MEDICAL STUDENTS RIGHTS & RESPONSIBILITIES 2019–2020

University of Miami Miller School of Medicine
Important Administrative Documents For Students

General Documents:
- Code of Honorable and Professional Conduct
- Institutional Objectives for MD Degree
- Miami Campus Course Coordinators & Clerkship Directors
- RMC Course Coordinators & Clerkship Directors
- RMC Course Coordinators & Clerkship Directors, MD-MPH
- Background Check Request Form
- Add/Drop Request Form
- Add/Drop Schedule
- Administrative Requirements for International Study
- MD Application for Year Off – Research/Additional Degree and Non-Degree Programs
- MD/MPH Application for Year Off Programs – Research
- Guidelines for Obtaining Research Credit or Research Distinction
- JMH Affiliation and Policies Handbook
- MD Program/Miami Campus Course & Clerkship Directors & Coordinators

Externships
For all externship information CLICK HERE

Pathways of Emphasis
- Pathway in Gender, Sexual Health and Orientation
- Pathway in Physiology and Biophysics in Medicine
- Pathway of Emphasis in Oncology and Related Health Disparities
- Immunologic Medicine/Infectious Diseases Pathway of Emphasis
- Molecular Medicine Pathway of Emphasis
- Molecular Medicine Pathway of Emphasis
- Jay Webs Pathway in Social Medicine
- Pathway in Human Genetics and Genomics
- Medical Student Pathway in Ethics and the Humanities
- Medical Student Pathway in Health Law
- Application For All Pathways

2019-2020 Academic Year Documents:
- PRELIMINARY – Clinical Course Catalog
- Academic Calendar
- Senior Block Schedule
- Junior Clerkship Block Schedule
The UMMSM Student Rights and Responsibilities Handbook

- Attendance Policies
- Grading and Evaluation
- Promotions and discipline
- Examinations
- Observations of religious holidays
- Planned, unplanned absences and emergencies
- Documentation
- Dress code
- School communication
- Leave of Absences
- International Study/travel
- Social networking policies
- Student Support Services
- PAPP
- The Code for Honorable and Professional Conduct
- Interactions with Industry
- Visiting Medical Student Policy
- Medical Student Organization Policy
- Outside Speaker Policy and registration requirements.
Students are responsible for reading and understanding the student handbook!!!!!
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.
- Their actions must be consistent with the standards of conduct expected of all medical professionals.
Absences –

- **Planned:** Students must obtain excused absences from the course directors
  - Such requests must be submitted by email to both the Associate/Assistant Dean for Student Affairs (Miami) and the appropriate course coordinator. Requests should be made well in advance of the scheduled activity (preferably before the start of the course). Final approval will be conveyed to the student via e-mail by the Office of Student Affairs.

- **Emergency:** 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

**PLEASE READ THE MSRRH FOR THE POLICY DETAILS**
Promotions & Disciplinary Process
Remediation promotion to next academic year

- All students who receive a “D”, “F” or “I” grade will be so notified by the course director.

- D’s are for internal purposes and are used to indicate a “marginal pass”. They **do not** appear on a transcript but are discussed by the class promotions committee.

- All grades of “F” and “I” must be resolved to a passing grade before a student may progress to the next academic year.

- Students will not be allowed to remEDIATE any grades until their progress is reviewed by the class promotions committee.

- A remediated “F” will be reported as an “R” in the transcript.

- Make-up work will be determined by the class promotions committees in consultation with the course directors.

- Students are promoted by the class promotions committees once they have met all of the requirements for promotion to the next academic year.
0-9 D/F Credits  Academic Warning (Does not appear on academic record or Medical Student Performance Evaluation aka MSPE letter) The committee may vote on a recommendation for the student to repeat part or all of an academic year.

>15 D Credits  The committee must vote on a recommendation for the student to repeat the year or be dismissed.

>13 D AND F Credits  The committee must vote on a recommendation for the student to repeat the year or be dismissed.

>10 F Credits  The committee must vote on a recommendation for the student to repeat the year or be dismissed.

>20 D and/or F Credits  The committee must vote on a recommendation for the student to be dismissed.

A student may not progress to the next academic year until they have successfully passed or remediated their end of year competency assessment exercises.
Promotions Committees

- Students are promoted and graduated by the faculty of the School of Medicine, as represented by the following committees:
  - Freshmen–Sophomore Promotions Committee (F–SPC)
  - Junior–Senior promotions Committee (J–SPC)
  - Executive Promotions Committee (EPC)
Students who have earned grades of D, F or I are discussed by class promotions committee.

The Assistant/Associate Dean for Student Affairs (ADSA) will notify students in writing when their progress is to be discussed by a promotions committee.

