Medical Student Rights and Responsibilities Handbook
2017 – 2018

UNIVERSITY OF MIAMI
LEONARD M. MILLER SCHOOL OF MEDICINE
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FOREWORD

For the purpose of promoting its educational mission, the University of Miami and the University of Miami Leonard M. Miller School of Medicine (UMMSM) 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. In addition to maintaining order and stability, the University aims to utilize its disciplinary procedure as a developmental process whenever possible. In accordance with this philosophy, educational assignments may be added to any disciplinary penalties. The foundation underlying such student standards relies on 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 becoming a member of 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 all local, city, county, state, and federal laws. All students are subject to the policies and procedures as contained herein. Also, students who are not undergraduate students and who are not regularly enrolled in a graduate or professional program may be subject to the policies and procedures as contained herein. In addition, any student residing in University residence facilities is subject to these policies and procedures for violations occurring within those facilities. 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. In circumstances where this handbook defines a violation more stringently or differently than Florida law, the handbook’s definition shall supersede. The University is not limited to or bound by the definitions contained in the Florida statutes or case law.

Students are also subject to rules and regulations that apply to academic programs of the various academic schools and colleges, including but not limited to, the Undergraduate and Graduate Honor Codes.

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 and housing privileges, revoke study abroad privileges, revoke other privileges and impose other penalties as may be deemed appropriate. Furthermore, admission of a student to the University of Miami for any semester does not imply or guarantee that such student will be re-enrolled in any succeeding academic semester. Students may also be subject to disciplinary proceedings for acts committed before their admission and/or enrollment at the University of Miami.

Students who engage in conduct that endangers their personal health or safety or the personal health or safety of others, 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 Senior Associate Dean for Undergraduate Medical Education in consultation with the Associate/Assistant Deans for Student Affairs, the Associate/Assistant Deans for Student Services, the Medical Student Behavioral Health Service, and others as deemed appropriate. The University reserves the right to require the withdrawal of a student from either enrollment and/or University housing, 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 contact the UMMSM Office Student Affairs before seeking readmission to the University. Decisions made under this policy are final.

From time to time it may be advisable for the University to alter or amend its procedures or policies. Reasonable notice may be furnished to the University community of any substantive changes, but is not required. 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.

These policies apply to both graduate and undergraduate students. However, other University rules and regulations may apply. 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 all UMMSM medical students. 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:


The document is well indexed for ease of use. In the event that conflicts occur between documents, the UMMSM manual supersedes all others.
MEDICAL EDUCATION ADMINISTRATION

The educational mission of the University of Miami Leonard M. Miller School of Medicine is to graduate physicians with the ability and commitment to improve the health of all populations through their leadership in patient care, research, education, and the community. The medical education administration is structured to serve this mission.

Medical students will most frequently interact with the teaching faculty and the medical education administration. The structure of the medical education administration on the Miami campus and the Regional Medical Campus is shown below. A brief description of each administrator’s responsibilities is given to direct students to the appropriate resource for assistance.

Edward Abraham, M.D., Dean
is the chief academic officer and oversees the overall education and research missions of the medical school in collaboration with the Senior Vice President for Health Affairs/CEO of the UHealth system.

Laurence B. Gardner, M.D., Executive Dean for Education and Policy
is directly responsible for the education mission of the medical school- undergraduate, graduate and continuing medical education.

MEDICAL EDUCATION ADMINISTRATION, MIAMI MEDICAL CAMPUS

Alex J. Mechaber, M.D., Senior Associate Dean for Undergraduate Medical Education
is responsible for all aspects of the undergraduate medical education program leading to the medical degree. In addition to the curriculum, doctoring programs, competency assessment, program evaluation, and generalist education programs, he oversees admissions, student affairs, student services, financial assistance and student activities.

Ana E. Campo, M.D., Associate 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.

Hilit F. Mechaber, M.D., Associate Dean for Student Services
oversees student support services, including academic and personal counseling, career guidance, and student health services.

Paul E. Mendez, M.D., Associate Dean for Clinical Curriculum
oversees the clinical curriculum throughout all four years and its evaluation.

Richard L. Riley, Ph.D., Associate Dean for Preclinical Curriculum
oversees the first and second year basic science curriculum and its evaluation.

Richard Weisman, Pharm.D., Associate Dean for Admissions and Enrollment
oversees the admissions process and is responsible for all matters related to student application, acceptance to the medical school and financial assistance.
Chris Alabiad, M.D., Assistant Dean for Student Affairs
assists the associate dean for student affairs in overseeing grades and records, promotions, discipline, and institutional compliance.

Amar Deshpande, M.D. Assistant Dean for Medical Education and Competency Assessment
plays a lead role in the assessment of competency across the continuum of education, from undergraduate medical education (medical student education) to graduate medical education (residency training).

Marie Denise Gervais, M.D., Assistant Dean for Admissions and Diversity
assists the associate dean for admissions in matters related to student application and acceptance to the medical school in addition to overseeing initiatives to enhance admissions of diversity candidates to the medical school.

Roderick King, M.D., M.P.H., Assistant Dean for Public Health Education
oversees the entire MD/MPH program in addition to public health curriculum in both the MD/MPH and MD programs and global health education opportunities for all students.

MEDICAL EDUCATION ADMINISTRATION, REGIONAL MEDICAL CAMPUS

Daniel M. Lichtstein, M.D. Regional Dean for Medical Education
is responsible for all missions of the UMMSM regional medical campus, including education, research, and clinical services.

Gauri Agarwal, M.D., Associate Regional Dean for Medical Curriculum
oversees the curriculum at the regional medical campus and its evaluation.

Julie Belkowitz, M.D., Assistant Regional Dean for Student Affairs
oversees many of the administrative operations of the medical education programs at the regional medical campus including grades and records, promotions, discipline, and institutional compliance.

Amy Zito, M.D., Assistant Regional Dean for Student Services
oversees most student support services on the regional medical campus, including academic and personal counseling, career guidance, and student health services.
Figure 1. Medical Education Administration, Main Medical Campus

Figure 2. Medical Education Administration, Regional Medical Campus
MEDICAL STUDENT RIGHTS AND RESPONSIBILITIES

This UMMSM Medical Student Rights and Responsibilities Handbook outlines policies and procedures regulating academic life for students enrolled in medical degree programs at the University of Miami Miller School of Medicine. The handbook is organized into the following sections:

Section I: Medical Student Conduct
Section II: Technical Standards
Section III: Grading and Evaluation
Section IV: Disciplinary Policies
Section V: Other Policies
Section VI: Student Support Services

The rights and responsibilities contained in this handbook pertain to all medical students, regardless of program or campus affiliation. At times this handbook will refer to policies, procedures, or services that apply to students enrolled in a specific program or taking coursework away from the main medical campus. Such references are clearly noted.

UMMSM medical students must be familiar with and follow the policies and procedures that govern the institutions where they train, including the University of Miami Hospital, the Jackson Health System, the Veterans Affairs Medical Center, and other clinical partners. Such policies and procedures are made available on the medical education website under the heading “Important Administrative Documents for Students.” The web address is: http://www.mededu.miami.edu/MedEd/link_pages/importantStudentDocs/.
SECTION I: MEDICAL STUDENT CONDUCT

Medical students must conduct themselves at all times in a professional, ethical and lawful 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. They are to abide by local, state and federal laws.

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 and Professionalism Advocacy Program and the Code of Honorable and Professional Conduct.

PHYSICIANSHIP AND PROFESSIONALISM ADVOCACY PROGRAM

The Physicianship and 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 professional attributes by which students are evaluated include, but are not limited to, the following:
- Honesty and Integrity
- Responsibility, Reliability, and Dependability
- Respect for Colleagues, Faculty, and Staff
- Altruism
- Empathy
- Commitment to Competence and Excellence
- Self-Assessment and Self-Improvement
- Respect for Patients

THE CODE FOR 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 mechanisms for peer evaluation and support, which the faculty and administration 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. The Council has no executive authority, but serves in an advisory role to students, the faculty and the administration.

The faculty and administration of the UMMSM endorse the Honor Code. However, the process of peer review and support 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.

**THE LEARNING ENVIRONMENT**

The teachers and learners of medicine share a responsibility to foster a learning environment that upholds the highest moral and ethical values of the medical profession. The faculty and administration of the University of Miami Miller School of Medicine support the following compact between teachers and learners of medicine. By accepting a position at the UMMSM, students pledge to uphold this compact.

