juncture as determined at the sole discretion of the COM, while awaiting results. If the grade is a Failure, the student will be immediately removed from coursework irrespective of where the student is in the clerkship and placed in the Independent Study Course by the Registrar.
 - f. When taking USMLE Step 1 a third time, the student will not be permitted to return to coursework while awaiting results. Only upon submitting a passing score on USMLE Step 1 can a student who has twice failed the examination resume coursework. Timing of re-entry into the curriculum is at the sole discretion of the PAC in consultation with the Associate Dean for Student Affairs and Admissions.
 - g. Students will be placed in the Independent Study Course by the Associate Dean for Student Affairs and Admissions while preparing for a retake of the USMLE Step 1 examination.
2. Repetition of USMLE Step 2 CK/CS Examinations
- a. A student who fails USMLE Step 2 CK and/or CS may be given a Letter of Concern from the PAC.
 - b. A student who fails USMLE Step 2 CK and/or CS may retake the examination(s) and is permitted a maximum of three attempts to pass. Failure to pass on the third attempt will require the student to petition the PAC for another chance to take the exam. After meeting with the student the PAC will determine if the student may take the exam for a fourth, and final time, or if they are dismissed. This decision of the PAC cannot be appealed. Should the student be allowed a fourth attempt to pass USMLE Step 2 and the student fails to pass the examination on the fourth attempt the student will be dismissed from the College of Medicine with no further right of appeal.
 - c. Students who fail USMLE Step 2 CS must meet with the Medical Director of the Simulation Center to review their areas of deficiency.
 - d. Two repetitions and receipt of scores by the COM of Step 2 CK or Step 2 CS must occur within one year of the date of receipt by the COM of the first failing score. If a student is granted the ability to take the exam a fourth time (see section b) the timing of this attempt must coincide with USMLE guidelines, which currently state: "You may take the same examination no more than three times within a 12-month period. Your fourth and subsequent attempts must be at least 12 months after your first attempt at that exam and at least six months after your most recent attempt at that exam." (This is found at <http://www.usmle.org/pdfs/bulletin/2014bulletin.pdf>, page 7). The PAC will work with the student on the timing of the fourth, and final, attempt at Step 2 CK or CS if such an attempt is granted to the student. The time limit include any and all time in which a student is on a Leave of Absence. Delay beyond one year for taking the exam three times requires PAC approval and would be granted only under exceptional and

extenuating circumstances. Delay beyond one year without PAC approval is grounds for dismissal of the student from the COM.

- e. When preparing for repetition of USMLE Step 2 CK and/or CS, a student is permitted to continue clinical coursework unless otherwise determined by the PAC or the student may request to be placed in the Independent Study course. The decision as to whether the student should enter the Independent Study course must be approved by the PAC and the Senior Associate Dean for Student Affairs and Admissions. Should placement in the Independent Study course result in a delay in the student's original graduation date, the student will need to seek approval from the PAC to alter their schedule.


F. FAILURE TO PASS THE CLINICAL COMPETENCY EXAM (CCX)

1. A student must pass the CCX to graduate. If a student fails the entirety of the first administration of the CCX, the student will receive a Failure and must repeat the entire exam. When a student fails part of the first administration of the CCX, no grade will appear on the student's transcript. A student who fails all or part of the first administration must meet with the Medical Director of the Simulation Center to develop a remediation plan and complete it successfully, as determined by the director, before being eligible to retake the CCX.
2. The CCX or parts thereof may be repeated up to two times, following consultation with the Medical Director of the Simulation Center and the development and successful completion of a remediation plan. Once all parts of the examination have been passed, a grade of Pass will be recorded in the Registrar's office; this must occur no later than three days prior to the anticipated graduation date from the COM. Failure to pass on the third attempt is grounds for dismissal with no right to appeal.

G. CHANGING OR WITHDRAWING FROM COURSES IN M4

A student may need to change his or her course schedule during M4. All changes must be requested by the final date set for completion of M4 schedules and all changes must be requested at least one month in advance of the specific course's start date. After that date, changes may be made only under extenuating circumstances and with the approval of the Associate Dean for Student Affairs and Admissions.

Withdrawal from a course after it has begun must be approved by the director of the course and by the Associate Dean for Student Affairs and Admissions. If the request to withdraw from a course is denied, the student will be required to complete the course. Should a student not complete a course in which he or she is enrolled, the student will receive a grade of Failure (F).

 COLLEGE OF MEDICINE		
GRIEVANCE PROCEDURES		
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GRIEVANCES

Should a student have cause to request a review of any treatment he or she has received during any portion of the academic program, a grievance procedure may be undertaken. Such grievances may include complaints regarding violation of academic freedom; sexual, racial or religious discrimination or harassment; and all other grievances. Students should familiarize themselves with University policies and procedures relating to discrimination and harassment which are available on the UC website.

Appeal of grades, of PAC decisions and of Honor Council decisions may not be heard or appealed through the grievance procedure. Processes for these appeals are delineated in the Grade Appeal Process and Academic Status Appeal Process. A grievance procedure may be undertaken by an individual student; it may not be presented as a group submission.

1. Resolution of Grievances Prior to Seeking a Grievance Committee Hearing

- a. All requests to resolve issues relating to violation of academic freedom, sexual, racial or religious discrimination or harassment, against faculty members, residents, staff or other students will ordinarily first be discussed with the course director, if applicable. If the student has reason to believe that the course director cannot provide objective counsel, the student may discuss the issue with the Associate Dean for Student Affairs and Admissions. Such discussion, with either the course director or Associate Dean of Student Affairs and Admissions, must occur within 10 business days following the incident giving rise to the issue.
- b. If, after discussion with the course director the student wishes to pursue the matter further, he or she may request the assistance of the Associate Dean for Student Affairs and Admissions. The Associate Dean for Student Affairs and Admissions shall provide the student with the contact information for the appropriate office or individual to whom the grievance should be reported. The student shall copy the Associate Dean of Student Affairs and Admissions on his or her initial correspondence to the office or individual.

Grievances against individuals not subject to UC's policies shall proceed under the process established by that individual's employer and shall not be subject to the remainder of this policy. The Associate Dean for Student Affairs and Admissions shall periodically check the status of such grievances to determine that appropriate action has been taken.

- c. If the interventions provided under subsections (a) and (b) above do not resolve the problem to the student's satisfaction, the student may request in writing that a review of his or her grievance be initiated by the Senior Associate Dean for Academic Affairs or their designee. The student shall request the reviewing within 45 business days after the student receives a response from the responsible individual identified by the Associate Dean for Student Affairs and Admissions as provided in Section 1 (b) herein.

2. COM Grievance Committee for Student Grievances

- a. The Senior Associate Dean for Academic Affairs, upon receipt of the written request for review described in 1 (c) above, will initiate such review by first appointing an ad hoc committee to hear a student's grievance. It will consist of five faculty members and, if requested by the student filing the grievance, one fourth-year medical student. One of the faculty members will be appointed to serve as a voting committee chair. The Senior Associate Dean for Academic Affairs or his designee may attend as an ex-officio and non-voting member.

- b. The Senior Associate Dean for Academic Affairs shall set the time and date for the hearing, and notify in writing the student, the person against whom the grievance is brought, the Dean of the COM, the department director or any involved faculty member, committee members and others as the Senior Associate Dean for Academic Affairs deems appropriate.
- c. The student may elect to have an advisor (either a faculty advisor or counsel) present at the grievance hearing. If an advisor is to be present, the name and identify of the advisor is to be given in writing to the Senior Associate Dean for Academic Affairs no later than five business days in advance of the grievance hearing. The person against whom the grievance is brought may be represented by counsel. The name and identity of counsel is to be given in writing to the Senior Associate Dean for Academic Affairs no later than five business days in advance of the grievance hearing.
- d. The student and the person against whom the grievance is brought shall have the right to present witnesses, evidence and arguments on his or her behalf. The committee and the department or individuals in question may request the presence of witnesses and production of evidence by the student or other persons. All requests to have a witness(es) appear must be made to the Senior Associate Dean for Academic Affairs five business days prior to the hearing and written permission from the Senior Associate Dean for Academic Affairs must be granted for the witness(es) to be present.

In advance of the committee meeting, the chair may specify a reasonable time within which each side may provide written or documentary evidence or material, as he or she believes to be relevant, to the committee. The committee may appoint an ad hoc fact-finding panel to gather such information if the committee feels this may be of assistance in preparing a hearing.

All materials must be in the hands of the Grievance Committee, the student and the person against whom the grievance is brought no later than two business days before the hearing.


- e. The committee shall endeavor to hear all grievances within 20 business days of receipt of the grievance and issue a recommendation within 10 business days following the conclusion of the hearing.

3. Operating Procedures for the Grievance Committee

- a. The Grievance Committee hearing shall be convened by the chair who will review the hearing procedures with the committee prior to the start of the hearing. The entire hearing, with the exception of the committee's final deliberation, will be recorded, and the recording will be kept on file as part of the grievance record.
- b. The chair will commence the hearing. The student, his or her advisor, if any, the Senior Associate Dean for Academic Affairs or his or her designee and the person against whom the grievance is brought and their counsel, if any, will be present during the hearing.
- c. The student will speak first to present the basis for the grievance. The student has 30 minutes to present his or her case, including witnesses and any private discussions with an advisor. The advisor shall not address any individual other than the student during the hearing. Following the initial presentation and each witness, the committee members may ask questions. Time spent responding to the committee's questions does not count against the 30 minutes.
- d. The person against whom the grievance is brought speaks second. The person has 30 minutes to present his or her position, including witnesses and any private discussions with counsel. Counsel shall not address any individual other than his or her client during the hearing. Following the initial presentation and each witness, the committee members may ask questions. Time spent responding to the committee's questions does not count against the 30 minutes.
- e. Individuals asked to appear by the Grievance Committee will be heard third. Maximum time for this section is 30 minutes. The time spent responding to the committee's questions does not count against the 30 minutes.

- f. Witnesses will only be present during their time of presentation to the Grievance Committee. Questioning will be done only by the Grievance Committee members, but the student and the person against whom the grievance is brought may request particular questions which are to be submitted to the Senior Associate Dean for Academic Affairs five business days prior to the hearing. The student and the respondent may also submit questions in writing to the Grievance Committee after each witness makes their presentation. The chair shall have sole discretion as to whether to ask the questions submitted.
 - g. Both sides may take an additional five minutes for a summary statement or response.
 - h. The Grievance Committee will be free to discuss the case with both sides in a question and answer format for approximately the next 30 minutes. All questions will be asked by the committee chair and/or members. Neither the student nor the person against whom the grievance is brought may direct questions to each other.
 - i. Next, all individuals, except the members and the chair of the Grievance Committee, will leave the room. The Grievance Committee will deliberate and make a final recommendation. The committee may recall any witnesses to provide clarification in the presence of the student, advisor, person against whom the grievance was sought, and his or her counsel, if any.
 - j. The chair, without unnecessary delay, shall provide the Dean of the COM with a letter stating the issues, summarizing the evidence, giving the recommendation of the committee and its basis for the decision. The Dean of the COM may accept, reject or modify the action recommended by the committee. In all instances, the final decision rests with the Dean.
 - k. The Dean of the COM or his designee will communicate the recommendation of the Grievance Committee and his decision in writing to the student without unnecessary delay. The Dean will also make his decision known to the Grievance Committee chair, to the person against whom the grievance was brought and his or her department director, the Senior Associate Dean for Academic Affairs, and the Associate Dean for Student Affairs and Admissions. The Dean will communicate this decision on grievances alleging harassment to the University's Office of Equal Opportunity and Access.
 - l. If any action to be taken by an administrator or committee under this Section A cannot be completed within the timeframe provided, the administrator or committee shall request an extension from the Dean of the COM or his designee. The request for extension shall provide a date certain by which the action is to be completed.
4. Anonymous and End-of-Term Complaints

The Associate Dean for Student Affairs and Admissions and the Senior Associate Dean for Academic Affairs shall maintain a log of all complaints received anonymously, and/or complaints received where the complainant is not available to participate in the process set forth in Section 1-3 above. The Senior Associate Dean for Academic Affairs shall investigate such complaints based on the available information and shall take actions as necessary to address any findings from the investigation. The Senior Associate Dean for Academic Affairs shall report the disposition of all complaints under this section to the University's Office of Equal Opportunity and Access no less than twice per calendar year.

 COLLEGE OF MEDICINE		
GRADE APPEAL PROCESS		
Approved by EPC August 1, 2013	Approved by COM Council August 5, 2013	Revised August 2014

GRADE APPEAL PROCESS

Should a student have cause to request a review of a final grade of Failure for any course that appears on the transcript, the formal grade appeals procedure may be undertaken once final grades are issued. A student cannot appeal a grade received for a remediation course.

A. Informal Grade Appeal Process


A student cannot use the formal Grade Appeal Process to dispute receipt of Honors, High Pass, Pass or any grade other than a Failure.

1. A student who wishes to challenge any questions or items on an examination shall use the format established by the course for test item review. Should the course not have a procedure for test item review the student may submit a request for review of the test item in writing to the course director. It is at the sole discretion of the course director as to whether to accept the request to review the test item in question and to make any changes to the test score. The formal grade appeal process is not allowed.
2. A student who questions whether the grade of Honors, High Pass or Pass has been assigned correctly may petition the course director in writing for a review of the grade. It is at the sole discretion of the course director as to whether any review will be done, if a review is done how it will be done, the timing of the review, and if any grade changes are indicated. The formal grade appeal process is not allowed.
3. A student who has concerns about the language of any comments on a clerkship evaluation may petition the course director in writing for a review of the comments. It is at the sole discretion of the course director as to whether any review will be done, if a review is done how it will be done, the timing of the review, and if any changes to the comments are indicated. The formal grade appeal process is not allowed.

B. Formal Grade Appeal Process

1. All formal requests for changes in final grades and/or evaluations will first be submitted in writing to the course director with a copy to the Senior Associate Dean for Academic Affairs. The written request must be submitted within 5 business days following the notification of the grade and/or evaluation. The only exception to the 5 day rule is if a failing grade was received and the failing grade will lead to a mandatory Leave of Absence; in this case the appeal must occur within 48 hours of posting of the grade. The official notification of the grade is deemed to have occurred when it is posted on MedOneStop. The Office of Medical Education will keep a record as to the timing of the posting of final grades in the system. It is the student's responsibility to check this system in a timely manner once a course has ended. Students appealing grades may continue in the curriculum while the appeal process is undertaken.
2. Should the course director determine that there is a reason to change a course grade or evaluation in the student's favor, the course director will send the revision to the Registrar, post the correct grade on the course management system, and inform the student and the Senior Associate Dean for Academic Affairs of the change in the grade or evaluation. Should the course director determine that there is no reason for a change in the grade or evaluation, the course director will report this decision in writing to the student and to the Senior Associate Dean for Academic Affairs. This decision must be made within 10 business days of the student's request.

3. If the course director's decision is not favorable to the student, the student may appeal that decision to the Senior Associate Dean for Academic Affairs. The student must initiate this appeal in writing within 5 business days of receiving the course director's decision. The sole ground to appeal a grade or evaluation is that the grade or evaluation is capricious or biased. This written appeal must state the grounds for the appeal, stating the particular basis why the student believes that the grade or evaluation is capricious or biased. The Senior Associate Dean for Academic Affairs will determine whether the appeal lacks the merit to warrant a review in which case the decision of the course director will stand, or will rule that the appeal has the necessary merit for review. If such a review is warranted, the Senior Associate Dean for Academic Affairs will appoint an ad hoc review panel consisting of three members from the standing Academic Appeal Board. The ad hoc panel will meet separately with the student and the course director and examine the basis of the appeal. The ad hoc panel will report to the Senior Associate Dean for Academic Affairs within 3 business days of the hearing whether they find the grade or evaluation is capricious or biased.
4. The Senior Associate Dean for Academic Affairs may accept or reject the recommendation of the ad hoc appeal panel. The decision of the Senior Associate Dean for Academic Affairs is the final decision for course grade or evaluation appeals. This decision will be conveyed to the student, the course director and the Registrar who will record any appropriate changes.

 COLLEGE OF MEDICINE		
ACADEMIC STATUS APPEAL PROCESS		
Approved by EPC August 1, 2013	Approved by COM Council August 5, 2013	Revised August 2014

ACADEMIC STATUS APPEAL

1. Process to Seek Appeal of a Recommendation for Dismissal

The decision of a PAC to dismiss a student may be appealed by that student in accordance with this Academic Status Appeal Process. It should be noted that the role of the Academic Appeal Board is to determine if the procedures outlined in the Student Handbook and the College's Performance Standards and the Procedures for Performance and Advancement Committee were substantially followed by the committee and that the decision is reasonable. The decision of a PAC concerning the issuing of Letters of Concern, Professional Warnings, placing a student on a mandatory Leave of Absence, or delaying a student's return from a Leave of Absence are decisions that cannot be appealed. Procedures for the USMLE Step 1 and Step 2 examinations and the UCCOM Clinical Skills Examination are covered in the Advancement and Retention Policy and are not subject to this Academic Status Appeal Process.

The student must submit a written request for an appeal of a decision for dismissal to the Senior Associate Dean for Academic Affairs within five (5) business days of receipt of the written decision of dismissal or forfeit any right of appeal. If no appeal is sought, the student's dismissal stands and a record of the dismissal will appear on the student's official transcript.

Should the student choose to appeal, he or she must consider the following items and submit information regarding each item that is appropriate to the circumstances. The information must be submitted in writing at the time the written request for an appeal is made to the Senior Associate Dean for Academic Affairs (i.e., within five business days of receipt of the written decision of dismissal).

- a. The student may submit new information not previously considered by the PAC. The student should state the nature of the new information and provide reasons for why it had not been made available to the PAC. The new information must be relevant to the student's performance and represent extreme and extenuating circumstances.
- b. The student may ask witnesses to appear on his or her behalf. The names of all witnesses and their identities must be submitted in writing preferably at the time the appeal request is made but no later than 5 business days before the date of the appeal hearing. All witnesses must be approved by the Senior Associate Dean of Academic Affairs. It is the student's responsibility to make arrangements for his or her witnesses to appear at the hearing at the time and place designated by the appeal panel.
- c. The student is to be present during the hearing. If a student fails to attend the hearing the dismissal will be upheld and the student forfeits any right to further appeal.
- d. The student may identify and be accompanied by an advisor (either legal counsel or a faculty advisor). If an advisor is to be present, the identity of the advisor should be provided in writing at the time the appeal request is made and must be submitted no later than 5 business days prior to the appeal hearing. The advisor may consult with the student, but does not speak on the student's behalf or otherwise formally represent the student before the Academic Appeal Panel. The advisor may not be a COM Dean's Office staff member.

- e. When an appeal is requested by the student while the academic year is still in progress, the student will be removed from current coursework unless the student petitions the PAC to allow the student to continue coursework. If the PAC allows the student to stay in coursework, the student may stay in coursework during the appeal process up and until the time that the Dean renders a final decision regarding the status of the student. The student must recognize that during this time his or her first priority is to the activities of the appeal process.
- f. It is understood that a recommendation for dismissal may delay a student's graduation. This recognizes that the student has been recommended for dismissal and unless this recommendation is overturned the student will be dismissed from the College of Medicine.
- g. In the event that the student is removed from coursework the student will be assigned a Withdrawal, Withdrawal Passing or Withdrawal Failing based upon the status of the student in the course(s) at the time that coursework was stopped and consistent with COM procedures for withdrawal from courses.
- h. If the student is reinstated by the Dean, the student will be required to retake those courses from which the student was removed while working on his or her appeal. Further stipulations for re-entry into the curriculum may be instituted by the Dean and/or the PAC.

2. Academic Appeal Board Members and Ad Hoc Academic Appeal Panel Members

The appeal of a decision by a PAC to dismiss a student will be directed to the Senior Associate Dean for Academic Affairs. The Senior Associate Dean for Academic Affairs will constitute an ad hoc appeal panel as described below whose members will come from the Academic Appeal Board.

- A. The Academic Appeal Board is a standing committee that consists of 10 COM faculty members. PAC members cannot serve on the Academic Appeal Board. All appointments to the Academic Appeal Board will be made by the Senior Associate Dean for Academic Affairs. The faculty members on the Board are appointed for three-year terms. Members of the Academic Appeals Board can be reappointed.
- B. Each appeal will be heard by a panel of three members of the Academic Appeal Board selected by the Senior Associate Dean for Academic Affairs. One of the three members will be appointed to serve as chair. A member of the Academic Appeal Board may disqualify himself or herself from serving on a particular panel if he or she believes that prior interaction or contact with the student bringing the appeal could be perceived as improperly influencing their decision.
- C. In the rare case in which there is an insufficient number of Academic Appeal Board members who have not been on prior appeal hearings for an individual student or there is an insufficient number of Appeal Board members available in a timely manner, the Senior Associate Dean for Academic Affairs will identify other faculty members as necessary to sit on the appeal panel.

3. Role of the Ad Hoc Academic Appeal Panel

The role of each Ad Hoc Academic Appeal panel of the Academic Appeal Board is to determine if the procedures outlined in the Student Handbook and the PAC Performance Standards and Procedures were substantially followed by the PAC and that the decision was reasonable.

The Ad Hoc Academic Appeal Panel shall review the student's file and the PAC actions. The panel will consider any new information submitted by the student only when such new factual evidence is significantly different from that previously presented to the PAC and when the student has provided adequate justification as to why that information was not presented to the PAC. In general, the Academic Appeal Panel will not consider factual information that could have previously been presented to the PAC but was not.

4. Distribution of Appeal Materials

The Senior Associate Dean for Academic Affairs shall notify the student and panel members of the hearing date. In advance of the hearing, the Senior Associate Dean for Academic Affairs shall provide the student and all panel members with all the hearing documents, including any new information submitted, the student's complete file, and the names and identities of all who


will appear on behalf of the student at the hearing. Should the panel members desire to have witnesses appear to provide information, the chair will notify the Senior Associate Dean for Academic Affairs who will communicate in writing the witnesses' names and identities to the student. All materials must be in the hands of the Academic Appeal Board panel members, the student, and the Chair of the PAC that recommended dismissal no later than two working days in advance of the hearing.

5. Ad Hoc Academic Appeal Panel will submit a report of its findings in writing to the Dean of the College of Medicine.

Operating Procedures for the Academic Appeal Panel

- a. The Academic Appeal Panel hearing shall be convened by the chair of the panel. The entire hearing, with the exception of the panel's final deliberation, will be recorded and the recording will be kept on file as part of the appeal record.
- b. The student and his or her advisor (either legal counsel or a faculty advisor), if any, will be present during the hearing. The advisor does not speak before the panel on the student's behalf or question witnesses.
- c. The student will speak first to present his or her case as to why the dismissal should be overturned. The student has 30 minutes to present his or her case. The 30-minute time period includes statements by any witnesses that the student wishes to have speak on his or her behalf and any time that the student spends in consultation with his or her advisor. Following this initial presentation by the student and his or her witnesses, the panel members may ask questions. Time spent responding to the panel's questions does not count against the 30 minutes.
- d. The chair of the PAC will speak next and present the rationale behind the PAC's recommended dismissal of the student. The PAC chair has 30 minutes to present the position of the PAC. Following the initial presentation by the chair of the PAC, panel members may ask questions. Time spent responding to the panel's questions does not count against the 30 minutes.
- e. Individuals asked to appear by the Academic Appeal Panel will be heard next. Maximum time for this section is 30 minutes. The panel members may ask questions. The time spent responding to questions does not count against the 30 minutes. The student and the PAC chair may submit questions in writing to the Academic Appeal Panel. It is at the sole discretion of the panel as to whether the panel wishes to ask the questions of the witnesses.
- f. The student is allowed an additional 5 minutes for a summary statement or response.
- g. All individuals, with the exception of the student and his or her advisor and the PAC chair and his or her counsel, shall be in attendance only during the time of their presentations to the Academic Appeal Panel. That is, individual witnesses are only in attendance during their presentation.
- h. Following the above presentations, and at its sole discretion, the Academic Appeal Board panel may seek any further information that it needs to render a decision. This may include but is not limited to additional dialogue with the student and/or the PAC chair and the contacting of additional witnesses.
- i. At the conclusion of the hearing, all individuals, including the student, advisor, and PAC chair will be asked to leave so that the panel may deliberate and make a decision. The panel may delay a decision while additional information is sought.
- j. The chair of the Academic Appeal Panel will communicate the panel's decision, in writing, to the Dean of the COM as soon as possible and preferably within three (3) business days of their final deliberation. Should the committee need additional time to render a decision, the committee chair will notify the Senior Associate Dean for Academic Affairs and will provide an estimate of the amount of additional time needed.

