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FOREWORD

By reason of its responsibility to promote its educational purpose, the University of Miami has the inherent right to preserve order and maintain stability through the setting of standards of conduct and the prescribing of procedures for the enforcement of such standards. The foundation underlying the prescription of student standards at the University of Miami is the tenet that the exercise of individual rights must be accompanied by an equal amount of responsibility. This assures that the same rights are not denied to others. By accepting membership in the University community, a student acquires rights in, as well as responsibilities to, the whole University community. These rights and responsibilities are defined within this handbook.

Students are required to comply with all University regulations as well as the laws of the city, county, state, and nation. All students are subject to the policies and procedures as contained herein. Any act that constitutes a violation or an attempt to violate any of the policies or procedures contained herein may establish cause for disciplinary and/or legal action by the University. Any student of the University will be subject to these policies and procedures for violations of the University's policy on Demonstrations and the Florida Statute governing interruption or interference of school functions.

All students are free to join University organizations. All student organizations must be officially registered in order to use University facilities. All student organizations are under the disciplinary jurisdiction of the Office of Student Affairs. All student organizations and groups are subject to the rules and policies of the University of Miami, including but not limited to the Student Rights and Responsibilities Handbook and the Policy and Procedures for Certification of Student Organizations.

In lieu of, or in addition to, disciplinary action, the University also reserves the right to impose fines, take legal action, deny or terminate financial aid, revoke study abroad privileges, revoke other privileges and impose other penalties as may be deemed appropriate. Further, admission of a student to the University of Miami for any semester does not imply that such student will be re-enrolled in any succeeding academic semesters.

Students who engage in conduct that endangers their personal health or safety may be required to participate and make satisfactory progress in a program of medical evaluation and/or treatment if they are to remain at the University. The determination as to the student's participation and progress is to be made by the Assistant Dean for Student Affairs, in consultation with school appointed counselors / educational specialists, and other health professionals, as may be appropriate. The University reserves the right to require the withdrawal of a student whose continuation in school, in the University's judgment, is detrimental to the health or safety of the student or others. Students who withdraw for reasons of health or safety must apply for readmission through the Office of Student Affairs. These students will be considered for readmission following a determination by the University that the condition requiring withdrawal has been corrected.

Students are required to keep the University informed of their current mailing address. The University meets all notice requirements to students, under the procedures that follow, by sending notices to the last mailing address provided by the student. Students are required to notify the Office of Student Affairs of any change of address.
From time to time it may be advisable for the University to alter or amend any of these procedures or policies. Reasonable notice shall be furnished to the University community of any substantive changes. Whenever specific titles are used in these procedures, they shall include the appropriate designee of the person bearing these titles. Whenever references to the singular appear in this handbook, the plural is also intended; whenever the plural is used, the singular is also intended. Wherever a reference is made to the masculine gender, the feminine gender is included. This policy applies to all medical students enrolled in the University of Miami Miller School of Medicine (UMMSM). Whenever there are student participants in the disciplinary process, the participants will be students enrolled in the School of Medicine. The rights and responsibilities that follow take effect immediately upon publication of this document.

This document, *The University of Miami Miller School of Medicine Student Rights and Responsibilities*, outlines the policies regulating academic life for medical students at the UMMSM and the UMMSM at FAU, including the grading system, regulations governing promotion, the Physicianship and Professionalism Advocacy Program, the Code of Ethical and Professional Conduct, disciplinary procedures, and procedures for appeals of decisions of promotions committees. However, we are a part of the larger University of Miami community. The complementary document, the *University of Miami Student Rights and Responsibilities Handbook*, published by the University at large, pertains to UMMSM medical students whenever applicable policies are not found in this document. A copy of the *University of Miami Student Rights and Responsibilities Handbook* is available on the University of Miami website at [http://www.miami.edu/dean-students/srr.pdf](http://www.miami.edu/dean-students/srr.pdf). The document is well indexed for ease of use. In the event that conflicts occur between documents, the UMMSM manual supersedes all others.

**University of Miami Miller School of Medicine at Florida Atlantic University**

The rights and responsibilities outlined in this student handbook pertain also to those students enrolled in the University of Miami Miller School of Medicine at Florida Atlantic University (UMMSM at FAU). At times, this handbook will refer to policies, procedures, or services that apply specifically to the students enrolled at the FAU campus. Such references are clearly noted.

Although they are not officially enrolled at FAU, UMMSM at FAU students are expected to be familiar with and follow those policies and procedures that govern campus life at FAU. University of Miami students who visit the FAU campus should follow the policies that pertain to all visitors. The FAU handbook can be viewed on the FAU website at: [http://www.fau.edu/handbook](http://www.fau.edu/handbook). Students should understand that the rights and responsibilities contained in this handbook supersedes any policies or procedures contained in the FAU handbook.
STUDENT RIGHTS AND RESPONSIBILITIES

The privilege to study Medicine bears with it a special set of rights and responsibilities. The faculty and administration of the University of Miami Miller School of Medicine support the following compact between teachers and learners of medicine.

COMPACT BETWEEN TEACHERS AND LEARNERS OF MEDICINE
Association of American Medical Colleges

Preparation for a career in medicine demands the acquisition of a large fund of knowledge and a host of special skills. It also demands the strengthening of those virtues that undergird the doctor/patient relationship and that sustain the profession of medicine as a moral enterprise. 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, not only to convey the knowledge and skills required for delivering the profession’s contemporary standard of care, but also to inculcate the values and attitudes required for preserving the medical profession’s social contract across generations.

INTEGRITY
The learning environments conducive to conveying professional values must be suffused with integrity. Students learn enduring lessons of professionalism 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 FACULTY
- We pledge our utmost effort to ensure that all components of the educational program for students and residents are of high quality.
- As mentors for our student and resident colleagues, we maintain high professional standards in all of our interactions with patients, colleagues, and staff.
- We respect all students and residents as individuals, without regard to gender, race, national origin, religion, or sexual orientation; we will not tolerate anyone who manifests disrespect or who expresses biased attitudes towards any student or resident.
- We pledge that students and residents will have sufficient time to fulfill personal and family obligations, to enjoy recreational activities, and to obtain adequate rest; we monitor and, when necessary, reduce the time required to
fulfill educational objectives, including time required for “call” on clinical rotations, to ensure students’ and residents’ well being.

- In nurturing both the intellectual and the personal development of students and residents, we celebrate expressions of professional attitudes and behaviors, as well as achievement of academic excellence.
- We do not tolerate any abuse or exploitation of students or residents.
- We encourage any student or resident who experiences mistreatment or who witnesses unprofessional behavior to report the facts immediately to appropriate faculty or staff; we treat all such reports as confidential and do not tolerate reprisals or retaliations of any kind.

**COMMITMENTS OF STUDENTS AND RESIDENTS**

- We pledge our utmost effort to acquire the knowledge, skills, attitudes, and behaviors required to fulfill all educational objectives established by the faculty.
- We cherish the professional virtues of honesty, compassion, integrity, fidelity, and dependability.
- We pledge to respect all faculty members and all students and residents as individuals, without regard to gender, race, national origin, religion, or sexual orientation.
- As physicians in training, we embrace the highest standards of the medical profession and pledge to conduct ourselves accordingly in all of our interactions with patients, colleagues, and staff.
- In fulfilling our own obligations as professionals, we pledge to assist our fellow students and residents in meeting their professional obligations, as well.

In accepting a position in the UMMSM, students become accountable to the University, to the Profession of Medicine, and to the patients they serve. Student responsibilities include:

1. To commit themselves to the conscientious, respectful, non-discriminatory and thoughtful service of their patients.
2. To pursue excellence vigorously and independently in their lifelong education.
3. To educate their patients and colleagues.
4. To conduct themselves lawfully, and in a professional and ethical manner.
5. To notify the appropriate body in a timely manner of any problems that adversely affect their training, and to participate in the process of program improvement and development.
6. To pursue mental and physical support for any conditions that might compromise their educational goals or patient care.
7. To comply with the honor code established by the student body of the UMMSM.
8. To be familiar with and adhere to the rules and responsibilities outlined in this document.
9. To be available for contact and timely response through various means, including the official e-mail address distributed by the university, personal beeper and/or cellular phone, and accurate home phone number and mailing address. Students are required to respond to official e-mail communications within 72 hours.
MEDICAL EDUCATION ADMINISTRATION

The mission of the UMMSM includes education, research, clinical care and community service. The school’s administration is structured to serve the school’s mission and goals. Medical students will most frequently interact with the teaching faculty and the medical education administration. The educational programs will often allow students to interact with the research, clinical and community service arms of the school’s administration as well. The structure of the medical education administration on the main campus and the regional campus is shown below. A brief description of each administrator’s responsibilities is given to direct students to the appropriate resource for assistance.

Senior Vice-President and Dean is responsible for all missions of the medical school, including education, research, and clinical services.

Executive Dean for Medical Education and Policy assists the Dean in all aspects of the medical school’s undergraduate, graduate, and continuing medical education programs.

Senior Associate Dean for Medical Education is responsible for all aspects of the school’s education programs leading to the M.D. degree. He also oversees the Office of Biomedical Computing and the Educational Development Office.

Senior Associate Dean for Medical Student Administration is responsible for most administrative functions of the undergraduate medical education program including admissions, student affairs, minority affairs, student services, and financial assistance.

Associate Dean for Admissions oversees the Office of Admissions and is responsible for all matters related to student application and acceptance to UMMSM.

Assistant Dean for Student Affairs oversees many of the administrative operations of the medical education programs including enrollment, grades and records, promotions, discipline, and institutional compliance.

Assistant Dean for Student Services oversees most student support services, including academic and personal counseling, career guidance, and student health services.

Interim Director for Minority Affairs oversees the enrichment, recruitment and retention programs for minority students.

Assistant Dean for Financial Assistance oversees the scholarship and student loan programs, and financial counseling and guidance to medical students.

Associate Dean for Undergraduate Medical Education oversees curriculum and evaluation aspects of the medical school courses. Also oversees Doctoring Program, Office of Program Evaluation, and Generalist Education in Medicine (GEM) programs.

Associate Dean for Preclinical Curriculum oversees the first and second year basic science curriculum.

Assistant Dean for Clinical Curriculum oversees the clinical curriculum throughout all four years.
UMMSM at FAU

Regional Dean and Vice President for Medical Programs is responsible for all missions of the UMMSM regional medical campus at FAU, including education, research, and clinical services.

Senior Associate Regional Dean for Medical Education is responsible for all aspects of the University of Miami’s medical education programs leading to the medical degree at the regional campus.

Assistant Dean for Medical Student Affairs oversees many of the administrative operations of the medical education programs at FAU including grades and records, promotions, discipline, student services, and institutional compliance.

Assistant Dean for Medical Curriculum oversees the four year curriculum at the regional campus.

Medical Education Administration, Main Campus

Pascal Goldschmidt, MD
Senior Vice-President and Dean
School of Medicine

Laurence Gardner, MD
Executive Dean for Medical Education and Policy

Mark O’Connell, MD
Senior Associate Dean for Medical Education

Robert Hernandez, MD
Senior Associate Dean for Medical Education

Richard Weisman, Pharm D
Associate Dean for Admissions

Ana Campo, MD
Assistant Dean for Student Affairs

Hilt Mechaber, MD
Assistant Dean for Student Services

Richard Riley, PhD
Associate Dean for Undergraduate Medical Education

Paul Mendez, MD
Assistant Dean for Clinical Curriculum

Robert Hernandez, MD
Interim Associate Dean for Minority Affairs

Laura Kasperski
Assistant Dean for Financial Assistance

Medical Education Administration, Regional Campus at FAU

Pascal Goldschmidt, M.D.
Senior Vice President and Dean
School of Medicine

Frank Brogan
President
Florida Atlantic University

M. Friedland, M.D.
Regional Dean UMMSM and Vice President for Medical Programs

Daniel Lichtstein, M.D.
Senior Associate Regional Dean for Medical Education

Stuart Markowitz, M.D.
Assistant Dean for Medical Student Affairs

Stephanie Wragg
Assistant Dean for Medical Curriculum

Stuart Markowitz, M.D.
Assistant Dean for Medical Student Affairs

Stephanie Wragg
Assistant Dean for Medical Curriculum
ACADEMIC POLICIES AND PROCEDURES

These policies and procedures are descriptions of the systems used to measure academic performance, to determine promotions and graduation, and to define the mechanisms for disciplinary actions and the appeals process. Also described are the standards of ethical and professional conduct expected of students enrolled in the University of Miami Miller School of Medicine.

MEDICAL STUDENT CONDUCT AND ACADEMIC INTEGRITY

Medical students must conduct themselves at all times in a professional and ethical manner. Through their actions, they are expected to uphold the academic integrity of the institution and the standards of conduct expected of all medical professionals. They are to respect the rights and property of all persons with whom they interact, both inside and outside the university community.

Like all professions, the medical profession has a strong tradition of peer review and self-discipline. There are two programs that provide guidance and advocacy to students regarding appropriate professional conduct and behavior: the Physicianship Professionalism Advocacy Program and the Code of Honorable and Professional Conduct.

PHYSICIANSHIP AND PROFESSIONALISM ADVOCACY PROGRAM

The Physicianship Professionalism Advocacy Program (PPAP) provides one of several formal mechanisms to monitor, evaluate and improve the professional conduct and behavior of medical students. This program allows students, faculty and administration to promote the highest levels of professional conduct in medical students and to express concerns when the standards of conduct are not upheld. A complete description of the PPAP is included in Appendix I of this handbook.

THE CODE OF HONORABLE AND PROFESSIONAL CONDUCT

The Code of Honorable and Professional Conduct (Honor Code) described in Appendix II of this handbook should serve as a guide to medical students in matters related to academic integrity and professional conduct. The Honor Code provides a mechanism for peer evaluation of student conduct, which the faculty and administration of the UMMSM believe is an essential component of medical education and the development of medical students.

The Council for Honorable and Professional Conduct (CHPC) promotes awareness of the Honor Code and the principles it embodies. It also investigates alleged ethical offenses or violations of the standards of professional conduct expected of all UMMSM students, as such incidents are referred to it. The CHPC has no executive authority, but serves as advisory to the administration and faculty. Any final recommendations and sanctions made by the CHPC are subject to acceptance, modification, or rejection by the Executive Promotions Committee and the Dean of the School of Medicine. An investigation by the CHPC will not preclude simultaneous or additional investigation or possible action by the medical education administration.
The faculty and administration of the UMMSM endorses this Honor Code. However, the process of peer review does not negate or diminish the right and obligation of the faculty and administration of the UMMSM to maintain the academic integrity of the institution, to enforce the policies of the university, and to ensure that students act in accordance with the ethical and professional standards of the medical profession.

In addition to the policies and procedures described in the Honor Code, the faculty and administration reserves the right to investigate cases in which students are suspected of academic dishonesty, or unethical / unprofessional conduct either inside or outside the UMMSM. The faculty promotions committees and the medical education administration reserve the right to make recommendations or impose sanctions, while taking into account any findings and recommendations of the CHPC into consideration, as deemed appropriate. Students may appeal such recommendations and sanctions to the Executive Promotions Committee and the Dean of the School of Medicine.

**ATTENDANCE**

The faculty and administration agree that student attendance and participation in all scheduled learning sessions are important to students’ academic and professional progress, and ultimate success in medical school. However, it is ultimately the responsibility of each course coordinator to establish and clearly communicate the attendance policy for their course. It is the student's responsibility to adhere to each course’s attendance policy. Repeated unexcused absences from required curricular activities may result in disciplinary action, up to and including dismissal from the UMMSM.

**OBSERVATION OF RELIGIOUS HOLY DAYS**

The University annually publishes a list of recognized major religious holy days. The UMMSM recognizes the importance of such holidays and attempts to avoid scheduling exams or other graded activities on those special days. In the event that a graded exercise or exam is inadvertently scheduled on a recognized religious holiday, the administration will allow the student to complete the required activity at another time. It is the responsibility of the student to notify instructors, coordinators and the administration well in advance of a major religious holiday and to make arrangements to complete required work.

Students on clinical rotations should understand that becoming a physician includes learning to accept responsibility for one’s patients 24 hours per day, 365 days per year, except when alternatives for coverage have been obtained. Medical students on clinical rotations are required to participate in patient care activities on weekends as part of the medical team. Students who wish to modify their schedule for any reason, including observation of religious holy days, are obligated to seek an excused absence from the course coordinator and arrange appropriate coverage.
DRESS CODE

As representatives of the medical profession, medical students are expected to convey a professional demeanor not only in their behavior but also in their dress and appearance. A professional image increases credibility, trust, respect, and confidence. Appropriate dress is also essential to maintain patient safety in the clinical setting. The following policy outlines appropriate dress for all UMMSM students.

1. **General Standards**
   - I.D. badges are to be worn at all times.
   - Good personal hygiene is to be maintained at all times. This includes regular bathing, use of deodorants/antiperspirants, and regular dental hygiene.
   - Excessive use of perfumes or colognes should be avoided.

2. **Hair maintenance**
   - Hair should be neat, clean, and of a natural human color.
   - **Clinical setting**: shoulder length hair must be secured to avoid interference with patients and work.

3. **Jewelry**
   - **Clinical setting**: keep jewelry at a minimum (represents potential for infection and loose jewelry can be grabbed.)

4. **Dress, Shoes, and Hand Care**
   - Clothing should be clean, professionally styled and in good repair.
   - **Clinical Setting**:
     - Women: skirts of medium length or tailored slacks.
     - Men: tailored slacks and dress shirt with collar. Tie is optional.
     - All students should wear a clean, white lab coat over their clothing.
     - Shoes must be comfortable, clean and in good repair. Shoes should be worn with socks or hose. No athletic shoes or sneakers.
     - Fingernails should be clean and of short to medium length.