**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 THE 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.

**COMMITMENTS OF UMMSM STUDENTS**

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:

- Commit themselves to the conscientious, respectful, non-discriminatory and thoughtful service of their patients
- Pursue excellence vigorously and independently in their lifelong education
- Educate their patients and colleagues
- Conduct themselves lawfully, and in a professional and ethical manner
• 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
• Pursue mental and physical support for any conditions that might compromise their educational goals or patient care
• Comply with the honor code established by the student body of the UMMSM
• Be familiar with and adhere to the rules and responsibilities outlined in this document.

**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 director 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. For required activities, students are expected to report on time and be prepared to start the activity as scheduled. Repeated tardiness or absenteeism may result in disciplinary action, up to and including dismissal from the medical degree program.

Students are expected to attend all mandatory educational sessions. However, situations arise in which absences are unavoidable. Students should understand that they are entering a profession that will place significant demands on their time and attention. Further, certain mandatory educational experiences cannot be made up or repeated. Not infrequently, students will be confronted with competing educational and personal interests that will require them to prioritize and make difficult decisions. Students should carefully weigh such decisions before requesting an excused absence. In most cases, excused absences will only be granted if the student has a significant unavoidable conflict and the missed activity can be made up.

**EXAMINATIONS**

It is the responsibility of the faculty, administration and student body to uphold the academic integrity of the institution. The following policies have been implemented to maintain academic integrity and avoid giving an unfair advantage to any student.

All students are expected to sit for examinations at the scheduled start times. Students are expected to be in their seats, with personal items stored, at least 10 minutes prior to the start of an exam.

Students must follow instructions given to them by exam proctors. Failure to follow instructions may result in a grade of zero (0) for the exam.

Students who are more than 10 minutes late to an exam 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 placed in their academic record and/or may not be allowed to sit for the exam.
To request a planned absence from an examination ahead of time, students must receive permission from both the course director and the Office of Student Affairs at the appropriate campus. These are only granted in extenuating circumstances. Make up examinations cannot be done during class time.

Unexcused absences will result in a grade of zero (0) for the missed exam.

An excused absence from an examination will be rescheduled at the discretion of the course/clerkship director in consultation with the medical education administration. A rescheduled exam (including National Board of Medical Examiners (NBME) subject “shelf” exams) must not interfere with other course work and occurs within five (5) working days from the originally scheduled date. NBME subject (“shelf”) exams scheduled as part of remediation during the clerkship years occur during mid year or end of year break times or during postponed elective time.

**Observation of Religious Holidays**

The UMMSM recognizes the importance of religious holidays, follows the University's policies regarding observance of religious holy days and attempts to avoid scheduling exams or other graded activities on those special days. In the event that a mandatory educational session, graded exercise or exam is inadvertently scheduled on a 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. Such arrangements should be made prior to the start of a course.

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 holidays, are obligated to seek an excused absence from the course director and arrange appropriate coverage. The student has the responsibility to notify the clerkship director within the first three days of the rotation of the religious holidays they will be participating in for the rotation. Ideally, notice would be given well in advance to better coordinate the clerkship schedule. Faculty members may not disadvantage students from participating in their said holidays. Clerkship faculty may enforce that a certain minimum number of days need to be met in order for the student to partake in the holiday. Students on clinical rotations also need to notify the Assistant/Associate Deans for Student Affairs of their request to be excused for religious holidays.

**Planned Absence from Mandatory Non-curricular Activities**
Students must request excused absences from mandatory non-curricular activities (i.e. orientations, special school events) from the Senior Associate Dean for Undergraduate Medical Education well in advance of the scheduled activity (at least one month). Requests must be submitted by official e-mail. Approval or denial of the request will be conveyed to the student by e-mail.

**Absence from Required Educational Activities in MS1 or MS2 Years**

During the pre-clerkship 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 elsewhere in this handbook.

**Planned Absences**

1. **Excused Absences**
   - **Observation of Religious Holidays:** Refer to section above.
   - **Presentation of research at a national or international meeting:** The student MUST be the first author on the abstract and presenter of the research to qualify for an excused absence. Students must provide a copy of the letter of invitation and acceptance of the abstract for the meeting as well as a copy of the abstract itself demonstrating that the student is in fact the first author. Absences for these purposes do not count toward personal days.
   - **As an active participant (not simply an attendant) officially representing the UMMSM at a meeting or other event:** The Associate/Assistant Deans for Student Affairs must approve this excused absence. Absences for these purposes do not count toward personal days.

2. **Personal Days**

The absence policy below applies to both the MD and MD/MPH programs.

A student in MS1 or MS2 years will be allotted a maximum of two “personal days” per semester for missing mandatory sessions. A “personal day” absence applies to any and all mandatory sessions on a single given day. As indicated above, such personal days might be used for family celebrations or attendance at meetings or routine medical/dental visits. The personal day allocation is separate from any excused absences as defined in Policy for Excused Absences above. Personal days cannot be carried over from one semester to another semester and do not accumulate from year to year.

**Rules for Personal Days**

1. **Exams/Quizzes:** Students MAY NOT take personal days on days of planned quizzes/exams. Please refer to Examination Policy above. Any exception to this rule must be agreed upon by the course director and the Associate/Assistant Deans for Student Affairs as soon as possible prior to the exam or quiz date.

2. **Activities contributing to a course grade:** If a personal day is taken which causes the student to be absent for a mandatory session where points are awarded towards a grade (this includes submission of homework, assignments, quizzes, or other assessments) the
student may forfeit the points associated with this exercise. Students who miss educational activities are responsible for learning the missed content. For missed mandatory sessions, specific make-up assignments may be required at the discretion of the course director. **Even if make-up work is completed, this may still result in loss of points associated with the exercise and affect the student’s grade.** This is at the discretion of the course director as per the course syllabus. Please note that this includes all basic sciences and organ system modules in addition to the Doctoring/Physicianship courses for both MS1 and MS2 students.

3. Activities that affect other students: Students are expected to fulfill their responsibilities to others in their groups during small group or team exercises. If a personal day is taken, the student must inform other members of the group and ensure that the group is not compromised by the student’s absence.

4. Setting up your personal days: Notify your respective class MD or MD/MPH Curriculum Manager in writing (e-mail is recommended) AND staff in the Doctoring Office if you will miss a Doctoring/Clinical Skills/Physicianship Skills session **at least 5 days in advance of taking a personal day. Sometimes this may be impractical—but lead-time is required particularly if small groups are affected by student absences.** The Curriculum Manager will convey the notification of the student’s absence to the course director and PBL Director if required. As with all absences, they will also file an absentee report through the absence reporting system. Failure of a student to report a personal day to the Curriculum Manager will result in the loss of that personal day and will be listed as an “unexcused absence”. It is not a requirement to provide a reason for the personal day and the privacy of students will be respected.

5. Blackout dates: Personal days may **NOT** be taken during mid-year competency exercises during the MS1 year in both the MD and MD/MPH programs, comprehensive competency assessment weeks in MS1 and MS2 years in both programs (including the orientation sessions to both PULSE and Comprehensive Competency Assessment Week), NBME Blueprint and Comprehensive Basic Science Exams in MS1 and MS2 years for both programs. the Medical Student Convention, Rose Ceremony and John G. Clarkson Pinning Ceremony. All of these exercises are difficult/impossible to make up.

6. **Two personal days per semester are allowed.** Any absence in excess of these 2 personal days (apart from any excused absences) will be reported by the Curriculum Managers, course directors, or members of the administration via the absence reporting system and reported to the Office of Student Affairs. These will be marked “unexcused absences in excess of the two personal days.” Such absences will be discussed at the Freshmen-Sophomore Promotions Committee (F-SPC) meeting and may result in disciplinary actions.

These rules may not apply to all situations that students may encounter. In such cases, students may request an excused absence, in writing (e-mail is recommended), made to the course director, PBL Director (if required), Doctoring/Physicianship Skills Director (if required) and the Associate/Assistant Deans for Student Affairs. Note that this is a joint decision requiring confirmation by the course director, PBL Director, Doctoring/Physicianship Skills Director and Associate/Assistant Deans for Student Affairs—a allowance from only one of these is not sufficient.
Questions concerning these policies can be directed to the Associate/Assistant Deans for Student Affairs, the Associate Dean for Preclinical Curriculum, and/or the Director for the MD/MPH Program.

**Remediation**

Arrangement for make-up work should be coordinated in consultation with both the course/clerkship director and with the Associate/Assistant Deans for Student Affairs. Make-up Coursework and/or examinations must be completed within 5 business days of the absence, however, this work cannot be made up during normal scheduled course time.

1. **Excused absences**
   
   If course points were associated with mandatory activities, students with excused absences who submit make up work in a timely fashion (within 5 business days) will be credited for the work performed.

2. **Personal Days**
   
   If course points were associated with mandatory activities, students using personal days may or may not receive points for make up work submitted. This is at the discretion of the course director.