- k. The Dean will render a final decision with respect to the status of the student as expeditiously as possible and preferably within 10 business days of receipt of the final report from the Academic Appeal Panel. The Dean will notify, in writing, the student, PAC chair, the Senior Associate Dean for Academic Affairs, and the chair of the Academic Appeal Panel of his or her final decision. Should the Dean need additional time to render a decision, the Dean will notify the Senior Associate Dean for Academic Affairs who notify the student of the delay and will provide an estimate of the amount of additional time needed.
- l. The decision of the Dean of the COM will be final and not subject to further appeal. Should a decision result in the student being reinstated, the Dean may place stipulations on the student for his or her return to their medical studies. Such stipulations may include but are not limited to a statement that any further recommendations for dismissal are not subject to further appeal.

 COLLEGE OF MEDICINE		
ASSESSMENTS/EXAMINATIONS FOR M1/2		
Approved by EPC August 1, 2013	Approved by COM Council August 5, 2013	Revised August 2014

A. GENERAL POLICIES FOR ASSESSMENTS/EXAMINATIONS

1. Assessments/examinations may be proctored either by a live proctor or electronically, including through the use of video cameras.
2. Students are required to have their UC I.D. badge to enter the testing room.
3. The start time for each individual assessment/examination will be established and announced to the students prior to the assessment/examination date.
4. Students may enter the testing room up to 30 minutes before the start of the examination, but must be in their designated seat and ready for testing 10 minutes prior to the established examination start time. (e.g., 7:50 am for 8:00 am exam). Once a student is seated they may not leave the room until after the exam starts.
5. Any decision to admit a late examinee rests solely with the Chief Proctor.
6. No extra time will be permitted for late arrivals to complete the examination, i.e., late arrivals will be required to complete the examination by the time designated for the on-time arrivals.
7. Students will also receive a professionalism form for a second offense and for each offense thereafter. The professionalism form will be issued by a designated individual in the Office of Medical Education (OME).
8. Students arriving later than 15 minutes after the start time of the assessment/examination or after the first person has completed the examination and left the room, whichever comes first, will not be admitted to the assessment/examination and may receive a zero subject to appeal to the M1/2 Curriculum Facilitator.
9. Students are expected to follow the COM dress code during examinations. Students wearing coats or hats will not be permitted to enter the testing room. Only approved headwear is allowed subject to inspection.
10. NO personal belongings are permitted in the testing room at any time. This includes, but is not limited to:
 - a. Reference materials (e.g., books, notes, papers)
 - b. Backpacks, briefcases, purses
 - c. Calculators (unless supplied by the COM), Electronic devices (e.g., phones, laptops, iPads, pagers, headphones, iPods, recording/filming devices)
11. If a student is found with any of the prohibited materials on his or her person during the assessment/examination or exam review, the student may receive a zero for the assessment/examination and may be referred to the Honor Council with no further right of appeal or grade grievance. If a student self-reports that he/she is in violation of this rule, they may, at the discretion of the proctor and/or course director, be excused from this rule. For example, a student enters the exam facilities with his/her cell phone in his/her pocket. If the proctor and/or course director determine that there was no negligence or intentional misbehavior, then they may decide to not pursue ramifications. This allowance is at the sole discretion of the proctor and/or course director, and is not subject to appeal or consideration based on any other incident with that or another student.

12. For all purposes of assessment/examination timing including seating time, stop and start times, the official time will be Network time or the clock the proctor designates.
13. Students are not allowed to bring food or drink into the assessment/examination room. If a student's documented medical condition requires food or drink, the student must make arrangements prior to the assessment/examination with the UCCOM Disabilities Accommodations Committee. It is the student's responsibility to clarify with the course director and/or proctor prior to the examination that information about their accommodations has been communicated.
14. No content questions will be answered during the assessment/examination.
15. Typographical and other errors will be announced to all students at the same time.
16. No extra time will be given for transferring answers from computer to answer sheet.
17. Students will receive notice 10 minutes prior to the end of the assessment/examination.
18. Any student continuing to enter test answers after the assessment/examination has ended will receive a zero for the assessment/examination and will be referred to the Honor Council with no other right of appeal or grade grievance.
19. Restroom breaks are permitted and must be taken at the location designated by the proctor. Only one student of each gender may use the restroom at a time. Any student found communicating with anyone other than a proctor during a restroom break will receive a zero for that assessment/examination with no further right of appeal or grade grievance and may be referred to Honor Council. Any student found accessing any materials related to the assessment/examination during any restroom break will be given a zero for that assessment/examination and will be referred to the Honor Council with no other right of appeal or grade grievance.
20. All test material is to be placed in designated areas before the student leaves the assessment/examination room.
21. Upon completion of the assessment/examination, students must immediately leave the testing room and the area adjacent outside of the testing room.
22. Any decision to reschedule an assessment/examination for students with excused absences is at the sole discretion of the COM. Once the rescheduled assessment/examination date is set, it cannot be changed without the approval of the course director. Any student allowed to participate in a rescheduled assessment/examination must take every step possible to ensure that he or she neither discusses the assessment/examination with any classmates or other individuals nor receives, in any form, medium, or level of detail, information about the content of the assessment/examination from the time of the original administration of the assessment/examination until the time it is rescheduled and taken. Any student who is found to have communicated inappropriately with classmates with respect to the content of the assessment/examination will receive a zero for that assessment/examination and will be referred to the Honor Council with no other right of appeal or grade grievance.
23. In cases where staggered assessment/examination start times are scheduled (for example, instances where half of the student body is scheduled to take a practical assessment/ examination on Wednesday, and the other half of the student body is scheduled to take the same assessment/examination on Thursday), each student must take every step possible to ensure that he or she neither discusses the assessment/examination with any classmates or other individuals nor receives, in any form, medium, or level of detail, information about the content of the assessment/examination. Any student who is found to have communicated inappropriately with classmates with respect to the content of the assessment/examination will receive a zero for that assessment/examination and will be referred to the Honor Council with no other right of appeal or grade grievance.
24. Students will be provided with the Standard Answer Form and scratch paper for the weekly and/or biweekly assessments. Scratch paper will be provided for End of Block examinations.
25. Students must record their name and identification number on the Standard Answer Form.
26. Students are required to log onto the assessment/examination when directed to do so.

27. Students are required to record all answers on the Standard Answer Form and are advised to record answers as they progress through the assessment/examination. The Standard Answer Form will be considered only if answers were not submitted electronically due to technical problems. In the event that a student has not completed the Standard Answer Form and a technical problem arises and their answers are lost, the student will receive a zero for the assessment/examination.
28. If a student encounters technical problems during the assessment/examination, he or she must notify the proctor immediately. If problems persist, the student will be provided with a paper copy of the assessment/examination. If the computer problem is resolved quickly, the student may return to the computer-based assessment/examination and will receive time equal to the delay to complete the assessment/examination, plus adequate time (up to 15 minutes) to transfer answers from the back-up answer sheet to the computer. The amount of additional time to transfer answers will be prorated depending upon the number of questions to be transferred but will not exceed 15 minutes total. Extended computer downtime may necessitate rescheduling the assessment/examination due to insufficient copies of tests and images.
29. Once the student enters the testing room, students may not access the internet or any other material, other than the assessment/examination or other materials as directed by the proctor. Any student determined to have accessed unauthorized sites within the testing room before or during the taking of an assessment/examination will receive a zero for that assessment/examination and will be referred to the Honor Council with no other right of appeal or grade grievance.
30. It is the responsibility of all students to be familiar with all aspects of the Honor Code and in particular with respect to cheating on examinations/assessments.


B. ASSESSMENT/EXAMINATION REVIEW SESSIONS

1. All assessment/examination guidelines apply to the review sessions, with the exception of the following:
 - a. Students do not have to be in their designated seats for the review.
 - b. Students may discuss the assessment/examination with classmates.
 - c. Students will receive coaching reports or projected answers.
 - d. Assessment/examination question review forms will be available from the proctors. Forms must be completed during the review sessions and submitted prior to leaving the room. Students are encouraged to complete the question review forms as a group.
 - e. Assessment/examination review sessions will be scheduled by the course/block director, as appropriate, for exam content. Students are required to leave the review session when directed to do so by the proctor.
2. For purposes of exam information security, if a student leaves an assessment review in progress they are not allowed to return.
3. If any electronic device, including but not exclusive to cell phone, calculator, laptop, is found in a student's possession during the assessment/examination review, that student will receive a zero for the assessment/examination and will be referred to the Honor Council with no other right of appeal or grade grievance.
4. There will be no review session for End of Block examinations.

C. INTERRUPTIONS DURING AN ASSESSMENT/EXAMINATION

1. All emergency calls for students while taking assessment/examinations will be directed to the Registrar's Office. The Registrar or her designee will take a message for the student and inform the proctor that the student has an emergency call. The student will be escorted to the Registrar's Office to receive the call. After discussion with the student, the course director will decide whether the student may return to the assessment/examination or will need to reschedule the assessment/examination. Documentation (police report, hospital report, etc.) confirming the emergency must be submitted to the Registrar. Should the course director not be immediately available, the Associate Dean for Student Affairs and Admission, the Assistant Dean for Academic Support or the Senior Associate Dean for Academic Affairs should be contacted for the decision as to whether or not the student should return to the assessment/examination.

2. Should a student become ill while taking an assessment/examination, such that he or she is unable to complete the assessment/examination, the student must inform the proctor that he or she is unable to complete the assessment/examination so that the incident can be documented. The proctor has discretion to excuse the student in cases of obvious illness or require written documentation of illness from a non-family member physician the same day of the assessment/examination. In order for an absence to be considered excused, documentation of illness must be submitted to the Registrar within 24 hours of return to coursework. The grade for the assessment/examination and/or rescheduling of the assessment/examination will be determined by the course/block director.
3. If a fire alarm or other emergency condition occurs during an assessment/examination, students will immediately cease taking the assessment/examination and evacuate the affected buildings. All materials should be turned over and left on the desk.
 - a. Proctors will ensure that all students leave the assessment/examination rooms in a timely manner.
 - b. Students may be directed to evacuate to a specific location.
 - c. For assessment/examinations given in the labs on the G-Level of the Care/Crawley Building, students should evacuate to the outside plaza adjacent to the E-level entrance of the CARE/Crawley building unless otherwise directed by the proctor.
 - d. For assessment/examinations given in the Simulation Center, students are to evacuate to the plaza outside Kresge Auditorium unless otherwise directed by staff of the Simulation Center.
 - e. Students are to remain in the designated area or receive permission from a proctor to leave the area. If no specific area is designated, the student must remain in an area where they can hear the all clear announcement.
 - f. The assessment/examinations timing mechanism will be suspended by the IT examination coordinator.
 - g. Students may not discuss the assessment/examination with any other person, or access any type of information related to the assessment/examination. Honor Council policies are in effect, and students should monitor themselves and others to ensure compliance. Any student who is found to have communicated inappropriately with classmates with respect to the content of the assessment/examination will receive a zero for that assessment/examination and will be referred to the Honor Council with no other right of appeal or grade grievance.
 - h. After the fire alarm or other cause of interruption has ended, students will return to their assigned room in a timely manner (within 15 minutes) and resume the assessment/examination when announced by the proctor to do so. Students returning later than 15 minutes following the all clear signal will not be admitted to the testing room. The student will receive credit for any answers they submitted prior to the interruption. The student will not be permitted to reschedule the assessment/examination.
 - i. The IT assessment/examination coordinator will resume the assessment/examination timing mechanism after adding additional time equal to that lost during the interruption (length of the alarm plus 15 minutes to return).
 - j. In the event of a prolonged interruption such as a power outage, the proctor may decide to suspend the assessment/examination and reschedule following the rules consistent with the INCLEMENT WEATHER POLICY
4. Irregular incidents may include evidence of copying answers from classmates, giving or receiving unauthorized information, being in possession of unauthorized materials, making unauthorized notes, recording assessment/examination content via any means (manual, digital imaging, etc.), continuing to answer questions after the assessment/examination has ended or engaging in other behavior disruptive to fellow examinees. These incidents will be handled according to Honor Council guidelines and will be reported to the Honor Council and the appropriate PAC.

 COLLEGE OF MEDICINE		
ATTENDANCE AND ABSENCES POLICY		
Approved by EPC August 1, 2013	Approved by COM Council August 5, 2013	Revised August 2014

I. PREAMBLE

All absences for required activities for any reason should be documented with the Medical Student Status Form (MSSF) (see Appendix). Students should complete the online MSSF and submit electronically on MedOneStop. This applies to all medical students while they are enrolled at the College of Medicine.

A. ATTENDANCE POLICY– M1/2

Attendance is required at all learning sessions which involve team/small group based activities (including but not limited to team-based learning, small group case discussions, dissection laboratories, peer teaching, Learning Communities, class meetings), all sessions related to the Interprofessional Experience (IPEX), the Longitudinal Primary Care Clerkship, Clinical Skills, the Community Health and Service Learning modules of Physician & Society, all assessments and examinations and any session that has a patient present or has a panel of presenters. Sessions identified on the schedule as involving the presence of patient or a panel of patients as designated on the schedule of classes will not be recorded for live streaming or for later posting. Material covered in the sessions will be testable.

B. PROCESS OF SEEKING APPROVAL FOR PLANNED ABSENCES - M1/2

The following may be considered excused absences (includes both planned and unplanned):

- Personal illness, accident or major catastrophic event
- Death or serious illness of immediate family members. Immediate family members, as defined by UC, are Grandparents, Brother, Sister, Brother-in-law, Sister-in-law, Daughter-in-law, Son-in-law, Father, Mother, Mother-in-law, Father-in-law, Step-sister, Step-brother, Step-mother, Step-father, Spouse or domestic partner, Child, Grandchild, legal Guardian or other person who stands in place of parent (in Loco Parentis)
- Attendance at a meeting to present student's research or to attend a conference as the COM's official representative.
 - Students attending conferences or seminars on behalf of the COM and who will miss a required activity must request from the Associate Dean of Student Affairs and Admissions, or the M1/2 facilitator permission to attend the conference. The Associate Dean of Student Affairs and Admissions is to be asked if a required activity, other than an assessment, is to be missed. The M1/M2 facilitator is to be asked if an assessment will be missed. If the student has received a Letter of Concern, the chair of the PAC will be consulted by one of these faculty in arriving at the decision about granting permission. Notification of attendance at a conference or seminar must be received at least six weeks in advance of the session(s) to be missed.
 - Students presenting posters or who are invited to present at a meeting must provide a copy of the invitation and seminar/conference agenda listing their participation.
 - Absence from mandatory activities is limited to two academic days.
- Religious observances (see section K below)

- Jury duty (see section L below)

Planned absences should be requested a minimum of six weeks in advance of the absence, or as early as possible. Students should first submit their request for a planned absence to the course/block director using the online MSSF. All planned/excused absences for any reason should be documented on the MSSF.

While on an excused absence for medical reasons, a student may not participate in any COM curriculum or extracurricular activities (assessments/examinations, mandatory sessions, organizational meetings, etc.) until cleared by their physician to return to their medical studies. Exceptions to this policy will be considered on an individual basis.

C. PROCESS FOR SEEKING APPROVAL FOR AN UNPLANNED ABSENCE - M1/2

An excused absence for any reason must provide (a) proper notification, (b) acceptable documentation of the reason, and (c) appropriate approval (see below).

Proper Notification

If a student experiences an unplanned absence from required activities, he/she must:

- Notify the Registrar of the COM either in person, by telephone, or by email. This notification must occur PRIOR TO the start of the required activity.
- Notification to the Registrar should include a basic description of the reason for the absence, estimation as to the length of the absence, and a list of the required activities that will be missed.
- The Registrar will inform the student as to what documentation will be required.
- If the student is part of a team (team teaching, dissection, etc.) it is the student's professional responsibility to also notify the team members.

Required Documentation

Any absence from any type of required activity for any reason will require the submission of a completed MSSF (done online) recording the absence and attaching documentation as stated below:

- A written excuse from the student's physician (not a family member) or from the University Health Service physician may be required in cases where students miss more than one day of required activities due to personal illness.
- The College of Medicine reserves the right to require additional specified documentation.

Failure to submit the MSSF and any additional documentation that is required may constitute unprofessional behavior and may be documented in the student file.

Appropriate Approval

Once the MSSF form and any other accompanying documentation are received by the Registrar, the Registrar will forward the MSSF to the appropriate individual, as defined below, for approval.

- The M1/2 Facilitator will review unplanned absences from assessment/examinations and make a determination about whether the absence is excused or not. All communications with the Course Director and student will occur electronically.
- The Associate Dean for Student Affairs and Admissions will review absences from all non-exam required activities and make determination about whether the absence is excused or not. All communications with the Course Director and student will occur electronically.

D. SCHEDULING MAKE-UP WORK FROM EXCUSED ABSENCES - M1/2

Faculty and Staff will work with students to develop a plan for make-up work in cases where the absence was excused.

- Short absences (1-2 days)
Within 48 hours of return to coursework the student must contact the Office of Medical Education (OME) to schedule make-up examinations. The student should contact the Associate Director, Academic in OME for such make-up exams. The course director should be contacted to schedule when missed assignments should be completed.
- Mid Length Absences (3 days to 2 weeks)
It is anticipated that students who are absent from medical school for 3 days to 2 weeks will communicate with the Office of Medical Education (OME) and the course/block director. As a result of this communication, an individualized plan will be developed, outlining the timetable for making up missed activities, optimally prior to the start of the next course, while maintaining on-going work. Any changes to the plan are at the sole discretion of the Senior Associate Dean. Time allotted for make-up instruction is permitted at the discretion of the course/block director and according to available resources.
- Extended Absences (greater than 2 weeks)
Students who are absent for more than two weeks due to medical issues or military obligations will be placed on a Leave of Absence(see Leave of Absence Policy). The student's re-entry date will be determined by the PAC. In special circumstances, however, exceptions to this policy can be made on an individual basis, as determined by the course director and the Associate Dean for Student Affairs and Admissions.

E. UNEXCUSED ABSENCES - M1/2

An unexcused absence is one occurring for reasons other than those named above and/or one that lacks proper notification, documentation and/or approval of the reasons for absence. An unexcused absence in a required activity will result in a professionalism form being placed in the student's academic file. An unexcused absence in a graded activity will result in a loss of credit. Make up for an unexcused absence in a required activity is permitted only at the discretion of the course/block director.

F. ATTENDANCE POLICY - M3/4

There are no valid reasons for absence in the clinical years without prior notification or, in the instance of illness, accident, hospitalization, or major catastrophic event, the immediate notification of the course/block director or his/her designee and the clinical team with whom they are working.

- Session Attendance for M3 Students
Students will be scheduled an average of one day off out of every seven days over a four week rotation per the Student Duty Hours Policy. Students may not miss more than two days without being required to make-up the work, at the discretion of the course/block director. Attendance at Intersessions is mandatory.
- Session Attendance for M4 Students
Students may miss no more than two days without being required to make-up the work, at the discretion of the course/block director.
- Non-AI Rotations
Per the Student Duty Hours Policy, an average of one day (24 hours) in every seven must be free of clinical responsibilities (including seminars, clinic, rounds, lectures) averaged over a four week period. Students may request to schedule up to four of these days off for planned absences during non-AI rotations.
- AI Rotations
Per the Student Duty Hours Policy, an average of one day (24 hours) in every seven must be free of clinical responsibilities (including seminars, clinic, rounds, lectures) averaged over a four week period. Students may request to schedule up to two of these days off for planned absences during AI rotations. Students are to avoid scheduling Step 2 examinations during an Acting Internship.

G. PROCESS OF SEEKING APPROVAL FOR PLANNED ABSENCES – M3/4 -

Excused Absences

The following may be considered excused absences:

- Personal illness, accident or a major catastrophic event
- Death or serious illness of immediate family members. Immediate family members, as defined by UC, are Grandparents, Brother, Sister, Brother-in-law, Sister-in-law, Daughter-in-law, Son-in-law, Father, Mother, Mother-in-law, Father-in-law, Step-sister, Step-brother, Step-mother, Step-father, Spouse or domestic partner, Child, Grandchild, legal Guardian or other person who stands in place of parent (in Loco Parentis)
- Attendance at a meeting to present student's research or to attend a conference as the college's official representative.
 - Students attending conferences or seminars on behalf of the COM and who will miss a required activity must request from the course/block director permission to attend the conference. If the student has received a Letter of Concern the PAC chair will also be consulted on the decision.
 - Notification of attendance at a conference or seminar must be submitted at least six weeks in advance of the session(s) to be missed.
 - Students presenting posters or who are invited to present at a meeting must provide a copy of the invitation and seminar/conference agenda listing their participation.
 - Absence from mandatory activities is limited to two academic days.
- Taking USMLE Step 2 CK/CS in M4
- Interviews with residency training programs
 - Interviewing for a residency may be an excused absence, only if approved in advance by the course/block director. If an absence is permitted, the course/block director must receive as much advance notification as possible and proper documentation from the student. Make-up work may be required.
- Religious observances (see section K below)
- Jury duty (see section L below)
- Exceptions will be considered on an individual basis

Planned absences should be requested a minimum of six weeks in advance of the absence, or as early as possible. Students should first submit their request for a planned absence to the course/block director using the online MSSF. All planned/excused absences for any reason should be documented on the MSSF.

While on an excused absence for medical reasons, a student may not participate in any COM curriculum or extracurricular activities (assessments/examinations, mandatory sessions, organizational meetings, etc.) until cleared by their physician to return to their medical studies. Exceptions to this policy, however, may be made under special circumstances, as determined by the Associate Dean for Student Affairs and Admissions and the course director.

H. PROCESS FOR SEEKING APPROVAL FOR AN UNPLANNED ABSENCE - M3/4

An excused absence for any reason must provide (a) proper notification, (b) acceptable documentation of the reason, and (c) appropriate approval (see below).

Proper Notification

If a student experiences an unplanned absence from clinical activities:

- Notify the immediate clinical instructor or coordinator (course/block director, attending, resident, preceptor, etc.) according to the instructions given during orientation to the clinical course. If instructions are not given, the course/block director must receive notification.

Required Documentation

Any absence from clerkship will require the submission of a completed MSSF recording the absence, date, and reason and attaching documentation as stated below:

- A written excuse from the student's physician (not a family member) or from the University Health Service physician may be required in cases where students miss more than one day of required activities due to personal illness.
- The College of Medicine reserves the right to require additional specified documentation.

Students are expected to email or hand-deliver the MSSF and any required documentation to the Registrar prior to or immediately upon reentry to school (within 24 hours of return to school). The Registrar will forward the MSSF and documentation to the appropriate faculty/staff and will add the documentation to the student file. Failure to complete and return the MSSF and any additional documentation that is required may constitute unprofessional behavior and may be documented in the student file.

Appropriate Approval

- The course/block director will review absences and make a determination as to whether the absence is excused or unexcused.
- Absence from a course without written notification on a MSSF to the registrar/course/block director can result in a below passing grade (C or F).
- In all cases of absence, a student is required to check with the course/block director to establish the nature of the make-up work to be done to fulfill course requirements as well as the time frame for its completion.

I. SCHEDULING MAKE-UP WORK FROM EXCUSED ABSENCES - M3/4

In the event a student missed a final exam due to an excused absence, two make-up exam dates are specified annually for M3/4. One is during the Winter Holiday and the other is in June between the end of M3 and start of M4 coursework. The dates are set annually by M3/4 curriculum committee to assure a student adequate preparation time. Preparation for a make-up exam while completing subsequent clinical rotations can jeopardize a student's performance in both activities; therefore, all students must take a make-up examination on one of the two dates set by the M3/4 curriculum committee.

The course/block director will specify the time and nature of make-up activities if an excused absence occurs which gives the student more than two unplanned days off during the rotation.

Students on an excused absence for medical reasons extending longer than five business days will be placed on a Medical Leave of Absence and may return to their studies at the discretion of the PAC. Upon return, the student will need to contact the appropriate clerkship director(s) to schedule a make-up of any missed assessments and required sessions.

J. UNEXCUSED ABSENCES - M3/4

An unexcused absence is one occurring for reasons other than those named above and/or one that lacks proper notification and/or documentation of the reasons for absence. When the absence occurs in a required and/or graded activity, a zero (no credit) is automatically given. No make-up is permitted.

K. ACCOMMODATION FOR RELIGIOUS PURPOSES - M1-4

The COM respects the religious diversity of its students by providing opportunities, where possible, for accommodation in cases where conflicts exist between students' religious beliefs/practices and educational activities. Such accommodations must honor the primacy of a commitment to patient care and not unduly burden faculty or disproportionately affect the general student population involved in the affected educational activity.

This applies to the COM student who, because of religious beliefs or practice, believes that he or she is unable to attend a class, participate in any examination, or in other ways fulfill an educational requirement of any course, clerkship or other required activity.