5. **Scrubs**
   - Scrubs must be worn in clinical settings that require them.
   - Scrubs may be worn in other patient care areas if permitted by the policies of the clinical service, but should be covered by a clean, white lab coat.
   - Scrubs that are the property of the hospital are not to be defaced, altered or removed from the hospital.
   - Shoe covers, masks, and hair covers must be removed before leaving the clinical area.
   - Stained or soiled scrubs must be changed as soon as possible.

6. **The following items are specifically prohibited for all UMMSM students on the medical campus.**
   - No shorts, unless they are of a modest length and fitting and have pockets.
   - No flip-flops or thongs.
   - No midriff tops, halters, translucent or transparent tops, shirts or tops with plunging necklines, tank tops.
Unprofessional dress is inappropriate for a UMMSM medical student and will result in counseling and possible disciplinary action, including but not limited to those outlined in the section on evaluation and promotion. Violations of the dress code should be brought to the attention of the student by the immediate supervisor or through the PPAP process. Repeated or flagrant violations should be brought to the attention of the Assistant Dean for Student Affairs or the Assistant Dean for Medical Student Affairs at FAU who shall discuss the infraction with the student involved and make recommendations when deemed appropriate.

PROGRAM EVALUATION

The UMMSM highly values the process of formal program evaluation and feedback. UMMSM students are required to complete all course evaluations and program evaluation surveys distributed by the medical education administration. Grades and transcripts may be held for failure to submit required surveys. All entering first year medical students are required to submit the American Association of Medical College (AAMC) Matriculating Student Questionnaire (MSQ). This can be found on the web at: [http://www.aamc.org/data/msq/](http://www.aamc.org/data/msq/).

All fourth year medical students are required to submit the AAMC Graduation Questionnaire (GQ) Program Evaluation Survey prior to graduation. Submission of the AAMC GQ Supplemental Survey on Financial Aid, Career Intentions, and Diversity is not required but is strongly encouraged. The GQ survey is made available early in the spring semester and can be found at [http://www.aamc.org/data/gq/start.htm](http://www.aamc.org/data/gq/start.htm).

GRADING SYSTEM

The UMMSM uses a Pass/Fail grading system. In many courses, a numeric score accompanies each grade. Most fourth year courses are graded Pass/Fail, without numeric scores. Course coordinators will determine the minimum passing score in their courses. The grade of “I” (incomplete) will be assigned to students who have not completed all required course work. A grade of "I" will not to be used to identify students with poor academic performance. Students who withdraw from a course will be given either a “W-P” (withdraw-passing) or “W-F” (withdraw-failing). A grade of D can be given by the course coordinators to designate a passing but unsatisfactory performance (See section on D grades).

All students who receive a failing or incomplete grade will be so notified by the course coordinator, who must also notify the Assistant Dean for Student Affairs. Coordinators on the FAU campus must also notify the Assistant Dean for Medical Student Affairs (FAU). All grades of “F” and “I” must be resolved to a passing grade before a student may progress to the next academic year. Make-up work will be scheduled during the academic year at the discretion of the class promotions committees and the course coordinators. Remediation and make-up examinations cannot interfere with scheduled courses. A final remediation period will be scheduled at the end of the academic year.

Students can access and download their grade reports using MyUM. They can also request a copy of their grade report from the Office of Grades and Records. The
grade report is only used internally and is separate and distinct from the official university transcript (described below).

**D Grades**

Course coordinators can designate a student’s performance for the grade report as a grade of “D”. While not failing, a grade of D identifies an unsatisfactory performance for graduate level training, and could result in a recommendation by the course coordinator for the student to perform remedial work. Class promotions committees will review the academic progress of students who earn a D grade. Earning one or more D grades could signify that the student is not making adequate academic progress, and may result in a recommendation by a promotions committee for the student to repeat a course or courses, repeat an academic year, or be dismissed from the school of medicine.

D grades are used for internal purposes only, and appear only the grade report. Grades of D are recorded as a passing grade (P) on the official medical school transcript.

### UMMSM Grading System

<table>
<thead>
<tr>
<th>Grade</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>P:</td>
<td>Passing. Student has met the minimum criteria for passing the course.</td>
</tr>
<tr>
<td>D:</td>
<td>Passing, but unsatisfactory performance for graduate level work (internal use only). Appears on the grade report, but not on the official school transcript. Student may be required to do remediation. Will be reviewed by promotions committee, and may result in an academic action.</td>
</tr>
<tr>
<td>F:</td>
<td>Failing. Student did not meet the minimum criteria for passing the course. Must be remediated before student can be promoted to the next curricular year.</td>
</tr>
<tr>
<td>I:</td>
<td>Incomplete. Student did not complete all required components of the course. Must be completed before student can be promoted to the next curricular year.</td>
</tr>
<tr>
<td>W-P:</td>
<td>Student withdrew from the course prior to its completion. The student was earning passing grades at the time of withdrawal. Must be completed before student can be promoted to the next curricular year.</td>
</tr>
<tr>
<td>W-F:</td>
<td>Student withdrew from the course prior to its completion. The student was earning failing grades at the time of withdrawal. Must be completed before student can be promoted to the next curricular year.</td>
</tr>
</tbody>
</table>

**Grievance Process**

Course coordinators have the right to determine the process for determining grades and evaluations in their respective courses. Students who disagree with an assigned grade or evaluation may, within one year of receiving the grade, request a grade / evaluation change in accordance with the following process:

1. Requests for a change of grade / evaluation must first be directed to the course coordinator.
   i. The request must be submitted in writing or by e-mail.
ii. The reason(s) for the request should be clearly stated.

iii. In addition to a written request, the student should meet in person with the course coordinator to discuss the request.

iv. The course coordinators should respond to the student, in writing, within 30 days.

v. If the coordinator agrees with the change in grade or evaluation, he/she must submit the appropriate change of grade form to the Office of Student Affairs.

2. If the student disagrees with the decision of the course coordinator, he/she may request for the Assistant Dean for Student Affairs or the Assistant Dean for Medical Student Affairs at FAU to review the matter.

i. The request must be submitted in writing or by e-mail.

ii. The request should include all relevant information, including the written response of the course coordinator.

iii. The ADSA will review the request and confer with the student and with the course coordinator.

iv. The ADSA will respond to the student, in writing, within 30 days.

3. Students may seek advice from the UMMSM ombudsman at any time during this process.

4. If a student does not agree with the ADSA's response, he/she may submit a written rebuttal for inclusion in their education record as allowed by FERPA guidelines.

COMPETENCY-BASED LEARNING

Some courses and components of the medical curriculum use a competency-based approach to learning and evaluation. Student progress is measured by completion of a series of assigned tasks related to the competencies and outcomes required of our graduates. Competency-based activities are graded Pass (P) or Fail (F). Students will receive a passing grade once they have demonstrated mastery of the required competency. Students who fail to demonstrate competency in a given activity, within an assigned time frame, will receive a grade of Incomplete (I) until competency has been achieved. Failure to demonstrate competency in a specific activity after repeated attempts at remediation may result in a failing grade. There are occasions when students must demonstrate satisfactory mastery of defined competencies in order to be promoted to the next year of study.

EXAMINATIONS

All students are expected to sit for examinations or attend other mandatory course activities at the scheduled start times. Students are expected to be in their seats, with personal items stored, prior to the start of the exam. Late students will be issued a Professionalism Incident Report. There will be no exceptions, even with a valid excuse. If there is no valid excuse for being late, the student may receive a Professionalism Evaluation Form for their personal file and/or may not be allowed to sit for the exam. (Please see the Physicianship and Professionalism Advocacy Program, Appendix I for a description of PIRs and PEFs.)

A student must obtain permission for an excused absence from the course coordinator and notify the Assistant Dean for Student Affairs (Miami) or the Assistant Dean for Medical Student Affairs (FAU) prior to the time for sitting for a scheduled
examination. In the event of a personal emergency, the course coordinator and the Office of Student Affairs must be notified of the absence as soon as possible. Missed examinations will be rescheduled at the discretion of the course coordinator, at a time that does not interfere with other course work. Unexcused absences will result in a grade of zero (0) for the missed examination.

All absences from examinations and other mandatory sessions should be documented by the course coordinator in the Physicianship Incident Reporting System. The Office of Student Affairs will maintain a record of all excused and unexcused absences from examinations. A pattern of recurrent absences from examinations, whether excused or unexcused, will be reviewed by the class promotions committees and may result in a recommendation up to and including dismissal from the UMMSM.

TRANSCRIPTS

Transcripts for students enrolled in the UMMSM include course name, course number, course credit hours taken, course credit hours earned, and a grade with a numeric percentage score (as appropriate). At the end of each academic year, the student’s weighted average will be reported. The Office of Grades and Records will also calculate each student’s class quartile ranking for purposes of review and decision-making. A separate quartile ranking will be done for each campus. The class quartile rankings will not be reported on the official school transcript.

A failing grade must be improved to a passing grade by either: a) retaking the entire course; or, b) by completing remedial work at the discretion of the class promotions committee in consultation with the course coordinator. After successfully passing a previously failed course through remedial work, the transcript will display the grade “F/P” and if applicable the original numeric percentage score. All incomplete grades (“I”) must be resolved by completing required course work. Grades of “D” are reported as a “P” on the official transcript.

Transcripts will report grades and calendar dates for all courses taken during medical school. Students who are required to repeat courses will have that fact and both grades reported on the transcript.

LICENSED EXAMINATIONS

In order to be licensed to practice medicine in the United States, all physicians must pass the United States Medical Licensing Exam (USMLE), Step 1, Step 2 Clinical Knowledge (CK), Step 2 Clinical Skills (CS) and Step 3. A student must be certified in good standing in order to sit for the USMLE Steps 1, 2 CK and 2 CS. All UMMSM students must sit for the USMLE Step I exam before beginning any third year clerkships. Students are responsible for scheduling the licensing examination at the appropriate time. Failure to take the USMLE Step I exam at the appropriate time may delay the student’s entrance into the third year and possibly delay graduation.

Students who fail the USMLE Step 1 exam will be allowed to complete any course in progress at the time of learning of the exam failure. However, a student will not be allowed to begin any additional courses until they have retaken the Step 1
examination. The Assistant Dean for Student Affairs or the Assistant Dean for Medical Student Affairs (FAU) will coordinate necessary scheduling changes to allow students time to prepare for retaking the exam. Any student who fails the USMLE Step 1 examination twice will not be allowed to begin any additional courses without express written permission from the Senior Associate Dean for Medical Student Administration, or until successfully passing the Step 1 examination. A student who does not successfully pass the examination within one year of notification by the NBME of the first failure will be dismissed from the UMMSM.

Students must pass Step 1 of the USMLE in order to graduate from UMMSM. Students must take the USMLE Step 2 CS and 2 CK examinations prior to graduation. Students are not required to pass the Step 2 exams in order to graduate.

Information about the USMLE can be found at websites operated by the National Board of Medical Examiners (NBME): www.nbme.org, and the USMLE: www.usmle.org.

**COURSE EXEMPTION POLICY**

Prior to matriculating in the UMMSM, some students may have successfully completed courses in the biomedical sciences that are equivalent to basic science courses offered during the first year of the medical curriculum. The faculty and administration of the medical school recognize that these students may not need to retake those courses. Students may therefore request a course exemption. In most cases, a student who has been exempted from a course will be asked to serve as a teaching assistant or lab instructor for that course.

All course exemptions must be authorized by the Senior Associate Dean for Medical Student Administration. To qualify for a course exemption, the student must provide the following documents to the Office of Student Affairs:

- A letter that includes a formal request for the course exemption, as well as the reasons why such an exemption should be granted.
- An official transcript listing the equivalent course previously taken and the grade received.
- A letter submitted by the course coordinator approving the course exemption. The letter should detail all conditions the student is required to fill in lieu of taking the course (i.e. to serve as a teaching assistant). When such requirements are mandated, the course coordinator must submit to the Office of Student Affairs an end of course evaluation stating that the student has successfully met his/her obligations to the course.

Once a final satisfactory end of course evaluation is received, the Associate Dean for Student Affairs will grant the student the requested course exemption. The student and course coordinator will be notified in writing when credit for the course has been given.

Students will not be granted more than two (2) course exemptions during their enrollment in the UMMSM.

The following rules govern course exemptions:
The student’s transcript will list the grade “P” (Pass) at the conclusion of the course, assuming all requirements are met.

In those instances in which a student does not satisfactorily meet all requirements delineated by the course coordinator, a grade of “I” (Incomplete) or “F” (Fail) will be given for the course.

Grades from exempted courses will not be included in the student’s overall GPA calculation.

Grades from exempted sections of a course will not be included in the calculation of the final course grade.

**PROMOTIONS AND GRADUATION**

**PROMOTIONS COMMITTEES**

It is a fundamental responsibility of the faculty and administration of the UMMSM to determine whether students are making adequate progress toward promotion and graduation with the medical degree. Students are promoted and graduated by the faculty of the School of Medicine, as represented by the following committees:

**Class Promotions Committees - Miami campus**
- Freshman Promotions Committee (FPC)
- Sophomore Promotions Committee (SPC)
- Junior-Senior Promotions Committee (JSPC)

**Class Promotions Committees - UMMSM at FAU Campus**
- Basic Science Promotions Committee (BSPC)
- Clinical Promotions Committee (CPC)

**Executive Promotions Committee (EPC)**

Representatives of the medical education administration sit as ex officio members on all of these committees. The Executive Promotions Committee serves as an appellate body in all matters regarding promotions. Members of the EPC are appointed by the Dean of the medical school on the recommendations of the Faculty Council of the UMMSM.

A course coordinator, a faculty member, or the medical education administration may bring forward to a promotions committee for review and discussion any student who may not be making adequate progress due to academic, personal or professional concerns.

The following table serves as a guideline by which the class promotions committees may make recommendations for students who have earned one or more D or F grades:
### Student Performance

<table>
<thead>
<tr>
<th>Student Performance</th>
<th>Committee Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-9 D and/or F credits</td>
<td>The committee may vote on a recommendation for a student to repeat part or all of an academic year.</td>
</tr>
<tr>
<td>≥ 10 weeks of F credits or ≥ 13 weeks of D and/or F credits</td>
<td>The committee must vote on a recommendation for the student to repeat the year or be dismissed.</td>
</tr>
<tr>
<td>≥ 20 weeks of D and/or F credits</td>
<td>The committee must vote on a recommendation for the student to be dismissed.</td>
</tr>
</tbody>
</table>

Upon review of a student’s academic progress and professional behavior, a promotions committee may make any number of recommendations, including but not limited to, counseling, performing remedial work, repeating a course or courses, repeating an entire academic year, being placed on probation, taking a leave of absence with defined requirements to be achieved prior to re-entry into medical school, or being dismissed or expelled from the UMMSM. The committee may also generate a Physicianship Evaluation Form or refer matters to the CHPC for review and possible recommendations.

Students can appeal recommendations made by a class promotions committee following the guidelines described below.

#### GUIDELINES FOR PROMOTION

Students are promoted by the class promotions committees once they have met all of the requirements for promotion.

1. Students must pass all sections, courses, and longitudinal themes in order to be promoted to the next curricular year. No student may be promoted to the next curricular year with any unresolved grades of F, I, W-P or W-F.

2. Students must sit for the USMLE Step 1 prior to starting the third curricular year. Students are not officially promoted to the third curricular year until they pass the USMLE Step 1.

#### GUIDELINES FOR GRADUATION

In addition to satisfactorily completing the four-year medical curriculum, students must pass the USMLE Step 1 and sit for the USMLE Step 2 CS and CK in order to graduate.

#### ADVERSE ADMINISTRATIVE ACTIONS

The class promotions committees, the medical education administration, or the Council for Honorable and Professional Conduct may recommend one or more of the following adverse administrative actions.

#### GUIDELINES FOR PROBATION

The class promotions committees, the medical education administration, or the CHPC may recommend for a student to be placed on probation for academic and/or professional reasons. The terms of the probation will be defined at its
outset, including the length of the probationary period, sanctions to be imposed (if any) during the probationary period, and criteria to be removed from probation. Students can appeal a recommendation for probation to the Executive Promotions Committee. Failure to meet the terms of one’s probation may result in a recommendation for dismissal.

GUIDELINES FOR SUSPENSION
The medical education administration may place a student on suspension when deemed necessary. A suspension is a mandatory separation from the UMMSM. The terms of the suspension will be defined at its outset, including the length of the separation period, sanctions to be imposed (if any), and criteria to petition for reinstatement. All suspensions will be reported to the Dean of the School of Medicine for evaluation and further action if warranted. Suspensions can only be appealed to the Dean of the School of Medicine.

Readmission is subject to the approval of the Senior Associate Dean for Medical Student Administration in consultation with other members of the medical education administration. During the period of suspension and during any appeal of a suspension, the student is barred from campus visiting privileges unless the Senior Associate Dean for Medical Student Administration or the Assistant Dean for Student Affairs grants specific permission.

GUIDELINES FOR DISMISSAL
The class promotions committees, the medical education administration, or the CHPC may recommend a student for dismissal from the UMMSM for academic and/or professional reasons, or if it is determined that a student is not making adequate progress toward graduation and the medical degree. Passing grades alone do not guarantee promotion or graduation.

Examples of lack of adequate progress include, but are not limited to:
1. Multiple grades that, while passing, are consistently near the bottom of the class and suggest that the student’s overall performance is inadequate.
2. The need to repeat or remediate multiple courses.
3. The need to repeat one or more academic years.
4. Failure to comply with academic or administrative policies and procedures.
5. Repeated violations of or a single serious violation of the professional or ethical standards of the UMMSM.
6. Behavior that indicates the student does not possess the professional qualities or personal attributes necessary for retention as a member of the student body of the UMMSM.

A student who has been recommended for dismissal may appeal the decision to the Executive Promotions Committee. A student who has been dismissed is eligible to apply for readmission to the UMMSM, or for admission to any school or college of the University of Miami.