Exceptions to this policy **MUST** be approved by the Associate/Assistant Deans for Student Affairs and the course director. If Problem Based Learning (PBL) and/or Doctoring sessions are to be missed for other than the reasons above, the PBL and/or Doctoring Director must also approve an exception to this policy.

**Unplanned Absence (Emergencies)**

In the case of an unplanned absence due to an illness, family, personal or other emergencies, students are expected to notify both the medical education administration and the course director(s) as soon as possible by e-mail or telephone. If a student is in need of assistance for an illness/ personal emergency they should contact the Associate/Assistant Deans for Student Affairs and/or the Associate/Assistant Deans for Student Services.

- **Illness:** Students will be excused when ill. A note from a medical professional is required when the absence is in excess of 2 days. When a note is required, this note should be sent to the Associate Dean for Student Services.

- **Family, personal or other emergencies:** The decision to excuse an absence for a family, personal or other emergencies will be made by the course director, in consultation with the medical education administration, on a case-by-case basis. Depending on the length of absence, remediation may be required as determined by the course director in consultation with the medical education administration and class promotions committee(s).

Excused unplanned absences/ emergencies do not count toward personal days.

**ABSENCE FROM REQUIRED EDUCATIONAL ACTIVITIES IN MS3 OR MS4 YEARS**

**Planned Absences**
Absence requests must be submitted by official e-mail. At the main campus, the request should be sent to the course director/coordinator. At the Regional Medical Campus (RMC), notification should be sent via the rmcstudentabsence@med.miami.edu email address AND the appropriate course director. Requests should be made well in advance of the scheduled activity and PRIOR to the start of the clerkship. Final approval will be conveyed to the student via e-mail. Students are not excused until permission is provided via email from the clerkship director.

Activities that may be excused (at the discretion of the director):
- Medical appointment
- Personal event such as a wedding, funeral, graduation, etc.
- Presenting or representing UM at a conference (documentation is required as above in the preclinical absence section)
- Residency interviews (fourth year)

Unexcused activities:
- ACLS/ BLS Course
- Required activities for another rotation (unless granted permission from Office of Student Affairs)
- Attending a conference but not presenting or actively representing UMMSM (unless granted permission from the Office of Student Affairs)

**Unplanned Absences/ Emergencies**

In the case of an unplanned absence due to an illness, family, personal or other emergencies, students are expected to notify both the medical education administration and the course director(s) as soon as possible by e-mail or telephone. If students need assistance for an illness and/ or personal emergency, they should contact the Associate/Assistant/ Regional Deans for Student Affairs and/or the Associate/Assistant/ Regional Deans for Student Services.

**Illness:** Students will be excused when ill. A note from a medical professional is required if the absence is in excess of 2 days. When a note is required, this note should be sent to the Associate (Regional) Dean for Student Services.

**Family, personal or other emergencies:** The decision to excuse an absence for a family, personal or other emergencies will be made by the course director, in consultation with the medical education administration, on a case-by-case basis.

**Remediation of Absences During the Clerkship Years**

- Students absent 1-2 days: Must discuss potential remediation with the clerkship director.
- Students absent 3-5 days: The clerkship director will determine the remediation plan in consultation with the medical education administration and Junior/ Senior promotions committee.
• Students absent 6 or more consecutive days will be considered for a leave of absence in discussion with the Associate/Assistant Dean for Student Affairs. Leave of absence policies are discussed elsewhere in the handbook.

**DOCUMENTATION OF ABSENCES (ALL FOUR YEARS)**

All absences from examinations and mandatory activities should be reported using the online Attendance Reporting System. The clerkship director and/or coordinator will document the absence through the central absence tracking line (main campus: online absence system available on the mededu website; RMC: rmcstudentabsence@med.miami.edu). The Office of Student Affairs at each campus will maintain a record of all excused and unexcused absences for students at their respective campuses.

A pattern of recurrent absences, whether excused or unexcused, will be reviewed by the class promotions committees and may result in disciplinary recommendations, up to and including dismissal.

**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.

**GENERAL STANDARDS**

The following standards are expected to be followed at all times regardless of setting:

- I.D. badges are to be worn at all times. This is necessary to ensure security and safety throughout the medical campus.
- 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.
- Hair should be neat, clean, and of a natural human color.
- Clothing should be clean, professionally styled and in good repair.

**CLINICAL SETTING**

The following standards must be maintained in the clinical environment. Students who report to clinical activities who fail to meet these standards will be sent home and a PIR will be submitted.

- Women: skirts or dresses of medium length or tailored slacks.
- Men: tailored slacks and dress shirt with collar. Tie is optional.
- Shoes must be comfortable, clean and in good repair. No athletic shoes or sneakers.
- All students should wear a clean, white lab coat over their clothing.
• Hair: shoulder length hair must be secured to avoid interference with patients and work.
• Fingernails should be clean and of short to medium length.
• Jewelry: keep jewelry at a minimum (represents potential for infection and loose jewelry can be grabbed.)

**SCRUBS**

Scrubs must be worn in clinical settings that require them. They 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. It is a requirement to return the scrubs at the conclusion of the rotation. This is a graduation requirement.

**PROHIBITED ITEMS**

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 midriff tops, halters, translucent or transparent tops, shirts or tops with plunging necklines, tank tops
• No clothing with profanity or lewd language

**UNPROFESSIONAL DRESS**

Failure to comply with the dress code 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 Associate/Assistant Deans for Student Affairs or the Assistant Regional Dean for Student Affairs who shall discuss the infraction with the student involved and make recommendations when deemed appropriate.

**SCHOOL COMMUNICATION**

It is vitally important for students to make themselves available for contact and timely response to official school communications through various means, including their official school e-mail address and/or cell phone, home phone number and home mailing address.

Students are required to maintain current contact information in CaneLink.
Students should check their e-mail on a regular basis and must respond to official e-mail communications within 72 hours. Failure to adhere to this may result in disciplinary measures.

**SOCIAL NETWORKING SITES**

Social networking sites such as Facebook, Instagram, Snapchat, Twitter and others present unique challenges to medical professionals, including medical students. None of these sites are truly private, and once out on the Internet, information and images cannot be recalled or controlled.

Confidentiality forms the core of the doctor-patient relationship. Without confidentiality, patients will hesitate to confide in their physicians, and physicians will not be able to make well-informed decisions. Further, reported breaches in confidentiality erode the public’s trust in medical professionals.

Sharing patient care experiences between medical professionals can be important for learning and personal growth. However such communications must be done in the proper setting and in accordance with federal privacy laws (HIPAA). The UMMSM Code for Honorable and Professional Conduct states, “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.”

In keeping with the Honor Code, medical students are expressly forbidden from sharing patient information or images on any social networking site. Failure to comply with this policy is grounds for dismissal from the UMMSM.

For their own protection, students are encouraged to take significant care when posting personal information and pictures on social networking sites that may depict them in ways that are deemed unprofessional or inappropriate for medical professionals. Such information or images can have a negative impact on the community’s perception of medical professionals in general, and on UMMSM medical students in particular. It can also have a detrimental impact on the student’s educational or professional career. Information or images posted on social networking sites that show a student violating the law or acting in a way that is not consistent with the standards of the medical profession may be taken into consideration by the medical education administration, class promotions committees and/or Council for Honorable and Professional Conduct when determining the student’s suitability for promotion, graduation and awarding of the medical degree. Students must abide by all federal copyright laws.

Students may not post online or distribute outside the Miller School of Medicine any curricular material (lecture slides, handouts, notes, photographs, syllabi, exams, etc.) without the written permission of the Senior Associate Dean for Undergraduate Medical Education and the intellectual property owner of such material.

**Summary of DO’s and DON’Ts:**


• Do NOT use the University logo or any other official University images on personal social media sites for the purpose of appearing to be an officially sanctioned University or affiliated site without written consent from the Office of UHealth/Miller School of Medicine Marketing. Contact the Senior Associate Dean for Undergraduate Medical Education for further questions about this.

• Personal blogs should have clear disclaimers that the views expressed by the author in the blog are the author’s alone and not that of the University or its affiliates.

• Do NOT use the University of Miami’s name to promote a product, cause, or political party or candidate.

• University computers are reserved for University related business.

• Do NOT post personally identifiable information or protected health information, including identifiable photographs of patients, students, employees, donors, applicants, or alumni unless you have explicit permission/authorization to do so in writing.

• Do NOT post confidential University information including but not limited to research material, financial material, or other information not meant for public disclosure.

• Less is more- be aware that personal information you place on social network sites can be harvested and used for ID theft, phishing or target malware attacks- against you and the institution. Furthermore, future employers (i.e. residency programs) may also view your sites if not privacy protected.