Students who believe they have a need for religious accommodation during any course, clerkship or other required educational activity shall notify the relevant instructor(s)/preceptor(s) as soon as possible after an impending conflict becomes apparent — prior to or at the beginning of the course during M1 and M2 and before the start of M3 or M4 for clinical clerkships and rotations in order to avoid scheduling conflicts. In instances in which there are multiple course/block/clerkship directors and/or preceptors, all must be consulted.

The student request must be in writing and include the following:

- a) Notification to the student's course/clerkship director(s), the Associate Dean for Student Affairs and Admissions and the Senior Associate Dean for Academic Affairs of the student's request not to participate in an aspect of the curriculum.
- b) A description of the aspect of the curriculum the student is requesting not to participate in and the reason for the request.
- c) The date of the request and the student's signature.

The course/clerkship director(s) will review the written request and discuss any potential problems with the student, the Associate Dean for Student Affairs and Admissions and the Senior Associate Dean for Academic Affairs. The written student request will be filed and maintained in the student's academic file.

A panel of three faculty - the course/clerkship director, the Associate Dean for Student Affairs Admissions and the Senior Associate Dean for Academic Affairs – will review any student's written request, decide if there is a need to grant reasonable accommodation for religious purposes, and whether granting an accommodation will unduly burden faculty, staff or others involved with the affected activity or will unacceptably compromise the rigor of the educational requirements. The panel will also consider whether there will be an opportunity to make up any missed activity. A written response to the student request will be issued by the panel and maintained in the student's academic file. The decision of the three person panel is final with no further right to appeal.

L. JURY DUTY - M1-M4

Students should notify the Registrar immediately upon receipt of a summons for jury duty. Students are encouraged to fulfill their obligation but should work with the COM to reschedule for a time that will allow for minimum negative impact on the educational experience. The COM will provide a statement documenting the student's situation and requesting relief or rescheduling.

 COLLEGE OF MEDICINE		
CLASS RANK SYSTEM		
Approved by EPC August 1, 2013	Approved by COM Council August 5, 2013	Revised August 2014

The COM has developed a ranking system that allows a student's course grades to be compared to those of his or her colleagues. The ranking system is used to stratify the students into five categories as described below for use in the Medical School Performance Evaluation (MSPE). Individual class ranks are not distributed to students or for use in the MSPE.

The class rank for M1 and M2 is calculated by taking the numerical grade in each course weighted by the contact hours. The sum of all the courses is added and divided by the number of courses to provide an overall numerical average. For students who have taken a COM course previously, and passed it, but are repeating the course, the lower of their two grades would be used for class rank calculations.

For M3, only courses designated as core courses by the EPC are considered in the class ranking process. The numerical grade for each course is multiplied by the length of that course in weeks. The sum of the results of all courses is added and divided by the number of courses to provide a numerical average.

For calculation of the class rank for purposes of the MSPE, a numerical score is obtained by creating an averaged combined numerical score for M1 and M2, adding the M3 numerical score and dividing by 2. In this process the M3 course grades are weighted more heavily than M1 or M2.

W, WP and WF grades will be maintained on the transcript but will not be used in the calculation of class rank.

Successful remediation of a failed course (Failure, F) will be recorded as a Pass on the transcript but the numerical score used to determine class rank will be the Minimum Passing Grade for that course (e.g. 70%).

When a student is retaking a course that he/she has already passed (repeating a year or part of the year) the lower grade will be used to determine class rank.

When a student is retaking a course that he/she has already failed (repeating a year or part of the year), and passes the course, the numerical score used to determine class rank will be the minimum passing grade for the course (e.g., 70%).

When a student receives a Conditional (C) in a course, and successfully remediates the grade, the MPL for the course will be used to calculate class rank (this applies primarily to M3 students).

As noted above, the COM groups its students into five categories for use in the MSPE.

<u>CATEGORY</u>	<u>APPROXIMATE PERCENTILE</u>
Outstanding	80-99
Excellent	60-79
Very Good	30-59
Good	10-29
Satisfactory	1-9



COLLEGE OF MEDICINE

CLINICAL PROCEDURES/PATIENT ENCOUNTERS CHECKLIST POLICY

Approved by EPC
August 1, 2013

Approved by COM Council
August 5, 2013

Revised August 2014

The COM requires medical students during the M3 and M4 years to track and record documentation for 1) a defined set of clinical procedures that the student must perform or observe and 2) patient encounters as specified by the EPC (see **APPENDIX -- Required Clinical Procedures** and **Required Patient Encounters**). Procedures and encounters are listed by individual clerkship. Procedures are also identified as being required to either be performed or observed and whether the performance or observation needs to be done on a live patient or can be done in a simulation setting. Students are encouraged to work with their attending physicians and residents to perform procedures on live patients wherever possible and to record as many clinical encounters as possible.


This policy focuses on documentation by the student of procedures performed or observed and patient encounters that the student has experienced. With respect to procedures, the underlying premise is that students learn the indications and contraindications, the appropriate techniques, and the possible complications and outcomes for each of the delineated procedures. Sources such as the *New England Journal of Medicine Videos in Clinical Medicine* series which is accessible through the Harrison Health Sciences Library may be useful. With respect to encounters, those listed are ones in which the student is expected to evaluate, diagnose, formulate treatment plans and manage as appropriate to the student's educational level.

- A. Students must complete and log, in Students on the Move (SOM), clinical procedure requirements and patient encounters during the assigned clerkship/acting internship. All students who are experiencing difficulty completing the required clinical procedures or documenting the required patient encounters prior to the end of the clinical rotation must contact the clerkship director and the clerkship coordinator via email at least one week prior to the end of the rotation with an explanation of the procedures or encounters that the student is experiencing difficulty with and any circumstances as to why the student is experiencing difficulty. At the sole discretion of the clerkship director the student may be assigned an alternate means of meeting the requirement such as viewing a video of the procedure(s) in question or assigning the student to complete a procedure in a simulation setting that was otherwise required on a live patient. If a student has not contacted the clerkship director in the appropriate timeframe and does not complete documentation of the procedures or encounters by the start of the end of clerkship examination, the consequences as listed below in section B will be in effect unless the clerkship director has identified extenuating circumstances for which any procedure or encounter in question was not available for the student to perform or observe.
- B. Students who have not completed and documented all required assigned procedures and encounters on a clerkship by 5:00 pm on the day before the end of clerkship and shelf examination will receive a 5 percent (5%) deduction on their final grade for the clerkship. This deduction may result in a lowering of the grade category (e.g. from H to HP, from HP to P, or from P to F). The grade will be marked as an "Incomplete" until all patient encounters and procedures are documented.
 1. Students who fail to complete and document all procedures and encounters by the end of the clerkship will receive the grade deduction as above. The student then has 14 days from the end of the clerkship to complete and document the encounters/procedures. The student is not excused from any clinical/educational activities on any subsequent clerkships or rotations to complete the missed assigned procedures from a previous clerkship. If not completed within the 14-day time frame the grade will be changed from an "I" to a "C".
 2. Failure to complete and document all patient encounters and procedures within 90 days from the end of a clerkship will result in a grade of Failure (F) for the course. The F will be reflected on the student's transcript and the student will be subject to the appropriate PAC policies with respect to receiving such a grade. The student is not excused from any clinical/educational activities on any subsequent clerkships or rotations to complete the missed assigned procedures from a previous clerkship.
- C. Students are encouraged to enter clinical procedures or patient encounter data on a daily basis within Students on the Move. Directions on how to use Students on the Move can be found at the following link: **Medical Procedures Checklist Instructions**. Students are required to enter the information within 7 days of completing the clinical procedure or patient encounter. A student may not receive credit for a clinical procedure or patient encounter that is not submitted within 7 days of performance of the

procedure or encounter. Any such decision is at the sole discretion of the clerkship director and is not subject to appeal or review. Students are encouraged to submit documentation of multiple procedures and encounters.

Monitoring of students' progress will be as follows:

- A. During the clinical rotations, student compliance with documentation of required procedures will be monitored by clerkship directors and/or appropriate designees (coordinators).
- B. Throughout the academic year, select faculty and Office of Medication Education staff may randomly sample student records to verify overall program compliance.
- C. Any student who fails to complete required procedures in a timely fashion within a given clerkship will be monitored by the Performance and Advancement Committee (PAC). Students who fail to complete procedures in a timely fashion on more than one clerkship may be subject to further action related to professionalism in addition to any grade sanctions as described above.

 COLLEGE OF MEDICINE		
DRESS CODE FOR MEDICAL STUDENTS IN M1/2		
Approved by EPC August 1, 2013	Approved by COM Council August 5, 2013	Revised August 2014

A. Attire for Activities Involving a Patient or Simulated Patient

Medical students are representatives of the College of Medicine (COM) and are expected to exhibit appropriate professionalism at all times. This professionalism extends to and includes dress appropriate to the setting. A dress code is in place to maintain a level of professionalism as students develop relationships with their patients, the public, and other members of the health professions. In all activities involving patients, simulated patients or a panel of presenters, the M1/2 medical students are to follow the **Dress Code for Medical Students in M3/4**. See below for specific details related to scrub attire.

B. Scrub Attire

The University of Cincinnati Medical Center (UCMC) allows medical students access to hospital scrubs. This includes laundering of the scrubs. Medical students are expected to use these scrubs appropriately. Any student who fails to return scrubs to the hospital (e.g., leaves them in locker rooms or other inappropriate areas) or utilizes the scrubs inappropriately will have this privilege removed and will be subject to disciplinary action and/or referral to Honor Council.


Use of scrubs by M1/M2 students should essentially be limited to activities in the Gross Anatomy lab. The following are some reminders of inappropriate use of scrubs.

1. Scrubs are NEVER to be worn outside the patient care area (hospital) and the Medical Center buildings.
2. Tee shirts should not be worn underneath scrubs if they extend beyond the scrub top.
3. Sweatshirts, sweaters, pullovers and hoodies are not permitted over scrubs.
4. Scrubs are not allowed in the following areas:
 - a. In the MSB/CARE/Crawley complex (except for Gross Anatomy lab or immediately preceding or following this lab).
 - b. Conferences and lectures
 - c. Meetings (e.g., Admissions Committee, EPC, etc.)
 - d. Outside of the hospital
 - e. Outpatient clinic

C. Professionalism Requirements/Policies

1. Do not chew gum when talking to patients or faculty
2. No eating or drinking in front of patients or in patient care areas
3. Never discuss patient care issues in public areas, such as cafeterias and elevators. This is a violation of the Health Insurance Portability and Accountability Act (HIPAA) and may lead to disciplinary action up and to including dismissal from the College of Medicine as well as civil criminal penalties.
4. Beepers and cell phones should be kept on vibrate-silent mode

A Professionalism Form will be issued to a student who is in violation of the Dress Code. Egregious violations of the Dress Code may lead to further disciplinary action including but not limited to a referral to a PAC or Honor Council.


 COLLEGE OF MEDICINE		
DRESS CODE FOR MEDICAL STUDENTS IN M3/4		
Approved by EPC August 1, 2013	Approved by COM Council August 5, 2013	Revised August 2014

UCCOM encourages students to dress in attire considered to be professional and suitable for a healthcare delivery setting. This can be accomplished with either traditional business attire or casual business wear. The intent is to establish a standard and to provide students with policies on what is considered to be appropriate casual business wear in the workplace, as well as some of the more common inappropriate items. These policies are not intended to be all inclusive, but should help set the general parameters for appropriate attire and allow students to make intelligent judgments about items not specifically addressed.

The following guidelines are based on the Dress Code for UCMC. All students must follow the dress code of the clinical site to which they are assigned.

The following list defines what is considered to be appropriate and inappropriate casual wear during regularly scheduled hours:

Appropriate	Inappropriate
Slacks, Plants, and Pant Suits	
Slacks, pants or trousers that are similar to Dockers and other makers of cotton or synthetic material such as twill, khaki, gabardine, corduroy or wool	Jeans (of any color) Sweatpants, leggings, shorts, exercise wear, spandex Low Rise or Hip Huggers
Skirts, Dresses & Skirted Suits	
Casual dresses and skirts no shorter than two inches above the knee Casual dresses or skirts that are split and fall below the knee (culottes, gauchos) are acceptable	Short, tight skirts that ride halfway up the thigh are unacceptable Mini-skirts, skorts, shorts, capris, crop pants Low Rise or Hip Huggers Denim dresses or skirts Beach or sun dresses
Shirts, Tops, Blouses & Jackets	
Polo collar knit or golf shirts Oxford shirts UCMC Logo Wear Short-sleeve blouses or shirts Turtlenecks Blazers or sport coats Jackets or sweaters Tops should be long enough to be tucked in or cover the waistband Midriff must be covered	Shirts, jackets with writing or pictures that can offend T-shirts or sweatshirts Beachwear Sleeveless blouses or shirts Exercise wear Crop Tops, Midriffs or Belly Shirts Any top that is not tucked in or covering the waist
Shoes & Footwear	
Boating or deck shoes with socks or hose Casual, low heel, open back shoes (i.e., mules, sling backs) with socks or hose Loafers with socks or hose	Sandals, thongs, flip flops, slippers, open toe shoes Athletic shoes; i.e., tennis shoes Hiking boots
Socks & Hosiery	
Hosiery, socks must be worn at all times Hosiery, socks worn must be professional and complement professional business attire	Bare legs are unacceptable Inappropriate hosiery, socks that do not complement professional business attire
Accessories	
Jewelry should be in good taste. Ear piercings are the only acceptable visible body piercings Perfume, cologne or aftershave that is light in scent – must be considerate of others.	No tongue or visible body piercings other than ear piercings No visible tattoos Use of strong, heavy scents, perfume, cologne or aftershave is unacceptable
ID Badge	
ID badge must be worn where you can see the photo and read associate name	Failure to wear ID badge where you can see the photo and associate name

 COLLEGE OF MEDICINE		
GRADING SYSTEM POLICY		
Approved by EPC August 1, 2013	Approved by COM Council August 5, 2013	Revised August 2014

The College of Medicine grading policy is designed to reflect the academic performance of the medical student within the College of Medicine curriculum. The grades assigned reflect what the student has earned in a particular course or learning activity.

The COM uses a Pass/Fail grading system in M1/2. The COM uses an Honors (H), High Pass (HP), Pass (P), Conditional (C) and Failure (F) and Incomplete (I) grading system in M3/4. All grades appear on a student's official transcript. A Withdrawal Passing (WP), Withdrawal Failing (WF) and Withdrawal (W) also will appear on the official transcript. These grades are defined later in this document.

It is expected that the course director will post final grades and written evaluations of student performance where applicable within six (6) weeks of the completion of the course according to the policy set forth by the Education Policy Committee (EPC) of the COM. A final grade is to be entered after all graded components of the course have been entered.

Each course will publish its grading criteria prior to the beginning of the course. A course's grading policy may not be changed once the course starts unless there are truly exceptional circumstances. Any such grading policy change is subject to approval of the EPC. If, due to unforeseen events, a requirement in a course must be dropped, appropriate adjustments to the grading policy will be made such that all students are treated equitably. All grading policies are subject to the oversight and approval of the EPC.

Withdrawal (W), Withdrawal Failing (WF), Withdrawal Passing (WP)

A grade of Withdrawal (W), Withdrawal Failing (FP) or Withdrawal Passing (WP) will be assigned to a student who goes on a Leave of Absence or who withdraws from the COM.

1. If a student withdraws prior to the first graded course activity, a Withdrawal (W) will be recorded. If a student is passing a course at the time of a withdrawal, a Withdrawal Passing (WP) will appear on his or her official transcript. If a student is not passing the course at the time of withdrawal, a Withdrawal Failing (WF) will appear on his or her official transcript. Withdrawal, Withdrawal Failing and Withdrawal Passing grades are not counted in the calculation of class rank/total weighted average.
2. Withdrawal Failing does NOT count as one of the three course failures in four years that represents grounds for dismissal. However, a Withdrawal Failing followed by a Failure is grounds for dismissal.

A. GRADES FOR M1/2

1. Final grades for all completed courses in M1/2 will be recorded on the transcript as a Pass (P) or Fail (F).

A grade of Pass (P) is awarded to a student whose performance in a course meets the Minimum Pass Level (MPL) established for each course.

A student whose performance in a course is below passing standards shall be given a Failure (F) grade. A Failure (F) grade will remain on the student's official transcript along with the grade achieved if a course is repeated.

2. The MPL for all courses is established and approved by the M1/2 Curriculum Committee and is subject to approval by the EPC.
3. All courses are weighted equally with respect to whether a student has passed or failed a course when considering student promotion.

B. GRADES FOR M3/4

Honors (H)

A grade of Honors (H) is awarded to a student whose performance is of very high caliber and, in addition, whose demonstrated qualities of intellectual curiosity, integrity and professionalism have clearly set him/her apart from the majority of the group.

High Pass (HP)

A grade of High Pass (HP) is awarded to a student whose performance clearly exceeds the Pass requirements but does not reach Honors caliber.

Pass (P)

A grade of Pass (P) is awarded to a student whose performance in a course meets but does not exceed the requirements established by the department concerned.

Conditional (C)

A grade of Conditional (C) may be given under specific circumstances. The grade of C is most commonly used when a student is marginally below the minimal requirements for just one component of the course. A student who is below the minimum pass level for the course as a whole will receive an F grade.

Failure (F)

A student whose performance in a course is significantly below passing standards shall be given a grade of Failure (F). Should a student receive an F grade, if approved by the PAC utilizing the guidelines of the Advancement and Retention Policy, the student would need to repeat the entire course.


Failure to meet a requirement (for example, not taking an exam, not submitting papers or patient write-ups, failure to attend required clinical duties) without prior notification of the course director or designee will be treated as grounds for awarding a Failure (F) for the course.

Course directors have the latitude of not using the full range of grades available, subject to approval of the EPC.

Grading policies for M3/4 are approved by the M3/4 Curriculum Committee and are subject to approval by the EPC.


Incomplete (I)

A grade of Incomplete is awarded without grade point assignment, at the end of a term when a significant portion, but not all of the course work has been satisfactorily completed and the reason for non-completion is approved by the course directors and the Associate Dean of Student Affairs and Admissions (e.g., absence from a class or examination due to illness or a serious personal emergency). The incomplete grade is appropriate only when the completed course work is of passing quality and the student has had such hardship that completion of the remaining course work within the term timeline would present an additional hardship. Processes and procedures for completing the course are at the sole discretion of the course director and the PAC. Once the coursework is satisfactorily completed, the grade of Incomplete is removed from the transcript and replaced with final grade earned by the student.

 COLLEGE OF MEDICINE		
GRADUATION COMPETENCIES		
Approved by EPC August 1, 2013	Approved by COM Council August 5, 2013	Revised August 2014

Graduates of the UCCOM will be expected to demonstrate the knowledge, skills and behaviors required to be an effective provider of quality clinical care. The desired traits can be categorized into competencies as is done in graduate and continuing medical education and are linked to courses across all four years of the curriculum:

1. Patient Care - Provide patient-centered care that is compassionate, appropriate, and effective for the treatment of health problems and the promotion of health
2. Knowledge for Practice - Demonstrate knowledge of established and evolving biomedical, clinical, epidemiological and social-behavioral sciences, as well as the application of this knowledge to patient care
3. Practice-Based Learning and Improvement - Demonstrate the ability to investigate and evaluate one's care of patients, to appraise and assimilate scientific evidence, and to continuously improve patient care based on constant self-evaluation and life-long learning
4. Interpersonal and Communication Skills - Demonstrate interpersonal and communication skills that result in the effective exchange of information and collaboration with patients, their families, and health professionals
5. Professionalism - Demonstrate a commitment to carrying out professional responsibilities and an adherence to ethical principles
6. Systems-Based Practice - Demonstrate an awareness of and responsiveness to the larger context and system of health care, as well as the ability to call effectively on other resources in the system to provide optimal health care
7. Interprofessional Collaboration - Demonstrate the ability to engage in an interprofessional team in a manner that optimizes safe, effective patient- and population-centered care
8. Personal and Professional Development - Demonstrate the qualities required to sustain life-long personal and professional growth

 COLLEGE OF MEDICINE		
GRADUATION REQUIREMENTS		
Approved by EPC August 1, 2013	Approved by COM Council August 5, 2013	


A student must successfully complete the designated four-year program of medical education, thus ensuring that the student has met the Graduation Competencies of the COM. Students may take no more than 15 semesters of academic enrollment to complete the program. A student can take no more than six academic semesters to complete M1/2, and no more than nine academic semesters to complete M3/4. A Leave of Absence is not counted as enrollment and thus not counted towards this requirement except in M1/2 when the Leave of Absence semester is counted if taken after a final grade is received for a course.

A student must maintain a satisfactory level of academic performance in COM coursework and meet professional expectations as determined by the COM. A student may be dismissed for failure to meet the academic performance standards and/or the professional expectations of the College of Medicine. The student must take and pass USMLE Step 1, Step 2 Clinical Knowledge (CK) and Step 2 Clinical Skills (CS) examinations and record the results, including the scores obtained, in the Dean's Office prior to the date of graduation as specified in the Advancement and Retention Policy or as otherwise specified in this document.

The student must take and pass the Clinical Competency Examination (CCX) at the COM as specified in the **ADVANCEMENT AND RETENTION POLICY**.

The student must complete all Clinical Medical Procedures and Required Patient Encounters and all other clinical and administrative requirements as determined by the COM.

On successful completion of the curriculum of the COM, the student is recommended to the Board of Trustees of the University of Cincinnati for the degree of Doctor of Medicine. Graduation dates are determined by the University. The student must note that the graduation date on the diploma may not be the same date as the Honors Day ceremony. Students who complete the curriculum following the standard program, i.e., those students who graduate "on time", will have a graduation date of early June although Honors Day may take place in May. Students who do not complete requirements by the official University designated graduation date will have their graduation date delayed. Students need to be aware that not graduating by the June date may have an adverse effect on starting residency training.

 COLLEGE OF MEDICINE		
INCLEMENT WEATHER POLICY		
Approved by EPC August 1, 2013	Approved by COM Council August 5, 2013	Revised August 2014

The College of Medicine does not follow the University policy for closure due to inclement weather. This document applies only to medical students.

INCLEMENT WEATHER POLICY FOR M1/2

Cancellation of UCCOM events and activities will be guided in part, but not exclusively, by the emergency declarations by the Hamilton County Sheriff's office. The final determination of weather-related cancellations will be made by the College of Medicine. The College of Medicine reserves the right to declare weather-related cancellations under all circumstances irrespective of government emergency declarations. In all cases, the College of Medicine will inform students of weather-related cancellations via email (messages will only be sent to students' official UC email account) and/or by posting on the College of Medicine website. Students are expected to follow weather forecasts, anticipate potential closures and cancellations, and monitor their email regularly. Students should familiarize themselves with the definitions and conditions associated with Levels 1, 2, and 3 emergencies.

(<http://www.hamiltoncountyohioema.org/index.php/severe-weather/snow-emergency>). Students are reminded that they must complete a Medical Student Status Form if they miss any activities that take place when school is open.

Level 1 Emergencies

- Cancellation or rescheduling of both non-clinical and clinical activities and events is at the discretion of the course director.
- If a closure/cancellation of all remaining events for the day occurs after a student has already arrived, he/she is expected to use his/her best judgment in deciding whether to leave or remain at UC until the emergency declaration is lifted.
- If a student is in transit to UC when a closure/cancellation of all remaining events for the day is declared, he/she is expected to use his/her best judgment in deciding whether to proceed to UC or return home.
- In any case, in the event that any activity has not been canceled but a student nevertheless feels that he/she cannot safely travel to UC, he/she is expected to contact the COM registrar as soon as possible (this should be done prior to the start of the activity), and complete the Medical Student Status Form (MSSF). The course director has discretion to require a make-up for missed required activities.

Level 2 or Higher Emergencies

- All activities and events will be cancelled and/or rescheduled except as otherwise specified.
- For clinical activities scheduled at off-campus sites (including, but not limited to, LPCC and IPEX), students are required to contact their direct clinical supervisor to inform him/her that he/she will not be reporting.
- If a student has already arrived, he/she is expected to use his/her best judgment in deciding whether to leave or remain at UC. Students are encouraged to remain at UC in the event of a Level 2 or higher emergency until the emergency declaration is lifted.
- If a student is in transit to UC, he/she is expected to use his/her best judgment in deciding whether to proceed to UC or return home.