Students may submit to the class promotions committee a letter or written documentation they feel would be helpful to the committee in making an informed decision.
A course coordinator, a faculty member, or the administration may bring forward to the promotions committees for review and discussion any student who may not be making satisfactory progress due to academic, personal or professional concerns.
Promotions Committees

A promotions committee may recommend:

- counseling
- remedial work
- repeat a course or courses
- be placed on probation
- repeat an entire academic year
- take a leave of absence
- submission of a Physicianship Incident report (PIR)
- submission of a Physicianship Evaluation Form (PEF)
- be dismissed or expelled from the UMMSM.
- refer a student to the Council for Honorable and Professional Conduct
- referral for other supportive services
Following promotions committee meetings, the ADSA 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 ADSA will provide progress reports to each promotions committee involved with the student’s case.
Guidelines for Probation

- Students can appeal a recommendation for probation to the Executive Promotions Committee (EPC).
- Failure to meet the terms of one’s probation may result in a recommendation for dismissal.
- Two forms of probation:
  - Academic Probation (multiple academic deficiencies)
  - Professionalism Probation (episodes of unprofessional behavior)
- The promotions committee may recommend a student for dismissal if it determines that a student:
  - is not making adequate progress toward graduation and the medical degree.
  - may not be qualified to practice medicine.
  - the unprofessional behavior displayed is not conduct becoming of a physician.
- Passing grades alone do not guarantee promotion or graduation.
Guidelines for Academic or Professionalism Probation

- Students on academic/professionalism probation
  - Ineligible to receive merit based UMMSM scholarships.
  - Probationary status has to be reported in the MSPE and to licensing agencies or medical boards when requested by such entity.
  - Failure to meet the terms of one’s academic probation = dismissal

- More on Academic Probation:
  - Students repeating an academic year = academic probation.
  - Probation= no failing (F) or marginal (D) grade in any course.
  - The probationary period ends with successful promotion to the next curricular year, unless otherwise defined.
Other Policies
Leave of Absence – Categories

1. Special Studies
2. Financial Reasons
3. Health Reasons
4. Academic Remediation
5. Research Participation
6. Joint Degree Program Study
7. Other Reasons
Leaves of absence (absence from required academic activities for more than 5 consecutive class days during the pre-clinical years) are classified as follows:

- Voluntary: the student requests a leave of absence.
- Mandatory: the student is required to take a leave of absence as directed by the administration, the faculty, or a promotions committee.
Leave of Absence (Withdrawal with Intent to Return)

- Requests in writing to the Office of Student Affairs
- In person meeting with ADSA
- Official Forms
- Approved by the Senior Associate Dean for Undergraduate Medical Student Education
- Approval 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.
- Certain deadlines may apply. Please see student handbook.
If you know someone needs help, please intervene!
If you seek help, we will help you!
If you violate school policy and we discover a problem:
  ◦ accept problem and consent to treatment: we will help you
  ◦ deny problem or refuse treatment: dismissal or expulsion
If you report to clinical duties under the influence: immediate suspension and possible dismissal or expulsion
The Ombudsperson assists members of the University community in informal resolution of student disputes and grievances.

Functions include:

- Answers questions or refers you to someone who can help.
- Interprets University of Miami policies and procedures and offers guidance.
- Mediates conflicts when requested.
Other Policies

- Medical student mistreatment policies
- International Study Policies and Procedures
- Student Health Policies
- Tuition and Student Fees / Tuition Refund Policy
- Scholarship Renewal Policy
- Visiting Student Policy
- Hurricane / Emergency Plan
- Medical Student Organization Policies
- Outside Speaker Policy And Registration Requirements
- UMMSM Sexual Harassment Policy– VAWA– Title IX
- The Family Educational Rights And Privacy Act (FERPA)
- Health Information Portability and Accountability Act (HIPAA)
Prior to approval for any foreign experiences (credit or non-credit), the student must complete all of the pre-departure forms (available from the Office of Student Affairs) or in the MPH offices.

MD MPH CAPSTONE INTERNATIONAL PROJECTS
- Contact Andrea Sparano AND
- Complete all the forms in the CAPSTONE Travel Packet

MISSION TRIPS
- Complete all forms in Mission Trip Travel Packet
- Must have a faculty mentor accompany your group on the trip
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
NON-DISCRIMINATION / ANTI-HARASSMENT POLICY

- It is the policy of the University of Miami and the Miller School of Medicine that discrimination and harassment of or by any administrator, faculty member, employee or student is prohibited.
- Medical students are protected against discrimination, harassment or retaliation on the basis of race, religion, color, sex, age, disability, sexual orientation, gender identity/expression, veterans status, or national origin and disability under the University’s policy as well as a list of statutes.
- Grievance procedures are in the MSHRR.
- **Mechanism to report mistreatment** are delineated in the MSHRR.
CONTACT US:

- Arrange appointment via:
  - Nancy Cuevas, Administrative Assistant
    - 305–243–2003
    - ncuevas@med.Miami.edu

EMERGENCIES:

- Dr. Ana Campo
  - Cell: 786–325–9588
  - Email: acampo@med.Miami.edu

- Dr. Chris Alabiad
  - Cell: 954–850–4091
  - Email: calabiad@med.Miami.edu