• Do NOT post in haste- be aware that information and photos are simple to post but almost impossible to delete or recall.

• Take the time to read and understand the terms, conditions and privacy controls. Use the privacy controls to restrict who can see your information. Be careful about who you accept as a “friend” or “follower.”

The Miller School of Medicine’s policy on social networking can be found at: [http://privacyoffice.med.miami.edu/documents/Social_Networking_Med.pdf](http://privacyoffice.med.miami.edu/documents/Social_Networking_Med.pdf)

**INTERACTIONS WITH INDUSTRY**

The UMMSM continues to maintain the highest grade from the American Medical Student Association for its conflict of interest policies governing interactions between students or faculty and health industry entities. All outside activities by faculty are disclosed on a publicly accessible website, pharmaceutical samples are prohibited, industry representatives may only meet with faculty by appointment, and compliance and appropriate course of action for violation of policies have been clearly outlined.

Under the provisions of the Miller School policy, faculty members may not participate in industry-sponsored promotional events, presentations or lectures, and may consult if the activity is not promotional in nature or otherwise excluded by University of Miami Medical Group or University policy.

Students are to adhere to the same polices. Furthermore, financial assistance for scholarships or other educational funds to permit medical students, residents, fellows, and other healthcare professionals in training to attend carefully selected educational conferences or to sponsor any part of their training may be offered, so long as the selection of individuals who will receive the funds is made by the academic or training institution and the funding is provided to the department or division, with no direct support to the
trainee(s). "Carefully selected educational conferences" are generally defined as the major educational, scientific, or policy-making meetings of national, regional, or specialty medical associations.

**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.

There are two important surveys distributed by the Association of American Medical Colleges (AAMC), the Matriculating Student Questionnaire (MSQ) and the Graduation Questionnaire (GQ). Although personally identifiable information is made available to the AAMC, such information is NOT made available to the Miller School of Medicine. Rather, the school only receives aggregate data. These surveys are optional; however we **highly encourage** students to complete the AAMC MSQ at matriculation and the AAMC GQ at graduation. These surveys are used to evaluate and improve the educational program that leads to the medical degree as well as all student support services.
SECTION II: TECHNICAL STANDARDS

Medical education requires that the accumulation of scientific knowledge be accompanied by the simultaneous acquisition of skills and professional attitudes and behaviors. The medical degree awarded by the University of Miami Miller School of Medicine at the completion of the undergraduate medical education process certifies that the individual has acquired a broad base of knowledge and skills requisite for the practice of medicine. To this end, all courses in the curriculum must be completed successfully. In order to acquire the knowledge and skills to function in a broad variety of clinical situations and to render a wide spectrum of patient care, candidates for the MD degree must have abilities and skills in five areas:

- Observation
- Communication
- Motor
- Conceptual- Integrative
- Behavioral-Social

Technological compensation can be made for some disabilities in certain of these areas, but a candidate should be able to perform in a reasonably independent manner. Students who believe they may qualify for assistance under the Americans with Disabilities Act should refer to that section for more information.

**Observation**

The candidate must be able to observe demonstrations and experiments in the basic sciences including, but not limited to, physiological and pharmacological demonstrations, microbiologic cultures, and microscope studies of micro-organisms and tissues in normal and pathologic states. A candidate must be able to observe a patient accurately at a distance and close at hand. Observation requires the functional uses of the senses of vision and other sensory modalities.

**Communication**

A candidate must be able to elicit information from patients, describe changes in mood, activity and posture, and perceive nonverbal communications. A candidate must be able to communicate effectively and sensitively with patients. Communication includes not only speech, but reading and writing. The candidate must be able to communicate effectively and efficiently with all members of the health care team in both immediate and recorded modes.

**Motor**

Candidates should have sufficient motor function to elicit information from patients by palpation, auscultation, percussion and other diagnostic maneuvers. A candidate should be able to do basic laboratory tests (urinalysis, CBC, etc.), carry out diagnostic procedures (thoracentesis, paracentesis, etc.), and evaluate ECGs and X-rays. A candidate should be able to execute motor movements reasonably required to provide general care and emergency treatment to patients. Examples of emergency treatment reasonably required of physicians are cardiopulmonary resuscitation, the administration of intravenous
medication, the application of pressure to stop bleeding, the opening of obstructed airways, the suturing of simple wounds and the performance of simple obstetrical maneuvers. Such actions require coordination of both gross and fine muscular movements, equilibrium, and functional use of the senses of touch and vision.

**CONCEPTUAL-INTEGRATIVE**

These abilities include measurement, calculation, reasoning, analysis, synthesis, and retention of complex information. Problem solving, the critical skill demanded of physicians, requires all of these intellectual abilities. In addition, the candidate should be able to comprehend three-dimensional relationships and to understand the spatial relationships of structures.

**BEHAVIORAL-SOCIAL**

Candidates must possess the emotional health required for the full use of their intellectual abilities, the exercise of good judgment, the prompt completion of all responsibilities attendant to the diagnosis and care of patients, and the development of mature, sensitive and effective relationships with patients. Candidates must be able to tolerate physically taxing workloads and to function effectively under stress. They must be able to adapt to changing environments, display flexibility and learn to function in the face of uncertainties inherent in the clinical problems of many patients. Compassion, integrity, concern for others, interpersonal skills, interest and motivation are all personal qualities that are assessed during the admissions and education process.
SECTION III: GRADING AND EVALUATION

Medical schools are obligated to graduate physicians with the knowledge, technical skills and professional behaviors necessary to practice medicine and improve the nation’s health. In keeping with that contract, medical students at the UMMSM are evaluated in three areas: academic performance, professional and ethical behavior, and technical standards. Passing grades alone does not guarantee promotion or graduation.

**GRADING SYSTEM**

The UMMSM uses a numeric score in many courses during the MS1 through MS3 years. Most MS4 courses are graded Pass/Fail, without numeric scores. Course directors will determine the minimum passing score in their courses. The grade of “F” (failing) will be assigned to students who have completed all required coursework and failed to achieve the minimum passing score. 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) depending on their course average at the time of the withdrawal. A marginal grade of D can be given by the course coordinators to designate a passing but unsatisfactory performance.

**Marginal “D” Grades**

Course directors can designate a student’s performance for the grade report as a marginal passing 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 director for the student to perform remedial work. Class promotions committees will review the academic progress of students who earn a D grade. Earning marginal D grades could signify that the student is not making satisfactory 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 UMMSM (see chart located in the section on Promotions Committees).

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

**REMEDICATION OF FAILING OR INCOMPLETE GRADES**

All students who receive a failing or incomplete grade will be so notified by the course director, who must also notify the Associate/Assistant Deans for Student Affairs. Course directors on the Regional Medical Campus must notify the Assistant Regional Dean for Student Affairs. All grades of “F” and “I” must be resolved to a passing grade before a student may progress to the next academic year. A failing grade must be improved to a passing grade by: a) completing remedial work at the discretion of the class promotions committee in consultation with the course coordinator, or b) repeating the course. All incomplete grades (“I”) must be resolved by completing required course work. Once a student has remediated the “F” grade, the grade will be changed to an “R” (remediated). Make-up work will be scheduled during the academic year at the discretion of the class promotions committees and the course directors. Remediation and make-up
examinations cannot interfere with scheduled courses. A final two-week remediation period will be scheduled at the end of each academic year during the pre-clerkship years. This remediation period is posted on the official academic calendar at the start of each academic year.

Note that remediation exams for pre-clerkship courses WILL NOT be administered prior to the first Friday of remediation week 1. Students failing remediation of pre-clerkship courses will be required to repeat that course in its entirety during its next offering in the following academic year.

The remediation of failed National Board of Medical Examiners subject (“shelf”) exams during the clerkship years can only be done during mid year or end of year break times or at the end of a 2 week block of unscheduled course work.

**STUDENT EVALUATION**

In addition to numerical and letter grades, students will receive a narrative evaluation of their performance at the completion of all core and most required clinical rotations. Performance evaluations are maintained in the Office of Student Affairs on both campuses. Students are encouraged to review their evaluations on a routine basis. At the Regional Medical Campus, clinical performance evaluations are also available at the RMC medical education administration offices in Boca Raton and/or JFK Medical Center. Evaluations are summative in nature and are used in the Medical Student Performance Evaluation (MSPE, also known as the “Dean’s Letter). Therefore, students are encouraged to review their evaluations on a routine basis. Students who disagree with the content of an evaluation should follow the grievance process outlined below.

**COMPETENCY-BASED LEARNING**

Some 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.