INCLEMENT WEATHER POLICY FOR M3/4

Cancellation of UCCOM events and activities will be guided in part, but not exclusively by, the emergency declarations by the Hamilton County Sheriff's office. The final determination of


weather-related cancellations will be made by the College of Medicine. The College of Medicine reserves the right to declare weather-related cancellations under all circumstances irrespective of government emergency declarations. In all cases, the College of Medicine will inform students of weather-related cancellations via email (messages will only be sent to students' official UC email account). Students are expected to follow weather forecasts, anticipate potential closures and cancellations, and monitor their email regularly. Students should familiarize themselves with the definitions and conditions associated with Levels 1, 2, and 3 emergencies (<http://www.hamiltoncountyohioema.org/index.php/severe-weather/snow-emergency>). Students are reminded that they must complete a Medical Student Status Form if they miss any activities that take place when school is open.

Level 1 and 2 Emergencies

- It is the general policy that the College of Medicine does not close for clinical activities or events in cases in which the student is deemed an essential member of the clinical team.
- Non-clinical activities and events may be cancelled and/or rescheduled at the discretion of the course director.
- For clinical activities and events, students are required to report.
- In any case, in the event a student nevertheless feels that he/she cannot safely travel to UC or his/her clinical site, he/she is expected to contact his/her direct clinical supervisor as soon as possible to determine if attendance is essential (this should be done prior to the start of scheduled duties), and complete the Medical Student Status Form (MSSF). The course director has discretion to require a make-up for missed required activities.

Level 3 and Higher Emergencies

- All activities and events will be cancelled and/or rescheduled.
- For clinical activities scheduled at off-campus sites, students are required to contact their direct clinical supervisor to inform him/her that he/she will not be reporting.
- If a student has already arrived at UC or his/her assigned clinical site, he/she should ask his/her direct clinical supervisor if he/she is essential. If so, he/she should report as scheduled. If not, he/she is strongly advised to remain at the site until the emergency declaration has been lifted.
- If a student is in transit to UC or his/her assigned clinical site, he/she must contact his/her direct clinical supervisor as soon as possible to determine if his/her attendance is essential. If so, he/she should proceed to his/her assigned clinical site. If not, he/she is expected to use his/her best judgment in deciding whether to proceed to the site, return home, or proceed to another safe location.

 COLLEGE OF MEDICINE		
LEAVE OF ABSENCE POLICY		
Approved by EPC August 1, 2013	Approved by COM Council August 5, 2013	Revised August 2014

Voluntary Leaves of Absence

- Leaves may be voluntary as a result of student petition, (e.g., to pursue another academic program, to fulfill a fellowship, to conduct research, to take care of personal issues, or to recover from an illness). All voluntary leaves are subject to approval by the COM. A student cannot unilaterally decide that he/she will be taking a Leave of Absence for any reason. Any student who wishes to take a Leave of Absence must submit a request in writing to the PAC.

Petition Requirement

- A petition for a voluntary Leave of Absence must be in writing on a Medical Student Leave of Absence Form (MSLOAF) (see Appendix) and must include a written letter which clearly describes the reason(s) for the leave, steps the student will undertake to address the reason(s) for the leave and an anticipated return date. If the Leave of Absence is for medical reasons, documentation is required from the evaluating physician, or in the case of mental health, a licensed clinical psychologist or psychiatrist. This documentation should include a statement indicating that the student is under the provider's care and the student is currently unable to continue his/her medical education responsibilities. The provider, as defined above, should not be a family member of the student's (as defined by the University policy). If the Leave of Absence is for research, documentation is required from the faculty supervisor on the research project providing a description of the student's role and responsibilities. The petition must be initiated by the student and submitted to the appropriate PAC with a copy to the Associate Dean for Student Affairs and Admissions. Students are advised to consult with the Office of Student Affairs prior to petitioning for a Leave of Absence.

Authority to Grant Voluntary Leaves & Timeframe for Approval and Timing of Leaves

- Except in cases of Emergency Leaves of Absence (see next section), Leaves of Absence must be approved by the appropriate PAC prior to a student going on leave. Students are to remain in the curriculum until notified by the PAC that their request has been approved (or denied) and the effective start date of their leave has been determined. In M1/M2, Leaves of Absence requested within 7 calendar days of the first final of the final exam week will not be approved, except for extraordinary and compelling circumstances (e.g. if the first exam of the final exam week is scheduled for Tuesday, the request for Leave of Absence must be submitted prior to the Tuesday of the week before).

Leaves of Absence are granted for a specific period of time up to a maximum period of 12 months and the length of all leaves is subject to approval by the PAC. Students wishing to extend the leave beyond what was initially approved by PAC will be required to re-petition. The PAC may modify the period of time for which a requested Leave of Absence will be allowed and may extend a Leave of Absence in the unusual event that a student's desired time of return cannot be accommodated by the curriculum or the time requested is not sufficient to resolve the stated problems. A student must be registered and pay tuition and fee charges for the semester in which they plan to return.

- If an M1 or M2 student takes a Leave of Absence after successfully completing (no Failure grades) all of the courses in the previous semester, at the discretion of the PAC, the student may re-enter coursework at the next chronological semester after the one completed (the student would not have to repeat the entire year). The student would also have the option of repeating the entire year if the student feels this would benefit his/her long-term learning objectives. Students choosing to voluntarily repeat the entire year instead of repeating only the semester they missed are advised to talk with the Assistant Dean for Student Financial Planning to discuss the financial aspects of that decision. However, if a student goes on a Leave of Absence, having received a Failure in that year, the student must repeat the entire year. If an M3 or M4 student takes a Leave of Absence after successfully completing (no Failure or Conditional grades) all of the courses taken thus far, he/she may re-enter coursework where appropriate in the clerkship model of M3 and M4. If a student goes on a Leave of Absence without having completed all of the requirements to pass a clerkship, the PAC, in consultation with the clerkship director, will determine the remaining components required to pass the clerkship as well as what grade will appear on the transcript until the final grade is recorded.

- The PAC will review the petition in a reasonable timeframe and may request the student to appear before the Committee to discuss the petition and provide any additional information and insight into the reasons for the request.
- The PAC chair will communicate the PAC's decision on all requested Leaves of Absence to the student via email within 24 hours of the PAC reaching their decision. If approved, this email will state the effective start date of the Leave of Absence. A formal letter with the stipulations for the student's return will follow the chair's email notification to the student.

Mandated Leaves of Absence

- Leaves of Absence may be mandated by PAC or the Associate Dean for Student Affairs and Admissions, if circumstances warrant. Leaves of Absence mandated by PAC or the Associated Dean for Student Affairs and Admissions cannot be appealed. Leaves mandated by the Associate Dean for Student Affairs and Admissions will be considered temporary until the Leave is reviewed and approved by PAC, which will grant formal approval and stipulate the time frame for the Leave.
- In M1/2, at the discretion of the PAC, students may be placed on a mandatory Leave of Absence after two failures in one year. The student will be put on the Leave after the second Failure grade is posted unless a grade appeal is in progress (see Appeals and Grievances Policy). This Leave of Absence cannot be appealed by the student. Alternatively, the PAC may consider two failures in one year as grounds for dismissal.
- Students who do not take and pass USMLE Step 1 by the M3 October Intersession may be placed on Mandatory Leave of Absence.
- In the case of a Mandated Leave of Absence the PAC will complete the Medical Student Leave of Absence form to document the leave.

Emergency Leaves of Absence

- Emergency Leaves of Absence generally refer to situations in which students have reported unexpected and significant medical, health, or personal issues that immediately interfere with their ability to participate in the curriculum.
- The Associate Dean for Student Affairs and Admissions or his/her designee may grant an Emergency Leave of Absence when extraordinary circumstances do not allow the PAC to consider the leave in a timely manner.
- Emergency Leaves of Absence are subject to approval by PAC.
- In the case of an Emergency Leave of Absence the Associate Dean for Student Affairs and Admissions or his/her designee will complete the Medical Student Leave of Absence form to document the leave.

Petition for Return from a Voluntary, Mandated or Emergency Leave of Absence


- Returning from a leave is not automatic. A student seeking to return from a voluntary, mandated or emergency leave must submit a petition to return to the appropriate PAC with a copy to the Associate Dean for Student Affairs and Admissions. The PAC has the authority to approve or disapprove the petition for return and to establish timing and other stipulations for return. In cases where a student is taking only a short LOA, e.g., 2 or 3 weeks, the PAC may waive the student's duty to petition for a return and instead will approve a specified return date when the LOA is approved.
- In order to return from a Leave of Absence, a student must fulfill the obligations specified in granting the leave. The PAC may, if the obligations have not been fulfilled, extend the leave of absence (which cannot be appealed by the student) or may recommend dismissal of the student from the COM. The decision to recommend dismissal of the student may be appealed by the student as described elsewhere in this handbook (see **APPEALS**).
- Failure to petition either for a return from a leave or an extension of the existing leave within the time period specified on the approved petition will be considered grounds for dismissal from the College of Medicine. Such dismissal may be appealed by the student under the procedures for an

Academic Appeal as set forth in the **ACADEMIC STATUS APPEAL PROCESS**. Such appeal must be requested by the student in writing within (5) five business days of the PAC's notification of recommendation for dismissal being sent to the student. No extension of this time period will be permitted due to a student's failure to review correspondence or other negligent behavior, nor shall such circumstances serve as grounds for an appeal.

- Students granted a leave for medical reasons must support their petition for return with a statement from the evaluating physician, or in the case of mental health, licensed clinical psychologist or psychiatrist confirming their medical fitness for return to school. The provider, as defined above, should not be a family member of the student's (as defined by University policy). The PAC may reserve the right to have a physician of its choosing evaluate the student for fitness to return to school, in addition to the statement from the student's evaluating physician. This fitness for duty assessment will be at the expense of the COM.
- A student on a Leave of Absence who has an unpaid balance owed to the University will not be able to register for classes and will not be allowed to re-enter the curriculum until that balance is paid in full.
- Students returning from a Leave of Absence will be considered a member of the class into which they return and fall under the existing policies, including coming under the jurisdiction of the PAC of the class that they enter.

Enrollment, the Student Record, and Student Services during the Leave of Absence


- Students on a Leave of Absence are generally not permitted to participate in any school activities – either academic or non-academic. Exceptions may include, but are not limited to, a student who has to sit for the USMLE Board Exam, the UCCOM Clinical Competency Exam (CCX), or a student who may be required to attend an M3 Intersession while on a Leave of Absence. Any exceptions to participate in school activities while on Leave of Absence must be approved by the PAC. While it is typical that a student's UC email account and access to the curriculum management system do continue while on the Leave of Absence, UCCOM reserves the right to restrict access at its sole discretion. The student's UC email account and access to the curriculum management system remain active during the Leave of Absence. Students are responsible to check their UC email while on leave and to respond to communications from the PAC. In the event that the student's access is restricted to email and/or the curriculum management system during the Leave of Absence, the student will be informed and will be instructed on how to communicate to the college.
- The student is not eligible to receive financial aid during the leave period.
- Each graduate of the College of Medicine must successfully complete all course requirements to receive the Doctor of Medicine degree. This principle is applicable even when a student takes a Leave of Absence. In the case of the curriculum changing while a student is on leave, the College will, at its sole discretion, create an alternative to any courses that have either been restructured or moved to another time in the curriculum such that the student will experience the entire curriculum. The College will determine the specific timeline and schedule for any student who requires such an alternate course.
- A student who has been granted a Leave of Absence and who is enrolled in the UC Student Health Insurance policy may remain covered under the policy according to the terms established by the Student Health Insurance Office. In such case, the costs for the insurance coverage will be the responsibility of the student. Any statements in this section are subject to the terms and conditions of the Student Health Insurance policy and are not under the control of the College of Medicine.
- Copies of all approved MSLOAFs are retained in the student's academic file as part of the official student record.
- If a student takes a leave for a Program-Related Activity, the student will pay one credit hour of tuition and will be enrolled full-time (see **PROGRAM-RELATED ACTIVITY POLICY**).

 COLLEGE OF MEDICINE		
MID-CLERKSHIP/AI STUDENT FORMATIVE FEEDBACK		
Approved by EPC on August 1, 2013		Revised August 16, 2013

All required clerkships and required Acting Internships must have a formative feedback plan in place. While some variation is permitted and necessary to allow for the individual features and attributes of the various clerkships, certain standards and practices are required to ensure that a) medical students receive the substantive and constructive feedback necessary to remediate performance issues and improve their clinical skills prior to the conclusion of the clerkship, b) that this experience is an active learning process and fosters life-long learning skills, and c) that the College of Medicine is in compliance with related accreditation standards.

The following will be implemented as part of the formative feedback plans of all clerkships and required Acting Internships:

- 1) Formative feedback sessions must occur no less frequently than once per clerkship and at a date that is near the mid-point of the clerkship.
- 2) The student will be required to independently identify specific learning outcomes to be accomplished during the clerkship prior to the scheduled mid-clerkship feedback session.
- 3) The same form used to summarize a student's performance for the purpose of deriving his/her final clerkship grade will be used to guide the formative feedback process. The student will be required to bring this form to the session for review by the faculty member/preceptor providing the formative feedback.
- 4) Using this form, students will be required to perform a self-assessment of his/her attainment of both his/her defined learning outcomes and those defined by the clerkship director.
- 5) The faculty/preceptor providing the formative feedback will use this form to provide a written documentation of the feedback provided both for the benefit of the student and for centralized tracking.
- 6) The form must be signed and dated by both the student and the faculty member/preceptor providing the formative feedback.
- 7) Each Clerkship Director must submit to the Educational Policy Committee for approval a written Formative Feedback Plan detailing the specific details for how formative feedback will be conducted in his/her clerkship. This plan must comply with the 6 directives listed above or it will not be approved by the Educational Policy Committee. The detailed plan must include a copy of the form cited in directives 3-6 above, the frequency and time point at which the formative feedback sessions will take place, and who will provide the formative feedback or how the individual charged with providing the feedback will be identified. Any subsequent modifications to the Formative Feedback Plan must be submitted to the Educational Policy Committee, prior to implementation, for approval.
- 8) Clerkship directors will be responsible for assuring that all faculty and preceptors involved in the formative feedback process comply with the Formative Feedback Plan.

 COLLEGE OF MEDICINE		
PERFORMANCE AND ADVANCEMENT COMMITTEE STANDARDS AND PROCEDURES		
Approved by EPC August 1, 2013	Approved by COM Council August 5, 2013	

I. PERFORMANCE AND ADVANCEMENT COMMITTEE

A Performance and Advancement Committee (PAC) monitors the progress of each medical student through the curriculum. A separate PAC is established for each cohort of students upon entry into the program of medical education. Each committee regularly reviews each student's performance and may make decisions on promotion, retention, dismissal, leave of absence and compliance with COM standards.

A. MEMBERSHIP AND VOTING

Overall evaluation of student performance at the COM shall be made by one of four PACs. A class will be assigned to a PAC upon entry into the COM and that PAC will follow the members of that class through all four years at the COM. If a member of a class is assigned to a new class, he or she will be followed by the PAC of the new class to which he or she is assigned. A transfer student will be assigned to the PAC which applies to the class into which he or she enters.

Membership on each PAC shall include seven faculty members including both basic science and clinical faculty. Members will be appointed by the Senior Associate Dean for Academic Affairs or his designee. A chairperson and vice-chairperson of each PAC shall be designated by the Senior Associate Dean for Academic Affairs or his designee from among the members on PAC. Each member, including the chairperson and vice-chairperson will have one vote. A simple majority of the voting membership shall constitute a quorum.

An Executive Secretary to the PAC may be appointed by the Senior Associate Dean for Academic Affairs. The Executive Secretary is a non-voting member of PAC. Members of the Office of Medical Education and of the Office of Student Affairs may be asked to attend PAC meetings to provide information that may assist the Committee in their deliberations.

Decisions of PAC will be based upon the student's academic record, behavior and professionalism and overall performance. A PAC may review, at its discretion, information submitted by the student under consideration. A PAC is not required to review any information that is submitted by a student that the PAC did not specifically request.

The PAC will document its decisions in meeting summaries or minutes. These meeting summaries will not be detailed transcripts of discussions at meetings. Adverse actions or significant concerns as determined by PAC regarding an individual student will be communicated to the student and may also be communicated to the student's advisor and to the Office of Student Affairs at the discretion of the PAC. Email is an acceptable form of communication to a student by a PAC.

A student may appeal the decision of a PAC only in the manner described in Appeals and Grievances. No other appeal or review mechanisms are applicable.

B. FREQUENCY OF THE MEETINGS

Each PAC shall meet no less than four times per year. It is anticipated that each PAC may need to meet more frequently such as monthly to review student progress. A PAC may meet at other times as needed. Virtual meetings of PACs, including email votes, are allowed but should be limited to special circumstances that preclude a meeting of the PAC.

C. THE NATURE OF BOARD DELIBERATIONS

All deliberations of the PAC are confidential.

It is the PAC's responsibility to assure to the extent of its abilities that all graduates of the COM are prepared to become physicians and deserve the conferring of the Doctor of Medicine degree by the University. The PAC will review student performance based upon the published educational objectives of the courses, derived from the graduation competencies. This includes not only test scores and other measures of knowledge and skill, but also, behaviors that the faculty has defined as part of the academic requirements of the curriculum.

The PAC will follow the guidelines defining Advancement and Retention and Appeals and Grievances.

Issues relating to improper conduct or lack of professionalism may be referred directly to the Co-Chairs of the Honor Council and the Associate Dean for Student Affairs and Admissions and/or the appropriate PAC as determined by the person submitting the professionalism form. The COM adheres to the General Professional Standards: Policies for the Honor Council and the Guidelines for Student Conduct maintained by the University of Cincinnati as well as the standards of performance expected of all students enrolled in the medical school curriculum.

D. PERSONAL APPEARANCE BEFORE THE BOARD

A student whose advancement and/or academic or professional performance is in question may be requested to appear before a PAC. This includes students for whom actions such as dismissal, repetition of a course or other component of the curriculum, or other alterations in progress are likely possibilities. Repeated instances of marginal grades or other poor academic or professional performance may lead to a request by the PAC for the student to appear. The PAC also reserves the right to mandate a student's appearance. Failure of a student to attend a mandated PAC appearance will be grounds for disciplinary action up to and including dismissal from the College of Medicine.

A major purpose for providing the student access to the PAC is to allow the student an opportunity to furnish more information before a decision is made. Correspondingly, invited students are encouraged to inform the PAC of any extenuating or mitigating circumstances affecting academic or professional performance.

The PAC must provide notice to the student via email at least 48 hours prior to the meeting at which the student is requested to appear to allow the student sufficient time to make alternations in his or her schedule.

A student may request an appearance before a PAC to discuss requests for Leaves of Absence, participation in Program Related Activities, or other extenuating or unusual requests. Students wishing to appear before the PAC must provide notice to the PAC at least 48 hours prior to the regularly scheduled meeting of the PAC. Any such appearance by a student is at the sole discretion of the PAC.

A PAC may request, at its sole discretion, an assessment for fitness for duty regarding any student who experiences problems that interfere with academic or professional performance.

II. LETTER OF CONCERN

A. Use and Consequences

1. The PAC may, but is not required to, issue a Letter of Concern if, in its judgment, the student is at academic or professional risk. The decision to issue a Letter of Concern is a matter of discretion of the PAC and is not a prerequisite or condition to later action, adverse or otherwise, regarding a student. An unsatisfactory performance, whether interim or final, in any course may result in the PAC sending a Letter of Concern to a student. A student who has failed to pass the USMLE Step 1 or Step 2 Clinical Knowledge/Clinical Skills exams may be issued a Letter of Concern.
2. The nature of the Letter of Concern status is meant to alert the student that he or she is in significant academic or professional difficulty. It is not recorded on the student's official transcript and does not affect financial aid. Receipt of a Letter of Concern cannot be appealed.

B. Removal of Letter of Concern Status

To have the Letter of Concern status removed, a student must maintain two successive semesters with passing grades in all courses, i.e., receive no Failures or Conditionals. The passing grades may be interim grades. However, a PAC may retain a student's Letter of Concern status for a period longer than two semesters, if the PAC believes that extending the Letter of Concern would be beneficial to the student's academic progress.

III. PROFESSIONAL/NONCOGNITIVE REQUIREMENTS FOR ALL YEARS

The PAC recognizes that there is a range and degrees of behavior that encompass professionalism. However, a medical student who fails to maintain the degree of personal and professional standards deemed essential for all medical students by the COM is subject to actions which may include dismissal from the COM.

Failure to meet the academic standards of a course for any reason will lead to review of the student by the PAC. Issues relating to improper conduct or lack of professionalism may be referred to the Co-Chairs of the Honor Council and the Associate Dean for Student Affairs and Admissions and/or the appropriate PAC as determined by the person submitting the professionalism form. A PAC may also refer a student to the Honor Council for issues related to improper conduct or lack of professionalism.

A. PAC REVIEW OF PROFESSIONALISM

1. An individual who has concerns about a lack of professionalism exhibited by any COM medical student may express concerns to the PAC and/or the Associate Dean for Student Affairs and Admissions. Any submissions must be in writing and describe the concerns. The preferred format is through the use of the COM Professionalism Form but the use of this form is not an absolute requirement.
2. If the concerns are brought to the attention of the PAC, the PAC will review the documentation of the alleged unprofessional behavior and, if applicable, any action taken to correct the alleged behavior. The student who allegedly engaged in the unprofessional behavior shall be invited to appear before the appropriate PAC to allow the student an opportunity to furnish more information before a decision is made. The PAC will investigate the alleged unprofessional behavior and make a determination as to whether there is reason to believe that the medical student engaged in the alleged unprofessional behavior.
3. The PAC will summarize in its minutes or meeting summary the conduction of its review, and may choose to do any or a combination of the following:
 - a. Take no action
 - b. Place the student on a Professional Warning status

A simple majority of the voting members in attendance at the PAC meeting, provided that a quorum is present, must agree to the placement of the student on Professional Warning.

In placing a student on Professional Warning, the PAC will specify the corrective actions, activities and parameters that the student will be required to demonstrate or perform. These may include, but are not limited to, monitoring of performance; a Leave of Absence; specifications regarding the student's academic program and schedule; periodic updates or appearances before the Board; consultation and advising, or other actions. The PAC will also delineate specific timelines as applicable for resolution of the Professional Warning.

A student in Professional Warning status will undergo regular reviews by the PAC to assure that progress is being made by the student in addressing the concerns that led to the Professional Warning status. Removal of Professional Warning Status is at the discretion of the PAC and requires a simple majority vote of APC members providing that a quorum is present.

- c. Inform others, such as appropriate course directors and members of the COM administration, of the student's need to engage in corrective actions so that appropriate monitoring can be provided. In addition, the PAC may work with the course directors and COM administration to arrange for alterations of instructional situations and/or mentoring to assist the student in correcting the deficiencies.
- d. Determine if a statement regarding the professionalism problem should be placed in the student's MSPE; or, if the MSPE has been sent, specify that the MSPE should be reissued with appropriate revision; and/or specify that the Associate Dean for Student Affairs and Admissions inform the student's matched residency program or programs to which the student is applying of the specific needs which the student has regarding professional guidance.
- e. Determine that dismissal is appropriate due to unprofessional behavior.

IV. LEAVE OF ABSENCE

Granting of and return from a Leave of Absence will be determined by the PAC as described in the **LEAVE OF ABSENCE POLICY**.

V. GRIEVANCES AND APPEALS

Information describing reasons for grievances and appeals, and procedures used to file a grievance or an appeal can be found under **GRIEVANCE PROCEDURE, GRADE APPEALS PROCESS, AND ACADEMIC STATUS APPEALS PROCESS**.

 COLLEGE OF MEDICINE		
HONOR COUNCIL POLICIES		
Approved by EPC August 1, 2013	Approved by COM Council August 5, 2013	Revised September 19, 2013

GENERAL PROFESSIONAL STANDARDS: POLICIES FOR THE HONOR COUNCIL

I. THE HONOR COUNCIL

The Honor Council will serve as the COM's committee for review of professional conduct by medical students. It will also serve as the group to which issues of ethics and student behavior can be addressed. It will promote overall high standards of professional behavior by medical students. While it establishes policies and promotes professional conduct, the Honor Council's role is not to police student behavior. Its members may encourage responsible action when misconduct is observed. In such instances, reporting to the Honor Council may be the appropriate action.