GUIDELINES FOR EXPULSION
The class promotions committees, the medical education administration, or the CHPC may recommend a student for expulsion for violations of the policies or procedures contained in this handbook. Expulsion results in permanent dismissal from the University with no right for future readmission into any school or college.
within the University of Miami under any circumstance. A student who has been expelled shall be barred from campus visiting privileges.

**GUIDELINES FOR REPEATING STUDENTS**

Students repeating part or all of an academic year are placed on academic probation. Unless otherwise defined, a student repeating part or all of an academic year may not earn any failing (F) or marginal (D) grades in any section or course.

Failure to meet the terms of one’s academic probation may result in a recommendation for dismissal. The probationary period ends with successful promotion to the next curricular year, unless otherwise defined. Students on academic probation are not eligible to receive UMMSM scholarships.

**NOTIFICATION REGARDING PROMOTIONS MEETINGS AND COMMITTEE DECISIONS**

The class promotions committees review the progress of all medical students. Students who have earned grades of D, F, I, W-P or W-F are discussed, and recommendations may be made when deemed appropriate. In addition, members of the faculty or administration may bring forward to the committee for review and discussion any student who may not be making satisfactory progress due to academic, personal or professional concerns.

The Assistant Dean for Student Affairs or the Assistant Dean for Medical Student Affairs (FAU) will notify students in writing when their progress is to be discussed by a class promotions committee. When notified of a pending review or possible recommendations, students may submit to the class promotions committee a letter or written documentation that they feel would help the committee make an informed decision.

Following promotions committee meetings, the Assistant Dean for Student Affairs or the Assistant Dean for Medical Student Affairs (FAU) will notify a student in writing of any recommendations made by the committee. At that time, the student is to be informed as to her/his right of appeal and the procedures related to that process. The Assistant Dean for Student Affairs and the Assistant Dean for Medical Student Affairs (FAU) will provide progress reports to each promotions committee involved with the student’s case.

**APPEALS**

Students have the right to accept or appeal recommendations or sanctions imposed by a promotions committee, the medical education administration, or the CHPC. The appeals process is the same for all medical students enrolled at the main or regional campuses:

1. The student must submit a “Response to Recommendations” form to the Assistant Dean for Student Affairs or the Assistant Dean for Medical Student Affairs at FAU within five (5) working days of being notified of the recommendations or sanctions.
2. If an appeal is requested, the Assistant Dean for Student Affairs will so notify the Chairperson of the Executive Promotions Committee (EPC).
3. The Chairperson will set a date for the appeal to be heard at by the EPC, and will notify the student of the date in writing.

4. The Chairperson will meet with the student to review the appeals process and to hear the reasons for the student’s appeal.

5. The Chairperson or the chair’s designee will collect information pertinent to the student’s appeal from sources, including but not limited to, the student, the student’s file, course coordinators, the appropriate Promotions Committee, the faculty, and the administration.

6. Prior to the EPC meeting, the student must submit to the Chairperson a letter of appeal that clearly and concisely states the reasons for the appeal. The student may also submit other supportive documentation.

7. The Assistant Dean for Student Affairs or the Assistant Dean for Medical Student Affairs at FAU may also submit to the EPC a report of progress that summarizes the student’s overall academic progress and professional behaviors while enrolled at the UMMSM.

8. At the Executive Promotions Committee meeting, the committee chair or the chair’s designee will present a summary of the student’s academic history and other pertinent matters. The student will then appear before the committee to state the reasons for the appeal and to answer questions. The student will be excused from the meeting, and the committee will discuss the case prior to voting on a formal recommendation.

9. The EPC can choose to uphold a recommendation, modify a recommendation, or make completely new recommendations. Recommendations can include, but are not limited to, counseling, performing remedial work, repeating a course or courses, repeating an entire academic year, being placed on probation, taking a leave of absence with defined requirements to be achieved prior to re-entry into medical school, or being dismissed or expelled from the UMMSM. The committee may also generate a Physicianship Evaluation Form.

10. Immediately following the meeting, the student will be notified by the Chairperson and the Assistant Dean for Student Affairs of the committee’s recommendation(s).

11. The student may accept EPC recommendations, or can elect to request an appeal of the recommendations to the Dean of the School of Medicine. The student must submit a “Response to EPC Recommendations” form to the Assistant Dean for Student Affairs or the Assistant Dean for Medical Student Affairs at FAU within five (5) working days of being notified of the recommendations or sanctions.

12. Students who seek an appeal to the Dean, must submit an appeal in writing to the Assistant Dean for Student Affairs or the Assistant Dean for Medical Student Affairs at FAU within ten (10) working days of notification of the EPC’s recommendations. Reasons for the appeal must be clearly and concisely stated.

13. When a student appeals to the Dean, the Chair of the Executive Promotions Committee will provide to the Dean a summary of the student’s case and any relevant records. The Assistant Dean for Student Affairs or the Assistant Dean for Medical Student Affairs at FAU may also submit to the Dean a report of progress that summarizes the student’s overall academic progress and professional behaviors while enrolled at the UMMSM.

14. The Dean can choose to hear an appeal or not once he/she has reviewed the case and all relevant documents.
15. The Dean can designate a representative to hear an appeal on his/her behalf.
16. The Dean of the School of Medicine has final authority for all decisions regarding promotions and dismissals. Upon hearing an appeal, the Dean has the authority to uphold, modify or reverse recommendations made by the EPC, or to make a completely new decision.

Promotions and Disciplinary Process

Excused Absence

There may be times when students wish to request an excused absence from required activities or examinations. The following describes processes for requesting an excused absence. Failure to comply with these policies could result in an adverse administrative action, up to and including dismissal from the UMMSM.

Absence From Required Activities

Students must obtain an excused absence from the course coordinators. Such requests must be communicated in writing or by e-mail. If the course coordinator is willing to grant an excused absence, his/her authorization must be submitted in writing or by e-mail to the Assistant Dean for Student Affairs (Miami) or the Assistant Dean for Medical Student Affairs (FAU) for final approval. The medical education administration reserves the right to deny an excused absence in certain circumstances.

During the pre-clinical years, an excused absence may not extend beyond five (5) consecutive class days. If a student requests additional time, they must follow the extended enrollment / leave of absence policy outlined below.

Absence From Examinations

Students who wish to be excused from a scheduled examination must obtain permission from the course coordinator and must notify the Assistant Dean for Student Affairs or the Assistant Dean for Medical Student Affairs (FAU) prior to the time for sitting for the examination (see section under Examinations). Requests must be made in writing or by e-mail. If the course coordinator is willing to grant an excused absence, his/her authorization must be submitted in writing or by e-mail to the Assistant Dean for Student Affairs or the Assistant Dean for
Medical Student Affairs (FAU) for final approval. The medical education administration reserves the right to deny an excused absence from scheduled examinations in certain circumstances.

**EMERGENCIES**

In the case of absence due to a personal emergency, students are expected to notify both the medical education administration and course coordinators as soon as possible by e-mail or telephone. The decision to excuse an absence for a personal emergency will be made by the course coordinator, in consultation with the medical education administration, on a case-by-case basis.

**EXTENDED ENROLLMENT / LEAVE OF ABSENCE**

Leaves of absence (absence from required academic activities for more than five (5) consecutive class days during the pre-clinical years, or more than six (6) consecutive weeks during the clinical years) are classified as follows:

1. **Voluntary**: the student requests a leave of absence.
2. **Mandatory**: the student is required to take a leave of absence as directed by the administration, the faculty, or the Honor Council.

Categories of leave of absence include the following:

1. Special Studies
2. Financial Reasons
3. Health Reasons
4. Academic Remediation
5. Research Participation
6. Joint Degree Program Study
7. Other Reasons

**VOLUNTARY LEAVE**

Students may request a voluntary leave of absence from the UMMSM for educational, health-related, or other reasons. A request for leave of absence must be submitted in writing to the Office of Student Affairs. Approval for a voluntary leave of absence must be granted by the Senior Associate Dean for Medical Student Administration, in consultation with the Assistant Dean for Student Affairs, the Assistant Dean for Student Services and the Assistant Dean for Medical Student Affairs (FAU). In certain cases, a promotions committee may grant a voluntary leave of absence for academic or personal reasons.

Approval for the leave of absence will be provided in writing to the student, and will include the start date, anticipated date of return, and deadline by which a student should notify the medical education administration of his/her intention to return to school. The medical education administration reserves the right not to approve a request for a voluntary leave of absence in certain circumstances. Students who fail to adhere to the terms of their voluntary leave of absence may be subject to disciplinary action, up to and including dismissal from the UMMSM.

In most cases, students on leave of absence pay no tuition or fees for the period they are on leave. Students on approved voluntary leave are eligible to purchase the school-negotiated student health insurance policy. Students on approved voluntary leave for special studies may be eligible for disability and liability
coverage if they pay appropriate tuition and fees. Students taking a voluntary leave for an entire academic year may not receive financial aid or borrow money for educational purposes. Students who take a voluntary leave for part of an academic year are eligible to receive financial aid or educational loans if they are enrolled on a half time basis. A student must take four (4) or more credits per semester to be considered enrolled on a half time basis.

**Mandatory Leave**

A mandatory leave of absence for disciplinary reasons can be recommended by a promotions committee, by the CHPC, or by the medical education administration for academic, professional, and or personal reasons. In all instances, decisions regarding leave and the conditions under which a student may petition for return to the University of Miami Miller School of Medicine will be provided in writing by the administration. The student has the right to appeal a recommendation for a mandatory leave of absence to the Dean of the University of Miami Miller School of Medicine.

A leave of absence for academic remediation or disciplinary reasons cannot exceed two years. Students do not pay tuition or fees while on mandatory leave. Students on leave for disciplinary reasons are not eligible for financial assistance from the UMMSM. Students who fail to comply with all requirements established at the time of their mandatory leave of absence may be dismissed from the School of Medicine.
THIRD AND FOURTH YEAR SCHEDULING POLICIES

GENERAL POLICIES

The third and fourth curricular years of medical training include required courses, as well as the opportunity for students to take electives and externships. Third and fourth year schedules (through October of the fourth year) are determined during the second year. Schedules for rotations after October of the fourth year are determined in the spring of the third year.

Students may seek guidance in creating their clinical schedules from their advisory dean or from the Coordinator for Student Services. The advisory deans and the coordinator are responsible for making certain that students fulfill all requirements for graduation. Students are encouraged to closely review the schedule book and to Obtain advice from the faculty in preparing their schedules.

COURSE REQUIREMENTS

Students are required to earn a total of 82 credits in the third and fourth years to fulfill the requirements for graduation. Course requirements for students enrolled in the UMMSM educational track on the Miami campus are listed in the table below:

<table>
<thead>
<tr>
<th>Course Requirements</th>
<th>Weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Clerkships</td>
<td></td>
</tr>
<tr>
<td>42 weeks</td>
<td></td>
</tr>
<tr>
<td>Must be completed by July of the fourth year</td>
<td></td>
</tr>
<tr>
<td>Internal Medicine</td>
<td>8</td>
</tr>
<tr>
<td>Surgery</td>
<td>8</td>
</tr>
<tr>
<td>Psychiatry</td>
<td>6</td>
</tr>
<tr>
<td>OB/GYN</td>
<td>6</td>
</tr>
<tr>
<td>Pediatrics</td>
<td>6</td>
</tr>
<tr>
<td>Family Medicine</td>
<td>4</td>
</tr>
<tr>
<td>Generalist Primary Care</td>
<td>4</td>
</tr>
<tr>
<td>Required Clerkships</td>
<td>26</td>
</tr>
<tr>
<td>Neurology</td>
<td>4</td>
</tr>
<tr>
<td>Anesthesiology</td>
<td>2</td>
</tr>
<tr>
<td>Geriatrics</td>
<td>4</td>
</tr>
<tr>
<td>Ward Subinternship Surgical Specialty</td>
<td>4</td>
</tr>
<tr>
<td>Ward Subinternship (Med, Peds, FM, or GYN)</td>
<td>4</td>
</tr>
<tr>
<td>Emergency Medicine</td>
<td>4</td>
</tr>
<tr>
<td>Radiology</td>
<td>4</td>
</tr>
<tr>
<td>Open Electives</td>
<td>14</td>
</tr>
<tr>
<td>Limits: No more than 8 weeks of research or 12 weeks away from the UMMSM</td>
<td>14</td>
</tr>
</tbody>
</table>

Third year course requirements for students enrolled in the UMMSM at FAU educational track are described below. Fourth year course requirements are being developed.

<table>
<thead>
<tr>
<th>Course Requirements</th>
<th>Weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Clerkships</td>
<td></td>
</tr>
<tr>
<td>48 weeks</td>
<td></td>
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<td>Integrated Internal Medicine</td>
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GENERAL RULES:
1. No credit will be allowed for an elective not included in the Senior Elective Manual without written approval from the student’s advisory dean.
2. Scheduling changes must be approved by the coordinators of each course being dropped and added.
3. The advisory deans reserve the right to modify a student’s schedule for academic or professional reasons.
4. Any exception to the policies or procedures described in the Senior Elective Manual must be approved by the Senior Associate Dean for Medical Student Administration.

RESEARCH
Students wishing to conduct research must obtain prior written approval by the research preceptor and the Associate Dean for Undergraduate Medical Education in consultation with the Research Committee. Before scheduling the time, the preceptor must submit a brief research plan including the dates the research will be done and the proposed outcomes. An evaluation form will be sent to the preceptor for completion at the end of the research period. The number of research credits to be awarded, if any, is determined by the Research Committee. No student may receive more than 8 weeks of senior course credit for research unless approved by the Associate Dean for Undergraduate Medical Education.

UNSCHEDULED TIME
The third and fourth year schedule allows for approximately 15 weeks of unscheduled time, including 4 weeks of winter break (two in the third and fourth years each).

INTERVIEW TIME
Excused absences to attend interviews during courses may be allowed at the discretion of the course coordinator. Each course describes in the senior elective manual its policies regarding interview time. Students must obtain prior permission from the course coordinator to go on interviews.

HOLIDAYS / TIME OFF
Aside from Thanksgiving holiday and winter recess, junior and senior students are expected to be available for clinical duties throughout their rotations, including holidays and weekends. Since the various hospitals where students train may observe holidays that are not observed by the University of Miami Miller School of Medicine, students must check with their course coordinator and the supervising physician on their clinical team to determine their clinical responsibilities.

WAIVER GUIDELINES
Any student seeking a waiver of the above stated guidelines must present his or her request in writing to the Senior Associate Dean for Medical Student Administration.
**SCHEDULE CHANGES (DROP/ADD FORMS)**

All course changes must be requested at least 10 working days in advance and will require a signed written approval (Drop/Add form) from the coordinator or authorized representative of each course being dropped and added. A course may not be dropped once it has begun. You may download Drop/Add forms from the Medical Education website, or pick up forms in the Office of Student Affairs. Signed and completed Drop/Add forms must be turned in to the Coordinator for Student Services.

Schedule changes may be made if they do not in any way violate the specific guidelines for graduation. However, if the request for change in any way affects the required selective, or involves additional time for externship and/or research, then the request must be approved by the Assistant Dean for Clinical Curriculum.

**EXTERNSHIP PROCEDURES**

A maximum of 12 weeks may be spent in elective time away from the University of Miami Miller School of Medicine. External electives must have written acceptance by the department at the other facility. Elective time spent away from the University of Miami in excess of the allowable 12 weeks will not be counted for credit, unless it has been pre-approved by the Senior Associate Dean for Medical Student Administration in consultation with the Associate Dean for Undergraduate Medical Education.

Students planning to go away on externships **must** take the following steps:

1. Information and applications should be requested directly from the institution of interest by mail or telephone. Brochures and elective manuals to some institutions are kept in the Office of Student Affairs.

2. Student verification forms and support letters may be requested from the Office of Student Affairs, and are made available contingent upon students submitting proof of health insurance and updated immunization record for communicable diseases.

3. Students requesting an externship **must** submit a copy of their acceptance letter to the Office of Student Affairs prior to leaving UM.

4. A grading/evaluation form will be issued to the institution that is expecting you. **Externship grading forms will not be issued without receipt of written acceptance.**

5. Any changes involving planned externships must be reported to the Office of Student Affairs as soon as possible.

6. Each student is responsible for furnishing the Office of Student Affairs with an address and telephone number where he/she may be reached while away on externship.

7. Failure to comply with these procedures will result in no credit for the externship.
INTERNATIONAL STUDY POLICIES AND PROCEDURES

The UMMSM feels that health care experiences abroad can be valuable to the professional growth of our students. All medical students planning experiences abroad while enrolled at the UMMSM must comply with the following policies and procedures. The University recognizes two types of international experiences:

1) Requirements for a) credited elective study in foreign regions or b) experiences in foreign regions with University of Miami affiliated organizations

Prior to approval for foreign study, all students must:

a) Obtain approval from Associate Dean for Undergraduate Medical Education for intended international destination.

b) Provide a written document from the foreign agency stating a formal commitment to supervise and be responsible for students while in their region.

c) Complete a cultural preparation activity, preferably provided by the sponsor taking the student to the foreign region, prior to travel.

d) Gather and document the recognized health and political hazards in the foreign country from the following information sources:

- U.S. State Department - http://travel.state.gov/
  Phone: 202-647-4000

  Phone 800-CDC-INFO


e) Receive required immunizations and provide documentation as such.

f) Obtain health insurance coverage in foreign region, including evacuation insurance, and provide documentation of such.

g) Provide emergency contact numbers in foreign region and in U.S.

h) Sign the Release, Indemnification of all Claims and Covenant Not to Sue for International Courses.

i) If student is a minor, have the legal guardian sign the Consent and Release of Next of Kin for Students Enrolled in International Elective Courses.