**GRIEVANCE PROCESS**

Course directors 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 or evaluation, request a change in accordance with the following process:

Requests for a change of grade/evaluation must first be directed to the course director.
The request must be submitted by official e-mail. The reason(s) for the request should be clearly stated.
In addition to a written request, the student should meet in person with the course director to discuss the request. The course directors should respond to the student, by e-mail, within 30 days.

If the course director agrees with the change in grade or evaluation, s/he must submit the appropriate change of grade form to the Office of Student Affairs.

If the student disagrees with the decision of the course director, s/he may request for the Associate/Assistant Deans for Student Affairs (ADSA) or the Assistant Regional Dean for Student Affairs to review the matter.

The request must be submitted by official e-mail. The request should include all relevant information, including the written response of the course coordinator.

The ADSA will review the request and confer with the student and with the course director. The ADSA will respond to the student, by official e-mail, within 30 days.

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

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

**REPORTING OF GRADES**

There are two forms by which grades can be reported, one for internal use and one for external use. Students can access and download their grade reports using CaneLink, EValue or by contacting the clerkship office directly. 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.

**Grade Reports**

Grade Reports are internal documents made available to the student and the promotions committees to evaluate the student’s academic progress. Grade reports include the following: student’s module and section grades, including any marginal passing (D) grades; credits taken and earned; and course data (median, high and low scores). Grade reports are for internal use only and are not shared with external agencies.

**Transcripts**

Transcripts are official university documents that report grades and calendar dates for all courses taken during medical school. Transcripts include course names, course numbers, credit hours taken, credit hours earned, the numeric percentage score (as appropriate), and the letter grade. Marginal grades of D are reported as passing (P) on the school transcript. Failing grades that have been successfully remediated are reported as “R” and, if applicable, with the original numeric score. Students who are required to repeat a course will have that fact and both grades reported on the transcript.
Transcripts report the student’s weighted grade point average for each semester and academic year. Transcripts also report any leaves of absence that cause a delay in graduation. The back of each transcript describes the UMMSM’s grading system in detail. Official transcripts can be obtained through the Office of Grades and Records.

**Class Rankings**

The Office of Grades and Records calculates each student’s class quartile ranking at the end of each academic year. A separate but consistent quartile ranking is done for each campus. Quartile rankings are reviewed by the promotions committees and may be used to determine the student’s eligibility for certain honors and awards. The student’s quartile rankings are not reported on the official school transcript. The student’s overall quartile is used in combination with leadership, research and student life involvement to determine a final ranking reported in the Medical Student Performance Evaluation.

**LICENSING EXAMINATIONS**

**Graduation Requirements for the USMLE Step Examinations**

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. The Office of Student Affairs will verify scheduled examination dates. Students are required to sit for both Step 2 CS and CK by December 31 of the senior year. 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](http://www.nbme.org), and the USMLE: [www.usmle.org](http://www.usmle.org).

**USMLE Step 1 Examination First Attempt**

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 as enrolled in order to sit for the USMLE Step 1, 2 CK and 2 CS. All UMMSM students must sit for the USMLE Step 1 exam before beginning any third year clerkships. Students are responsible for scheduling licensing examinations at the appropriate time. Failure to take the USMLE Step 1 exam at the appropriate time will delay the student’s entrance into the third year and possibly delay graduation.

Any request for a leave of absence for research purposes/other academic pursuits between years 2 and 3 cannot commence until after the student has sat for the USMLE Step 1 examination.

**UMMSM USMLE Step 1 Examination Delay Policy**

It is expected that all students will begin clinical clerkships on the first day of the MS3 year as defined by the UMMSM academic calendar, which allows for a designated study time period for the USMLE Step 1 Examination. While the study period provided is sufficient for most students, we recognize that some students may request additional time. If a student intends to take an extended period of study for USMLE Step 1 Examination, then
s/he must contact the Associate Dean for Student Services (MD) or the Assistant Regional Dean for Student Services (MD/MPH) in writing to initiate this request. Students must also contact the Assistant/Associate Dean for Student Affairs (MD)/Assistant Regional Dean for Student Affairs (MD/MPH) in writing to discuss the policies and procedures. In addition, the student should be aware of the following implications of additional study time:

- By choosing to take additional study time, students will not be permitted to begin clerkships as described above. This delay will require that the students take a leave of absence, formally known as a Withdrawal With Intent To Return (WWITR) for the first rotation cycle. All WWITR/leave of absences are required to be reported on the Medical Student Performance Evaluation (MSPE), also known as a "dean's letter."

- By delaying the start of the MS3 year, the student’s schedule will be altered based upon clerkship availability. At a minimum, students will take the final MS3 clerkship in Block 1 of the next academic year (start of the MS4 year). However, because of the limited capacity in the clerkships, students may need to delay taking a required core clerkship(s) until there is availability in the following academic year, potentially causing a delay in graduation. Even if the graduation date is not delayed, there are implications of moving MS3 core clerkships into the MS4 year including limited time to schedule sub-internships, externships, interviews and study for the USMLE Step 2 CK and CS Examinations.

**Specific Instructions for students in the MD/MPH Dual Degree Program**

- Students in the MD/MPH program may not sit for the USMLE Step 1 Examination between the first day of the MPH course block and the start of the M3 year (this includes the weekend before the start of MS3 orientation/Transition to Clinical Rotations 1-week course and weekend before the start of the first clerkship). That means that once the MPH course block begins, students are expected to be fully present and focused on the MPH courses. After the block ends, students will be expected to attend and fully participate in the MS3 Orientation/Transition to Clinical Rotations week. After this transition course ends students may resume full time studying. The earliest time students who delay their study period will be able to start their clerkships will be 4 weeks after the start of the MS3 year. While 6 weeks of unscheduled time is typically granted at the start of the extended study period, students may elect to use only 4 of the 6 weeks and complete a 2-week elective.

- There are also longitudinal courses that take place throughout the third year, including the MPH Public Health Seminar and the Transitions to Residency learning community afternoon. Students off for USMLE Step 1 Examination study may need to attend these sessions or be excused, depending on the session and the discretion of the course directors. If they are excused, they must complete a make-up assignment and/or attend those sessions in the following academic year. If assignments/class sections are delayed until the next academic year, students will receive a grade of incomplete until all of their course requirements have been met.

**Specific Instructions for Students in the MD Program**
Students in the MD program who delay their USMLE Step 1 Examination Study period must return to participate in both the Patient Safety Week and MS3 orientation before continuing with additional USMLE Step 1 Examination study.

For **ALL** students taking additional USMLE Step 1 Examination study time:

- There may be financial implications of a delayed start to the MS3 year and/or delayed graduation. For these issues, the Director of Student Financial Assistance should be the main point of contact. It is important to know that if a student receives a disbursement of federal loans and for some reason the student does not return to class for the semester, the student will be required to repay any financial aid disbursements received. Failure to do so in such cases will impact the student’s ability to procure future federal aid.

- Students should contact the NBME directly to find out the financial and scheduling implications of delaying the examination window and availability to reschedule, etc. if considering delaying.

- We strongly encourage students to seek support for any circumstances, stressors, physical or behavioral health issues that may impact their ability to study for the exam and lead to a concern that the existing study period is not sufficient. On the Miami campus, the Associate Dean for Student Services and the Behavioral Health Services are available; once students transition to the Regional Medical Campus, the Assistant Regional Dean for Student Services fulfills a similar role, and counseling services are available through Henderson Student Counseling.

**USMLE Step 1 Examination Delay Beyond November 1 of intended 3rd Year**

Students who do not sit for the Step 1 Exam for the first time by November 1st of their intended third year will be placed on a **leave of absence (withdrawal with the intent to return) for the remainder of that academic year and will not be course selected for the spring semester.** Lack of course selection precludes a student from obtaining federal student loans. Any request to return during the spring semester must be discussed and approved by the Associate/Assistant Deans for Student Affairs.

*A student must sit for the Step 1 Exam within one year of completing second year of the medical curriculum (March for MD/MPH program or May for the MD program). Failure to meet this deadline will result in a recommendation for dismissal from the UMMSM for failure to make satisfactory academic progress.*

Students who are approved to take a leave of absence after the MS2 year to pursue research are required to sit for the Step 1 Exam prior to beginning the leave of absence (withdrawal with the intent to return- see section entitled “Leave of Absence”).

**USMLE Step 1 Examination Repeat Attempts**

In most cases, students who fail the USMLE Step 1 exam for the first time 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 Associate/Assistant Dean for Student Affairs or the Assistant Regional Dean for Student Affairs in conjunction with the Associate Deans for Clinical Curriculum will coordinate necessary scheduling changes to allow students time to prepare to retake the exam.