A. JURISDICTION AND RESPONSIBILITIES

The jurisdiction and responsibilities of the Honor Council will be as follows:

1. Engage in and, with Medical Student Association (MSA) or other subcommittee support, promote activities which heighten the awareness and commitment to ethical behavior by students.
2. Consult with students, faculty, committees, and administrative staff to clarify ethical issues and conduct of medical students.
3. Distribute the UCCOM General Professional Standards: **Policies for the Honor Council** and other documents such as the Medical Student Honor Code (See <http://med.uc.edu/StudentServices/StudentAffairs/Policies.aspx> for Honor Council documents). It will be the responsibility of the Honor Council to conduct periodic review of the documents and recommend changes to the Dean who will, in turn, review and forward to the COM Council for approval. First-year students will be required to sign an electronic acknowledgment of receipt and understanding of these materials.
4. Issues relating to improper conduct or lack of professionalism may be referred to the co-chairs of the Honor Council and the Associate Dean for Student Affairs and Admissions. When a decision is made to report unprofessional behavior to the Honor Council, the report must be brought in writing to the student against whom the claims are issued, Honor Council co-chairs, and Associate Dean for Student Affairs.
5. Hear and recommend action, if any, in cases of medical student misconduct. (If the Council suspects during its deliberations that a crime has been committed, it will refer the case to the Associate Dean for Student Affairs and Admissions who is to contact Medical Center Public Safety.)

The Honor Council will meet as necessary to investigate reports of alleged misconduct, hear and recommend action. Members of the Honor Council will host an educational session for students once a year.

B. STRUCTURE OF THE HONOR COUNCIL

The Honor Council will consist of the following members and will be co-chaired by a faculty member and a student. All appointments are subject to approval by the Dean of the COM. Overall responsibility for the ongoing functioning of the Honor Council is with the co-chairs in conjunction with the Dean.

1. Students

Five medical students, to include at least one from each academic year, shall serve on the Honor Council. One upper-class representative from among the five is to serve as the student co-chair. All students, including the student co-chair, have voting rights. One student representative and a first alternate are to be appointed from each class. The student co-chair is selected from the three upper-class representatives themselves; the first alternate to the student co-chair becomes his/her class' representative and, consequently, the fifth Honor Council student member. In turn, the second alternate serves as his/her class' first alternate. Each student serves for a one-year term with the option to be reappointed.

Student representatives will be appointed by their class officers. Students may nominate themselves, nominate each other, or be nominated by their class officers. The Associate Dean for Student Affairs and Admissions will review the nominees to be considered for appointment. Candidates must be in both good academic standing, as defined by the Performance Standards, Procedures for PACs, and in good professional standing as judged by the Associate Dean for Student Affairs and Admissions. Candidates may not hold membership on a PAC or serve as a class officer.

The class officers will conduct interviews of all candidates and make the appointments for Honor Council class representatives and alternates as outlined above. The representatives for M2, M3, and M4 will be appointed in April for the coming academic year. The M1 representative will be appointed before January 31 when the academic year is in progress and that appointment shall continue until the following January 31. Should the M1 representative be appointed as the M2 representative, the M1 alternate shall serve the completion of the term. In all other instances, an alternate will attend meetings only in the absence of his/her student representative and will be impaneled by the co-chairs. The alternate will meet with the representative of the class to keep up to date.

2. Faculty

Five full-time faculty shall serve on the Honor Council. None may hold course director status or serve on a PAC or Academic Appeal Board. Four are to serve as members with voting rights. At least one of the four should be a basic scientist. The fifth faculty member is to be appointed by the Dean to serve as co-chair. The faculty co-chair does not vote. Faculty members will be appointed for an indefinite term. As needed, new members will be recommended by the COM Committee on Committees to the Dean.

3. An Honor Council member shall disqualify him/herself from an Honor Council hearing when involvement or interest in the individual(s) or activities under view, might reasonably pose questions regarding the Honor Council member's impartiality. An Honor Council member may be removed by the Dean for failure to perform Honor Council duties, including attendance, or failure to continuously meet eligibility requirements. An alternate will serve as needed.

4. Executive Secretary

The assistant to the Associate Dean for Student Affairs and Admissions will serve as the Executive Secretary (ex-officio). He/she will assist the co-chairs of the Honor Council as needed.

C. ACTIONS OF THE HONOR COUNCIL

Members of the Honor Council will keep all deliberations and actions of the Council completely confidential. Any breach of confidentiality shall subject the Council member(s) to disciplinary action or possible removal from the Council.

When the Honor Council votes on recommendations in a hearing, the following specifications apply:

1. A quorum of six members must be present, four of whom must be student members.

2. A simple majority vote is sufficient for a recommendation of counseling or oral reprimand.
3. A two-thirds majority vote is required for a recommendation of a written reprimand or more severe action.

The Honor Council can recommend any of the following actions in cases of confirmed misconduct:

- Counseling
- Oral reprimand
- Written reprimand including a statement regarding whether there should be placement of a letter in the student's academic file
- Change of grade
- Dismissal from COM
- Other actions deemed appropriate by the Council

In cases of confirmed misconduct, the hearing recommendation must specify whether a notation of misconduct is to be included in the student's MSPE.

II. THE MANAGEMENT OF STUDENT MISCONDUCT

A. CATEGORIES OF MISCONDUCT

The COM recognizes that misconduct does not always fall into discrete categories. Yet, it has chosen to group misconduct into two general categories and has specified the process for responding to each type.

1. Criminal Offenses

These offenses are defined by the UC Student Code of Conduct. (Refer to: http://www.uc.edu/conduct/Code_of_Conduct.html) Examples include theft, destruction of property, trespassing, disturbing the peace, etc. In each instance, law enforcement officials become involved and charges are filed. Instances of student misconduct resulting in criminal investigation must be reported to the Associate Dean for Student Affairs and Admissions for follow up. It is the responsibility of the student to report all criminal investigations, arrests, convictions and guilty pleas for any offense other than minor traffic violations, to the Associate Dean for Student Affairs and Admissions as soon as possible after the occurrence and no later than seven business days after the occurrence. The reporting requirement includes DUI (driving under the influence) offenses, any instance where the student is called into court as a defendant, or any instance where the student is named a defendant in a lawsuit. The Associate Dean for Student Affairs and Admissions, in conjunction with the Office of General Counsel, will determine when a student who is involved in criminal proceedings appears before the Honor Council.

2. Other Misconduct

a. Academic Misconduct

Academic misconduct includes acts of cheating, plagiarism, falsification, and forgery as defined by the UC Student Code of Conduct. (Refer to: http://www.uc.edu/conduct/Code_of_Conduct.html) These acts originate within a required or elective course and its related activities or within activities undertaken to meet the administrative or curricular requirements for matriculation and potential licensure.

b. Non-Academic Misconduct

Other misconduct may occur that is neither criminal nor directly part of the course activities. Examples include inappropriate professional behavior, substance abuse, misuse of resources, failure to divulge or misrepresentation of information as requested on medical school applications, financial aid and other required forms or communications, etc.

All instances of academic and non-academic misconduct are directed via a report to the co-chairs of the Honor Council for disposition.

B. REPORTING AN INCIDENT

1. Decision to Report

Since behavior may occasionally appear other than what it is, the observer of an alleged misconduct may want to clarify his or her perceptions personally by discussion with the person involved. If satisfied that no further action is warranted, no report need be filed. However, if for any reason the observer decides not to proceed with personal contact, a written report may be filed in any one of three routes described below. The Honor Council will handle the incident according to established guidelines in which confidentiality and the student's rights are protected.

2. Reporting Procedures

Any of three routes may be used to file a written report with the co-chairs of the Honor Council.

- a. An individual who observes misconduct may file a report directly with any member of the Honor Council who will then forward this report to the co-chairs.
- b. An observer may prefer to give a report to a faculty member. When the report is made, the faculty member alone or through an appropriate departmental representative (course director, department chair, departmental committee) must forward the report to the Honor Council co-chairs or the Associate Dean for Student Affairs and Admissions. The Associate Dean for Student Affairs and Admissions will forward the report to the Honor Council co-chairs.
- c. An observer may make a report to the Associate Dean for Student Affairs and Admissions who will forward the report to the co-chairs of the Honor Council.

Some documentation, as requested by the Honor Council co-chairs or members, is required for the Honor Council to conduct an investigation. Documentation should include at least the following:

- 1) Date of the report
- 2) Name(s) of individual(s) involved
- 3) Location/activity/setting of incident
- 4) Date and time of incident
- 5) Description of incident
- 6) Name(s) of witness(es)
- 7) Name(s) and phone number(s) of person(s) submitting report

All reports and documentation will be handled confidentially and in keeping with the manner appropriate for student records. All Honor Council case records will be designated as confidential and kept for seven years by the Honor Council executive secretary.

C. PROCEDURES UPON RECEIPT OF A REPORT OF MISCONDUCT

1. Reports of Criminal Misconduct

The Associate Dean for Student Affairs and Admissions receives all cases of misconduct that involve possible criminal conduct or investigation. After consulting with the Office of General Counsel, the Associate Dean for Student Affairs and Admissions informs the student of his/her rights and calls for an administrative hearing. An administrative hearing occurs as close in time as practicable to the alleged incident and involves any or all of the following administrators: the Associate Dean for Student Affairs and Admissions, other associate deans, and the Dean of the COM. The hearing is held to determine if a student needs to be removed from coursework or the University should his/her presence endanger others or their property. Such removal is done by placing the student on an Administrative Leave while awaiting results of criminal investigation and/or prosecution. The hearing also determines the next appropriate steps.

2. Reports of Other Misconduct

The Honor Council co-chairs receive all reports from any of the three routes described above of academic or non-academic misconduct. The co-chairs, in consultation with the Associate Dean for Student Affairs and Admissions, determine a course of action. Possible decisions include a choice to not act on the report, or a referral to the Associate Dean for Student Affairs and Admissions, for action by that Associate Dean to either interact with the student by himself/herself and/or to refer the issue to another appropriate group (such as PAC, a substance abuse counseling agency, etc.). More commonly, the co-chairs and Associate Dean for Student Affairs and Admissions will decide to meet with the student to discuss the issue and gain more information. Following this meeting, which may involve counseling of the student, this group will decide whether to proceed or not to proceed with a full Honor Council Hearing.

3. Decision to Proceed or Not Proceed with Hearing

The co-chairs, in consultation with the Associate Dean for Student Affairs and Admissions, decide if there is sufficient cause to proceed with the hearing. If the co-chairs and the Associate Dean for Student Affairs and Admissions decide not to convene a formal Honor Council hearing, then the student(s) named in the report will be notified, provided they are aware of the report naming them. If the student(s) are not aware of the report, and a decision is made not to convene a hearing, then the student may not be notified, at the discretion of the co-chairs and the Associate Dean for student Affairs and Admissions. The individual who submitted the report will not be notified of the decision or actions of the co-chairs and Associate Dean for Student Affairs and Admissions, although if there is a decision to convene a hearing, the report author may be called as a witness in the hearing and thus become aware that a decision to convene a hearing was made.

4. Preparation for Hearing

Prior to the hearing, the co-chairs carry out the following as appropriate:

- a. Notify the student named in the report that a hearing will be held. The Associate Dean for Student Affairs and Admissions will inform the Dean. The co-chairs set a date for the Honor Council to hear the case. The date should usually be within 20 business days of receipt of the report.
- b. Inform the student of the names of the Honor Council hearing members. If the student believes any council member may be biased in the matter, he/she may object in writing, detailing the basis of the objection, to the faculty co-chair within two business days from the receipt of the names of the Honor Council members. If the co-chairs decide that a student member may be biased, the student's alternate or an alternate from another year will serve. Should a faculty member be in question, the Dean will appoint a replacement. The student or faculty member in question may not object to the accused student's request. However, if this request is deemed to be excessive by the Honor Council co-chairs, the accused

student's request may not be honored (i.e., accused student objecting to two or more Honor Council members without substantial proof/documentation of bias).

- c. Explanation of the nature of a closed hearing. All hearings will be closed. A closed hearing may be attended only by the Honor Council and its advisor, the party bringing the charges and his/her advisor, the accused student and his/her advisor. Witnesses will be present at a closed hearing only during the times of their own presentations. They can also be asked to return to the hearing if further questioning is required.

Should a student not wish to appear before the Honor Council, the case will still be heard.

- d. Investigation teams will be determined by the Honor Council co-chairs, if necessary, to request additional information, documentation, and investigation. Written and/or oral reports may be requested, also. Departments, the Dean's Office, or any individuals with information pertinent to the case may be asked to report.
- e. Identify and arrange for witnesses to appear at the hearing.
- f. Receive and add to the agenda those names of witnesses and documents which the student in question wishes to present.
- g. Prepare and distribute a hearing agenda and materials to the Honor Council members, the charging party, and the accused.

Above all, the co-chairs are to conduct the hearing to insure that the proceedings are fair and impartial, that truly relevant information is presented, and that thorough study is given to all recommendations.

D. HEARING PROCEDURE

The purposes of the hearing are twofold:

1. To determine if the alleged misconduct occurred, to establish its degree of severity, and to explore extenuating circumstances.
2. To determine what response is appropriate and to recommend this action to the Dean. The general procedure of the hearing shall be as follows:
 - a. The hearing, except for the deliberations, will be recorded by a stenographer. The final transcript of the hearing will be submitted to the Associate Dean of Student Affairs and Admissions along with other evidence from the hearing.
 - b. All present in any capacity during the hearing will be informed of the confidentiality of all proceedings. Discussion of proceedings and testimony other than in an official capacity is not permitted.
 - c. The role of the faculty co-chair is to conduct the hearing according to the Policies for the Honor Council. He/She serves to facilitate the hearing process and remains an impartial moderator.
 - d. The Honor Council members and their advisor, the party bringing the charges and his/her advisor, and the student named in the alleged misconduct and his/her advisor may be present throughout the presentation of witnesses and questioning.
 - e. The Honor Council members (excluding the Executive Secretary) may question anyone appearing before the Honor Council. An advisor may not address the Honor Council but can confer with his/her respective party.

- f. Each witness will be present only during his/her testimony and/or period of questioning.
- g. Those bringing the case of alleged student misconduct before the Honor Council, as well as his/her witnesses, will be heard first.
- h. The student to whom misconduct has been attributed, as well as his/her witnesses, will be heard second.
- i. The party bringing the charges and the accused student will have the opportunity to summarize their positions prior to the close of the hearing. Each closing statement shall not exceed 10 minutes.
- j. The decision will be based upon consideration of the weight of the evidence.
- k. Deliberations will follow and are closed to all but Honor Council members.
- l. Any record of past misconduct shall be available to consider in recommending the penalty, in cases of substantiated charges. The Honor Council co-chairs will be in communication with the Associate Dean for Student Affairs and Admissions upon substantiated charges, prior to recommending the penalty. If the Associate Dean for Student Affairs and Admissions is aware of prior misconduct, he/she shall make this information available to the Honor Council.
- m. A decision of written reprimand or more serious action must be supported by a vote of two-thirds of the voting Honor Council members.
- n. The Honor Council co-chairs prepare a written report within five business days following the hearing. The report should contain the Honor Council's decision regarding whether misconduct has occurred, the justifications for the decision, copies of all written materials provided the Honor Council, and the specific recommendation of the Honor Council.

E. HONOR COUNCIL DECISION

The Honor Council's report, including recommendations, is forwarded to the Associate Dean for Student Affairs and Admissions who informs the student of the Honor Council's recommendation and right to appeal. A student may choose not to appeal and accept the recommendation of the Honor Council. If the student's decision is not to appeal, the Associate Dean for Student Affairs and Admissions forwards the Honor Council's report and recommendation to the Dean. The Dean makes a final decision and notifies the student. If the student appeals, the Associate Dean for Student Affairs and Admissions forwards the Honor Council's report and recommendation to the Dean for informational purposes and to the Judiciary Appeal Board for action.

III. APPEAL PROCESS

The university may proceed through the disciplinary process outlined below regardless of any action by other authorities such as city/state police, etc., under the laws of any jurisdiction. All written notices to students are sent via email to the student's UC email address. All time limits in these Procedures refer to business days. If a student withdraws from the university during a disciplinary proceeding and then is readmitted to the COM, the disciplinary procedure will be reopened.

A. STRUCTURE OF THE JUDICIARY APPEAL BOARD

The Judiciary Appeal Board shall consist of three faculty members and two senior medical students appointed by the Associate Dean for Student Affairs and Admissions. One of the three faculty members will be designated as chair. None of the Board's members may be Honor Council or PAC members. All members have one vote, including the designated chair.

The Associate Dean for Student Affairs and Admissions shall inform the student of the Judiciary Appeal Board appointments. The student may object in writing within two business days to the appointment of any Board member who may be biased in the matter. The Associate Dean for Student Affairs and Admissions will review any objections and make final appointments.

B. APPEAL

Notification of a decision to appeal must be made within five business days after receipt of the Honor Council's recommendation from the Associate Dean for Student Affairs and Admissions. The appeal itself must be in writing (email) within an additional 15 days, must specify the grounds for appeal, and be directed to the Associate Dean for Student Affairs and Admissions.

Grounds for appeal from the student to the Associate Dean for Student Affairs and Admissions:

1. Discovery of new information not available at the time of the hearing - the student believes there is new, clear and convincing evidence that would affect the decision rendered.
2. Procedural error - the student believes a substantial error was made in the Honor Council procedures as outlined in this document, which resulted in a fundamental change in the outcome.
3. Harshness of sanction - the student believes the Sanction(s) imposed are not commensurate with the violation.

The Associate Dean for Student Affairs and Admissions will provide the Judiciary Appeal Board with the detailed report, the recommendation of the Honor Council, and the appeal. Except as described below, the review of the Judiciary Appeal Board will be limited to these records. In the rare instance where new information could not have previously been presented to the Honor Council, it must be submitted in writing to the Associate Dean for Student Affairs and Admissions with the appeal and may be considered at the discretion of the Judiciary Appeal Board.

The Judiciary Appeal Board session must occur within a reasonable time period, up to 30 business days after the Associate Dean for Student Affairs and Admissions receives the student's appeal. The Judiciary Appeal Board shall review the record, including any new information permitted, and forward its recommendation regarding whether an appropriate recommendation has been made by the Honor Council to the Associate Dean for Student Affairs and Admissions and to the Dean of the College within 20 business days. The Judiciary Appeal Board's report should state the reason for the finding and recommend appropriate action when the Board's recommendation differs from that of the Honor Council. The final decision for the COM will be made by the Dean of the College. Any further review can occur only pursuant to the UC Student Code of Conduct.

C. ACTION BY THE DEAN

The Dean, without unnecessary delay, will communicate the final decision in writing to the student with information regarding the UC Student Code of Conduct. (See http://www.uc.edu/conduct/Code_of_Conduct.html). When the final decision of the Dean is to dismiss the student, a notation of dismissal for misconduct is entered on the student's official transcript.

EXHIBIT A

UC CODE OF CONDUCT (abbreviated*)

The Student Code of Conduct identifies those behaviors considered unacceptable and not permitted for all students of the UC while on University owned, leased or controlled property, while on professional practice assignment, or while representing the University in the community.

- *The full UC Student Code of Conduct document may be found online at: http://www.uc.edu/conduct/Code_of_Conduct.html Please refer to this document for details, if necessary.*

The UC Student Code of Conduct section on Sanctions is recorded below for quick reference. The UCCOM Honor Council will follow the guidelines and terminology, with regard to sanctions, of UC with correlation to medical student and medical college activities.

SANCTION(S)

Students found to be in violation of the Student Code of Conduct based on the preponderance of evidence may be subject to University sanctions.

Sanctions for misconduct are intended to provide the student with constructive learning experiences and may entail a penalty. Sanctions will be imposed according to the severity of the misconduct. In all cases, the University reserves the right to require counseling and/or testing of students as deemed appropriate.

The authority for disciplinary action is contained in University Rules 3361:40-5-01 through 40-5-06 of the Ohio Administrative Code and section 3345.21 of the Ohio Revised Code (R.C.). The University may proceed through the disciplinary process as outlined below in the section on Procedures, regardless of any action by other authorities such as city/state police, etc., under the laws of any jurisdiction.

Definitions of Sanctions

The following are definitions of disciplinary sanctions that may be imposed as a consequence of misconduct. Each sanction can be separately or cumulatively applied should behavior call for the imposition of a more severe penalty.

1. University Disciplinary Reprimand is written notification to the student that his/her behavior is unacceptable and that any further violation may warrant further sanctions.
2. University Disciplinary Probation entails specific restrictions and/or extra requirements placed on the student for a specified period. These may vary with each case and may include restriction from participating in intercollegiate athletics, extracurricular and residence life activities, or may involve other requirements not academically restrictive in nature which are consistent with the philosophy of providing constructive learning experiences as a part of the probation. A student may be required to meet periodically with designated persons. Any further misconduct on the student's part during the period of probation may result in Disciplinary Suspension or Disciplinary Dismissal from the University.
3. University Disciplinary Suspension prohibits the student from attending UC and from being present without permission on any UC campus or property for a specified period of time. The appropriate hearing authority will determine the effective beginning and ending dates of the Suspension. Students placed on University Disciplinary Suspension must request permission from the office of University Judicial Affairs to apply for readmission.
4. University Disciplinary Dismissal permanently prohibits the student from attending UC and from being present, without permission, on any UC campus or property.
5. Other Disciplinary Sanction(s) may be imposed by Hearing Authorities with or without Disciplinary Probation including, but not limited to, service to the University and/or University

community, restrictions on the right of access to campus facilities, events and/or student organizations, monetary payments for restitution because of damage to or misappropriation of University or a University community member's property, and/or referral for psychological/psychiatric counseling/evaluation.

6. Interim Suspension: Interim Suspension begins immediately upon written notice by the Vice President for Student Affairs and Services or designee and restricts a student's physical access to the campus if deemed necessary, in order to:

- (1) Maintain order on University property and campuses
- (2) Preserve the orderly functioning of the University and the pursuit of its mission
- (3) Stop interference in any manner with the rights of citizens while on University owned, leased, or controlled property, while on professional practice assignment and/or while representing the University
- (4) Stop actions that threaten the health or safety of any person including oneself
- (5) Stop actions that destroy or damage property of the University or of any member of its community

This is a temporary suspension which may be imposed pending the application of this Code's disciplinary process. A hearing will be scheduled by the University without undue delay of receipt by the student of the Interim Suspension notice.

*Taken from the document approved June 26, 2012 by the Board of Trustees, UC

 COLLEGE OF MEDICINE		
DISABILITIES: STUDENT POLICIES AND PROCEDURES		
Approved by EPC August 1, 2013	Approved by COM Council August 5, 2013	

In compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, the UCCOM may grant reasonable and appropriate accommodations to medical students with documented disabilities. To have a request considered, the student will need to submit the following documentation:

1. Detailed written documentation to the COM which verifies a functional impairment that substantially limits one or more major life activities. Examples include physical disability as well as psychiatric and learning disability.
2. The documentation must be certified from a professional deemed qualified to provide it by the COM.
3. The documentation from the professional must provide a specific current diagnosis, complete diagnostic history, enumeration of a comprehensive battery of appropriate tests (one or two subtests will not suffice) or procedures which provide evidence for diagnosis and recommendations for specific accommodations, a discussion of dual diagnosis, detailed explanation of why accommodations are necessary and how the disability impacts a major life activity. If the disability is a learning disability which is typically manifested during childhood, academic records (including teachers' comments) beginning with elementary through secondary should be included. Documentation should also include any history of prior accommodations. If there is no history of previous accommodations, an explanation as to why accommodations are needed at this time must be included.

UCCOM parallels the guidelines for documenting learning disabilities, ADD/ADHD and/or psychiatric disabilities as outlined by the Association of American Medical Colleges. Particular attention is given to Section VI regarding Benchmark and Purpose of Accommodations. Detailed instructions for students and professional evaluators are located at:

https://www.aamc.org/students/download/151462/data/documenting_learning_disabilities.pdf

4. The accommodation requested must be in compliance with the COM's Essential Technical and Health Standards and must not compromise the competency standards for admission, retention and graduation.

Procedures for Students Requesting Initial Eligibility for Academic Accommodations

1. It is the responsibility of the student to request academic accommodations and to submit all of the information, forms and documentation on his/her behalf.
2. A request for academic accommodations eligibility must be made in writing and specify the academic accommodations being requested.
3. A request for academic accommodations eligibility is submitted to the Assistant Dean for Academic Support and Counseling in the Office of Student Affairs.
4. Any request for academic accommodations eligibility must be accompanied by a detailed report from a qualified professional verifying the need for accommodations. The report needs to be current (for a Learning Disability within the past five years; ADHD within the past three years; psychiatric and physical disabilities within the past six months).
5. Requests for academic accommodations eligibility is reviewed by the COM's Disability and Accommodations Committee. The Disability and Accommodations Committee members include the Senior Associate Dean for Academic Affairs, Associate Dean for Student Affairs and Admissions, and the Assistant Dean for Academic Support and Counseling. Other expert professionals, including legal counsel, may be appointed to the committee by the mutual decision of the committee members on an ad hoc basis as needed to comprehensively and fairly evaluate a specific academic accommodations eligibility request.
6. A decision by the Disability and Accommodations Committee will be communicated to the student in a letter from the Assistant Dean for Academic Support and Counseling within 15 business days of receipt

of the written student request and receipt of all the required documentation. Should the Committee request additional information, the 15-day time period will begin following receipt of the additional information. The letter will indicate the eligibility status and specify when accommodations are granted.