2) Requirements for independent (non-UM) programs in other countries without credit

a) Sponsoring agency must have no formal ties to UM, otherwise all of the above requirements apply

b) Students must sign acknowledgement that there is no affiliation with UM
MEDICAL STUDENT ORGANIZATION POLICY

All UMMSM medical students are free to join student organizations. All UMMSM student organizations must be officially certified by the Student Council in order to use medical school facilities and to be eligible to receive monies generated from student activity fees. All UMMSM student organizations are subject to the rules and policies of the University of Miami, including but not limited to the Student Rights and Responsibilities Handbook, and the Policy and Procedures for Certification of Student Organizations. All student organizations are under the disciplinary jurisdiction of the Office of Student Affairs.

To become an official UMMSM student organization, a student group must be certified by Student Government. The functions of Student Government include:

- To recommend policies governing student organizations.
- To determine criteria for the establishment of student organizations.
- To hear petitions for certification of student organizations.
- To evaluate annually the achievement of student organizations.
- To allocate funds derived from student activity fees to organizations.

The policies for certifying a student organization are established by the Student Government, and are published on the medical school website. However, UMMSM policies dictate that student organizations must meet the following minimum requirements to be certified:

- A dues paying membership of at least 10 students.
- A faculty advisor.
- A constitution and bylaws

The right of a student organization to exist at the University can be revoked by the University if it fails to comply with the rules and regulations of the University of Miami, including but not limited to the Student Rights and Responsibilities Handbook and the Policy and Procedures for Certification of Student Organizations.

Any group of 10 or more students wishing to form an organization can obtain the necessary forms from the Student Activities Office.

POLICIES GOVERNING STUDENT ORGANIZATIONS AT THE REGIONAL CAMPUS

Student organizations on the regional campus must comply with the policies outlined above. Local student organizations that are not chapters of regional or national organizations are governed by the Student Government on the regional campus. Local chapters of regional or national groups such as the AMA and AMSA are governed by the Student Government on the main campus. Governance of these organizations must be put in writing and must provide opportunities for students on both campuses to participate in organizational activities, to serve as leaders in the organization, and to represent the UMMSM at regional and national meetings.
STUDENT HEALTH AND WELLNESS

STUDENT HEALTH

Students must assume responsibility for safeguarding their health and that of their classmates by seeking medical care in a timely fashion. When care is needed which cannot be arranged through the Student Health Service, students should seek assistance from the Assistant Dean for Student Services or the Assistant Dean for Medical Student Affairs at FAU. Students should contact the Office of Student Affairs as soon as possible if a health problem should develop that affects their ability to meet their academic obligations.

HEALTH INSURANCE – ALL MEDICAL STUDENTS

The University of Miami Miller School of Medicine requires medical students to carry health insurance for the period of their enrollment. Proof of health insurance must be provided annually and is required for registration. Students are strongly urged to review their health insurance policy on a routine basis, especially if they are enrolled under a parent or spouse's health plan. Failure to carry health insurance can result in dismissal.

The University of Miami Miller School of Medicine and Florida Atlantic University routinely negotiate with private health plans and/or insurance companies to make available to medical students reasonably affordable health insurance policies that cover most routine, emergency, and hospital care. Students should be aware that these agencies are private and do not share financial relationships with the University Miami or Florida Atlantic University. Entry into a contract with these agencies is purely voluntary and at the discretion of the student. In those instances when students disagree with a health plan regarding the terms of their contract, they should seek guidance from the Assistant Dean for Student Services or the Assistant Dean for Medical Student Affairs at FAU.

Specific information about medical student health insurance plans, copies of policy brochures, and electronic copies of enrollment forms are available at: http://www.mededu.miami.edu/healthcare.

HEALTH INSURANCE – STUDENTS ENROLLED ON MIAMI CAMPUS

All UMMSM students enrolled on the Miami campus will automatically be placed on the medical student health insurance plan and billed the annual premium unless they complete a health insurance waiver form in MyUM. Students can choose to enroll a dependent (spouse, child) for an additional fee.

Students who wish to waive the medical student health insurance must verify that they have alternate, comparable coverage. The waiver must be renewed in MyUM at the beginning of each academic year. The waiver process is fully described at: http://www.mededu.miami.edu/healthcare.

HEALTH INSURANCE – STUDENTS ENROLLED ON THE FAU REGIONAL CAMPUS

All UMMSM students enrolled on the regional campus are NOT automatically enrolled in the UM-negotiated medical student health insurance plan and they are NOT subject to the hard waiver process.
Students on the regional campus may purchase the UM-negotiated plan for themselves and their dependents if they so choose. Alternately, regional students can choose to purchase an FAU-negotiated student health policy for themselves and their dependents. Information about the policy can be accessed at: http://med.fau.edu/biomedical/ummsm_rmc/uh_information.html.

**PRIMARY CARE**

The University of Miami Miller School of Medicine wishes to discourage "curbside consults," which can lead to sub-optimal care. The University encourages every student to sign up as a regular patient with a physician of his/her choice, and to have medical problems taken care of in the same manner as any other patient. This ensures continuity of care, adequate reference to relevant medical history and records, and, in general, ensures that students will receive the best quality of care available.

**PAYMENT FOR SERVICES RENDERED**

Despite the fact that they are joining a large, university-based medical community, medical students should not assume that any health care costs derived during their matriculation at UMMSM will be waived. Students are ultimately responsible for any bills they generate while obtaining care from members of the University of Miami Medical Group, or any clinics or hospitals affiliated with the University of Miami.

**DISABILITY INSURANCE**

Disability insurance is provided to medical students on both campuses by the UMMSM. Payment of insurance premiums is made using student fees collected each year at registration. Failure to pay student fees may result in termination of disability insurance. The current policy is “portable” and may be carried after graduation. Specific information regarding disability insurance is available in the Office of Student Affairs.

**OSHA TRAINING / FORMALDEHYDE USE**

Students are required to complete online OSHA training on an annual basis. The website http://bioserv.biomed.fau.edu/bbp/presentation/bbp_um.html features an interactive multimedia program and an online examination.

Entering freshmen are also required to complete an online training module on formaldehyde use. The formaldehyde training module is available at: http://bioserv.biomed.fau.edu/formaldehyde/formaldehyde_um.html.

At the end of each online course there is an exam that students must complete and pass to be certified. Exam results are reviewed by the Office of Student Affairs and become part of the official student record. Students will NOT be allowed to start clinical activities or participate in anatomy labs until they complete required training.

**IMMUNIZATIONS**

Students are required to demonstrate a history of immunization (or prior infection) against Hepatitis B, Rubella, Rubeola, Varicella, Tetanus/Diphtheria, Poliomyelitis, and Mumps. Students who intend to travel outside the United
States should check with the Center for Disease Control to determine what immunizations and other measures should be taken prior to their travel.

Students are required to undergo annual PPD testing to screen for exposure to tuberculosis. This service is provided free of charge by the student health office during orientation. They may be required to get a chest x-ray. The x-ray can be obtained through the student health office or through the student’s private physician.

**STUDENT HEALTH SERVICES: MIAMI CAMPUS**

**STUDENT HEALTH CLINIC**
Medical students may obtain episodic care at the student health clinic for minor self-limited illnesses (e.g. upper respiratory infection, diarrheal illness, urinary tract infection, simple injuries, etc.). The student health clinic is housed in the UM Family Medicine Faculty Practice located in the Park Plaza West building. The clinic telephone number is (305) 243-7429.

Only those students enrolled in the UM medical student health insurance plan may access episodic care through the Student Health Clinic located on the Coral Gables Campus. The telephone number is (305) 284-9100.

**JMH EMERGENCY ROOM**
In case of a medical emergency, students on campus should go to the Jackson Memorial Hospital Emergency Room. Students should inform the staff that they are medical students. When off campus, students should go to the nearest ER or call 911 in the event of an emergency. Students should notify the Assistant Dean for Student Services as soon as possible if they require urgent care or are admitted to the hospital.

**PHARMACY**
The Jackson Memorial Medical Center Pharmacy, located in the Central Building basement, will fill prescriptions at 10% above cost. Student identification is required. Other pharmacies are located at Cedars Hospital and at the University of Miami Hospitals and Clinics/Sylvester Comprehensive Cancer Center.

**DENTAL HYGIENE**
Free dental cleaning and other basic services are available at Miami-Dade Community College, 950 N.W. 20th Street during the academic year. For appointments and further information call 305-237-4142.

**MEDICAL STUDENT BEHAVIORAL HEALTH SERVICE**
The Medical Student Behavioral Health Service (MSBHS), managed by the Department of Psychiatry and Behavioral Health, offers a variety of outpatient mental health services to medical students. Service is provided by licensed psychiatrists, and the service is completely confidential. Students are not charged for this service for the first five visits.

Services provided include:
1. **Crisis Intervention**: Emergencies, acute risk to life or limb, should be referred to 911. The MSBHS coordinator should be notified of the visit to the local
emergency service on the first day of business by the Office of Student Affairs, if the 911 call originated from there.

2. Acute Care: Students who present in no immediate danger but in significant psychological distress or dysfunction can be seen within 24 hours during regular business days.

3. Elective Care: Students who are in no acute distress or dysfunction can be seen within one week.

4. Follow-up Care: Up to four follow-up sessions can be scheduled for free. If the student requires more extensive treatment, the Psychiatrist will refer the student to community providers.

Office Hours are 8:30 AM – 4:30 PM Monday through Friday, except holidays. Appointments can be scheduled by calling 305-355-9104. After hours, and on weekends and holidays, students who require attention should contact the on-call physician at 305-545-5601.

**STUDENT HEALTH SERVICES: FAU CAMPUS**

Student on the regional campus may use any of the student health services available on the Miami campus. In addition, health services are available on or near the Boca Raton campus.

**STUDENT HEALTH SERVICE: FAU**

Registered students on the FAU campus may receive immunizations, PPD testing, lab tests, primary care and necessary referrals at the Student Health Services Building. Appointments are required but same day appointments are generally available. Walk-ins are accommodated if possible. Photo identification is required. There are no charges for primary care problem visits. Low fees are applied to labs, immunizations and physical examinations. Some low cost medications are available as prescribed by FAU providers.

The clinic is located in the Student Health Service Building, (SS-8W), Room 240. It is open on Mondays and Thursday from 8:00 AM – 6:00 PM, and on Tuesdays, Wednesdays, and Fridays from 8:00 AM – 5:00 PM. For information and to schedule appointments call 561-297-3512.

**BOCA RATON COMMUNITY HOSPITAL EMERGENCY ROOM**

In case of a medical emergency, students on campus should call 911 or go to the Boca Raton Community Hospital Emergency Room, located near the FAU campus at 800 Meadows Rd. The telephone number is 561-395-7100. Students should inform the staff that they are medical students. When off campus, students should go to the nearest ER or call 911 in the event of an emergency. Students should notify the Assistant Dean for Student Affairs as soon as possible if they require urgent care or are admitted to the hospital.

Urgent care for needle stick injuries or hazardous exposures will be provided by Boca Community Hospital.

**PHARMACY AT FAU**

The FAU Student Health Clinic provides some medications at a reduced cost, however they must be prescribed by physicians in the Student Health Service.
DENTAL SERVICES AT FAU
Consultation with a board certified dentist is available at no charge by appointment for UMMSM at FAU students. Dental cleanings, x-rays, and minor procedures are provided at a reduced fee by appointment. Referrals are made to local dentists where students are responsible for payment.

COUNSELING CENTER AT FAU
Experienced licensed psychologists, psychiatrists, social workers and counselors are available by appointment at no charge. All information is held in strict confidence and not released without the student’s explicit consent, unless there is a clear danger to the individual or community.

The clinic is located in the Student Health Services Building (SS-8W), Room 229S. For information or to schedule an appointment call 561-297-3540.

WELLNESS
Students are encouraged to engage in activities that promote health and wellness. There are several resources available both on and off the medical campus.

MEDICAL WELLNESS CENTER: MIAMI CAMPUS
The Miller School of Medicine Medical Wellness Center is a state-of-the-art, 60,000-square-foot facility offering a wide range of health and fitness programs and services. All UMMSM students assigned to the Miami campus are required to pay the annual membership fee of $400. This fee is optional for students assigned to the FAU campus. The annual fee also provides access to the Student Wellness Center on the Coral Gables campus. A complete list and description of services, as well as hours of operation, are provided on web at http://wellness.med.miami.edu/.

THE STUDENT WELLNESS CENTER: CORAL GABLES CAMPUS
The University of Miami Wellness Center, located on the Coral Gables Campus, offers a wide array of facilities and services to the U.M. community. Medical students receive full reciprocity benefits to utilize both the Medical and Gables campus wellness facilities.

A complete list and description of services, as well as hours of operation, are provided on web at http://www6.miami.edu/wellness/.

WELLNESS: FAU CAMPUS
UMMSM at FAU students may participate in activities and utilize campus wellness resources located on the FAU campus. A current OWL card is required and can be obtained at the OWL Card Center. FAU Campus Recreation includes a gymnasium, weight room, swimming pools, outdoor courts, and a running track.
SPECIAL ACCOMMODATIONS – AMERICAN WITH DISABILITIES ACT (ADA)

The Office of Disability Services (ODS) provides academic resources and support to ensure that students with documented disabilities are able to access and participate in the opportunities available at the University of Miami. Documentation is reviewed and accommodations are assigned in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990.

Under the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973, qualified individuals with disabilities are protected from discrimination and may be entitled to reasonable accommodations and/or equal access to programs and services. The University of Miami refers to a "disability" as a general term that applies to various conditions of short or long duration. To establish that a student is eligible for accommodations under the ADA, documentation must indicate (1) the current presence of a specific disability and (2) that the identified disability substantially limits a major life activity. Both acts define a disability as a physical or mental impairment that substantially limits one or more of the major life activities of such individuals. Examples of major life activities include walking, sitting, standing, seeing, hearing, speaking, breathing, learning, working, caring for oneself, and performing manual tasks. A diagnosis of a disorder/condition/syndrome or impairment in and of itself does not automatically qualify an individual for accommodations under the ADA. The documentation must support each request for an accommodation, academic adjustment or modification, or auxiliary aid.

Guidelines have been established by the University of Miami to determine eligibility for reasonable accommodations as defined by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA). The guidelines are intended for use by students currently enrolled in classes at the University of Miami or students preparing to attend the university. It is suggested that students expecting to attend the university submit documentation at least 6 weeks prior to the beginning of classes. Students may request a written copy of the guidelines by emailing disabilityservices@miami.edu or contacting our office at 305.284.2374. Student may visit www.umarc.miami.edu for comprehensive information about requesting any type of accommodation.

All documentation submitted must be comprehensive and address the specific accommodation being requested. Incomplete information may delay this process and the implementation of any academic accommodations. Accommodations are not granted retroactively and the arrangement of certain types of accommodations may take additional time after eligibility has been determined. All requests must be submitted by the student and clearly identify the accommodations being requested. Incomplete documentation will not be reviewed. You may use our Accommodation request form located on our website or provide the following information as part of your own cover sheet.

All documentation must be submitted along with:
1. Student identification number (C#)
2. Current address, phone number and e-mail address
3. Specific accommodations being requested
If someone other than the student is submitting documentation, the release section of the form must be completed and signed by the student before any information will be discussed with a parent or medical professional.

**ACCOMMODATIONS**

ODS will not provide any accommodations until all essential documentation has been submitted. Students seeking services at ODS should remember the following points:

1. Accommodations are provided individually, not as a package, and are based on the student's documentation, the disability, and individual needs.
2. The University will not grant accommodations that may fundamentally alter the nature of a course of study or would be a direct threat to the health or safety of the student or University community.
3. The fact that an accommodation was granted at another institution does not guarantee that the same accommodation will be granted at UM.
4. Accommodations must be requested through ODS prior to the time that they are needed and within enough time to allow the office to coordinate the services. Accommodations will not be provided retroactively.
5. UM does not have a comprehensive learning disabilities program, or any other disability-specific program, but examines an individual's needs on a case-by-case basis to provide reasonable accommodations and a system of support services to address those needs.
6. ODS has information about the types of adapted equipment available on campus.

Services of a personal nature (for example, readers for personal use, tutoring, or assistance in eating or dressing) are not provided by the University. ODS may make referrals when possible to other offices or agencies that may assist in providing nonacademic or personal services. Such referrals should not be considered an endorsement.

Please contact the Office of Disability Services with questions.

- e-mail: disabilityservices@miami.edu
- Phone: (305) 284-2374
- Fax: (305) 284-1999
FINANCIAL PLANNING AND ASSISTANCE

The Office of Financial Assistance is available to provide students with direction in acquiring the funds necessary to complete their medical education. Limited scholarship funds are available. Students who receive scholarships from the University should familiarize themselves with the scholarship renewal policy described below.

The majority of financial assistance obtained by students is through student loan programs sponsored by the federal government. The Office of Financial Assistance is available to help students understand the various loan options available and to assist them with financial planning and debt management.

UMMSM at FAU students will apply for financial assistance through the Office of Financial Assistance at UMMSM. Students enrolled at FAU can obtain advice and counseling from the FAU Financial Aid Office or from the Office of Financial Assistance on the UMMSM medical campus.

TUITION AND STUDENT FEES

Annual tuition is assessed at the time of registration. One-half of the annual tuition may be deferred until January 1st of the second semester without penalty. Students with outstanding balances will not be allowed to register. All tuition and fee payments should be made directly to the Office of Student Accounts at the Coral Gables Campus.

Tuition is the same for students enrolled at the UMMSM and the UMMSM at FAU. Annual fees may vary.

TUITION REFUND POLICY AND PRORATED TUITION POLICY

Students are expected to pay no more than four years of tuition during their matriculation at the UMMSM, unless they are required to repeat parts of the curriculum due to academic deficiencies.

TUITION REFUNDS
When a student takes a leave of absence that will result in a change in their anticipated date of graduation, a refund will be provided if they have paid for credits not yet taken. The refund will be determined based on the amount of tuition paid and the number of weeks remaining in the semester.

If a student desires, part or all of a refund can be credited toward future tuition.