Students who do not retake the Step 1 Exam by November 1st of their third year will be placed on a leave of absence (withdrawal with the intent to return) for the remainder of that academic year and will not be course selected for the spring semester. Lack of course selection precludes a student from obtaining federal student loans. Any request to return during the spring semester must be discussed and approved by the Associate/Assistant Deans for Student Affairs.

Any student who fails the USMLE Step 1 examination for the second time will not be allowed to begin any additional courses without expressed written permission from the Senior Associate Dean for Undergraduate Medical Education/Regional Dean for Medical Education, or until successfully passing the Step 1 examination. Students who fail the Step 1 Exam for a second time will not be allowed to complete any course in progress at the time of learning of the exam failure. A student who does not successfully pass the examination within one year of notification by the NBME of the first failure will be recommended for dismissal from the UMMSM.

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

All course exemptions must be authorized by the Senior Associate Dean for Undergraduate Medical Education. 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 director 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 director must submit to the Office of Student Affairs an end of course evaluation stating that the student has successfully met her/his obligations to the course.

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

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 director, 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.
SECTION IV: PROMOTIONS AND DISCIPLINE

SATISFACTORY ACADEMIC PROGRESS (SAP)

The progress of each UMMSM student is carefully monitored. Satisfactory Academic Progress (SAP) is defined by both qualitative and quantitative standards as described below. Academic progress of each student is reviewed at the completion of each academic year and is deemed satisfactory if standards are met.

Qualitative standard

Students must achieve a minimum grade of “P” or “R” (satisfactory completion of work) in all required courses, electives, and clerkships as means of progress. Students must also successfully pass the USMLE Step 1 Examination in order to progress to the third year.

Quantitative standard

Students must successfully complete the required MD courses of study within a required time frame. The usual time frame to complete required MD coursework is four academic years. Students may require additional time for academic or personal issues. In these cases, a student may be required to repeat part or all of an academic year of study as part of the recommendations and academic plan mandated by a promotions committee.

In order meet satisfactory academic progress, students ordinarily must complete the first two years of the curriculum by the end of the third year after initial enrollment. The aggregate amount of time to complete requirements solely for the MD degree (regardless of the degree program, eg. MD, MD/MPH, MD/MBA, MD/PhD) should not exceed 6 years.

A student may be granted a leave of absence for a variety of reasons. The period of leave for which the student has been approved may be excluded from the maximum time frame in which an individual student will be expected to complete the program.

Enforcement

The Office of Student Affairs and the Promotions Committees collaboratively have the responsibility for monitoring and enforcing Satisfactory Academic Progress. The appropriate Promotions Committee will determine whether academic sanctions are warranted and the students will be informed by the Office of Student Affairs. Please refer to “Satisfactory Academic Progress and Federal Financial Aid” located in the Student Support Services portion of the Handbook to understand how this may impact a student’s financial aid package.

PROMOTIONS AND GRADUATION

It is a fundamental responsibility of the faculty and administration of the UMMSM to determine whether students are making adequate progress toward the medical degree. The decision to promote and graduate a student is based on a combination of factors, including academic performance and professional behavior. Passing grades alone do not guarantee promotion or graduation.
There are two arms in the promotions and disciplinary process: a faculty arm, represented by the class promotions committees; and an administrative arm, represented by the medical education administration. Both arms serve in an advisory role to each other. Recommendations made by these bodies can be accepted or appealed to the Executive Promotions Committee.

**PROMOTIONS COMMITTEES**

Students are monitored, promoted and graduated by the faculty of the School of Medicine, as represented by the following committees:

**Class Promotions Committees – MD and MD/MPH Programs**

- Freshman-Sophomore Promotions Committee (F-SPC)
- Junior-Senior Promotions Committee (J-SPC)

Course/clerkship directors are required to recuse themselves from voting on a recommendation involving a student who has failed (F grade) or performed marginally (D grade) in their course/clerkship during that academic year.

**Executive Promotions Committee (EPC) – All Programs**

Members of the medical education administration sit as ex officio, non-voting members on all of these committees. Quorum in these committees has been previously determined by the UMMSM to be a minimum of 5 voting members. The Executive Promotions Committee serves as an appellate body in all matters regarding promotions. The Dean of the UMMSM upon the recommendation of the Faculty Council of the UMMSM appoints members of the EPC.

A course director, 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 toward the medical degree due to academic, personal or professional concerns.

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 the following:

- Obtaining academic and/or personal counseling
- Performing remedial work
- Repeating a course or courses
- Repeating an entire academic year
- Generation of a Physicianship Incident Report (PIR)
- Generation of a Physicianship Evaluation Form (PEF)
- Being placed on probation
- Being placed on a mandatory leave of absence
- Dismissal or expulsion from the UMMSM
- Referral to the ethics or professional counseling
- Referral for other supportive services
The following table serves as a guideline by which the class promotions committees may make recommendations for students who have had academic difficulties. These guidelines apply to an individual academic year except for years 3 and 4, which are considered part of a contiguous curriculum.

<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>

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

**GUIDELINES FOR PROMOTION**

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

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.

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 Examination.

**GUIDELINES FOR GRADUATION**

Graduation requirements include satisfactory completion of the four-year medical curriculum (consisting of up to 185 total credits), payment of all outstanding balances, a passing score on the USMLE Step 1 Examination, proof of having taken USMLE Step 2 CS and CK Examinations and documentation that scrubs have been returned.

**DISCIPLINARY POLICIES**

The faculty or medical education administration may recommend adverse administrative actions in response to poor academic performance, inappropriate behavior, violations of the policies set forth in this handbook, or inability to meet the school’s technical standards. The processes set forth in the grievance procedure involving medical students will be followed. See Figure 1 on the subsequent page for the grievance procedure. The standard of proof for cases processed pursuant to this procedure is the preponderance of
evidence standard. The processes set forth on the grievance procedure may be waived if the faculty or administration believes that the student may be a risk to self or others.

**INVESTIGATIONS**

As part of the grievance procedure involving medical students, the faculty and administration reserve the right to investigate complaints of unprofessional, unethical and/or illegal conduct. Witnesses may be interviewed as deemed appropriate. Any evidence gathered during the investigative process will be presented to the student of concern for review. Records of the investigative process will be maintained in the Office of Student Affairs and may become part of the student’s permanent education record. In most cases the student of concern will be provided an opportunity to respond before the faculty or administration recommend any adverse administrative actions. An exception to this policy is the recommendation for suspension if the faculty or administration believes that the student may be a risk to self or others.

**NOTIFICATION OF REVIEW AND POTENTIAL RECOMMENDATIONS**

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 Associate/Assistant Deans for Student Affairs or the Assistant Regional Dean for Student Affairs will notify students in advance by official e-mail when their progress is to be discussed by a class promotions committee. When notified of a pending review and/or possible recommendations, students may submit to the class promotions committee a letter of explanation or other written documentation that they feel would help the committee make an informed decision.

Following promotions committee meetings, the Associate/Assistant Deans for Student Affairs, the Assistant Regional Dean for Student Affairs, or the Chair of the Promotions Committee will notify a student by official e-mail 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 Associate/Assistant Dean for Student Affairs and the Assistant Regional Dean for Student Affairs will provide progress reports to each promotions committee involved with the student’s case.
Figure 1: Grievance Procedure Involving Medical Students

1. Reported Incident

2. Investigation Meeting(s)
   - No Charges
     When it is determined that no policies have been violated, the student is not charged and the case is closed.
   - Preliminary Hearing
     When an assistant dean for student affairs believes a student's actions violated one or more policies and may warrant suspension, dismissal, expulsion, or the loss of financial aid, the student is notified that the major disciplinary process will commence. All charges are clearly outlined and delivered in writing.

3. Student's Response (Within 5 class days)
   - Request to Dismiss
     Case referred to Class Promotions Committee and associate dean for student affairs to determine whether or not the case should proceed.
     - Upheld: Case is Dismissed.
     - Denied: New response due from student within 5 class days.
   - No Contest
     Student chooses to move the process on to the mitigation hearing without sharing any mitigating information (only for cases also involving criminal charges).
   - Not Responsible
   - Responsible

4. Major Disciplinary Hearing
   - Student chooses either an objective individual student affairs dean or senior associate dean for UME or regional dean for education to complete the case.
   - Responsible Finding
     When it is determined that no policies have been violated, the case is closed.
   - Not Responsible Finding

5. Mitigation Hearing with Executive Promotions Committee (Sanctioning)
   - Student given opportunity to share information s/he feels would be helpful in making a sanctioning decision.