7. The Assistant Dean for Academic Support and Counseling will ask the student to sign the Description of Academic Accommodations document (Attachment B) indicating an understanding of and compliance with the COM policy and procedures for disability accommodations. A student who fails to sign the Description of Academic Accommodations document will not be eligible for accommodations.

Procedures for Renewal of Academic Accommodations

1. A written request for eligibility for academic accommodations is required to be submitted by the student for each academic year that accommodations are requested (see Attachment A). Such requests must be submitted at least 15 business days prior to the first day of class. The Disability and Accommodations Committee need not review the determination of a disability unless the student's disability has changed. However, the Disability and Accommodations Committee may review the provision of accommodations to any student at any time, including at the time of the request for renewal of the accommodations.
2. The Assistant Dean for Academic Support and Counseling writes a new eligibility verification letter for each academic year verifying that the student is eligible for academic accommodations. The letter is sent to the student via email.
3. Each year, when presented with the eligibility verification letter, the student must sign the Description of Academic Accommodations document (Attachment B) indicating an understanding of and compliance with the COM policy and procedures for disability accommodations. Accommodations will not be granted for any student who fails to sign the Description of Academic Accommodations document.

Procedures for Notification of Student Accommodation Eligibility

1. Upon a student's initial determination of eligibility for accommodations and at the start of each academic year, the Assistant Dean for Academic Support and Counseling will notify course directors/coordinators of the student's eligibility for accommodations and specify which accommodations are granted. This is done to allow the course directors opportunity to make necessary arrangements. The Office of Medical Education will assist academic departments in making arrangements for academic accommodations upon request.
2. The student is responsible for notifying the course directors of his or her eligible academic accommodations upon initial determination and at the start each block/clerkship. No course director or faculty may grant academic accommodations without specific approval of accommodations by the Disability and Accommodations Committee. In addition to notifying course directors at the start of each block/clerkship, students should contact the course directors/coordinators at least two weeks in advance of each examination to discuss the specific arrangement for test accommodations. It is the responsibility of the student to be aware of the location of the examination as well as the start and end time of the examination.

Extension Accommodations for Learning Disabilities and ADD/ADHD

The typical accommodations for a student with documented learning disabilities and or ADD/ADHD is time and a half (e.g., 1.5 times the standard amount of time) for a written exam or computer-based content knowledge exam. Extended time accommodations may be granted for practical and laboratory examinations on a case by case basis as determined by the COM committee on learning disabilities.

Examination Administration

Examination administration policies include the following:

1. It is the responsibility of the student to contact the course director/coordinator in advance of examinations to discuss arrangements. It is the responsibility of the student to be aware of the location of the examination as well as the start and end time of the examination. For students in M1 and M2, the plan for administering weekly and biweekly examinations will be arranged at the beginning of the block. In addition, students should contact the Office of Medical Education two weeks before the final end-of-block exams to make arrangements for the end of block exams. Students in M3 should notify the clerkship director/coordinator at the start of the clerkship and again two weeks in advance of exams to make arrangements.
2. When an alternative testing room is granted, exams will be administered in an environment with limited distractions. A limited-distraction environment does not mean distraction-free nor does it necessitate that a private room be afforded to each student with accommodations. Students with similar academic accommodations may share a room for testing purposes.

3. Students will be allowed to utilize ear plugs or headphones with no audio device attached at their own expense to block out sound, if necessary. The COM reserves the right to check the equipment at any point prior to, during, or after the examination.
4. The extended time for the examination may be provided prior to and/or after the regular start and end times of the examination. The decision rests solely with the course or clerkship director.
5. Exams begin promptly. M1 and M2 students will follow the policy on Assessments/Examinations with regard to late student arrival.
6. No additional time is given for breaks taken during scheduled exam times unless as specified by the Disability and Accommodation Committee.
7. Exams may or may not be proctored, either with a live proctor or electronically including by video cameras, at the discretion of the COM. Faculty or other designated personnel may enter the testing room to check on student needs and to resolve problems associated with the exams.
8. Unless specified as an approved accommodation, practical examinations, laboratory examinations, examinations that involve real or standardized patient interaction (including but not limited to the Clinical Competency Examination) or oral examinations are taken with the rest of the class using the standard examination time.
9. Student conduct during all examinations is guided by the Student Honor Code. Students with a learning disability will ultimately be evaluated by and meet the same requirements for successful completion of a course or program as all other students.

Accommodations for the United States Medical Licensing Examinations (USMLE)

The USMLE website, <http://www.usmle.org/>, provides information about the process by which applicants can request academic accommodations. The individual requesting academic accommodations must initiate the request for academic accommodations in writing. Requests for accommodations cannot be initiated by a third party.

Students who receive academic accommodations at the COM may request accommodations from the USMLE examination administration from the NBME. The Assistant Dean for Academic Support and Counseling at the COM can complete the required Certificate of Prior Academic Accommodations form if the student requests it. The COM independently determines whether academic accommodations will be provided for each USMLE step, regardless of whether the COM has provided academic accommodations for course examinations. Approval of disability accommodations by the COM does not indicate that the NBME will approve academic accommodations for the USMLE. Students must request academic accommodations for each time or each step of the USMLE.

Attachment A

STUDENT REQUEST FOR ACADEMIC ACCOMMODATIONS FORM

Academic accommodations are requested for the following academic year _____

Name (Please Print) _____

UC - I	UC - II	UC - III	UC - IV
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Nature of disability:

<input type="checkbox"/> Hearing Disability <input type="checkbox"/> Learning Disability <input type="checkbox"/> Physical Disability <input type="checkbox"/> Attention Disorder	<input type="checkbox"/> Psychiatric Disability <input type="checkbox"/> Visual Disability <input type="checkbox"/> Other _____
--	---

Based on the documentation submitted, what academic accommodations are you requesting?

- ☐ Extended time on written and computer examinations
☐ Distraction-limited environment testing room
☐ Requests for a separate testing room must be accompanied by documentation of need for testing to occur in a distraction-limited environment.
☐ Request for additional types of academic accommodations (describe below or attach)

Please note that you must provide the UCCOM with supporting documentation verifying your disability. UCCOM parallels the guidelines for documenting learning disabilities, ADHD and/or psychiatric disabilities as outlined by the Association of American Medical Colleges. Particular attention is given to Section VI regarding Benchmark and Purpose of Accommodations. Detailed instructions for students and professional evaluators are located at:

https://www.aamc.org/students/download/151462/data/documenting_learning_disabilities.pdf

The documentation must be from a qualified professional with appropriate credentials. The documentation must provide a specific diagnosis, complete diagnostic history, enumeration of a comprehensive battery of appropriate tests (one or two subtests will not suffice) or procedures which provide evidence for diagnosis and recommendations for specific accommodations, a discussion of dual diagnosis and a detailed explanation of why the accommodations are necessary and how the disability impacts a major life activity. If the disability is a learning disability which is typically manifested during childhood, then academic records (including teachers' comments) beginning with elementary through secondary should be included. Documentation should include a history of prior accommodations, if none have been provided, then an explanation why accommodations are needed at this time. The accommodations requested must be in compliance with the COM's Essential Technical Standards and must not compromise the minimum competency standards for admissions.

Requests for academic accommodations must be made in writing using this form each school year and specify the academic accommodations being requested. Submit the request, with the supporting documentation, to the Assistant Dean for Academic Support and Counseling. The responsibility for submitting this request and all supporting documentation is with the student.

Academic accommodations requests must be submitted in a timely manner, and are not applied retroactively. Requests are reviewed by the COM Disability and Accommodations Committee within 15 business days following receipt of the written request and all of the accompanying documentation. Written requests must be submitted at least 15 days prior to the first day of classes.

I understand that this request for academic accommodations applies only within the UCCOM, and that the decision to grant eligibility for accommodations is not a precedence, guarantee or any indication that an outside agency (such as the NBME for the Board exam), educational institution, hospital or consortium member, will provide me with any accommodations. I understand that I am responsible for, and must apply for any accommodations from any outside agency, educational institution, and hospital or consortium member on my own.

Signature _____

Date _____

Attachment B

DESCRIPTION OF ACADEMIC ACCOMMODATIONS

I understand that the UCCOM has approved my request for academic accommodations under the Americans with Disabilities Act. The COM Disability and Accommodations committee has approved the following academic accommodations:

____ Extended time on written or computer-based exams. Specify amount _____
 ____ Distraction-limited testing room
 ____ Other (as delineated here): _____

For purposes of these accommodations, I understand and agree to the following:

1. The student should notify the block director/coordinator and any other relevant people at the beginning of each block of their eligibility for academic accommodations.
2. It is the responsibility of the student to contact the course director/coordinator in advance of each examination to discuss the arrangements. It is the responsibility of the student to be aware of the location of the examination as well as the start and end time of the examination.
 - a. For students in M1 and M2, the plan for administering weekly and biweekly exams will be arranged at the beginning of the block. Students should contact the Office of Medical Education two weeks before the final End-of-Block exams to make arrangements for those exams.
 - b. Students in M3 should notify the clerkship director/coordinator at the start of the clerkship and again two weeks in advance of exams to make arrangements.
3. When an alternative testing room is granted, exams will be administered in an environment with limited distractions. A limited-distraction environment does not mean distraction-free nor does it necessitate that a private room be afforded to each student with accommodations. Students with similar academic accommodations may share a room for testing purposes.
4. Students will be allowed to utilize ear plugs or headphones with no audio device attached at their own expense to block out sound, if necessary. The COM reserves the right to check the equipment at any point prior to or during the examination.
5. The extended time for the examination may be provided prior to and/or after the regular start and end times of the examination. The decision rests solely with the course or clerkship director.
6. Exams begin promptly. M1 and M2 students will follow the policy on Assessments/Examinations with regard to late student arrivals.
7. No additional time is given for breaks taken during scheduled exam times unless as specified as an approved academic accommodation by the Disability and Accommodations Committee.
8. Exams may or may not be proctored at the discretion of the COM. Faculty or other designated personnel may enter the testing room to check on student needs and to resolve problems associated with the exams.
9. Unless specified as an approved accommodation, practical exams, laboratory examinations, examinations that involve real or standardized patient interaction (including but not limited to the Clinical Competency Examination), or oral examinations are taken with the rest of the class using the standard examination time.
10. Student conduct during all examinations is guided by the Student Honor Code. Students with a learning disability will ultimately be evaluated by and meet the same requirements for successful completion of a course or program as all other students.

I understand that these academic accommodations are being provided internally within the UCCOM, and there is no guarantee that the NBME or any other outside agency will provide me with this same accommodations for the Board Exam.

Signature _____

Date _____

 COLLEGE OF MEDICINE		
PROGRAM-RELATED ACTIVITY POLICY		
Approved by EPC August 1, 2013	Approved by COM Council August 5, 2013	

Any third or fourth-year medical student in good academic standing who wishes to take up to one year away from the formal curriculum for enhancement purposes (i.e., conduct research outside of UC, engage in mission work, enroll in cultural exchange/language immersion programs), may request approval from the appropriate Performance and Advancement Committee (PAC) for Program-Related Activity (PRA) registration. Permission to participate in a PRA is at the sole discretion of the PAC. Refusal to allow a student to participate in a PRA is not subject to any appeals or grievances.


A student enrolled in any other academic program at UC or outside UC is not eligible for PRA.

The student on PRA will be charged one credit hour of tuition per semester and will be registered as a full-time student at the University of Cincinnati. This enrollment status makes the student on PRA eligible to purchase student health insurance and defer student loans.

The notation "Program Related Activity" will appear on the student's transcript. Academic credit will not be given for the Program Related Activity. Students on PRA are not eligible for financial aid.

To be enrolled in a Program Related Activity, the student must follow the procedure outlined below:


1. Meet with the Associate Dean for Student Affairs and Admissions for initial approval of the plan
2. Submit a written plan for PRA to the appropriate PAC for final approval at least 60 days before the PRA is to commence
3. The plan is to include dates when the PRA will commence and end
4. A description of the PRA must specify what the student will do, who will supervise/oversee the student and if the student will be compensated for the PRA
5. At the conclusion of enrollment in PRA, the student will present a written report summarizing the PRA experience to the PAC. If there are any changes in the student's original PRA plan, the student is to notify the PAC as soon as the student is aware of the changes.

 COLLEGE OF MEDICINE		
END-OF-BLOCK REQUIRED EVALUATION POLICY		
Approved by EPC August 1, 2013	Approved by COM Council August 5, 2013	Revised August 2014

The Office of Medical Education requires that medical students complete end of block evaluations for all required blocks, core clerkships and acting internships. Providing constructive curricular program feedback is a student's professional responsibility and is essential for continuous quality improvement of the medical school curriculum.

Procedure:

1. Within 1-2 weeks of the end of each block, core clerkship or AI, students receive an e-mail from the Office of Medical Education informing them that an evaluation is available and the date for completion.
2. M1 and M2 students will have two weeks to complete the evaluation. One email reminder will be sent.
3. M3 and M4 students must complete the course evaluation by the time they sit for the shelf or departmental exam.
4. Students not completing the required block/clerkship/AI evaluations by the specified due date will be issued a professionalism form.
5. A student who fails to complete a block/clerkship/AI evaluation will receive a negative professionalism form (see **PERFORMANCE AND ADVANCEMENT COMMITTEE STANDARDS AND PROCEDURES**).

 COLLEGE OF MEDICINE		
DUTY HOURS POLICY		
Approved by EPC August 1, 2013	Approved by COM Council August 5, 2013	

Introduction

In an effort to effectively train and educate medical students it is necessary to comply with the following guidelines related to attendance limitations in clinical educational experiences. This policy is intended to prevent fatigue and the inability of medical students to master the essential concepts of the assigned experience.

Attendance Limitations on Student Assignments

A. The following attendance limitations must be implemented and enforced for all clinical experiences:

1. For all clinical sites (hospital, nursing home, clinic, etc.), the maximum number of required hours should not exceed 80 hours per week, averaged over a 4-week period. A written explanation must be submitted to the clerkship director explaining any week with more than 80 hours.
2. Overnight in-house call should not be assigned more than an average of every third day and not the day before administration of the end of the clerkship examination.
3. An average of one day (24 hours) in every seven must be free of clinical responsibilities (including seminars, clinic, rounds, lectures), averaged over a four week period.
4. In-house consecutive duty hours cannot exceed 24 hours.
 - a. It is essential for medical student education that effective transitions in care occur. But medical students must not be assigned new additional clinical responsibilities after 24 hours of continuous in-house duty.
 - b. If medical students are assigned shifts, the students must have 10 hours off between shifts.
 - c. During Acting Internship rotations, because there is direct patient care equivalent to a PGY1 resident, 16 hours will be used instead of 24 hours.
5. The Student Duty Hours Policy and how to report violations are to be discussed during the orientation to each clerkship.

B. Violations in Student Duty Hours Policy

If violations occur, the procedure for reporting duty hour violations will be as follows:

1. Verbal reporting will occur first through supervising clerkship director, site preceptor and/or the Office of Student Affairs.
2. Students may access the anonymous electronic reporting system to report violations of duty hours. These reports will be reviewed by the Associate Dean of Medical Education upon submission.

The above guidelines do not account for independent study time aside from clinical responsibilities or other activities in which students choose to participate.

Reporting anonymously can be performed by accessing the following link:

<https://med.uc.edu/medical/meded/feedback/index.cfm>

Above is the link to the feedback forum, there are generic passwords:
For M3: uccom3 and for M4: uccom4



COLLEGE OF MEDICINE

HARASSMENT/ABUSE POLICY

Approved by EPC
August 1, 2013

Approved by COM Council
August 5, 2013

PROCEDURES RELATED TO STUDENT HARASSMENT/ABUSE

The UCCOM is committed to providing a positive learning environment that promotes the acquisition of the knowledge, skills and attitudes commensurate with being an exemplary physician. In order to achieve this goal, the COM has established standards of behaviors that are based upon mutual respect of all individuals involved in the learning process. No form of student harassment or abuse is acceptable.

Definition of Harassment/Mistreatment:

Student harassment/mistreatment is defined in the UC Code of Student Conduct as conduct that has the purpose of foreseeable effect of unreasonably interfering with an identifiable individual's work or academic performance or of creating an intimidating, hostile or offensive work or learning environment for that individual. The Code of Conduct may be found at: http://www.uc.edu/conduct/Code_of_Conduct.html. Harassment includes but is not limited to the following behaviors:

- General Mistreatment (i.e., public humiliation or belittlement, threats, personal service requests, physical or verbal abuse)
- Sexual Harassment (i.e., inappropriate comments, name calling, jokes, slurs, gestures, touches, advances of a sexual nature)
- Racial Harassment (i.e., inappropriate comments, name calling, jokes, slurs, gestures of a racial nature)
- Sexual Orientation Harassment (i.e., inappropriate comments, name calling, jokes, slurs, gestures, touches, advances of a sexual nature)
- Religious Harassment (i.e., inappropriate comments, name calling, jokes, slurs, gestures of a religious nature)

Relationships included:

- faculty to student
- resident to student
- supervisory/administrative personnel to student
- student to student
- student to faculty
- student to resident
- student to supervisory/administrative personnel
- student to staff
- staff to student

Policies for Reporting Incidences of Harassment/ Abuse:

- Report confidentially to administration or teachers
- End of course evaluation
- Anonymous reporting line
- See the Appeals and Grievances section earlier in the Handbook.



COLLEGE OF MEDICINE

PRINCIPLES GUIDING INTERACTIONS BETWEEN TEACHERS AND LEARNERS IN MEDICINE

Approved by EPC
August 1, 2013

Approved by COM Council
August 5, 2013

Preparing for a career in medicine demands the acquisition of a large fund of knowledge and a host of special skills. It also demands that the virtues underlying the patient-doctor relationship are imparted to learners so that the profession of medicine as a moral enterprise is sustained. This compact serves both as a pledge and as a reminder to teachers and learners that their conduct in fulfilling their mutual obligations is the medium through which the profession inculcates its ethical values.

GUIDING PRINCIPLES

- DUTY** Medical educators have a duty to convey the knowledge and skills required for delivering the profession's contemporary standard of care and to inculcate the values and attitudes required for preserving the medical profession's social contract across generations.
- INTEGRITY** The learning environment must be suffused with integrity. Students learn enduring lessons of integrity by observing and emulating role models who epitomize authentic professional values and attitudes.
- RESPECT** Fundamental to the ethic of medicine is respect for every individual. Mutual respect between learners, as novice members of the medical profession, and their teachers, as experienced and esteemed professionals, is essential for nurturing that ethic. Given the inherently hierarchical nature of the teacher/learner relationship, teachers have a special obligation to ensure that students and residents are always treated respectfully.

COMMITMENTS OF TEACHERS

- We will ensure that all components of the educational program are of the highest possible quality.
- As mentors for our student and resident colleagues, we will demonstrate the highest professional standards in all of our interactions with patients, colleagues, and staff.
- In nurturing both the intellectual and personal development of students and residents, we will strongly encourage professional attitudes and behaviors, as well as academic excellence.
- We will show respect for our learners and all individuals without regard to gender, race, national origin, religion, or sexual orientation.
- We will not tolerate others who abuse, exploit, disrespect, or exhibit biased attitudes towards our students or residents.
- We encourage any student or resident who experiences mistreatment or who witnesses unprofessional behavior to report the incident immediately to appropriate faculty or staff without fear of reprisal.

COMMITMENTS OF LEARNERS

- We will acquire the knowledge, skills, attitudes, and behaviors required to fulfill all educational objectives established by the UCCOM.
- We value and will strive to achieve the professional virtues of honesty, compassion, integrity, fidelity, and dependability.
- As physicians in training, we will embrace the highest standards of the medical profession and pledge to conduct ourselves accordingly in all of our interactions with patients, colleagues, and staff.
- We will show respect for our teachers and all individuals without regard to gender, race, national origin, religion, or sexual orientation.
- We pledge to encourage and support each other in meeting our academic goals and professional obligations.

PART II. STUDENT INFORMATION

COMMUNICATION AND IDENTIFICATION

MEDCAT

- E-newsletter for the medical student, from the Office of Student Affairs and Admissions.
 - Medcat is published monthly from September to May
It contains information on:
 - Student activities
 - Academic articles and resources
 - Diversity
 - Humanities for medical professionals
 - Summer and year-long research opportunities, externships, and scholarships.
 - Student Wellness
- Contact: Laura Malosh, PhD or Madelyn Milner, Office of Student Affairs and Admissions.

EMAIL AND ELECTRONIC RESOURCES

The University of Cincinnati issues an email account to all registered students at no cost. Students will usually receive their UC email address at Orientation. The UC email account is the official means of communication between students, faculty and administration. If a student chooses to forward email from their assigned UC email address to a different email address (e.g. Gmail, Yahoo) this forwarding is done so at the student's own risk and it is the student's responsibility to determine if this is a violation of UC email or information technology policies. Students must not forward any patient-related material to an unencrypted outside email account as this would be a violation of the Health Insurance Portability and Accountability Act (HIPAA). Any student who is in violation of HIPAA is subject to personal fines and civil penalties including jail time for violation of federal law and is also subject to disciplinary action up to and including dismissal from the COM. UC has no control over the delivery of email that has been forwarded outside of its domain to external providers. In addition, while the University strives to keep its email system functional at all times, the COM is not responsible if the email system is unavailable to users due to an outage.

The COM uses email to communicate official information to students. Examples include, but are not limited to, financial aid announcements, registration or enrollment information, weather and other emergencies, and course updates. It is important that students check their UC email account daily as some communications may be time sensitive. Faculty will determine the appropriate use of email in their course. Listservs are established for each class to facilitate quick communication. The COM is aware that students may create their own listservs and other means of communication. These are not official communication tools of the COM.

While the University makes every effort to secure its computer systems, networked resources, and email accounts, it cannot guarantee that there is no unauthorized intrusion, nor can it authenticate the sender of an electronic communication. Students are responsible for keeping their email passwords confidential. If a student loses or forgets their password, the student may contact the UCIT help desk for assistance. All students must follow all UC policies with respect to the use of information technology including email.

The University and COM will also provide various electronic resources for the students to use, such as learning management systems, library holdings such as online books and journals, and evaluation tools. The student's username and password (known as the central login) will be utilized to access those materials as well. Use of the virtual private network (VPN) will allow students to access these materials from any site outside of the COM.

Hospital systems are distinct from the COM systems, and students will be supplied with training and unique usernames and passwords to use while on rotations at area hospitals. Students must be aware of and follow the information technology policies of any clinical site to which they are assigned.

Students are responsible for the material presented in all didactic activities. Every reasonable effort will be made to record all educational activities occurring in the lecture halls, and provide these recordings to students via the learning management system (Blackboard or LCMS+). There will be some sessions that are intentionally not recorded; in these cases, students will be given notice well in advance of such sessions that the only opportunity to view such activity will be to attend the live session.

Students should realize that recordings are not a substitute for presence at academic activities but are offered for the convenience of the students. Circumstances may be such that the recording may not be sufficient to duplicate the events that occur in the lecture hall. Some demonstrations may take place that unexpectedly cannot be recorded due to the permanent location of the camera. Technical problems may occur in which either all or part of an academic activity is not properly recorded. Students are still responsible for the material presented in these sessions and the material presented in these sessions can be tested/assessed.

FINGERPRINTING

Fingerprinting is required for rotations at the Veterans Affairs Medical Center (VAMC) a minimum of 14 days in advance of and not more than a maximum of six months prior to the first rotation start date. A student must be fingerprinted with completed results available before being issued an ID, approved for computer training, or beginning their rotation at the VAMC. The fingerprinting is a one-time process for the duration of the student's academic rotations. This can be arranged by contacting Police Services 24/7 at 513-861-3100, ext. 4173.

ID CARDS

Medical students will be assigned ID badges for the University and for many of the clinical sites to which they are assigned. ID badges allow access to a variety of secure sites. The appropriate ID badges, especially at clinical facilities, must be worn and visible at all times at all facilities. Failure to wear proper identification is an issue of patient safety. Students are subject to disciplinary action if they do not wear appropriate identification. If any institution does not provide an institution-specific ID badge, the student is to wear the UC ID.

MAILBOXES AND LOCKERS

Each student is assigned a mailbox and locker. It is important a student check his/her mailbox frequently to remove accumulating mail.

NAME AND ADDRESS CHANGES AND DIRECTORIES

If, at any time, the student's official registered name changes, the student must **immediately** contact the COM Registrar in the Office of Student Affairs so that records may be updated. If a student's address and/or phone number changes, a student is to access the Student Directory to update his/her information so the Registrar has the most current information. A student will be assumed to have received any communication from the COM sent to the address on record in the Student Directory.