PRORATED TUITION
When a student is required to repeat all or part of an academic year due to academic deficiencies, the tuition will be prorated as follows:

\[
\text{Annual tuition} \times \frac{\text{credit weeks needed}}{\text{total credit weeks}} = \text{prorated tuition}
\]
SCHOLARSHIP RENEWAL POLICY

The Scholarship Renewal Policy applies to all UMMSM students on both campuses. All scholarships granted by the UMMSM are subject to annual renewal based on the conditions outlined below.

1. Scholarship recipients must be enrolled in the school of medicine and attending classes to continue receiving their scholarship.

2. Scholarship recipients must remain in good academic standing. Any scholarship recipients who are required to repeat all or part of an academic year due to academic difficulties will forfeit scholarship awards and will not be eligible to receive scholarship support for the remainder of the time they are enrolled at the UMMSM.

3. All medical students, including scholarship recipients, must maintain the high ethical and professional standards of the UMMSM. Scholarship recipients who are found guilty of misconduct by the Council on Honorable and Professional Conduct, or who in the view of the Dean of the School of Medicine have violated the professional standards of the UMMSM, will immediately forfeit their scholarship awards and will not be eligible to receive scholarship support for the remainder of the time they are enrolled at the UMMSM.

4. Scholarship recipients have the right to appeal the forfeiture of their scholarship awards to the Scholarship Committee for review. After an appeal is reviewed by the Scholarship Committee, recipients have the right to appeal an adverse decision to the Dean of the medical school, or to such other person or committee the Dean may designate.
VISITING MEDICAL STUDENT POLICY

The UMMSM offers two kinds of experiences for visiting medical students, for-credit visiting externships, and not-for-credit observerships. Visiting medical students may not participate in any core clinical clerkships. UMMSM medical students are given first priority for all rotations. Non-UMMSM students may participate in electives only if space is available.

Information about available clerkships, a description of the application process, and eligibility requirements, can be found at: http://www.mededu.miami.edu/visitingstudents/. UMMSM permits a maximum visit of 12 weeks.

VISITING EXTERNSHIPS

In order to participate in a visiting externship at the UMMSM, a student must:
1. Be enrolled in a medical school accredited by the Liaison Committee for Medical Education (LCME) or in the Nova Southeastern College of Osteopathic Medicine.
2. Have completed all required third-year clerkships at their home institution.
3. Be in good academic standing.

Eligible students who wish to apply for a visiting externship must do so through the AAMC Visiting Student Application Service (VSAS). Students can access the UMMSM elective catalog, obtain a complete list of application requirements, and submit an application at: https://services.aamc.org/20/vsas/public/school/instID/140. Students enrolled in Nova Southeastern College of Osteopathic Medicine must apply directly to the host department and the Office of Student Affairs. For more information about visiting externships, applicants can call 305-243-7418.

OBSERVERSHIPS

Students enrolled in international or non-LCME medical schools are not eligible to participate in visiting externships. Students from non-LCME schools are accepted for clinical experiences as OBSERVERS ONLY. Observer only status means that the visiting student may not have any direct patient contact or be responsible for patient care. Students from international medical schools may observe on rounds, follow residents and attendings and may attend academic departmental conferences.

NO GRADES, WRITTEN EVALUATIONS OR CERTIFICATES ATTESTING TO THE FACT THAT OBSERVER-ONLY STUDENTS HAVE ROTATED AT OUR TEACHING HOSPITALS WILL BE ISSUED. Observers will not be accepted for a rotation carrying academic credit or requiring evaluations from UMMSM faculty members. No certificates of attendance, no grades or evaluations, and no certificates attesting that such students have attended UMMSM are to be issued.

The following are requirements of the observer-only status:
1. no hands-on patient contact.
2. no direct responsibility for patient care.
3. no notes or comments in patients' charts.
International students who wish to participate in an observership are required to provide the following information:

a. Copy of Passport and form I-94.
b. Copy of invitation letter from UMSM hosting department.
c. All documentation must be translated into the English language and certified. No documents in a language other than English will be accepted.
d. UMMSM Observership Agreement and Release form.

More information about the UMMSM International Observership Program is available at: http://www6.miami.edu/UMH/CDA/UMH_Main/0,1770,2635-1,30330-2,30329-3,00.html.

**Registration Requirements for Visiting Students**

Students who are accepted for a visiting externship must observe the following registration requirements. No visiting student may commence a rotation until registration is complete.

1. They must make arrangements directly with the host department that has accepted them for the rotation.
2. They must be issued a valid UMMSM Visiting Student ID badge.
3. They must provide all required documents, complete online HIPAA training, and undergo a level II criminal background check as described on the VSAS website.
4. All required documents for visiting students from Nova Southeastern and must be submitted to the Office of Student Affairs, RMSB 2099. These documents must be completed in full and must bear the appropriate signatures before they are brought to the Office of Student Affairs.
5. The student must also bring an interdepartmental requisition form (IDR) made out to "UMMSM Security" to defer the cost of the ID badge if the department is paying for the badge. If the student is responsible for the charge, a memorandum to that effect must be sent by the department and an IDR is not required.
6. No ID badges will be issued to any student whose documentation does not meet the criteria set forth above.
7. No ID badges will be issued to visiting students unless authorized by the Senior Associate Dean for Medical Student Administration or designee.

Once a visiting student registered appropriately and begun an elective, the student will be accorded access to all services and facilities at the UMMSM that are essential to the educational purpose of the elective, such as the library and the computer laboratory.

The Department of Medical Education is required to maintain an accurate list of all students who have been officially accepted as visiting students to the UMMSM. Each department must furnish the Office of Medical Education a monthly list of all visiting students studying in that department. The list should include the name of the student, the name of the home school of the student, and the end date of the rotation.
SECURITY

MIAMI MEDICAL CAMPUS

University of Miami security guards are on duty 24 hours a day at the Rosenstiel Medical Sciences Building and around the UMMSM campus. Services provided by the Division of Security include parking, crime prevention, maintaining security systems, handling campus emergencies, and providing employees and students with identification and access cards.

Security can provide access to rooms designated for students that are locked at night (conference rooms, labs, etc.). A security guard is available to escort students at night between buildings, to the parking lots, and to Metrorail. Security also provides services to students with car problems (i.e. jump start, lockouts, towing). The Division of Security maintains detailed information, including medical campus alerts, on the following website: http://129.171.64.77/SECURITY/security.htm.

The following are contact numbers for Security on the UMMSM Campus:

Emergency Assistance: 305-243-6000
Non-Emergency Assistance: 305-243-6079
Security Escort: 305-243-6111

I.D. badges must be worn at all times in UM/JMH facilities. Stolen or replaced I.D. badges should be reported to the Security Department as soon as possible. The main security office is in the Dominion Tower Roof Garden; 305-243-6280. A second security office is located on the first floor of the Rosenstiel Building. Security posts are located at the main entrances of most buildings on campus, including the Rosenstiel Building, Jackson Memorial Hospital, Bascom Palmer Eye Institute, and the University of Miami Hospital and Clinics.

FAU CAMPUS

UMMSM at FAU students must follow all security procedures established by FAU. The FAU Police Department provides a full range of public safety services 24 hours a day, 7 days a week on the Boca Raton Campus. Services include vehicle patrol, bicycle patrol, criminal investigations, victim services, Community Service Officer Program, traffic enforcement, accident investigation, special events management and crime prevention programs. The FAU Police Department maintains a website with detailed information, as well as a link to report crimes and other information anonymously at www.fau.edu/police.

The following are contact numbers for the FAU Boca Raton Campus:

University Police: 561-297-3500
Victim services: 561-297-0500
NightOwls Escort Service: 561-297-6695
Emergencies: 911

ID badges must be worn at all times in the Charles E. Schmidt Biomedical Sciences Building and are used for admission to the building after normal operation hours. Stolen or lost ID badges must be reported to the Office of Biomedical Sciences as soon as possible.
HURRICANE / EMERGENCY PLAN

In the event of a civil disturbance, storm, or any other disaster, communication becomes a critical element for members of the University community, both at UM and FAU. Command centers have been established by the Universities to disseminate accurate, timely information in the case of an emergency. The command centers will have the latest official information regarding work, class, clinic, and hospital schedules. Information generated from the command centers comes directly from University officials and is reviewed and approved by the Dean (UMMSM) and University President (FAU).

In the event of a hurricane or emergency, officials at UM and FAU will confer to determine what students should do on each campus. Information will be conveyed to students by the medical education administration when possible or by each university’s rumor control hotline.

Part of the UMMSM Hurricane / Emergency plan includes a “telephone tree” for each Academic Society on each campus. The tree is updated annually by the administration. The telephone tree serves a vital role in the rapid dissemination of critical information to the student body. It is imperative that students maintain accurate contact information, including home telephone numbers, cellular phone numbers, and beepers in MyUM. Students are responsible for updating their contact information MyUM whenever any changes occur. It is highly recommended for students to keep two copies of the hurricane tree, one at their residence and one on their person. Full cooperation with the Hurricane / Emergency plan is expected, and failure to participate in the telephone tree process during an emergency will be considered a serious breach of student conduct.

HURRICANE/EMERGENCY PLAN: UMMSM CAMPUS

Anyone who has any questions or requires information during an emergency should contact the rumor control hotline at 305-243-6079.

Information provided by the rumor control hotline supersedes any other information that may be disseminated by the media or any of the UM affiliated hospitals or clinics.

Additional information regarding the University of Miami’s policies and procedures in the event of emergencies is provided at:
http://129.171.64.77/SECURITY/rumor_control.htm.

Information resources on hurricane preparedness can be found at:
http://129.171.64.77/SECURITY/emergencies/hurricane.htm.

HURRICANE/EMERGENCY PLAN: FAU CAMPUS

Students at FAU should monitor the FAU website or call the FAU Hotline at 561-297-2020 for updates whenever emergency situations exist. The website and hotline have the latest information concerning the status of the campus and the holding of classes. This information supersedes any other information disseminated by other sources.
For hurricane preparedness, students should view information available on the FAU website at: www.fau.edu/library/hurric.htm. This site contains the current hurricane status, FAU campus status, FAU hurricane emergency plans and other internet resources.

Other emergency information for FAU may be found by accessing the following website: www.fau.edu/notices.

OUTSIDE SPEAKER POLICY AND REGISTRATION REQUIREMENTS

UNIVERSITY OF MIAMI CAMPUSES

The University of Miami is committed to providing a forum for free and open expression of divergent points of view by campus speakers. Use of University facilities by outside speakers is not to be construed as an endorsement by the University of any speaker’s views. In keeping with University policy, all undergraduate, law, graduate, and medical school student organizations must observe the policies published in the University of Miami Student Rights and Responsibilities handbook http://www.miami.edu/dean-students/srr.pdf. Students wishing to invite outside speakers onto the medical campus must contact the Office of Student Affairs and the Division of Security to obtain authorization.

FLORIDA ATLANTIC UNIVERSITY CAMPUSES

Students attending FAU must adhere to campus policies. Each FAU campus has a designated site for free and open expression of divergent viewpoints, as long as there is no interruption of normal university operations. For gatherings of more than 50 participants, the FAU police department must be notified 72 hours in advance. Mechanical amplification is not permitted. Individuals who wish to speak at FAU in the designated speech area but who are not FAU students must register with the Student Activities and Development Office (Boca Raton campus) 72 hours in advance.

STUDENT SEXUAL HARASSMENT POLICY

Sexual harassment includes, but is not limited to, physical or verbal abuse of a sexual nature including graphic commentaries about an individual’s body, sexually degrading remarks used to describe an individual, or unwelcome propositions and physical advances of a sexual nature. Sexual harassment also includes the threat or insinuation that sexual submission or the lack thereof will be used as a basis for employment or education decisions affecting or interfering with an individual’s salary, academic standing or other conditions of employment, academic, or career development. Sexual harassment of or by any administrator, faculty member, employee, or student is absolutely prohibited. A violation of the student sexual harassment policy shall constitute grounds for disciplinary action up to and including dismissal / expulsion from the University. The University reaffirms its commitment to the concept of non-discrimination and to providing an educational forum and a work environment free of sexual harassment.
The University of Miami Sexual Harassment Policy provides for an informal and formal grievance procedure. Students who feel they have been sexually harassed, or need information about the U.M. Sexual Harassment Policy, should contact the Office of Equality Administration at 305-243-7203.

Students attending Florida Atlantic University are assured of the University’s commitment to the concept of non-discrimination and to providing a work environment free of sexual harassment. The FAU policy concerning sexual harassment can be accessed on its website www.fau.edu/divdept/equalop/sex_har.htm.

UNIVERSITY OF MIAMI RESPONSE TO THE DRUG-FREE SCHOOLS AND COMMUNITIES ACT OF 1989 (PUBLIC LAW 101-226)


REGULATION: SEC. 1213 “DRUG AND ALCOHOL ABUSE PREVENTION”

Section 1213 Subpart B.a.1. requires annual distribution to each student and employee of:
“standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities;”

All students, faculty, administrators, and support staff are expected to recognize the potential for alcohol and drug abuse whenever illegal drugs or alcohol are sold, given, manufactured, and/or used and that such abuse is in conflict with the University’s purpose. To mitigate abuse, the University has established policies and regulations which adhere to applicable federal laws and Florida statutes regarding such abuse. The regulations and policies governing the use of alcoholic beverages apply to all students, guests, and visitors on University property or as part of any University activity. The responsibility for knowing and abiding by the provisions of the University’s beverage and drug policies rest with each individual.

Section 1213 Subpart B.a.2. requires:
“a description of the applicable legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol;”

The Florida State Statutes on drug and alcohol abuse are based upon and are consistent with current Federal Statutes, which are found in Titles 21 and 27 of the United States Code.

The University of Miami adheres to Florida Statutes Chapter 562 which detail the Florida Laws on alcoholic beverages and related penalties (misdemeanor, felony). These statutes include selling, giving or serving alcoholic beverages to persons under 21 years of age (562.11) and for possession of alcoholic beverages by persons under 21 years of age (562.111). It is unlawful for any person to misrepresent or misstate his or her age. This includes the manufacture or use of false identification. Use of altered identification for the purpose of procuring alcoholic beverages is a felony. It is unlawful for any person to consume or possess open containers of alcoholic beverages while in municipal parks, playgrounds, sidewalks or streets. It is unlawful for a person to be found in the state of intoxication on a street or public place while within the city limits. It is unlawful for a person to drive while under the influence of alcohol or other drugs. Penalties include: (a) a mandatory suspension of license for 90 days for the first conviction; (b) fines of up to $500.00 for the first offense; (c) a minimum of 50 hours community service; (d) imprisonment of not more than six months.
The Florida Statutes, to which the University of Miami adheres with regard to drug abuse, are found in Florida Statutes Chapter 893. This chapter includes definitions of what constitutes illegal drugs, drug paraphernalia, prohibited activities, and related penalties. Conviction for the possession or distribution of illegal drugs or alcohol will result in various penalties according to the nature of the offense. This can include imprisonment, fines, confiscation of property, and other related penalties. A violation of State Law which results in a conviction will result in additional disciplinary action by the University.

According to Section 893.13 (1) Florida Statutes, "it is unlawful for any person to sell, purchase, manufacture, or deliver, or to possess with the intent to sell, purchase, manufacture, or deliver, a controlled substance in, on, or within 200 feet of the real property comprising a public or private college, university, or other postsecondary educational institution." Individuals who violate this law commit a felony of the first degree, and shall be sentenced to a minimum term of "imprisonment for three calendar years and shall not be eligible for parole or release under the Control Release Authority pursuant to s.947.146 or statutory gain-time under s.944.275 prior to serving such minimum sentence."

Section 1213 Subpart B.a.3. requires:
"a description of the health risks associated with the use of illicit drugs and the abuse of alcohol;"

The following health risks are related to alcohol and drug abuse:

**Alcohol**
Alcohol is a “psychoactive” or mind-altering drug. It can alter moods, cause changes in the body, and become habit forming. Alcohol is called a “downer” because it depresses the central nervous system. Drinking too much causes slowed reactions, slurred speech, and sometimes unconsciousness. Alcohol works first on the part of the brain that controls inhibitions. A person does not have to be an alcoholic to have problems with alcohol. Every year, many individuals lose their lives in alcohol-related automobile accidents, drowning, and suicides. Serious health problems can and do occur before drinkers reach the stage of addiction or chronic use.

Some of the serious diseases associated with chronic alcohol use include alcoholism and cancer of the liver, stomach, colon, larynx, esophagus, and breast. Alcohol abuse also can lead to such serious physical problems as: damage to the brain, pancreas, and kidneys; high blood pressure, heart attacks, and strokes; alcoholic hepatitis and cirrhosis of the liver; stomach and duodenal ulcers, colitis, and irritable colon; impotence and infertility; birth defects and Fetal Alcohol Syndrome, which causes retardation, low birth weight, small head size, and limb abnormalities; premature aging; and a host of other disorders such as diminished immunity to disease, sleep disturbances, muscle cramps, and edema.

**Marijuana**
The potency of the marijuana now available has increased more than 275% since 1980. For those who currently smoke marijuana, the dangers are much more serious than they were in the 1960’s. There are more known cancer-causing agents in marijuana smoke than in cigarette smoke. In fact, because marijuana smokers try to hold the smoke in their lungs as long as possible, one marijuana cigarette can be as damaging to the lungs as four tobacco cigarettes.

Even small doses of marijuana can impair memory function, distort perception, hamper judgement, and diminish motor skills. Chronic marijuana use can cause brain damage and changes in the brain similar to those that occur during aging. Health effects also include accelerated heartbeat and, in some persons, increased blood pressure. These changes pose health risks for anyone, but particularly for people with abnormal heart and circulatory conditions, such as high blood pressure and hardening of the arteries.
Marijuana can also have a serious effect on reproduction. Some studies have shown that women who smoke marijuana during pregnancy may give birth to babies with defects similar to those seen in infants born with Fetal Alcohol Syndrome - for example, low body weight and small head size.