6. Appeal to Dean of Miller School or his/her designee
   - Student may appeal based on either the severity of sanction or if s/he believes a procedural error may have changed the outcome. The Appeal decision is final.
   - Upheld
   - Denied
ADVERSE ADMINISTRATIVE ACTIONS

The following list describes adverse administrative recommendations that can be made by the promotions committees or the medical education administration. Students can accept or appeal recommendations to the Executive Promotions Committee, and ultimately the Dean of the School of Medicine. In certain circumstances, adverse administrative actions may be documented on the official transcript and reported in the Medical Student Performance Evaluation.

PROBATION

The class promotions committees or the medical education administration may recommend for a student to be placed on academic and/or professionalism probation. 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. Students on academic or professionalism probation are not eligible to receive UMMSM scholarships. Students may petition for institutional scholarships to be reinstated when they come off probation. Furthermore, academic and professionalism probation will be documented on official school records such as the Medical Student Performance Evaluation or licensure documents. Probationary status must be reported to licensing agencies (i.e. FCVS) or medical boards when credentialing students/alumni.

Academic Probation

Students who are repeating part or all of an academic year are automatically placed on academic probation during the period of time while repeating coursework. 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 exam, section or course. Failure to meet the terms of one’s academic probation may result in a recommendation for other sanctions including and up to dismissal. The probationary period ends with successful promotion to the next curricular year, unless otherwise defined.

Professionalism Probation

Students on professionalism probation may not hold office in any major student organization nor may they serve on the Council for Honorable and Professional Conduct. Senior medical students on professionalism probation are not eligible to apply for externships/extramural electives. Failure to meet the terms of one’s professionalism probation may result in a recommendation for dismissal.

SUSPENSION

The medical education administration may place a student on suspension when deemed necessary. 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. Students who fail to comply with all requirements established at the time of their suspension may be dismissed or expelled from the UMMSM.

Readmission is subject to the approval of the Senior Associate Dean for Undergraduate Medical Education in consultation with other members of the medical education administration and the Dean. 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 Undergraduate Medical Education, the Associate/Assistant Dean for Student Affairs, or the Assistant Regional Dean for Student Affairs grants specific permission.

MANDATORY LEAVE OF ABSENCE

A mandatory leave of absence for disciplinary reasons can be recommended by a promotions committee or 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 UMMSM 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 Executive Promotions Committee.

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 mandatory leave for academic or professional 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 or expelled from the School of Medicine.

DISMISSAL

The class promotions committee or the medical education administration 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. As previously stated, passing grades alone do not guarantee promotion or graduation.

Examples of lack of satisfactory progress toward the medical degree include, but are not limited to:

- Earning multiple marginal grades that, while passing, are consistently near the bottom of the class and suggest that the student’s overall performance is inadequate
- Having to repeat or remediate multiple courses
- Needing to repeat one or more academic years
- Failure to sit for licensing exams by dates delineated by school policies
- Failing to pass licensing exams after multiple attempts
- Failing to comply with academic or administrative policies and procedures
- Violating the professional or ethical standards of the UMMSM
• Demonstrating 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
• Demonstrating an inability to meet the technical standards of the medical degree program

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.

EXPULSION

The class promotions committees or the medical education administration 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.

APPEALS PROCESS

Students have the right to accept or appeal recommendations or sanctions made by a promotions committee and/or the medical education administration. The appeals process is the same for all medical students enrolled at the Miami or Regional Medical campus:

The student must submit a “Response to Recommendations” form to the Associate/Assistant Dean for Student Affairs or the Assistant Regional Dean for Student Affairs within five (5) working days of being notified of the recommendations or sanctions.

If an appeal is requested, the Associate/Assistant Dean will so notify the Chair of the Executive Promotions Committee (EPC).

The Chair will set a date for the appeal to be heard by the EPC, and will notify the student of the date by official e-mail.

Prior to the EPC hearing, the Chair will meet with the student to review the appeals process and to hear the reasons for the student’s appeal.

The Chair 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, the course directors, the class promotions committees, the faculty, the administration and/or the Council for Honorable and Professional Conduct.

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

The Associate/Assistant Dean for Student Affairs or the Assistant Regional Dean for Student Affairs may also submit to the EPC a report that summarizes the student’s overall academic progress and professional behavior while enrolled at the UMMSM.
At the EPC meeting, the 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 deliberate the case prior to voting on a formal recommendation.

The EPC can choose to uphold a recommendation, modify a recommendation, or make completely new recommendations. Recommendations can include, but are not limited to, a professional evaluation, counseling, ongoing monitoring, performing remedial work, repeating a course or courses, repeating an entire academic year, being placed on probation, being placed on a mandatory leave of absence, or being dismissed or expelled from the UMMSM. The committee may also generate a Physicianship Evaluation Form (PEF).

Immediately following the meeting, the student will be notified by the Chair and the Associate/Assistant Dean for Student Affairs and/or Assistant Regional Dean for Student Affairs of the committee’s recommendation(s). 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 Associate/Assistant Dean for Student Affairs or the Assistant Regional Dean for Student Affairs within five (5) working days of being notified of the recommendations or sanctions.

Students who seek an appeal to the Dean must submit an appeal in writing to the Associate/Assistant Dean for Student Affairs or the Assistant Regional Dean for Student Affairs within five (5) working days of notification of the EPC’s recommendations. Reasons for the appeal must be clearly and concisely stated.

When a student appeals to the Dean, the Chair of the EPC will provide to the Dean a summary of the student’s case and any relevant records. The Associate/Assistant Dean for Student Affairs, the Assistant Regional Dean for Student Affairs or the Senior Associate Dean for Undergraduate Medical Education may also submit to the Dean a report of progress that summarizes the student’s overall academic progress and professional behavior while enrolled at the UMMSM.

The Dean can choose to hear an appeal or not once s/he has reviewed the case and all relevant documents. The Dean can also designate a representative to hear an appeal on her/his behalf. The Dean has the prerogative to invite other members of the administration/faculty to the appeals meeting in order to provide additional information.

The Dean of the School of Medicine has final authority for all decisions regarding promotions and discipline. 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.

Figure 3. Promotions and Disciplinary Process
SECTION V: OTHER POLICIES

MD/MPH 4 YEAR PROGRAM POLICIES

Students enrolled in the MD/MPH program must complete all requirements for both degrees in order to receive either degree- students must complete the MPH degree in order to receive the MD degree, and vice versa. Even if a student has successfully completed all requirements for the MD degree and has obtained a residency program, they will not be awarded the MD degree until the MPH degree is also awarded. UMMSM provides all students with faculty mentors and advisors to assist in meeting all requirements and obligations for both degrees in a timely manner.

Students may not withdraw or transfer from the MD/MPH program and continue in the regular MD program. If a student withdraws from the MD/MPH program they will be dismissed from the UMMSM. Such a student may reapply to the UMMSM MD program and request advanced standing based on having successfully completed MD course work. Decisions for readmission will be made by the medical education administration on an individual case basis with consideration given to the reasons for withdrawal/dismissal.

EXTENDED ENROLLMENT / LEAVES OF ABSENCE (WITHDRAWAL WITH INTENT TO RETURN - WWITR)

A leave of absence (absence from required academic activities for more than five (5) consecutive class days is 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 medical education administration, a promotions committee, or the Dean.

VOLUNTARY LEAVE (WWITR)

Students may request a voluntary WWITR from the UMMSM for educational, health-related, or other reasons. A request for WWITR must be submitted in writing to the Office of Student Affairs using the Change of Status/WWITR form. Approval for a voluntary leave of absence must be granted by the Senior Associate Dean for Undergraduate Medical Education, in consultation with the Associate/Assistant Deans for Student Affairs, the Associate/Assistant Deans for Student Services, Regional Dean for Medical Education and/or the Assistant Regional Dean for Student Affairs. In certain cases, a promotions committee may grant a voluntary leave of absence for academic or personal reasons. A leave of absence cannot exceed two years.

Approval for the WWITR 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 intent to resume their medical education. The medical education administration reserves the right not to approve a request for a voluntary WWITR in certain circumstances. Students who fail to adhere to the terms of their voluntary WWITR may be subject to disciplinary action, up to and including dismissal from the UMMSM.
Students on WWITR pay no tuition for the period they are on leave. Students on approved voluntary leave will have the option to continue to pay for all or some of the fees and will be eligible for the services covered under those selected 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 at least a half time basis. A student must take four (4) or more credits per semester to be considered enrolled on a half time basis.

Categories of WWITR include the following:

- Special Studies
- Financial Reasons
- Health Reasons
- Academic Remediation
- Research Participation
- Joint Degree Program Study
- Other Reasons

**Mandatory Leave**

A mandatory leave of absence for disciplinary reasons can be recommended by a promotions committee or by the medical education administration for academic, professional, and or personal reasons. For more information about mandatory leaves of absence, please see the section titled “Adverse Administrative Actions.” A leave of absence cannot exceed two years.