For privacy reasons, UCCOM student and faculty directories are not available for public access.

CEREMONIES

WHITE COAT CEREMONY

The White Coat Ceremony welcomes entering medical students and serves as a rite of passage into the profession of medicine. The event emphasizes the importance of compassionate care for the patient as well as scientific proficiency and includes several elements:

- Recitation of the Oath of Professionalism which represents public acknowledgment by the students of the responsibilities of the profession and their willingness to assume such obligation in the presence of family, friends, and faculty
- Cloaking of students
- Address by an eminent physician role model

STUDENT CLINICIAN CEREMONY

This ceremony is held near the beginning of M3, and marks the transition to full clinical service. It includes an address by a clinician who has received the Gold Apple award and a recitation of the Oath of Professionalism written by this class during their orientation to medical school.

HONORS DAY

The UCCOM Honors Day, which takes place near the end of May each year, is the ceremony at which members of the graduating class are hooded, signifying the completion of their studies for the Doctor of Medicine degree. In addition to the hooding, talks are given by a class representative and an invited speaker. College and Departmental awards are announced. Recipients of the Drake Medal, the highest honor conferred by the COM, attend the Honors Day ceremony.

GRADUATION

The COM spring graduation takes place two weeks after Honors Day. There is no ceremony associated with graduation. Graduation signifies the conferral of a degree and determines the degree date that will appear on the student's diploma. Medical students can pick up their diplomas in the Office of the University Registrar on the day of graduation or arrange to have their diplomas sent to them. The COM also has graduation dates in August and December.

COMBINED/DUAL DEGREE PROGRAMS AT THE COM

The UCCOM affords students the opportunity to earn two degrees at once. These combined or dual degrees are as follows:

Medical Scientist Training Program (MSTP) <http://www.med.uc.edu/mstp/>

MD/MBA Program <https://www.med.uc.edu/MDMBA>

MD/MS in Nutrition <http://www.med.uc.edu/MDnutrition>

REGISTRAR'S OFFICE

The mission of the COM Registrar's Office is to:

- Serve students from diverse communities who will advance in their professions with knowledge, care, and compassion;
- Uphold academic excellence and maintain confidentiality of records through the enforcement of federal and institutional policies and procedures; and
- Provide continuous service during the medical school years and after graduation

Some of the documentation we provide includes the following:

- Official medical school transcripts
- Copy of the MSPE
- Verification of medical school attendance
- Verification of MD degree
- Complete USMLE applications
- Complete Licensure applications

IF YOU HAVE ANY QUESTIONS REGARDING OUR SERVICES OR NEED MORE INFORMATION, PLEASE CONTACT THE REGISTRAR'S OFFICE.

HONORS AND AWARDS

Recognition of outstanding performance by individuals in the COM helps to enhance a quality medical education. There are two honorary organizations, Alpha Omega Alpha and Gold Humanism Honor Society, at the COM. In addition, different courses and departments sponsor topic specific awards. Lastly, numerous awards are made at the Honor Day convocation in May of the fourth year.

1. Alpha Omega Alpha Honor Medical Society (AOA)

AOA was organized in 1903 to promote high medical ideals and scholastic achievements. AOA values include honesty, honorable conduct, morality, virtue, unselfishness, ethical ideals, dedication to serving others, and leadership. Election to AOA is an honor signifying a lasting commitment to scholarship, leadership, professionalism and service. A life-long honor, membership in the society confers recognition for a physician's dedication to the profession and art of healing. The top 25% of a class is eligible for nomination and up to 16% may be elected based on leadership, character, community service and professionalism. Distinguished professionals may also be elected to honorary membership. The AOA constitution specifies that election of members be based primarily on academic achievements with consideration given to the qualities of leadership, fairness in dealing with colleagues, compassion, integrity, and service to the school and community at large. A student's grades in M1, M2 and M3, as well as fourth-year Acting Internship grades, if available, are used as the measure of academic achievement. Nominees are asked to submit their curriculum vitae, personal statement and three letters of recommendations. Selections, made biannually by the COM's AOA Committee, occur at the end of the third year and at the beginning of the fourth year.

2. Gold Humanism Honor Society (GHHS)

The GHHS, a branch of the Arnold P. Gold Foundation, was started at the UCCOM in 2007. The GHHS honors medical students who clearly demonstrate person-centered and values-centered care with patients, families and in their interactions with colleagues and peers. Each spring the COM's chapter of the GHHS recognizes those students who, during their M3 clerkships, have demonstrated exemplary attitudes and behaviors characteristic of the most humanistic physicians: integrity, excellence, compassion, altruism, respect, empathy, and service. Residents who are selected to win the Humanism and Excellence in Teaching Award, voted on by M3 medical students, and the Leonard Tow Humanism in Medicine awardees are also inducted into GHHS. Membership in GHHS continues throughout one's career. Nominations are sought from peers and faculty at the beginning of Spring Semester of M3. Applications, including a curriculum vitae, two letters of recommendation and an essay on humanism in medicine, are due in late March of M3. A selection committee meets to review the applications and selects up to 10% of the class for membership. Awardees are notified in April, in time for inclusion in the student's MSPE. The Recognition and Induction ceremony is held in May of M3. Newly inducted members are required to develop and participate in a service project during M4 that aligns with the mission of GHHS. The GHHS Chapter Advisor facilitates and supports the service project.

MEDICAL STUDENT AND PATIENT PROTECTION

Medical students must communicate with, examine, and provide care for all patients. They may not discriminate against any patient on the basis of race, color, religion, national origin, sex, sexual orientation, age, physical or mental handicap, status as a disabled veteran, or status as a veteran of the Vietnam era. Medical students may not refuse to assist in the treatment of a patient solely because the patient has an infectious disease. Medical students must consistently respect and maintain patient confidentiality and respect the rights of patients, colleagues and other health care professionals. They must exhibit empathy, caring, integrity, honesty, fairness, and respect for others.

HEALTH INFORMATION PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

It is expected that medical students will respect the rights of patients, including the rights to privacy and confidentiality, and shall maintain the privacy and security of all patient records and information in accordance with University and COM policies, the policies of the affiliated clinical hospitals and facilities, and state and federal law. The UCCOM and its affiliated hospitals and clinics are subject to the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and have developed HIPAA privacy and security policies to prevent inappropriate disclosures of health information. Medical students are required to follow these policies and will receive education and training to understand these policies. In general, protected health information may not be discussed or disclosed to anyone, verbally, in writing, or electronically, unless this disclosure is necessary to perform the student's duties and responsibilities. In particular, medical students may not review medical records or access electronically stored patient information unless such review is required in the performance of assigned duties.

All incoming medical students are required to complete a one-time only, HIPAA training that can be found online at <http://researchcompliance.uc.edu/HSR/HIPAA/Overview.aspx>. HIPAA training must be completed by July 1.

Medical students receive their clinical training in a variety of institutions. Many of these institutions may have specific orientation and/or required training which must be completed prior to participating in clerkships and other training experiences. It is the student's responsibility to meet all training requirements for any institution which he/she is accessing as part of clinical coursework.

BLOOD/BODY FLUID EXPOSURE

The physician-in-training must use universal precautions when in contact with infected patients. Medical students must also comply with specific clinical departmental guidelines regarding contact with patients who have infectious diseases. Precautions and appropriate safeguards are expected to be used in the treatment of all patients.

The purpose of these guidelines is to protect students from the risks of being occupationally infected with the Human Immunodeficiency Virus (HIV), Hepatitis B virus or other blood-borne pathogens. However, each student is responsible for his/her health and safety in the clinical/educational setting, and all students should be familiar with the policies and procedures to follow in the event that they are injured or potentially exposed to blood-borne pathogens or other communicable diseases. Procedures for exposure to blood-borne pathogens can be found at

http://www.uc.edu/uhs/emergency_needlestickinformation/medical_student_needlestickorbodyfluidexposure.html. Information concerning blood-borne pathogen insurance can be found at:
http://www.uc.edu/uhs/student_health_insurance/bloodborne_pathogenexposureinsurance.html

The Center for Continuous Professional Development offers an online training course related to OSHA and blood-borne pathogens training that must be completed prior to the start of each academic year. A certificate will be presented at the completion of the course to verify that the requirement has been met.
<https://ehs.uc.edu/itc/>

Universal blood and body fluid precautions lessen the risk of exposure to such fluids, and these precautions must be used routinely. All students are in many situations during clinical courses where breaks in skin ("sharps" injuries) or mucosal contact may expose them to possibly infectious blood or body fluids. Students are assigned to several affiliated hospitals as well as UCMC. The protocols at each institution are slightly different. The following, however, are common to all facilities:

**Medical Student - Needle stick or Body Fluid Exposure
AFTER A NEEDLESTICK OR BODY FLUID EXPOSURE**

*** IF indicated, HIV prophylaxis needs to be started within 2 hours. ***

- Cleanse wound with soap and water and irrigate area with saline. For eyes, irrigate with water, saline, or sterile irrigants.
- Make note of the source patient's name, medical record number, date of birth and location.
- Notify your immediate supervisor (attending or resident).

Report immediately to:

- **Monday - Friday**
(except University holidays): 8:00 a.m. - 4:00 p.m.
Health Services, Holmes Hospital Building, 1st floor, Room 1200, Phone: 513-584-4457
- **Nights, weekends, and University holidays.**
Go to the nearest Emergency Department or UCMC Emergency Department. If you need advice call 513-584-STIX or have the UCMC Operator (513-584-7777 or 513-584-PAGE) page the UHS provider on call for any questions regarding appropriate medical care. You will need to follow the protocol of the site at which you are rotating regarding documentation, obtaining source blood, etc. Follow up with UHS 584-4457 the next workday.
- **If away from Cincinnati.**
Go to the hospital emergency room where you can get immediate care. If you need advice, call University Health Services (513-584-4457) or the UCMC operator (513-584-7777 or 513-584-PAGE) and page the University Health Services physician on call. Report your exposure to University Health Services (at 513-584-STIX or 513-584-4457).

You may also need to:

- Arrange for source patient blood tests to be ordered by the provider responsible for the source patient's care

REQUIRED SOURCE PATIENT LAB WORK: Rapid HIV antigen test (OCCEXP or other) Consent Required, HBsAG, HBcIGM, HCVab, Hepatic Profile (may be included at some facilities)

RECOMMENDED RECIPIENT LAB WORK: HIV antibody (HIVR), HBsAg, HBsAb, HBcAb, Hepatic Profile

- At UCMC, students and employees should call 585-8000 for assistance and request a red packet from the UCMC lab 584-3700 or Emergency Department.

GUIDELINES FOR STUDENTS WHO CONTRACT AN INFECTIOUS DISEASE

Students who contract a serious or infectious disease during medical school must immediately seek appropriate medical care. The physician-in-training must also report any such occurrence to Student Health Services who may work with appropriate specialists to determine if the medical school curriculum should be appropriately modified.

IMMUNIZATION AND ASSESSMENT OF IMMUNITY

All incoming medical students are required to provide written documentation to Student Health Services no later than July 1 of the year of matriculation. Medical students must also register with Student Health Services by September 1 of the year of matriculation.

A student will not be permitted to participate in the Orientation and required clinical training activities unless documentation that a student is appropriately immunized has been provided. Documentation of immunization must be signed by your personal physician (not a relative). Failure to comply may result in suspension from medical school. Required immunizations are listed below:

<u>Immunization</u>	<u>Required Dose</u>
MMR titer	Documentation and lab report of serologic immunity is required for all three: measles, mumps, and rubella. If titer result is negative, 1 dose of vaccine is required and the titer must be repeated 4-6 weeks later.
Hepatitis B	Health care workers are at high risk for Hepatitis B infection. We, therefore, require that students receive a complete Hepatitis B vaccination series and have a Hepatitis B surface antibody titer drawn 4-8 weeks after your third immunization to show serologic immunity. Immunization may, therefore, take up to eight months to complete.
Varicella(Chicken Pox)	All students are required to have a VZV titer OR provide documentation of two immunization doses. Any susceptible students will be required to receive two (2) doses of VZV vaccine.
Tetanus Booster (Tdap)	Documentation of tetanus booster within the last 10 years. If you are due for a tetanus booster now, Tdap is recommended.
Baseline and Annual TB Testing is required	Those individuals who have not had TB testing in the past 18 months are required to have "2-step" baseline testing 7-21 days apart. If PPD skin test is positive: DOCUMENTATION IS REQUIRED. A chest x-ray report within 12 months is required for PPD positive persons. X-rays are available at University Health Services. All students must have an annual TB screening test. STUDENTS WILL NOT BE PERMITTED TO PARTICIPATE IN ANY COURSEWORK IF THEY ARE NOT IN COMPLIANCE WITH THIS REQUIREMENT.
Influenza	Students must receive an annual flu vaccine by November 1. STUDENTS NOT IN COMPLIANCE BY NOVEMBER 1 WILL BE REMOVED FROM COURSEWORK.

PLEASE CONTACT STUDENT HEALTH IF YOU HAVE SPECIFIC QUESTIONS.

PRE-EXISTING CONDITIONS

The Centers for Disease Control and Prevention (CDC) guidelines suggest that medical students with Hepatitis B or HIV (HBV/HIV) seropositivity can attend classes and participate in clinical clerkships and preceptorships. Prior to the start of the clinical experience, infected students are required to seek medical consultation by a physician from Student Health or their own personal physician, to determine their ability to perform the duties required of the clinical rotation. It is the responsibility of each HBV/HIV infected medical student to notify Student Health Services of his/her status. All such notifications will be kept strictly confidential unless it is necessary to protect patients.

MEDICAL STUDENT SCHOLARS PROGRAM

In an effort to recognize the diversity of student interests at the UCCOM and to allow highly-motivated students the option of exploring a medically related topic in-depth throughout their four years in medical school, the COM offers first-year medical students an exciting opportunity – the Medical Student Scholars Program (MSSP).

Students accepted into an MSSP path are engaged in preceptor-supervised educational experiences within a circumscribed area of interest. They participate in clinical and didactic activities that go above and beyond the required components of the medical school curriculum. Students who successfully complete all MSSP requirements and who remain in good standing in medical school have the MSSP distinction mentioned during the Honors Day ceremony when they are awarded their medical degree and it is also noted in their MSPE for application to residency training programs. The current MSSP paths offered are:

- Child and Adolescent Health
- Geriatrics
- Mental Health
- Neuroscience
- Nutrition
- Women's Health
- Emergency Medicine

For more information about the MSSP, visit <http://med.uc.edu/ome/MSSP>

RESEARCH OPPORTUNITIES

The UC Academic Health Center ranks among America's leading academic health centers. Excellence in education, patient care, and research draws students, researchers, physicians and patients from all over the world to take advantage of many unique opportunities.

Students and faculty at UC create and learn in an exciting and supportive environment on the cutting edge of biomedical science and technology.

Areas of focus for our Basic Science and Clinical research are vast and widely diverse across the UC Academic Health Center and its affiliated Hospitals, Centers and Institutes and Educational Programs. Interdisciplinary collaboration is key, as can be seen in the focus on priority research areas that span across departments and divisions within the COM, especially in the areas of Cancer Biology, Cardiovascular and Pulmonary Biology, Immunobiology, Neuroscience and Neurology, Metabolic Disorders, Gastrointestinal Biology, Epithelial Biology, Developmental and Neonatal Biology, Environmental Health, and Molecular Genetics.

Students have multiple opportunities to engage in research while a medical student through the Medical Student Summer Research Program (MSSRP). Further information is found at <http://www.med.uc.edu/meded/summer/index.html>

ACADEMIC SUPPORT

The UCCOM has a designated office and an array of support services designed to assist medical students and promote academic success. These services include:

Individual Study Plan Development

The Assistant Dean for Academic Support and Counseling (ADASC) meets with students who are at-risk and/or students who are seeking advice on enhancing their academic performance to help them develop an effective approach to studying. Consultations may be one-time or on-going depending on the student's needs. Meetings are typically 30 to 60 minutes and involve an in-depth analysis of the student's approach to study and learning. This analysis routinely includes a review of current and past study habits, a brief psychosocial interview, brief psychological/psychiatric screening and a brief educational/developmental history. The ADASC will then make individual recommendations and referrals when necessary.

USMLE Prep

The ADASC provides preparatory support for the USMLE Step exams. This comes in the form of large group informational meetings as well as individual consultations. The ADASC makes recommendations for study materials, how to access and use study resources, sample schedules, recommended timeframes, and data on previous UCCOM classes. Students may also receive suggestions for managing test anxiety and other behavioral strategies for promoting success.

The ADASC is the course director for the student-led Board Review Course for Step 1. This course spans approximately 12 weeks during the spring semester of M2. The course is taught by a group of 10-12 MD/PhD students who had success on the boards and who have experience tutoring medical students. The text for the course is *First Aid for the USMLE Step 1*. The course guides students through a systematic review of high yield topic areas covered in *First Aid* and prepares them for the intensive independent study period that occurs after final exams.

Advising

All first and second year medical students are assigned to a small group Learning Community. Students remain with their Learning Community for the first two years of medical school. Each Learning Community has a Clinical Faculty Facilitator who meets with the group on a weekly basis. The sessions are designed to reinforce learning experiences that occur in other areas of the curriculum. As the LC Facilitator stays with his/her group of students for two years, the Facilitator also functions as a role model and mentor and a key resource contact.

Course Scheduling/ Degree Audit

The Office of Student Affairs and the Office of Medical Education host class meetings containing important information for students about "Planning M3" and "Planning M4". Student Affairs staff and faculty meet with students who may have questions about remaining graduation requirements and strategic scheduling to enhance their academic experience and/or residency application. This service may be particularly useful for students who are considering a leave of absence or returning from a leave of absence.

Career Counseling

Career resources and counseling are available to students in all four years of medical school to assist them in making the important choice of a medical specialty that draws upon their talents and abilities yet meets professional and personal goals. The ADASC serves as the liaison for the AAMC's comprehensive medical career planning website, Careers in Medicine www.aamc.org/careersinmedicine.

The ADASC is qualified to administer the Myers-Briggs Type Indicator (MBTI) that is designed to help students engage in thoughtful self-assessment. Research on the MBTI points to connections between personality types and specialty areas as well as personality types and learning styles. Students can contact the ADASC to make an appointment to take the MBTI followed by personalized feedback.

Departmental specialty meetings are held each year during the spring semester. These meetings provide an opportunity for students in all four years of medical school to meet face-to-face with program directors and faculty representing the various specialties. Student will learn in-depth career information as well as information and advice on how to match for residency. Meetings provide ample time for students to participate in Q & A sessions. Many student led specialty organizations and activities offer additional routes to specialty exploration.

Specialty Advisors are experienced faculty who have volunteered to be available to meet with students and provide information or mentoring in their specialty. Students in the third and fourth years are expected to make contact with a Specialty Advisor at least one time but ongoing advising is encouraged. Specialty Advisors can guide students on myriad career-related issues such as which residency programs to apply,

away elective options, program ranking, as well as guidance on the curriculum vitae and interviewing. In addition to Specialty Advisors, the Associate Dean for Student Affairs (ADSA), the ADASC and the faculty and staff in the Office of Diversity are available to provide career consultation.

Several Learning Community sessions throughout the year are dedicated to a counseling topic. This may include an introductory tutorial with Careers in Medicine, Career Exploration Workshops and Curriculum Vitae Workshops.

Preparing for Residency and the Match

Details about the residency matching processes and the National Residency Matching Program (NRMP) are reviewed with students by the Associate Dean for Student Affairs and Admissions during M3 and M4. Every senior medical student meets individually with staff from Student Affairs for the Medical Student Performance Evaluation (MSPE). This meeting also allows the opportunity to discuss year 4 scheduling, the residency application process and the match.

Peer-to-Peer Tutoring Program

The COM has a well-established and highly utilized Peer Tutoring Program. Second, third and fourth year medical students as well as students from the MSTP program serve as Peer Tutors for first and second-year medical students. The majority of the tutoring is provided in small group sessions for which all first and second-year students are strongly encouraged to take advantage of this excellent resource. Group sessions are typically offered on a weekly basis and are available for each academic course free of charge.

Individual tutoring services are also available for students who may need a greater level of assistance. Students are generally encouraged to first utilize the group tutoring before requesting an individual tutor. The ADASC will meet with students who request individual tutoring to learn more about the kind of help they need and then match them with an individual tutor when appropriate. In other cases, the ADASC may strongly recommend that a student participate in individual tutoring if they are struggling academically. Peer teaching materials are available for all students.

Academic Resource Library

Students are encouraged to visit the Office of Academic Support to peruse the Academic Resource Library. The library contains a comprehensive selection of textbooks, board review materials, reference books and other resources for students to borrow. The Academic Resource Library is supported through student donations.

Referrals

The ADASC and other faculty in the Office of Student Affairs may provide students with referrals when appropriate. This may include referrals for psycho-educational evaluations, mental health providers or other types of academic support such as academic coaching.

COUNSELING SERVICES

Many students may encounter a personal problem at some point during medical school or become concerned about a peer who they think needs help.

Students are welcome to discuss confidential issues with staff in the Office of Student Affairs. Information shared with Student Affairs staff, or counseling resources outside of the COM, is considered confidential and not shared with others without a student's written consent, unless there is a life-threatening emergency. Information shared by a student does not become part of the student's academic record.

Mental Health Resources

The COM has a contract with UC Health Psychiatry to provide mental health services for medical students.

For Students covered by UC Student Health Insurance

The first step is to obtain a Referral from Student Health Services. On the medical campus this is the Holmes Clinic located at the corner of Eden Avenue and Albert Sabin Way. Call 584-4457 to make an appointment.

Once a referral is obtained, students with Student Health Insurance should call UC Health Psychiatry at 558-7700. UC Health Psychiatry is conveniently located to the medical campus and is within walking distance. It is located at 260 Stetson Street, Suite 3200. When calling to schedule the initial appointment *it is extremely important for students to specify they are medical students*. This information will trigger the office staff to schedule the first appointment within 7-10 days from the phone call.

Services available to medical students at UC Health Psychiatry include psychiatry initial consultations, treatment and medication management, psychotherapy and psychological evaluation for ADHD and other learning disorders. Providers of care will not be involved in the academic evaluation or promotion of students who have been under their care.

Students are responsible for any co-pay per office visit co-pay for psychiatry or psychotherapy and/or ADHD/LD testing.

For Students with Other Health Insurance

Students with other health insurance may also opt to use UC Health Psychiatry. If UC Health Psychiatry is in the panel of in-network providers, they will bill directly to the insurance company and the student will be responsible for any applicable co-pay or co-insurance.

In cases where there is an urgent need, medical students who have other health insurance that is not in the UC Health Psychiatry network can still get services from UC Health Psychiatry. They are required to pay the Student Health Insurance reimbursement rate per office visit and their insurance is not billed. Students in this situation should be aware they may be able to receive equivalent services from an in-network provider at a lower rate.

In most cases, medical students with other health insurance are encouraged to find an in-network provider whenever possible. Students should call the member services phone number on the back of their insurance card or go to the insurance company website to get a list of in-network providers. If students need further assistance choosing an in-network provider, the Assistant Dean for Academic Support and Counseling is available to assist them. Alternatively, students can ask their primary care physician for a referral.

Emergency Situations

If any medical student believes there is imminent danger to self or others, the nearest hospital emergency room is available 24/7. Other options include:

- Psychiatric Emergency Services (PES)/ Mobile Crisis at (513) 584-8577
- Holmes Clinic (where a physician is on-call evenings and weekends) at (513) 584-4457
- Hamilton County Crisis Line at (513) 281-CARE or (513) 281-2273
- National Suicide Helpline Network (which routes to local helpline) 1-800-SUICIDE (1-800-784-2433)
- 911 to request an emergency transport to the nearest emergency room on or off campus

HEALTH INSURANCE

STUDENT HEALTH INSURANCE AND BLOOD-BORNE PATHOGEN INSURANCE

All UC students are required to have health insurance and will be charged for the UC Student Health Insurance Plan in the fall and spring semester of each academic year unless waived. Students who have coverage from another source that meets the minimum requirements can have the health insurance charge removed from their bill by completing a request to waive the Student Health Insurance Plan prior to the stated deadline. This waiver will be in effect for the remainder of the academic year. More information, including a student health insurance plan description, can be found on the Student Health Service web page located at <http://www.uc.edu/uhs.html>

Medical students who waive the UC Health Insurance Plan will automatically be enrolled in and charged for blood-borne pathogen insurance, which covers the cost of treatment related to needle-sticks or other blood/body fluid exposures.