**Cocaine**

Cocaine is one of the most powerfully addictive of the drugs of abuse, and it is a drug that can lead to death. No individual can predict whether or not he or she will become addicted or whether the next dose of cocaine will prove to be fatal. Cocaine can be snorted through the nose, smoked, or injected. Injecting cocaine, or injecting any drug, carries the added risk of contracting HIV, the virus that causes AIDS if the user shares a hypodermic needle with a person already infected with HIV. Cocaine is a very strong stimulant to the central nervous system, including the brain.

This drug produces an accelerated heart rate while at the same time constricting the blood vessels which are trying to handle the additional flow of blood. Pupils dilate and temperature and blood pressure rises. These physical changes may be accompanied by seizures, cardiac arrest, respiratory arrest, or stroke. Nasal problems, including congestion and a runny nose occur with the use of cocaine, and with prolonged use the mucous membrane of the nose may disintegrate. Heavy use of cocaine can sufficiently damage the nasal septum to cause it to collapse. Users often report being depressed when they are not using the drug and often resume use to alleviate further depression. In addition, cocaine users frequently find that they need more and more cocaine more often to generate the same level of stimulation. Therefore, any use can lead to addiction. “Freebase” is a form of cocaine that is smoked. Freebase is produced by a chemical process whereby “street cocaine” (cocaine hydrochloride) is converted to a pure base by removing the hydrochloride salt and some of the “cutting” agents. The end product is not water soluble, so the only way to get it into the system is to smoke it. The cocaine reaches the brain within seconds, resulting in a sudden and intense high. However, the euphoria quickly disappears, leaving the user with an enormous craving to freebase again and again. The user usually increases the dose and the frequency to satisfy this craving, which results in addiction and physical debilitation.

“Crack” is the street name given to one form of freebase cocaine that comes in the form of small lumps or shavings. The term “crack” refers to the crackling sound made when the mixture is smoked (heated).

**Heroin**

Heroin is an illegal opiate drug. Its addictive properties are manifested by the need for persistent, repeated use of the drug (craving) and by the fact that attempts to stop using the drug leads to significant and painful physical withdrawal symptoms. Use of heroin causes physical and psychological problems such as shallow breathing, nausea, panic, insomnia, and a need for increasingly higher doses of the drug to get the same effect. Heroin exerts its primary addictive effect by activating many regions of the brain; the brain regions affected are responsible for producing both the pleasurable sensation of “reward” and physical dependence. Together, these actions account for the user's loss of control and the drug's habit-forming action.

Heroin is a drug that is primarily taken by injection (a shot) with a needle in the vein. This form of use is called intravenous injection (commonly known as IV injection). This means of drug entry can have grave consequences. Uncertain dosage levels (due to differences in purity), the use of unsterile equipment, contamination of heroin with cutting agents, or the use of heroin in combination with such other drugs as alcohol or cocaine can cause serious health problems such as serum hepatitis, skin abscesses, inflammation of veins, and cardiac disease (subacute bacterial endocarditis). Of great importance, however, the user never knows whether the next dose will be unusually potent, leading to overdose, coma, and possible death. Heroin is responsible for many deaths. Needle sharing by IV drug users is one of the causes of new AIDS cases.
The signs and symptoms of heroin use include euphoria, drowsiness, respiratory depression (which can progress until breathing stops), constricted pupils, and nausea. Withdrawal symptoms include watery eyes, runny nose, yawning, loss of appetite, tremors, panic, chills, sweating, nausea, muscle cramps, and insomnia. Elevations in blood pressure, pulse, respiratory rate, and temperature occur as withdrawal progresses. Symptoms of a heroin overdose include shallow breathing, pinpoint pupils, clammy skin, convulsions, and coma.

**PCP**

PCP is a hallucinogenic drug; that is, a drug that alters sensation, mood, and consciousness and that may distort hearing, touch, smell, or taste as well as visual sensation. It is legitimately used as an anesthetic for animals. When used by humans, PCP induces a profound departure from reality, which leaves the user capable of bizarre behavior and severe disorientation. These PCP-induced effects may lead to serious injuries or death to the user while under the influence of the drug.

PCP produces feelings of mental depression in some individuals. When PCP is used regularly, memory, perception functions, concentration, and judgement are often disturbed. Used chronically, PCP may lead to permanent changes in cognitive ability (thinking), memory, and fine motor function.

**“Designer Drugs”**

By modifying the chemical structure of certain drugs, underground chemists are now able to create what are called “designer drugs” - a label that incorrectly glamorizes them. They are, in fact, analogues of illegal substances. Frequently, these drugs can be much more potent than the original substances; therefore, they can produce much more toxic effects. “Ecstasy,” for example, is a drug in the amphetamine family that, according to some users, produces an initial state of disorientation followed by a rush and then a mellow, sociable feeling. We now know, however, that it also kills certain kinds of brain cells.

**Section 1213 Subpart a.4 requires:**

“a description of any drug or alcohol counseling, treatment, or rehabilitation or re-entry programs that are available to employees or students;”

A list of some drug and alcohol prevention, counseling, treatment and rehabilitation, and re-entry programs are available at the Center for Alcohol and Other Drug Education located in Building 21-E. Additional programs may be listed in the local and other area telephone directories.

**Section 1213 Subpart B.a.5 requires:**

“a clear statement that the institution will impose sanctions on students and employees (consistent with local, State and Federal law), and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct required by Section 1213 Subpart B.a.1.”

The University will impose sanctions for violation of the standards of conduct consistent with local, state and federal laws, student and employee handbooks, and University policies. Violations will result in disciplinary action, up to and including termination of employment, expulsion, and referral for prosecution. Sanctions imposed will depend upon the severity and frequency of the violation. In addition to, or in lieu of discipline, violators may be required to complete an appropriate rehabilitation program.
UMMSM SUBSTANCE ABUSE POLICY

Medical students who are aware of or suspect a colleague of abusing alcohol or drugs are encouraged to intervene and provide assistance, or to refer the matter to the medical education administration.

- If a medical student in good standing seeks help for substance abuse, support is available through the Office of Student Affairs, the Student Health Clinic or the Student Behavioral Health Service.

- If a medical student violates school policy or has academic difficulties and self-reports a substance abuse problem, assistance will be provided if the student acknowledges the problem, consents to treatment in an appropriate rehabilitation program, and complies with the program.

- If a medical student violates school policy or has academic difficulties, and fails to self-report a substance abuse problem that is later identified, disciplinary action up to and including dismissal or expulsion may be recommended.

- If a medical student with an identified substance abuse problem refuses to acknowledge the problem, or does not consent to therapy, or does not comply with a rehabilitation program approved by the medical education administration, disciplinary action up to and including dismissal or expulsion may be recommended.

- If a student reports to school or to a clinical setting under the influence of alcohol or drugs, they will be immediately suspended and possibly dismissed or expelled from the UMMSM.

Students enrolled in the UMMSM at FAU must also observe FAU-specific policies to maintain a drug free environment on its campuses. These policies are described on the FAU website.
STUDENT RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Official education records for UMMSM and UMMSM@FAU students are maintained by in the Office of Grades and Records at the University of Miami Miller School of Medicine. Access to these records is governed by policies established in accordance with the Family Educational Rights and Privacy Act (FERPA).

The Office of Student Affairs on the Coral Gables Campus publishes the Official University of Miami student guidelines to F.E.R.P.A. These more detailed guidelines titled “Student Rights and Responsibilities” can be found on the University of Miami website – http://www.miami.edu.

The Family Educational Rights and Privacy Act (FERPA), also known as the Buckley Amendment, guarantees students certain rights with respect to their education records. These rights include:

1. The right to inspect and review their education records within 45 days of the day the University receives a request for access.

   Students should submit to the registrar, dean, department Chairperson or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the education record which they believe to be inaccurate.

   Students may ask the University of Miami to amend a record that they believe is inaccurate. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate.

   If the University of Miami decides not to amend the records as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing/appeal regarding the request for amendment. Additional information regarding the right to appeal and hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in their education records, except to the extent that FERPA authorizes disclosure without consent.

   One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the university has contracted (such
as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary, promotions, grievance or ethics committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the University of Miami discloses education records without consent to officials of another school in which a student seeks or intends to enroll. *(Note: FERPA requires an institution to make a reasonable attempt to notify the student of the records request unless the institution states in its annual notification that it intends to forward records on request)*

4. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University of Miami to comply with the requirements of FERPA.** The office that administers FERPA is:

   Family Policy Compliance Office  
   U.S. Department of Education  
   400 Maryland Avenue, SW  
   Washington, DC 20202-4605

5. **The University will not disclose personally identifiable information from the education records of a student without the prior written consent of the student except:**

   Personally identifiable information which has been designated as directory information: the student’s name, address, telephone number, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student.

   The student has the right to withhold disclosure by submitting written notification by September 7th, of each academic year to: Office of the Registrar, Directory Information, 121 University Center, Coral Gables, FL 33124-6914.

   **All requests for information must be made in writing to the Director of Student Services and Registrar, University of Miami Miller School of Medicine, P.O. Box 016960 (R-128), Miami, FL 33101.**  
   **Requests via E-mail will not be accepted.**
THE HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

Patient confidentiality is protected by the traditions of the medical profession. Additionally, the federal government has developed strict regulations to protect patient confidentiality, and has outlined penalties for violation of these regulations. The Health Insurance Portability and Accountability Act (HIPAA) establishes uniform, nationwide standards for the use of all protected health information by setting standards for electronic transactions and code sets; privacy of health information; and security of protected health information.

Health Information is any information, whether oral or recorded in any form or medium (electronic or paper) that:
1. is created by a provider of care, and;
2. relates to the past, present, or future physical or mental health or condition of an individual, the provision of health care to an individual, or the past, present, or future payment for the provision of health care to an individual

Medical students should be aware that as members of the University of Miami medical community they are required to become familiar with and adhere to these regulations. Medical students will be required to turn in a certificate each year at registration verifying that they have completed the HIPAA training tutorial made available on-line by the Privacy Office. Medical students are also required to read and familiarize themselves with the privacy guidelines established by those clinics or hospitals outside the UM/Jackson system where they do clinical rotations. A link to the online training tutorial and the medical campus privacy portal is available on the medical education website www.mededu.miami.edu.

Students should use care to adhere to the basic principle that any information they learn about a patient should be kept strictly confidential. Write–ups and presentations used outside of the clinical setting must be devoid of any information that could be used to identify a specific individual. Questions regarding patient confidentiality or HIPAA should be directed to the attending physician or the Privacy Office.

UNIVERSITY OMBUDSPERSON

At a University with over 12,000 students, it is understandable that some students may begin to feel lost in the shuffle. In addition, policies and procedures the University has created to assist students, may at times appear overwhelming. Recognizing the difficulties that you may face during and throughout the year, the University of Miami has identified a group of Troubleshooters and a University Ombudsperson to assist you.

THE OMBUDSPERSON

The Ombudsperson helps open channels of communication between students and the University community. The Ombudsperson listens to student grievances, investigates the facts surrounding the grievance and attempts to objectively make recommendations on how best to resolve the issues which are raised. The Ombudsperson is:
Impartial: Not an advocate or critic but considers the rights and interests of all parties concerned and advocates for a fair resolution. The Ombudsperson will consider the rights and obligations of the student and the University:

- **Private**: The issues presented remain in confidence upon the student's request unless otherwise required by University of Miami policies and procedures.
- **Informal**: Works with students to explore options and assists them in establishing communication with appropriate campus departments and offices.

**THE ROLE OF THE OMBUDSPERSON**

The Ombudsperson assists members of the University community in informal resolution of student disputes and grievances. Services rendered by the Ombudsperson do not replace University of Miami's formal grievance processes. The Ombudsperson:

- Answers questions or refers you to someone who can help.
- Interprets University of Miami policies and procedures and offers guidance.
- Recommends changes in policies and procedures when necessary.
- Mediates conflicts when requested.
- Provides educational programs for the campus community on negotiation, mediation, and conflict resolution.

**CONTACTING THE OMBUDSPERSON**

When regular channels have failed to bring resolution to your problem or when you are uncertain of what steps to take next, you should contact the Ombudsperson. It may be your first step or last resort. Speaking with the Ombudsperson may help clarify your thoughts or feelings about the situation and increase your awareness of alternatives. You can make an appointment by calling 305-243-2003 at UMMSM or by contacting the Assistant Dean for Student Affairs at FAU.
Appendix I

Physicianship and Professionalism Advocacy Program (PPAP)

INTRODUCTION

Professionalism is an attribute and competency demanded of all physicians and an important component of the medical education programs at the University of Miami Miller School of Medicine (UMMSM).

Medical schools have a responsibility for the initial professional education of their students and for assisting in the development of professional attitudes and attributes among these students. The basic components of professional behavior can be clearly defined and monitored during the medical school experience. Forms and procedures initially developed at the University of California San Francisco (Academic Medicine 2004 79: 244-249) have been validated and adopted by an increasing number of medical schools, residency programs and professional organizations (AAMC, ACGME, ABIM, ABMS, AMA).

The Physicianship and Professionalism Advocacy Program (PPAP) establishes a process used to monitor, evaluate and improve the professional behaviors of medical students at the UMMSM. It outlines the process for reporting concerns about medical student professionalism and sets forth the outcomes that may result from that process. The forms used to document the assessment and communication of concerns to students about their professional behavior are included.

The foundation underlying the prescription of student standards at the University of Miami is the conviction that the exercise of individual rights must be accompanied by related responsibilities. By accepting membership in the University community, a student acquires rights in, as well as responsibilities to, the whole University community. These rights and responsibilities are defined within the Medical Student Rights and Responsibilities Handbook. All students are subject to the policies and procedures as described in that handbook. Any act that constitutes a violation or an attempt to violate any of the policies or procedures contained therein may be cause for disciplinary and/or legal action by the University.

Students may be the subject of actions taken because of academic deficiencies or professional concerns. Recommendations for disciplinary actions against a medical student because of a violation of a rule of conduct or inappropriate behavior may be made by a class promotions committee, the Council of Honorable and Professional Conduct (CHCP), or the medical school administration Associate Dean for Student Affairs or the Assistant Dean for Student Affairs at FAU (both referred to in this document as the ADSA). Actions taken because of academic deficiencies are initiated by one of the three promotions committees for each class (FPC, SPC or J-SPC). Disciplinary actions resulting from deficiencies in professional behavior can be initiated by a course coordinator, the class promotions committees, the Council of Honorable and Professional Conduct (CHCP), or the medical school’s ADSA.
REPORTING PROCESS

There are two levels of reporting on student behavior; a Physicianship Incident Report (PI) or a Physicianship Evaluation Form (PEF). A physicianship incident report can be generated anytime a student’s behavior raises concerns regarding the student’s professional and ethical conduct. If the situation raises major concerns about a medical student’s character and professionalism, the Physicianship Evaluation Form should be completed and the processes associated with a PEF initiated, as described below.

Physicianship Incident Reports
Physicianship incident reports can be generated by anyone, including course coordinators, promotions committees, the CHPC, the medical education administration, faculty, staff and other medical students. All PI’s must be submitted via the Office of Student Affairs’ secure web-based Physicianship Incident Reporting System (PIRS). These incident reports must include the name of the student, the name of the concerned observer, the date of the incident being reported, the location of the incident, and a narrative description of the student’s behavior. The ADSA will monitor the PIRS, will investigate reported PI’s, and will contact all students who have a physicianship incident reported. The student will be asked to respond to the concerns, and this response will be appended to the incident report, by the ADSA.

All physicianship incidents will be entered into the incident report database. The PI report database will be used: 1) to generate quarterly reports, without student names, of the types of professionalism issues that have arisen that will be distributed to all students and faculty; 2) to generate a report, with student names, to be reviewed at each class promotions committee meeting; and 3) to keep the Deans in medical education fully informed about students who are experiencing difficulties.

Physicianship Evaluation Forms
An incident that raises serious concerns about a medical student’s character and professionalism should be reported, using the appropriate Physicianship Evaluation Form (PEF). The decision to complete and submit a PEF is the responsibility of a promotions committee, a course coordinator, the CHCP, or the Deans in the medical education administration. Any faculty or group submitting a PEF should also provide suggestions for corrective actions. PEF’s are submitted to the ADSA who will follow up as described below. A student may appeal a PEF to the Executive Promotions Committee (EPC), and ultimately to the Dean.

DISCIPLINARY ACTIONS DUE TO PROFESSIONALISM ISSUES

Physicianship Incident Reports
If physicianship incident reports raise significant concerns about an individual student, that student will be notified in writing according to school policies and offered the opportunity to write a statement before being formally discussed at a future promotions committee meeting. Actions taken by a promotions committee, based on information from the physicianship incident report database, include; no action, supportive intervention (SI) by the Assistant Dean for Student Services,
referral of the case to the CHCP, generation of a PEF, or other disciplinary actions as may be indicated.

**Physicianship Incident Report Process**

1. **Physicianship incident reported**
2. **ADSA contacts student (and course coordinator if appropriate) for response**
3. **PI database report reviewed by promotions committees and Medical Education Deans**
4. **Class Promotions Committee reviews incidents and student’s response**
5. **Student of concern notified and asked to respond**

**Committee Actions:**
1. no action
2. SI
3. CHPC
4. PEF
5. other sanctions

**Physicianship Evaluation Forms**
PEF’s are presented to the student by the ADSA and the student’s response, including a corrective plan, is recorded. Students are strongly encouraged to contact their assigned faculty mentor or a faculty member of their choice and are apprised of all student support resources including the school’s ombudsperson.

**The process of submission of PEF’s, case review and recommendation for action**
As shown in the table below, based on the nature of the concerns or the number of PEF’s that have been submitted for a student, disciplinary sanctions, up to and including dismissal, can be prescribed by the medical education administration. PEF’s received in the first two years are treated differently from PEF’s received in the third and fourth years. Any student who receives a PEF may be referred to professional development and support programs such as the Physician Development Program.

<table>
<thead>
<tr>
<th>Years 3 and 4</th>
<th>Number of PEF’s</th>
<th>0</th>
<th>1</th>
<th>2</th>
<th>≥ 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1 and 2</td>
<td>0</td>
<td></td>
<td>SI</td>
<td></td>
<td>MSPE +/- Discipline MSPE +/- Discipline</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>SI</td>
<td>SI</td>
<td></td>
<td>MSPE +/- Discipline MSPE +/- Discipline</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>SI</td>
<td></td>
<td>MSPE +/- Discipline</td>
<td>MSPE +/- Discipline Dismissal</td>
</tr>
<tr>
<td></td>
<td>≥ 3</td>
<td></td>
<td></td>
<td>MSPE +/- Discipline</td>
<td>MSPE +/- Discipline Dismissal</td>
</tr>
</tbody>
</table>

X = no action; SI = supportive intervention; MSPE = Medical Student Performance Evaluation, report of professionalism concerns mentioned in dean’s letter and entered in permanent record; Discipline = disciplinary actions up to and including dismissal.

**Appeals Process**

Students may appeal any individual PEF or any resulting sanctions to the Executive Promotions Committee (EPC) and ultimately to the Dean of the School of Medicine, who has ultimate decision making authority in all disciplinary matters.

**Physicianship Evaluation of 1st and 2nd Year Medical Students**

Professionalism is a core competency for all medical students and is fundamental to the practice of medicine.

This Physicianship Evaluation Form indicates that a student needs help developing physicianship skills and appropriate attitudes and attributes. A course director and any faculty member who are concerned about a student's behavior will give feedback to the student and make suggestions for improvement. If the behavior is repeated or is initially serious enough, a Physicianship Evaluation Form (PEF) will be completed, reviewed with the student, and then forwarded to the ADSA. The student will meet and discuss the evaluation with the ADSA. After that meeting, the student may ask for review of the PEF by the Executive Promotions Committee. In all cases, if the evaluation is found invalid, the issue will be dropped.
The following example describes the kind of behavior that would warrant a PEF: a student repeatedly does not show up for a patient-related activity, such as a preceptorship, without appropriate communication with the preceptor and the course coordinator. Attempts to give the student feedback about this issue have been unsuccessful.

**Physicianship Evaluation of 3rd and 4th Year Medical Students**

Professionalism is a core competency for all medical students and is fundamental to the practice of medicine.

Students who do not demonstrate adequate professional and personal attributes will be evaluated further by the clerkship director who will complete a PEF to document the areas in which improvement is needed. This PEF evaluation covers several areas: ability to meet professional responsibilities; ability to improve and adapt; and ability to establish adequate relationships with patients, families, and members of the health-care team.

Rapid turnaround of feedback to students whenever information becomes available is a goal of this evaluation process. The clerkship or site director is encouraged to meet with a student who does not meet physicianship standards as soon as concerns are raised prior to the end of the rotation. The purpose of this meeting is to discuss ways in which performance can be improved, thus allowing the student adequate opportunity to make appropriate changes. Such feedback meetings during the clerkship, though strongly encouraged, are not required in order to submit a Physicianship Evaluation Form.

A Physicianship Evaluation Form can be filed up to eight weeks after the student's start of the subsequent rotation. The clerkship or site director will meet with the student to review the form. The PEF will be forwarded to the ADSA. The student will meet and discuss the evaluation with the ADSA. After that meeting, the student may ask for review of the physicianship form by the Executive Promotions Committee. In all cases, if the evaluation is found invalid, the issue will be dropped.

**Physicianship Evaluation of all Students by Administration**

Professionalism is a core competency for all medical students and is fundamental to the practice of medicine.

Students are expected to demonstrate adequate professional and personal attributes both within and outside the boundaries of a course or clerkship. If inadequate professional behaviors are noted outside of course work or clinical experiences, students will be subject to receiving a PEF from the central educational administration. Concerns will be summarized and the form will be completed by the Senior Associate Dean for Medical Education or the Associate Dean for Medical Curriculum or the ADSA, rather than course or clerkship directors. Therefore, this category of physicianship evaluation is called "Institutional Evaluation of Physicianship." The evaluation describes areas in which improvement in professional performance is needed, and is parallel to and includes the standard physicianship evaluation criteria: ability to meet professional responsibilities; ability to improve and adapt; ability to establish
adequate relationships with faculty and administrative personnel; ability to meet reasonable expectations of peers and standards of good citizenship.

The following examples describe the kinds of behavior that would warrant an institutional physicianship evaluation: a student’s behavior violates the law or the norms of moral decency, a student falsifies financial information in order to procure student loans; a student does not respond in a reasonable manner to multiple communications from the Offices of Medical Curriculum or Student Affairs; a student does not meet the requirements that are in place to progress to clinical responsibility, including but not limited to receiving required immunizations, scheduling and completing USMLE Step 1 and Step 2 by the required dates.

Rapid feedback to students is a goal of this evaluation process and will be prioritized whenever information becomes available. An institutional physicianship evaluation will be completed and submitted after attempts to give the student feedback about these issues have been unsuccessful. Such feedback, though strongly encouraged, is not required in order to submit an institutional physicianship evaluation. The Associate Dean for Medical Curriculum or Student Affairs will meet with the student to discuss ways in which unprofessional behavior can be improved, thus allowing the student adequate opportunity to make appropriate changes. To document this process, the student will sign and date the form and may respond to the evaluation by providing additional information.

If the student disagrees about the merits of the submission of an institutional physicianship evaluation, the student may ask for review of the physicianship form by the Executive Promotions Committee. In all cases, if the evaluation is found invalid, the issue will be dropped.

Adapted from University of California San Francisco Physicianship Program
UNIVERSITY OF MIAMI MILLER SCHOOL OF MEDICINE
PHYSICIANSHIP EVALUATION FORM

Student name: _______________________________ Date: ______________

Complainant name: __________________________

Narrative of Incident:
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

This student has exhibited one or more of the following behaviors that need improvement to meet expected standards of physicianship as described below: (circle all that apply to this student’s behavior)

1. Honesty and Integrity
   a. Truthfulness
      i. Untruthful; misrepresents position/status; misuses resources; falsifies data, plagiarizes, cheats
      ii. Truthful to the point of blatant insensitivity; tactless
   b. Adherence to ethical principles
      i. Engages in unethical behavior
      ii. Sanctimonious, intolerant

2. Responsibility, Reliability, and Dependability
   a. Punctuality
      i. Exhibits a consistent lack of punctuality; does not adhere to deadlines
      ii. Values timeliness over quality
   b. Compliance
      i. Does not comply with policies, rules, regulations, and/or laws; does not attend required sessions
      ii. Inflexible; overly reliant on rules; rule-bound to the point of obstructionism
   c. Prioritization
      i. Personal affairs take priority over professional activities
      ii. Professional activities compromise personal and/or family life
   d. Accountability
      i. Overlooks inappropriate behaviors; avoids responsibility and work
      ii. “Above the law;” not accountable to anyone; controlling; excessive fault-finding; self-righteous; self-aggrandizing
3. Respect for Others (colleagues, faculty, hospital and administrative staff)
   a. Appearance
      i. Poor hygiene; sloppy/dirty dress
      ii. Extremes of dress; provocative
   b. Interactions
      i. Arrogant, overcritical of others; demeans those in subordinate roles
      ii. Obsequious; goes overboard to please
   c. Teamwork
      i. Non-participatory
      ii. Dominant and authoritarian; uncooperative and overbearing

4. Altruism
   a. Concern for others
      i. Concern for self supercedes concern for others; self-centered; selfish; unwilling to extend self
      ii. Selfless to the point of taking needless risks; overextends self to own detriment

5. Empathy
   a. Compassion
      i. Emotionally unresponsive; exhibits little compassion for others; at times appears cold, indifferent and heartless
      ii. Objectivity is clouded by desire to help others; emotionally over-responsive and unduly empathic, resulting in inability to be objective or effective; gives misleading information in effort to console

6. Commitment to Competence and Excellence
   a. Goal setting
      i. Aimless; educationally adrift
      ii. Sets unachievable goals
   b. Motivation and Drive
      i. Has low standards of achievement; satisfied to “pass or make do”; aspires to minimum standards; complacent
      ii. Overly competitive; perfectionistic; answers for others when others are questioned

7. Self Assessment and Self Improvement
   a. Responsibility
      i. Makes excuses; displaces blame
      ii. Afraid to act for fear of making errors; assumes blame inappropriately; overly obsessive
   b. Feedback
      i. Resists feedback; defensive
      ii. Requires constant reassurance and feedback
   c. Self confidence
      i. Always insecure; unable to act independently
      ii. Overconfident; does not recognize own limitations

8. Respect for Patients
   a. Relationships
      i. Disrespectful to patients; insensitive to their beliefs, opinions, gender, race, culture, religion, sexual orientation and status
      ii. Accepting of all patients’ behaviors, regardless of their effect
   b. Autonomy
      i. Disregard for patients’ autonomy, i.e. patients’ right to choose
      ii. Unable to provide limits for patients’ choice
c. Confidentiality
   i. Disregard patient’s confidentiality
   ii. Inappropriately upholds patients’ or others’ rights to confidentiality, thereby putting them and others at risk for adverse consequences (e.g. suicide, sexual assault, child abuse)

9. Other

Comments & Suggestions for Change:

_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

Complainant Signature: ___________________________ Date: ____________

This section is to be completed by the student.

I have read this evaluation and discussed it with the Associate Dean for Student Affairs. I can write a response for my permanent file, if I so desire.

Student Signature: ___________________________ Date: ____________

ADSA Signature: ___________________________ Date: ____________

This PEF can be mailed to the Associate Dean for Student Affairs, Office of Student Affairs, RMSB 2099 (R-128) or FAXed 305-243-8389
APPENDIX II

UNIVERSITY OF MIAMI MILLER SCHOOL OF MEDICINE
CODE OF HONORABLE AND PROFESSIONAL CONDUCT

I. PREAMBLE

In the tradition of high standards of professional and personal conduct described by Hippocrates more than 2000 years ago, we, the students of the University of Miami Miller School of Medicine, create this Code of Honorable and Professional Conduct. We have dedicated ourselves to the study and practice of medicine for the benefit of humanity. In order to maintain the altruistic spirit of this enterprise, we commit to uphold the principles in this Code. We will show, both within and without the university, respect for personal honor, morality, order, and the rights of others. It is our goal, through the principles outlined in this Code, to set standards and patterns of behavior that will serve us well in our growth toward excellence in the practice of medicine. Accordingly, students, faculty, and staff have collectively agreed to endorse the spirit of the standards set forth in this Code of Honorable and Professional Conduct.

II. PROFESSIONAL INTEGRITY

A. Respect for patients

1. Medical students shall not accept patient care responsibility, perform any action, nor allow themselves to be identified in a manner that is beyond their level of training or competence; one shall ask for supervision when appropriate, assistance when necessary, and never allow patients or patients’ families to believe that one is anything but a medical student.

2. The confidentiality of patient information must be maintained at all times. Medical and personal information about the patient should be shared only with health professionals directly involved in patient care. Students shall not disclose information to any individual without explicit consent, nor should they discuss patient care in public areas.

3. The written medical record is an important means of communication among health care providers and a legal document available for patient review. Therefore, all written medical documents, electronic records, and oral presentations pertaining to patients, must be legible, truthful, complete, and accurate to the best of students’ knowledge and ability. Patient records and verbal communication about patients should not contain offensive or judgmental statements.

4. Medical students should demonstrate respect for their patients through language and actions, using non-threatening, non-sexual, and non-judgmental language and behavior. Relationships formed with patients and their families should be appropriate. A patient’s privacy and modesty should be maintained as much as possible during history taking, physical examinations, and any other contact.

5. A medical student shall serve patients to the best of one’s ability regardless of diagnosis, race, sex, ethnicity, national origin, sexual orientation, physical or mental disability, socioeconomic status, religion, or political beliefs.

6. A medical student shall not allow competitiveness with colleagues to adversely affect patient care.

B. Respect for colleagues, faculty, staff, and hospital personnel

1. A medical student will not engage in hazing, racist behavior, defamation, coercion, threats, or other forms of harassment. Endangering the safety of others, physical or psychological abuse, or intimidation of any member of the UMMSM community or others using its facilities will not be tolerated.

2. A medical student shall demonstrate deference to those with superior knowledge, experience, or capabilities and shall respect the directives of one’s superiors. However, students have the responsibility to seek changes in those requests that
seem contrary to the wishes or best interests of the patient or contrary to the principles outlined in this Code.

3. A medical student shall make every effort to attend all clinical duties and to arrive on time to clinics, rounds, classes, and conferences. If one is expected, but unable to attend, every attempt must be made to notify the appropriate person of one’s absence or tardiness.

4. Students shall respect their peers by fulfilling their responsibilities on clinical teams and collective projects.

C. Respect for community

Students are expected to recognize that laws are established for the benefit of society as a whole. Laws, policies, and regulations at the university, local, state, and federal levels are to be upheld. The UMMSM may proceed with disciplinary action whether or not civil or criminal proceedings have been instituted against the student, a right that may not be challenged solely on the grounds that the criminal charges have been dismissed or reduced.

D. Substance Abuse

1. A medical student shall strive to assist impaired colleagues to seek professional help and to accept such help if one is impaired.

2. A medical student will not participate in the care of patients while under the influence of substances that impair judgment and/or the ability to care for patients.

III. ACADEMIC INTEGRITY

As a community, students, faculty, and administration, are responsible for ensuring that our academic environment is one that allows students to develop medical knowledge and skills to the best of our ability, realizing that the health and lives of the persons committed to our charge will depend on that knowledge and skill. The following, though not all-inclusive, outlines the minimum standards for maintaining academic integrity.

A. Student Responsibility

1. Students understand and appreciate the sacrifice of individuals who provided their bodies for the benefit of our learning, and, therefore, will treat cadavers with the greatest respect.

2. Medical students will display respect and professional courtesy to faculty and guest lecturers.

3. Medical students will display respect and courtesy to colleagues by not disrupting classes, meetings, or functions, or otherwise interfering with the right of colleagues in the pursuit of their education.

4. Students will do their part to establish optimal conditions for academic integrity by refraining from discussing the content of examinations in public places, where a fellow student might inadvertently receive unfair advantage.

5. Any actions indicating a lack of integrity or dishonesty in academic matters is considered a violation of academic integrity. Actions that can be construed to be in violation of these standards include, but are not limited to: acquiring, giving, or receiving unfair assistance; utilizing unauthorized materials or information on examinations or assignments; plagiarism; violating the directions of an instructor regarding examinations or assignments; sabotaging another student’s academic performance with intentional and malicious actions that include defacing, damaging, hiding, or removing without authorization any library materials or ancillary course materials; falsifying documents, including attendance records; falsifying, manipulating, or manufacturing data in academic, clinical, or research matters.
B. Faculty Responsibility

Because students and faculty are colleagues in the UMMSM medical community, the faculty shall strive to uphold and promote the conduct described in this Code.

III. PROMOTION OF HONORABLE AND PROFESSIONAL CONDUCT AND REPORTING OF CODE INFRINGEMENTS

Our philosophy as medical students is to be responsible for our own actions and ourselves first, rather than to aggressively and unreasonably monitor our peers. As dishonorable actions threaten the people within our care, our program, our class, and our education, we accept the responsibility as a group that the principles of this Code and their spirit are upheld.

A. Responsibility to self

We recognize that personal accountability can be delegated to no higher authority than oneself. Accordingly, a medical student who feels he/she has committed a breach of this Code should approach his/her CHPC Representative, or any member of the CHPC for counsel. The Representative, after consulting with the Chancellor, will determine whether a violation may have occurred and what action should be taken, ranging from no action to an investigation by the CHPC. The CHPC will give full consideration to the inherent honor in taking responsibility for one’s actions.

B. Responsibility to colleagues

When a student or faculty member observes, suspects, or knows about dishonorable or unprofessional conduct, he/she should discuss it with the person(s) involved as soon as possible. The approach to the individual in question must be grounded in the presumption of innocence. If a person takes responsibility for an infraction of this Code, then he/she must be encouraged to contact a member of the CHPC as outlined in Section IV, A. If adequate explanation for the behavior is not offered, the questionable conduct must be reported to the CHPC via any of its members. This step of dialogue among peers is the most important aspect of the process as it promotes a sense of community responsibility for upholding the Code and diffuses frivolous accusations and misinterpretations of behavior. However, if a student or faculty member is unable to approach a student on his/her own, assistance may be sought from any member of the CHPC. Members of the medical school community are encouraged to avoid the unnecessary disclosure of information regarding a suspected violation of this Code to students, faculty, staff, or the administration. This measure helps to ensure due process and strict confidentiality for the students involved. Students and faculty should avail themselves of the process elaborated in this Code in order to maintain presumption of innocence and confidentiality until a violation has been substantiated. (See Section VI, A for further discussion of confidentiality during CHPC proceedings.)

C. Responsibility to community

The students, faculty, and administration all share in the responsibility to create an optimal environment for learning, ethics, and professionalism. If a student believes that procedures are in effect that create a temptation to violate the Code, the student should discuss the matter with a CHPC Representative for counsel and referral to the appropriate person. If a student believes he/she has witnessed a member of the University of Miami Miller School of Medicine and affiliated hospitals and clinics engaging in behavior that is contrary to the best interests of a patient or contrary to the principles outlined in this Code, any CHPC member may be approached for counsel and referral to the appropriate person.
V. THE COUNCIL FOR HONORABLE AND PROFESSIONAL CONDUCT (CHPC or Council)

A. Members

1. Chancellor:
   a) The Chancellor is a member of the Senior Class, in good standing, but not a voting member of the Student Council. The Chancellor will be nominated by the CHPC of the preceding year and confirmed by a majority vote of the Student Council. This nomination shall take place no later than six weeks prior to the end of the senior year. The new Chancellor will assume position and responsibilities on the first day following graduation of the Senior Class; the term of office is one academic year.
   b) The Chancellor will direct and be responsible for the performance of all duties and functions of the CHPC and its members. The Chancellor will be responsible for the orientation of all new students to the Code of Honorable and Professional Conduct.
   c) The Chancellor and the ethics representative of the class of the alleged violator will determine whether any suspected violations warrant a preliminary hearing for further discussion and action by the CHPC.
   d) The Chancellor will chair the Investigating Committee.
   e) The Chancellor is a voting member of the CHPC, except during CHPC Hearings.
   f) During a CHPC Hearing, the Chancellor will be a non-voting member and will present all of the pertinent evidence regarding the case to the Council.
   g) The Chancellor may appear as representative of the CHPC to Dean’s meetings and Executive Promotions Committee meetings, as requested.