LONG-TERM DISABILITY INSURANCE

All medical students are billed for a group long-term disability insurance policy in the Fall Semester of each academic year. Students do not have the option to waive this charge unless they can document other long-term disability insurance coverage. Long-term disability insurance provides an income in the event that a student is disabled and unable to continue in medical school. It also provides an income in the event a student is temporarily disabled and unable to continue in medical school for a specified period of time. The plan description for the long-term disability insurance is made available to students on MedOneStop <http://med.uc.edu/studentaffairs/medonestop>

ORGANIZATIONS/COMMITTEES

Student organizations cover a number of interests, including career plans, medical politics, ethnic background, religion and service. The COM affords students many opportunities to get involved in medical school life. The most prominent is the Medical Student Association (MSA), the college's student government.

The MSA has a wide range of responsibilities which include acting as a liaison between students and administration, planning student events and organizing and budgeting for clubs. MSA works to ensure student rights as well as promote a healthy and interactive school environment.

Other ways for students to get involve include participating in student organizations and COM committees. Please visit <http://med.uc.edu/studentaffairs> to view detailed information on the various organizations and committees available.

WITHDRAWAL FROM THE COM

Should a student decide to withdraw from the COM, the student must send a letter to the Associate Dean for Student Affairs and Admissions stating the reason(s) for his/her decision to leave medical school. The student is to schedule an appointment with the Associate Dean for Student Affairs and Admissions or his/her designee. An MSSF is to be completed and if the student receives financial aid, the student must contact the Assistant Dean for Student Financial Planning to schedule a financial aid exit interview.

APPENDIX I - Abbreviations

ADA	American Disabilities Act
ADAS&C	Assistant Dean for Academic Support & Counseling
AOA	Alpha Omega Alpha
COM	College of Medicine
EPC	Education Policy Committee
GHHS	Gold Humanism Honor Society
LCME	Liaison Committee on Medical Education
LCOB	Lindner College of Business
MLP	Minimum Pass Level
MSLOAF	Medical Student Leave of Absence Form
MSSF	Medical Student Status Form
MSSP	Medical Student Scholars Program
MSTP	Medical Scientists Training Program
NBME	National Board of Medical Examiners
PAC	Performance and Advancement Committee
UC	University of Cincinnati
UCMC	University of Cincinnati Medical Center
USMLE	United States Medical Licensing Examination

APPENDIX II – Course Titles and Numbers


2015-16

Course #	Title	Credits	Weeks	Year
26-950-105	Fundamentals of Molecular Medicine	6	7	1
26-950-111	Clinical Skills 101	7	19	1
26-950-107	Fundamentals of Cellular Medicine	6	7	1
26-950-112	Physician and Society 101	6	17	1
26-950-119	Musculoskeletal-Integumentary	7	8	1
26-950-1011	M1 Learning Community			1
26-950-115	Clinical Skills 102	4	21	1
26-950-117	Longitudinal Primary Care Clerkship 101	3	21	1
26-950-116	Physician and Society 102	4	21	1
26-950-120	Interprofessional Experiences 101	2	21	1
26-950-123	GI/Endo/Repro	12	13	1
26-950-213	Brain, Mind and Behavior	13	14	2
26-950-220	Longitudinal Primary Care Clerkship 201	3	19	2
26-950-216	Physician and Society 201	3	19	2
26-950-218	Clinical Skills 201	4	19	2
26-950-222	Interprofessional Experiences 201	2	19	2
26-950-226	Blood and Cardiovascular System	8	9	2
26-950-227	Renal and Pulmonary	8	10	2
26-950-217	Physician and Society 202	3	14	2
26-950-219	Clinical Skills 202	4	14	2
26-950-221	Longitudinal Primary Care Clerkship 202	2	14	2
26-950-2011	M2 Learning Community			2
26-950-224	Multi-Systems	3	3	2
26-950-276	Independent Study/USMLE Step 1 Review	P/F	3	2
26-920-371	Family Medicine Core Clerkship	8	4	3
26-931-373	Internal Medicine Core Clerkship	16	8	3
26-940-373	Neuroscience Core Clerkship	8	4	3
26-946-374	Ob/Gyn Core Clerkship	12	6	3
26-961-373	Pediatrics Core Clerkship	16	8	3
26-963-371	Psychiatry Core Clerkship	12	6	3
26-980-373	Surgery Core Clerkship	16	8	3
26-978-375	Anesthesia Specialty Clerkship	4	2	3
26-931-374	Cardiovascular ICU Specialty Clerkship	4	2	3
26-971-376	Clinical Oncology Specialty Clerkship	4	2	3
26-944-375	Dermatology Specialty Clerkship	4	2	3
26-923-375	Emergency Med Specialty Clerkship	4	2	3
26-920-375	Geriatric Medicine Specialty Clerkship	4	2	3
26-931-375	Medicine ICU Specialty Clerkship	4	2	3

26-949-375	Ophthalmology Specialty Clerkship	4	2	3
26-952-375	Otolaryngology Specialty Clerkship	4	2	3
26-951-375	Orthopaedic Surgery Specialty Clerkship	4	2	3
26-955-375	Pathology & Laboratory Med Specialty Clerkship	4	2	3
26-971-375	Radiology Specialty Clerkship	4	2	3
26-980-375	Urology Specialty Clerkship	4	2	3
26-961-375	Pediatric Cardiology Specialty Clerkship	4	2	3
26-961-374	Pediatric Rheumatology Specialty Clerkship	4	2	3
26-950-402	ICP IV: Clinical Competency Exam (CCX)		P/F	4
26-963-472	AI – Adult Psychiatry	8	4	4
26-978-472	AI – Anesthesia	8	4	4
26-923-472	AI – Emergency Medicine	8	4	4
26-920-472	AI – Family Medicine	8	4	4
26-946-474	AI – Gynecology	8	4	4
26-931-472	AI – Internal Medicine	8	4	4
26-946-473	AI – Obstetrics	8	4	4
26-961-473	AI – Pediatrics	8	4	4
26-980-472	AI - Surgery	8	4	4
26-940-472	AI – Neurology	8	4	4
26-961-376	Pediatric Infectious Diseases Specialty Clerkship	4	2	3

Revised 6/9/15

APPENDIX III – Required Clinical Procedures


 COLLEGE OF MEDICINE	
REQUIRED PROCEDURES	PERFORM/OBSERVE
Pediatrics (2)	
Throat Swab	Perform
IM Injection	Perform
Internal Medicine (8)	
Peripheral IV Access: Adult	Perform (SIM Center)
Airway Management (mask/bag ventilation)	Perform (SIM Center)
Pulse Oximeter	Perform
Venipuncture	Perform (SIM Center)
Paracentesis	Observe
Sigmoidoscopy or Colonoscopy	Observe
EKG Acquisition	Perform
Arterial Blood Gas	Perform (SIM Center)
Obstetrics and Gynecology (4)	
Pregnancy Test	Perform
Pelvic Exam	Perform
Female Foley	Perform
Urinalysis	Perform
Surgery (5)	
NG Tube	Perform
Venipuncture: Femoral	Observe
Male Foley	Perform
Endotracheal Intubation	Perform (SIM Center)
Central Line Placement	Observe
Psychiatry (0)	
No procedures	
Neurology (1)	
Lumbar Puncture Adult	Observe (SIM Center)
Family Practice (5)	
PPD/Skin Test Battery	Perform (SIM Center)
Blood Pressure by Manometer	Perform
Peak Flow Meter	Perform (SIM Center)
Glucometer	Perform (SIM Center)
Spirometry	Perform (SIM Center)

(25 Procedures)

Notes:

Unless (SIM Center) is listed after the procedure, the student is expected to observe or perform the procedure on a live patient.

APPENDIX IV – Required Patient Encounters

 COLLEGE OF MEDICINE	
REQUIRED PATIENT ENCOUNTERS	
Pediatrics (15)	
Behavioral Issue	
Upper Respiratory Symptoms	
Diarrhea/Constipation	
Fever	
Fluid and Electrolytes	
Heart Murmur/Cardiac Abnormality	
Nutritional Issue/Failure to Thrive	
Otalgia/Ear Complaint	
Rash (Pediatric)	
Wheezing and Asthma/Reactive Airway	
Normal Newborn exam	
Well visit – Adolescent 12-18 y.o.	
Well visit – Infant up to 1 y.o.	
Well visit – Toddler 1-3 y.o.	
Well visit – School Age 4-11 y.o.	
Internal Medicine (17)	
Well Senior Ambulatory Visit	
Acute Renal Failure/Chronic	
Common Cancers	
COPD/Asthma	
Dyslipidemias	
Heart Failure	
Liver Disease/Hepatitis	
Obesity	
Pneumonia	
Thyroid Disease	
Anemia	
Joint Pain, Rheumatologic Complaint	
Chest Pain	
Cough	
Dysuria, Hematuria	
Fluid, Electrolyte, and Acid-Base Disorders	
Gastrointestinal Bleeding	
Obstetrics and Gynecology (13)	
Normal Pregnancy	
Normal Labor and Delivery	
Preterm Labor	
Elevated Blood Pressure in Pregnancy	
Nausea and Vomiting in Pregnancy	
Vaginal Bleeding in Pregnancy	
Abdominal Pain in Pregnancy	
Abnormal Uterine Bleeding	
Dysmenorrhea	
Vaginitis/STD	
Abnormal Pap Smear	
Contraception	
Menopausal Management and/or Counseling	
(CONTINUED NEXT PAGE)	

Surgery (9)
Abdominal Wall Pathology
Hepatobiliary Disorders
Large Bowel Disorders
Postoperative Complications
Postoperative Pain
Pre-Operative Workup/Preparation
Shock
Skin and Soft Tissue Disorders
Small Bowel Disorders
Psychiatry (7)
Anxiety
Depression
Mania/Hypomania
Personality Disorder
Psychotic Symptoms
Substance Abuse/Dependence
Suicidal Ideation
Neurology (6)
Altered Mental Status (Delirium/Dementia)
Disturbance of Motor Function
Disturbance of Sensory Function
Epilepsy and Seizure Disorder
Headache
Stroke
Family Practice (6)
Well Adult
Diabetes Mellitus
Hypertension
Back Pain
Upper Respiratory Symptoms (adult)
Rash (Adult)

(73 Encounters)

APPENDIX V – Family Educational Rights and Privacy Act



FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 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 with 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

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may call 1-800-437-0833.

Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

August 2014

Appendix VI COM Key Personnel

Key Contacts may also be found on MedOneStop

2015-2016

		Phone (513)	Email
DEAN'S OFFICE			
Ball, William S., MD	Interim VP for Health Affairs and Dean	558-7334	http://med.uc.edu/christkm@ucmail.uc.edu
Christian, Karen, BA	Executive Director	558-7334	christkm@ucmail.uc.edu
Filak, Andrew, MD	Senior Associate Dean for Academic Affairs	558-7342	andrew.filak@uc.edu
Grauvogel, Kathryn	Program Director Academic, Medical Education	558-7342	kathryn.grauvogel@uc.edu
DIVERSITY AND INCLUSION			
Mallory, Mia, MD	Associate Dean	558-3512	http://med.uc.edu/scurrym@ucmail.uc.edu
Lewis, Cristopher, MD	Assistant Dean, Academic Support and Retention	558-5661	lewiscst@ucmail.uc.edu
HEALTH SCIENCES LIBRARY			
Schick, Leslie, MSLS	Associate Dean and Director, Library Services	558-4321	http://www.libraries.uc.edu/hsl.html leslie.schick@uc.edu
MEDICAL EDUCATION			
Asebrook, Maureen	Director, Standardized Patient Program	558-7727	maureen.asebrook@uc.edu
Baker, Pamela, PhD	Associate Dean	558-1891	pamela.baker@uc.edu
Connelly, Lisa, MA	Associate Director Academic	558-8447	lisa.connelly@uc.edu
Donnelly, John (Ned), EdD	Associate Director Academic	558-5567	ned.donnelly@uc.edu
Drais, Lo'Rain, BA	Program Manager	558-5586	lorain.drais@uc.edu
Fiore, Jacqueline	Program Manager	558-7724	Jacqueline.Fiore@uc.edu
Giffin, Bruce, PhD	Associate Dean for Medical Education	558-5617	bruce.giffin@uc.edu
Lukin, Laurah, PhD	Assistant Dean	558-4450	turnela@uc.edu
Rosing, Janet, BS	Program Director Academic	558-5580	janet.rosing@uc.edu
Sostok, Michael, MD	Assistant Dean, Simulation Center Director	558-7728	michael.sostok@uc.edu
Symmes, Vickie	Program Manager	558-7725	vickie.symmes@uc.edu
Trippel, Becky, BA	Program Director Academic	558-3621	becky.trippel@uc.edu
STUDENT AFFAIRS AND ADMISSIONS			
Bennett, Aurora, MD	Associate Dean	558-6796	http://med.uc.edu/aurora.bennett@uc.edu
Burr, Daniel, PhD	Assistant Dean, Financial Services	558-5991	daniel.burr@uc.edu
Gadzinski, Barbara, BA	Registrar	558-7273	barb.gadzinski@uc.edu
Kaffenberger, Debbie, BA	Assistant Director, Financial Services	558-6797	debbie.kaffenberger@uc.edu
Malosh, Laura, PhD	Assistant Dean, Academic Support & Counseling	558-2143	laura.malosh@uc.edu
Mills, Alice, MD, MPH	Career Development Director	556-2564	alice.mills@uc.edu
Milner, Madelyn	Executive Staff Assistant	558-0203	madelyn.milner@uc.edu
Nolan, David	Software Applications Dev (One Stop)	558-5708	nolandk@ucmail.uc.edu
Schiesler, Kim	Asst Dir Registration Records	558-5579	Kim.schiesler@uc.edu
Stevenson, Richard, MD	Professor Emeritus	558-2134	richard.stevenson@cchmc.org
Wilson, Kristy, MBA	Program Coordinator	558-6796	kristy.wilson@uc.edu
UNIVERSITY HEALTH SERVICES Holmes Clinic (East Campus)			
Glenn Egelman, MD, MS, FACP	Director	556-6016	http://www.uc.edu/uhs.html
	Student Health Insurance	556-6868	
	After Hours	584-7777	
	Emergencies	9-1-1	
CURRICULUM COMMITTEES			
Diller, Philip, MD PhD	Chair, Education Policy Committee	558-7342	philip.diller@uc.edu
Baxter, Stephen, MD	Chair, M1/2 Curriculum (M1/2 Facilitator)	558-8107	stephen.baxter@uc.edu
Neel, Robert, MD	Chair, M3/4 Curriculum	558-1753	neelrt@uc.edu
Kelly, Lisa, MD	Chair, Clinical Core Competencies Team (CCCT)	558-5151	kellyl5@ucmail.uc.edu
Deepe, George, MD	MD/PhD Committee	558-4706	george.deepe@uc.edu
Baker, Pamela, PhD	Alignment and Assessment Curriculum Team (AACT)	558-1891	pamela.baker@uc.edu
David Pettigrew, PhD	Research Work Group (RWG)	558-7375	david.pettigrew@uc.edu
HONOR COUNCIL			
Steele, Paul, MD	Faculty Co-Chair	558-7328	paul.steele@uc.edu
PERFORMANCE AND ADVANCEMENT COMMITTEES			
Lieberman, Michael, PhD	Chair, Class of 2016	558-2288	michael.lieberman@uc.edu
Lowrie, DJ, PhD	Chair, Class of 2017	558-5032	dj.lowrie@uc.edu
Ronan-Bentle, Sarah, MD	Chair, Class of 2018	558-6435	Sarah.ronan-bentle@uc.edu

CLERKSHIP DIRECTORS/COORDINATORS FOR YEAR 3			
CORE CLERKSHIPS			
Family and Community Medicine			
Ellis, Robert, MD	Core Clerkship Director	558-4020	ellisrv@ucmail.uc.edu
Jamison, Nancy	Program Manager	558-1435	jamisony@ucmail.uc.edu
Internal Medicine			
Coberly, LeAnn, MD	Core Clerkship Director	558-5295	leann.coberly@uc.edu
Lefebvre, Julie	Program Manager	558-2592	julie.lefebvre@uc.edu
Neuroscience			
Quinlan, John, MD	Core Clerkship Director	558-5443	john.quinlan@uc.edu
Sathe, Mahima	Program Manager	558-1753	sathem@ucmail.uc.edu
Obstetrics/Gynecology			
Thompson, Amy, MD	Core Clerkship Director	558-7651	thompay@ucmail.uc.edu
Wagner, Emily	Program Coordinator	558-7651	wagnere6@ucmail.uc.edu
Pediatrics			
Lehmann, Corinne, MD	Core Clerkship Director	636-8591	corinne.lehmann@cchmc.org
Pence, Mimi	Program Coordinator	636-0339	mimi.pence@cchmc.org
Psychiatry & Behavioral Neuroscience			
Johnston, Peirce, MD	Core Clerkship Director	558-7700	johnstpw@ucmail.uc.edu
Gibson, Christina	Program Coordinator	558-4866	gibsoct@ucmail.uc.edu
Surgery			
Athota, Krishna, MD	Core Clerkship Director	558-5661	krishna.athota@uc.edu
Patrick, Bennie	Coordinator	558-2134	patricbl@ucmail.uc.edu

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SPECIALTY CLERKSHIPS LISTED NEXT PAGE

SPECIALTY CLERKSHIPS – M3			
Anesthesia			
James, Thomas, MD	Specialty Clerkship Director	584-4194	thomas.james@uc.edu
Foote, Shannon	Program Manager	558-4194	shannon.foote@uc.edu
Dermatology			
Adams, Brian, MD, MPH	Specialty Clerkship Director	558-6242	brian.adams@uc.edu
Burdsall, Janet	Medical Secretary 2	584-6803	janet.burdsall@uc.edu
Clinical Oncology			
Barrett, William, MD	Specialty Clerkship Director	584-5668	william.barrett2@uc.edu
Wocher, Lydia	Program Coordinator	584-8216	lydia.wocher@uchealth.com
Coleman, Karen	Program Coordinator	584-9089	karen.coleman@uchealth.com
Emergency Medicine			
Campbell, John, MD	Specialty Clerkship Director	558-5281	campbejb@ucmail.uc.edu
Murphy, Melissa	Coordinator	558-8084	murphymi@ucmail.uc.edu
Family & Community Medicine (Geriatric Medicine)			
Schlaudecker, Jeffrey, MD	Specialty Clerkship Director	584-0650	schlauid@ucmail.uc.edu
Harding, Sharon	Coordinator	584-0650	hardinsc@ucmail.uc.edu
Internal Medicine (Cardiovascular ICU & Medicine ICU)			
Coberly, LeAnn, MD	Core Clerkship Director	558-5295	leann.coberly@uc.edu
Lefebvre, Julie	Program Manager	558-2592	julie.lefebvre@uc.edu
Ophthalmology			
Kelly, Lisa, MD	Specialty Clerkship Director	558-5151	kellyl5@uc.edu
Wyan, Michele, BA	Executive Staff Assistant	558-0815	michele.wyan@uc.edu
Orthopaedic Surgery			
Grawe, Brian, MD	Specialty Clerkship Co-Director	558-4592	brian.grawe@uc.edu
Kenter, Keith, MD	Specialty Clerkship Co-Director	558-4592	keith.kenter@uc.edu
Reising, Kim	Clerkship Coordinator	558-4592	kim.weingartner@uc.edu
Otolaryngology			
Dhanda-Patil, Reena, MD	Specialty Clerkship Director	558-4196	patilra@ucmail.uc.edu
Scheper, Terri	Administrative Assistant	558-4196	teresa.scheper@uc.edu
Pathology			
Khan, Shagufta, MD	Specialty Clerkship Director	584-7284	shagufta.khan@uc.edu
Sloniker, Jessica	Program Coordinator	558-7043	jessica.sloniker@uc.edu
Pediatrics (Cardiology)			
Divanovic, Allison, MD	Specialty Clerkship Co-Director	636-3867	allison.divanovic@cchmc.org
Sticka, Joshua, MD	Specialty Clerkship Co-Director	803-5152	joshua.sticka@cchmc.org
Pence, Mimi	Program Coordinator	636-0339	mimi.pence@cchmc.org
Pediatrics (Rheumatology)			
Huggins, Jennifer, MD	Specialty Clerkship Director	636-4676	jennifer.huggins@cchmc.org
Pence, Mimi	Program Coordinator	636-0339	mimi.pence@cchmc.org
Radiology			
Scheler, Jennifer, MD	Specialty Clerkship Director	584-2287	jennifer.scheler@uc.edu
TBA	Program Coordinator		
Urology			
Patil, Nilesh, MD	Specialty Clerkship Director	558-5388	nilesh.patil@uc.edu
Wright, Perri, BA	Residency Coord & Admin Coord	558-0983	perri.wright@uc.edu

ACTING INTERNSHIP DIRECTORS/COORDINATORS FOR M4			
<u>Adult Psychiatry</u>			
Evans, Brian, DO	Acting Internship Director	558-4004	brian.evans@uc.edu
Gibson, Christina	Program Coordinator	558-4866	gibsoct@ucmail.uc.edu
<u>Anesthesia</u>			
James, Thomas, MD	Acting Internship & Elective Director	584-4194	thomas.james@uc.edu
Foote, Shannon	Program Manager	558-4194	shannon.foote@uc.edu
<u>Emergency Medicine</u>			
Ronan-Bentle, Sarah, MD	Acting Internship & Elective Director	558-6435	ronanse@uc.edu
Murphy, Melissa	Coordinator	558-8084	murphymi@ucmail.uc.edu
<u>Family & Community Medicine</u>			
Ellis, Robert, MD	Acting Internship Director	558-4020	ellisrv@ucmail.uc.edu
Jamison, Nancy	Program Manager	558-1435	jamisony@ucmail.uc.edu
<u>Internal Medicine</u>			
Coberly, LeAnn, MD	Acting Internship Director	558-5295	leann.coberly@uc.edu
Lefebvre, Julie	Program Manager	558-2592	julie.lefebvre@uc.edu
<u>Neurology</u>			
Quinlan, John, MD	Acting Internship Director	558-5443	john.quinlan@uc.edu
Sathe, Mahima	Program Manager	558-1753	sathem@ucmail.uc.edu
<u>Obstetrics/Gynecology</u>			
Thompson, Amy, MD	Acting Internship Director	558-7651	thompay@ucmail.uc.edu
Wagner, Emily	Program Coordinator	558-7651	wagnere6@ucmail.uc.edu
<u>Pediatrics</u>			
Guiot, Amy, MD	Acting Internship Director	636-4200	amy.guiot@cchmc.org
Pence, Mimi	Program Coordinator	636-0339	mimi.pence@cchmc.org
<u>Surgery</u>			
Athota, Krishna, MD	Acting Internship Director	558-5661	krishna.athota@uc.edu
Patrick, Bennie	Coordinator	558-2134	patricbl@ucmail.uc.edu

REVISED 5/28/15

SENIOR ELECTIVE COORDINATORS FOR M4			
Refer to COM Student Handbook for more complete list of electives			
<u>Anatomy & Dissection of the Human Body</u>			
Lowrie, DJ, PhD	Elective Director	558-5032	dj.lowrie@uc.edu
<u>Gross Anatomy: Prosection & Teaching</u>			
Lowrie, DJ, PhD	Elective Director	558-5032	dj.lowrie@uc.edu
<u>Clinical Neuroscience Selective</u>			
Sathe, Mahima	Program Manager	558-1753	sathem@ucmail.uc.edu
<u>Dermatology</u>			
Burdsall, Janet	Medical Secretary 2	584-6803	janet.burdsall@uc.edu
<u>Neurology & Rehabilitation Medicine</u>			
Sathe, Mahima	Program Manager	558-1753	sathem@ucmail.uc.edu
<u>Neurosurgery</u>			
West, Jennifer	Program Manager	558-3903	jennifer.west@uc.edu
<u>Ophthalmology</u>			
Wyan, Michele, BA	Executive Staff Assistant	558-0815	michele.wyan@uc.edu
<u>Orthopaedic Surgery</u>			
Reising, Kim	Clerkship Coordinator	558-4592	kim.weingartner@uc.edu
<u>Otolaryngology</u>			
Scheper, Terri	Administrative Assistant	558-4196	teresa.scheper@uc.edu
<u>Pathology</u>			
Sloniker, Jessica	Program Coordinator	558-7043	jessica.sloniker@uc.edu
<u>Pediatrics (all)</u>			
Pence, Mimi	Program Coordinator	636-0339	mimi.pence@cchmc.org
<u>Radiation Oncology</u>			
Wocher, Lydia	Program Coordinator	584-8216	lydia.wocher@uchealth.com
Coleman, Karen	Program Coordinator	584-9089	karen.coleman@uchealth.com
<u>Radiology</u>			
TBA	Program Coordinator		
<u>Urology</u>			
Wright, Perri, BA	Residency Coord & Admin Coord	558-0983	perri.wright@uc.edu

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