2. Clerk:
   The Clerk is the CHPC Representative elected by the junior class; the term of office is one academic year. The Clerk shall assist the Chancellor in the performance of his/her duties and will prepare and preserve a written record of all proceedings and actions by the Council. It is the duty of the Clerk to deliver notice of all such proceedings and actions to the appropriate persons and to maintain records of the CHPC. The Clerk will assume full administrative powers and duties of the Chancellor in the latter’s absence. Under these conditions, the acting Chancellor will choose a Clerk from the remaining class representatives to the CHPC.

3. Class Representatives:
   One representative from each of the five classes (MS1, MS2, MS3, MS4, and MD/PhD) will be elected by majority vote by each class during the regular elections for student government positions. Each representative must be a student in good standing; the term of office is one academic year. The duties of the CHPC Representatives will be to follow specified procedures as outlined by the Code of Honorable and Professional Conduct. The five class representatives function as voting members of the Council.

4. Faculty Advisors:
   There will be one faculty advisor, appointed by the CHPC, subject to approval by the Dean of the School of Medicine, who will act as advisor to the CHPC. They will orient the Chancellor and CHPC members within one month after the first year class elects their CHPC Representative and will participate as non-voting members in all Council proceedings. The faculty advisor will serve as a liaison to the administration and faculty.

5. Faculty Representatives and Alternate:
   Three representatives from the University of Miami Miller School of Medicine faculty will be elected by majority vote of the Student Council. Six weeks prior to the end of each senior year, the CHPC shall nominate five faculty members, and the Student Council shall elect two representatives and one alternate from the group of nominees. Faculty representatives may not be current members of
the Executive Promotions Committee. The two faculty representatives serve as
voting members of the CHPC; if one of the representatives is unable to
participate in the proceedings of the Council, then the alternate faculty
representative will participate in his/her stead.

6. Vacancies:
   a) Removals or permanent vacancies:
      In the event that a CHPC member is not performing his/her duties
      satisfactorily or is not in good standing, he/she may be removed from
      office by a 5/8 vote from the Council. If a removal should occur or a
      member electively vacates his or her position, then election of a new
      member from the appropriate class will take place immediately, in the
      case of a student vacancy. In the event of a faculty member vacancy,
      the alternate faculty representative will take his or her place. The
      Student Council will elect a new alternate faculty representative from
      the two remaining faculty nominations. (See Section V, A, 5.)
   b) Temporary vacancies:
      In the event of a temporary vacancy due to the absence of a student
      member, the Chancellor may appoint a student representative from the
      appropriate class, subject to a 5/8 majority vote approval by the CHPC.
      In the rare event of a temporary vacancy due to the absence of a faculty
      member, where the alternate faculty representative is not available, the
      Chancellor may appoint a temporary faculty representative from the
      two remaining faculty nominations. (See Section V, A, 5.)
   c) Temporary exclusion of members: (See Section VI, D.)

B. Duties and Powers of the CHPC
   1. Promoting awareness of the Code of Honorable and Professional Conduct and the
      principles it embodies.
   2. Mediating and coordinating periodic discussions and debates concerning
      professional and ethical issues.
   3. Receiving reports and complaints alleging dishonorable and/or unprofessional
      conduct.
   4. Maintaining the presumption of innocence until a violation has been substantiated.
   5. Maintaining confidentiality throughout all proceedings.
   6. Investigating formal complaints of violations of this Code.
   7. Hearing evidence and testimony in order to render decisions concerning reported
      infractions of the Code.
   8. Recommending to the Chairperson of the Executive Promotions Committee
      sanctions against parties found in violation of this Code.
  10. Adopting rules of procedure to govern its own actions (by-laws), provided that a 5/8
      majority of the CHPC agrees.

VI. PROCEEDINGS OF THE CHPC
The proceedings of the CHPC are collegial and confidential.

A. Confidentiality
   1. All information dealing with complaints of violations of the Code of Honorable and
      Professional Conduct and their handling and disposition, including the identity of
      the respondent, the complainant(s) and witness(es) is strictly confidential. Other
      than CHPC members and the respondent (who have access to all information
      regarding a case), the following people will have access to limited information
      regarding a given investigation:
      a) The complainant has the right to be informed of progress and general
         outcome of a complaint, with the understanding that this information be
         kept confidential.
b) If a violation occurs within a course or clinical rotation, the course or rotation coordinator(s) will be considered a complainant.

c) Once the full CHPC Hearing has been concluded, findings and recommendations are forwarded to the respondent, the complainant and the Chairperson of the Executive Promotions Committee (EPC). After forwarding Council findings, the Chancellor may discuss the investigation, prima-facie evidence and recommendations with the Chair of the EPC or appear before the EPC to discuss the findings, if requested. The Council’s duty to maintain confidentiality is ongoing and does not end with the termination of the proceedings, regardless of the outcome. However, once Council findings have been forwarded to the EPC, confidentiality of these findings shall be maintained according to the policies and procedures of the EPC.

2. Official records will consist of the respondent’s official statement, as well as findings and recommendations of the full CHPC at the conclusion of a CHPC Hearing. These official records will be forwarded to the EPC and will be kept in accordance with their policies and procedures. All other documents pertaining to an investigation will be kept in locked and sealed files, located in the Department of Student Affairs, where only the Registrar of the School of Medicine, the Chancellor and Clerk will have access. These files will be opened only with prior notification to the Chancellor. Additionally, for teaching purposes, the pertinent information from the case will be censored for names and transferred to the CHPC Precedence Log upon conclusion of a case.

B. Filing of a formal complaint

Before filing a formal complaint, medical students, faculty and administration should endeavor to follow procedures outlined in Section IV. A formal complaint should be made within a reasonable period of time upon the discovery of the evidence upon which it is based. The formal complaint should be in writing and should contain the name of the respondent the date, time, relevant details, and the names of other persons present. This written statement may be submitted to the CHPC via any of its members, who will immediately forward it to the Chancellor. Should the CHPC decide to conduct an investigation, the Clerk will notify the respondent in writing that a complaint has been brought against him or her, the nature of the complaint, the identity of the complainant, and the right to avail him or herself of a student advocate. Following notification, a date and time will be set for the respondent to meet with the Investigation Committee.

C. Rights and responsibilities

1. Rights of respondents (students in question of possible violation of this Code):
   a) To be presumed innocent until the Council determines that an action or behavior of the respondent is in violation of the Code.
   b) To be informed, in writing, of any formal investigation of a complaint of alleged unprofessional or dishonorable conduct, the evidence upon which the charges are based, the names of the complainants, and the names of potential witnesses.
   c) To avail him/herself of the process elaborated under Section IVA.
   d) To be given access to a list of impartial and confidential volunteer student advocates, who may be consulted for advice and guidance during council proceedings.
   e) To appear before the Council and to respond to the charges in writing. In the event the respondent is away from the UMMSM campus, the proceedings shall be scheduled in such a way as to allow him/her a reasonable opportunity to participate.
   f) To be judged solely on the evidence and testimony presented during the investigation and Council hearing.
g) To be given access to all evidence in the case, both incriminating and exculpatory.

h) To designate a fellow student at UMMSM as a student advocate, or to select a student advocate from the volunteer pool provided at notification that an investigation has been called. This individual may accompany the respondent throughout the investigative and adjudicative process.

i) To call witnesses on his/her behalf and to attempt to refute statements made by witnesses.

j) To have a timely determination of the charges.

k) To be sent a written statement of the Council’s decision.

l) To have the right to appeal an adverse decision.

m) To be assured that his/her identity and the circumstances of allegations against him/her will be kept confidential, except as elaborated in Section VI, A.

n) To not be charged again for the same alleged incident where final recommendations and sanctions were decided upon, in the absence of new evidence.

o) To be free from retaliation, intimidation, harassment, or malicious prosecution.

p) To be given, upon request, the findings of his/her Investigation Committee meetings and CHPC Hearing, excluding Council deliberations.

q) To be informed, in writing, of his/her rights as defined under this Code.

2. Rights of the complainant

   a) To be free from retaliation, intimidation, or harassment in response to his/her complaint.

   b) To know that appropriate procedures will be followed by the Council in all cases in which a formal complaint has been filed.

   c) To withdraw the complaint, with adequate explanation and with agreement of the Council.

   d) To be assured of the confidentiality of discussions with Council members.

   e) To be informed of the progress and general outcome of the complaint, with the understanding that this information will be kept confidential.

   f) To be informed, in writing, of his/her rights as defined under this Code.

3. Rights of witnesses

   a) To avail himself/herself of the process elaborated in Section IV, A, if needed.

   b) To be free from retaliation, intimidation, and harassment.

   c) To be informed, in writing, of his/her rights under this Code.

4. Responsibilities of all parties

   The complainant(s), the respondent(s), witnesses, and any other parties involved are expected to be truthful and cooperate fully with an investigation of the facts of a case and with the adjudicative process. Similarly, in keeping with the principles set forth in this Code, all parties with knowledge of facts pertaining to a case of alleged student misconduct are expected to cooperate fully with the investigation of the facts of the case and must appear, if requested, at CHPC Hearings. In addition, all parties are expected to be respectful of the confidential nature of any knowledge or information they may have about a case or the other parties involved.

D. Exclusion of CHPC members from proceedings

1. Any CHPC member who is either the respondent or a witness to the alleged unprofessional or dishonorable conduct, will not be allowed to act as a CHPC member during the Investigating Committee meetings and CHPC Hearing involving that case.
2. If, at any point in the proceedings, a member cannot be fair or impartial, he/she must so notify the Council and must not participate as a voting member of the Council during proceedings involving that case.

3. In the event of a removal or exclusion from participation of a member during the investigation or hearing, the temporary vacancy will be filled as outlined in Section V, A, 6, b. In the event that a voting member is replaced during a hearing, that hearing will be terminated and a new hearing will be scheduled.

E. Review of Formal Complaint

Any concern brought to a member of the Council will be discussed with the Chancellor, who, in consultation with the appropriate Class Ethics Representative, will decide whether to dismiss the complaint or to convene a formal investigation.

F. Investigation

The Chancellor, Clerk, and Representative of the class of the respondent will make up the Investigating Committee. The Investigating Committee will consult with the faculty advisors during their investigation. The duty of the Committee is to inform the respondent of the complaint and to explain the proceedings of the CHPC to the respondent(s), the complainant(s), and any witnesses. The Committee shall investigate the case with presumption of innocence. All members of the CHPC will be notified whenever an Investigating Committee is scheduled, and any member of the CHPC (not in the Investigation Committee) may attend Investigating Committee meetings.

G. Investigative Hearing

When sufficient evidence has been gathered, the Investigating Committee will meet with the respondent to present the results of the investigation. The Investigating Committee must conduct an Investigative Hearing within 15 days of being convened, excluding weekends and school holidays. The respondent will be afforded the opportunity to claim responsibility for possible violation of the Code. The Investigating Committee will decide by 2/3 vote whether there is sufficient evidence to convene a CHPC Hearing. If during the course of investigation the CHPC finds, by 2/3 vote, that the respondent is not responsible for violating the Code or that there is insufficient evidence to convene a CHPC Hearing, then the case will be dismissed.

H. The CHPC Hearing

1. Proceedings
   a) The date of the CHPC hearing will be determined by the Council, and notice will be given to the respondent at least 48 hours before the scheduled meeting.
   b) The respondent must appear before the CHPC as scheduled. If the respondent is absent, the Hearing will adjourn after waiting 30 minutes from the scheduled starting time. A second Hearing shall be scheduled; if the respondent is not present after the CHPC has waited 30 minutes from the scheduled starting time, this Hearing may be held in absentia.
   c) Prior to the CHPC Hearing, the Student Council President will be informed by the Chancellor of the alleged infraction and identities of the respondent(s), the complainant(s), and any witnesses. The Student Council President shall preside over the Hearing in an impartial manner to ensure that all parties receive opportunities to present evidence and/or testimony, but is ineligible to vote.
   d) The CHPC Hearing shall be held in a location that guarantees confidentiality of the proceedings; it shall be closed to the public and unauthorized students and faculty.
   e) The student advocate may accompany the respondent throughout the Hearing; the student advocate will not be recognized to speak during the
The respondent may not be accompanied by any other persons, including family members or attorneys, during Council proceedings.

f) The CHPC Hearing shall be conducted in a manner that is courteous to all participants, that is devoid of intimidation and harassment, and that limits discussion to information relevant to the facts and issues of the case.

g) The respondent is presumed to have not violated the Code until the CHPC determines that a violation has occurred.

h) The CHPC Hearing shall begin when the Student Council President calls the Hearing to order and reads the complaint to the respondent in the presence of the entire CHPC. The respondent will answer the complaint.

i) The respondent will be given an opportunity to address the Council, bring in character witnesses to speak on his/her behalf, and provide a written statement of explanation. The Chancellor and the Investigating Committee shall present to the Council all pertinent evidence in the case.

j) Those persons who witnessed or were directly involved with the alleged infraction may be called to testify about the incident. Witnesses shall sit before the Council only during the time of their testimony and questioning and will not discuss the case with anyone. A limited number of character witnesses may be allowed at the discretion of the Student Council President.

k) The complainant(s) and any witnesses will testify and answer questions, from CHPC members, concerning the complaint. After each witness has testified and left the venue of the Hearing, the respondent will have the opportunity to respond to the witnesses’ statements and answer questions about the complaint. The Council may recall witnesses for further questioning at any point during the Hearing. At no point during the hearing may the respondent address or question the complainant or witnesses directly.

l) Following the conclusion of the CHPC Hearing, the Council will meet in closed session to determine discuss the disposition of the complaint. The Council may a) dismiss the case for insufficient evidence, b) find that no violation occurred or c) find that a violation did occur. This determination will be made by 5/7 vote, as the Chancellor is not a voting member during the CHPC Hearing.

m) Matters of unspecified procedure during the course of a CHPC Hearing, or any question with respect to policy and procedure, which are not outlined by the Code, shall be addressed by the Council and settled by 5/8 majority of the voting members at the Hearing.

2. Recommendations and Sanctions

The CHPC may make recommendations to the student body, the faculty, or administration on ways that future violations of the Code may be avoided. The CHPC shall recommend a sanction, or a combination of sanctions, in accordance with the nature and seriousness of the case, the motivation underlying the action, prior violations of the Code, and precedent in similar cases. Recommendations for sanctions will be finalized by a 5/8 majority vote of the CHPC. The order of the following list of sanctions does not suggest their frequency or likelihood, or the appropriateness in a particular case. Sanctions include, but are not limited to:

a) Formal Warning- The Council may recommend that a student receive a written formal warning. A formal warning serves as an official notice to a student that further misconduct could result in more severe disciplinary action. Should the student later be found to have violated the Code, the Chancellor shall inform the CHPC during the sanctioning phase of deliberations that the student received a formal warning for a prior violation.
b) Special Project/Program- The Council may recommend a project or program specifically relevant to the offense, (i.e. field study, work detail, behavioral agreement, independent study, participation in educational programs relevant to the violation).

c) Probation- The Council may recommend that a student be placed on probation for a specific period of time. The time period, terms or conditions, and the reasons for granting probation will be delineated in writing.

d) Deprivation of Privileges- Loss of particular student privileges for a specified time, such as serving in positions of trust and responsibility.

e) Community Service- The Council may recommend a specific number of hours to be worked in unpaid service to the UMMSM or public, within a specific period of time.

f) Suspension- The Council may recommend for a disciplinary leave of absence for a specified period of time.

g) Dismissal- The Council may recommend dismissal from UMMSM.

h) Academic Penalties- The Council may recommend academic penalties including: whole or partial denial of credit for a course, rotation, or examination.

3. Final Disposition

The findings and recommendations shall be written and signed by all of the members of the Council and will be delivered by the Clerk to the respondent, complainant and the Chairperson of the EPC within 5 business days. The EPC Chair will also receive a copy of the respondents written statement. The Chair of the EPC has the right to discuss the case with members of the Council, and request that the Chancellor present Council findings and recommendations to the EPC. The imposition of sanctions will be determined by the EPC. The EPC has the right to accept, modify, or reject Council recommendations.

I. Appeals

A student who has been found guilty of violating this Code may appeal to the Executive Promotions Committee within 5 business days of being notified of the outcome.

VII. AMENDMENTS TO THE CODE OF HONORABLE AND PROFESSIONAL CONDUCT

The principles underlying this Code should not change with time. However, the implementation of the Code might need revision in subsequent years. Review of the Code shall be conducted by the CHPC on an annual basis. Input may come from the following possible sources:

1. Periodic questionnaire to students
2. Examination of the CHPC records

A 5/8 majority vote of the Council is required to pass the proposed changes. Prior to the official CHPC vote, proposed changes to the Code will be made available to the UMMSM student body, faculty members, and the EPC for at least one week for review and comment. Affirmative decisions to change the Code will be submitted to the Student Council for final ratification, subject to modification and approval by the Dean of the School of Medicine.

This code was approved by a majority vote of the Student Council of the UMMSM on 16 July 2001, with revisions approved on 10 January 2002.

The body of this code was further amended by a vote of the Student Council of the UMMSM in May 2004.

Major Revisions:

4/04 Section VI.A.2 Regarding official records to be forwarded to the EPC at the conclusion of a Full Hearing of the CHPC