**Process for MD/MPH Students to Request Year-Off Leave of Absence (WWITR)**

Because of the integrated nature of the 4-year MD/MPH program and the utility of having clinical training for research, students in this dual degree program who would like to apply for a program that will require a one year leave of absence between the 3rd and 4th years of school must first obtain permission from UMMSM administration. This is required even if the program itself does not require the school’s permission. The approval for this activity is limited to participation in programs that would support overall training in the dual degree program in public health and medicine, with a preference for prestigious national or international programs. The consideration of a student application includes the content and quality of the program, its relevance to the dual degree curriculum, and the overall fit to the student’s career goals and experiences. In addition, the dates of the program must mesh with the schedule of the UMMSM MD/MPH medical school curriculum and academic calendar.

Each application will be considered on an individual basis with consideration of the student’s overall performance and standing. Prior to consideration of the application, the student will be required to meet with the director of the MD/MPH program to further discuss the student’s goals.

A leave of absence between the 3rd and 4th years is not permitted for capstone related work. Applications will not be accepted for programs that would require a leave of absence before completion of the third year of the dual degree program.

The following information is required. This should be submitted at least 1 month prior to the deadline of the program application.
• A copy of the student’s current curriculum vitae
• A list of programs that the student plans to apply (in order of preference) and application due dates

For each program listed, please provide:
• Brief summary of the program
• Application requirements and/or prerequisites (letters from administration, letters of recommendation, etc.)
• Link to the website
• Program start and finish dates, as applicable
• Specific details about how this particular program would enhance your training in the MD/MPH program and your career as a public health physician.
• Specific information about previous experiences that support your application for each specific program (this could include work with student organizations, experiences before medical school, your capstone fieldwork and/or project, etc.).

THIRD AND FOURTH YEAR SCHEDULING 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 June of the fourth year) are determined during the second year. Schedules for rotations after June 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 online schedules and to obtain advice from the faculty in preparing their schedules.

COURSE REQUIREMENTS

Students are required to earn a minimum of 83 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>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Clerkships</td>
<td></td>
</tr>
<tr>
<td>43 weeks</td>
<td></td>
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<tr>
<td>Must be completed by June of the fourth year</td>
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<tr>
<td>Patient Safety: Transition to the Wards</td>
<td>1</td>
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<tr>
<td>Internal Medicine</td>
<td>8</td>
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<tr>
<td>Surgery</td>
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<td>Psychiatry</td>
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<tr>
<td>OB/GYN</td>
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<td>Pediatrics</td>
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<tr>
<td>Family Medicine</td>
<td>4</td>
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<tr>
<td>Generalist Primary Care</td>
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<tr>
<td>Required Clerkships</td>
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<tr>
<td>26 weeks</td>
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<tr>
<td>Neurology</td>
<td>4</td>
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<tr>
<td>Anesthesiology</td>
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<tr>
<td>Geriatrics</td>
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</tbody>
</table>
Third and fourth year course requirements for students enrolled in the UMMSM MD/MPH program are described below.

<table>
<thead>
<tr>
<th>Course Requirements</th>
<th>Credits</th>
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<tbody>
<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>
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<tr>
<td>Radiology</td>
<td>4</td>
</tr>
<tr>
<td>Open Electives 14 weeks</td>
<td></td>
</tr>
<tr>
<td>Limits: No more than 8 weeks of research or 12 weeks away from the UMMSM (Electives are minimum of 2 weeks in duration)</td>
<td>14</td>
</tr>
</tbody>
</table>

**GENERAL RULES**

No credit will be allowed for an elective not included in the Clinical Course Catalog without written approval from the student’s advisory dean and final approval by the Senior Associate Dean for Undergraduate Medical Education.

Scheduling changes must be approved by the course directors of each course being dropped and added.

The advisory deans reserve the right to modify a student’s schedule for academic or professional reasons.

Any exception to the policies or procedures described in the Clinical Course Catalog must be approved by the Senior Associate Dean for Undergraduate Medical Education.

**CONFLICT OF INTEREST IN CLERKSHIP SCHEDULING/EVALUATIONS**
All students are asked to please identify ANY potential conflict of interest (without detail) in an effort to avoid biased evaluation. For example, no student should be evaluated by any physician from whom she/he has received care as a patient. If a conflict exists, please contact the Associate Dean for Student Services – MIAMI campus or the Assistant Regional Dean for Student Services – Regional Medical Campus as soon as possible, so that your assignment can be modified accordingly.

**WORK HOURS DURING THE MS3 AND MS4 YEARS**

The UMMSM is committed to providing quality medical care and education in a safe and healthy work environment. While supporting the benefits and importance of continuity of care and clinical service demands, student schedules and responsibilities should avoid excessive fatigue and sleep deprivation, and spending time on duties of marginal or no educational value should be limited. All students must adhere to the Medical Student Work Hours Policy as summarized below:

Duty hours must not exceed 80 hours/week, averaged over a four-week period. Clinical shifts, such as in the Emergency Department, must be no longer than 16 consecutive hours, each shift separated by at least 10 hours. Students must have one day (24 hours) in seven free from all clinical/educational responsibilities, averaged over a four-week period. Tasks that are unrelated to their educational goals and that do not directly benefit their educational experience should be avoided. Students should report work hour violations to the Clerkship Director or the Associate Deans for Clinical Curriculum. Retaliatory action against students who report infractions of this policy is prohibited.

**RESEARCH**

Students wishing to conduct research for credit must obtain prior written approval by the research preceptor and the Senior 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. Students in the MD/PhD Program are automatically granted 8 research credits upon the successful completion of all third year core clinical clerkships. No student may receive more than 8 weeks of senior course credit for research unless approved by the Senior Associate Dean for Undergraduate Medical Education. The Medical Education website outlines the specific requirements needed to apply for both research credit and/or research distinction upon graduation.

**UNSCHEDULED TIME**

The third and fourth year schedule allows for approximately 13 weeks of unscheduled time, not including 4 weeks of winter break (two in the third and fourth years each).
Excused absences to attend interviews during courses may be allowed at the discretion of the course director. Each course describes in the Clinical Course Catalog its policies regarding interview time. *Students must obtain prior permission from the course director 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 UMMSM, students must check with their course director and the supervising physician on their clinical team to determine their clinical responsibilities. Note that some subinternships in the senior year do carry clinical duties during the Thanksgiving holiday.

**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 Undergraduate Medical Education.

**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 course director 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 Associate Dean for Clinical Curriculum.

**EXTERNSHIP PROCEDURES**

A maximum of 12 weeks may be spent in elective time away from the UMMSM. External electives must have written acceptance by the department at the other facility. Elective time spent away from the UMMSM 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 Undergraduate Medical Education in consultation with the Associate/Assistant Dean for Student Affairs and the Associate Deans for Clinical Curriculum. Externships are a minimum of 2 weeks in duration. *No externships may be done until all of the MS3 core clerkships have been satisfactorily completed.*

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

- Information and applications should be requested directly through VSAS or from the institution of interest by email or telephone.
• 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.

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

• 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.

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

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

• Forms for the students to evaluate the externship should be completed and returned to the Office of Student Affairs.

Failure to comply with these procedures will result in no credit for the externship.

INTERNATIONAL STUDY

The UMMSM feels that health care experiences abroad can be valuable to the professional growth of our students. Students may pursue three types of international experiences:

• Elective study in foreign regions (for credit)
• Experiences in foreign regions with a UM affiliated organization (non-credit)
• Experiences in foreign regions with a non-UM affiliated organization (non-credit)

All medical students planning experiences abroad while enrolled at the UMMSM must notify the Office of Student Affairs and comply with the following policies and procedures.

General Policies

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):

• Obtain written approval from the Senior Associate Dean for Undergraduate Medical Education. If seeking academic credit for an international clinical experience as a senior medical student, additional information will need to be provided to the Senior Associate Dean for Undergraduate Medical Education including: written goals/objectives for the rotation, expectations, student responsibilities, location/institution for clinical experience, how the student will be evaluated, name/contact of the physician who will complete the evaluation form and institutional policies in place to ensure the safety of the UMMSM student.
• Complete the Student Code of Conduct
• Complete the Emergency Contact form
• Complete the “Guidelines for International Study Abroad to Promote Health Safety of Students” form including the Zika virus affidavit
• Submit acceptance letter from foreign institution stating a formal commitment to supervise and be responsible for the student
• Register travel information on UM site: https://www.red24.com/affiliate/chartis/um
• Complete International Study Waiver
  For students under 18 years of age: complete “Next of Kin/Guardian Release for Students Engaged in Study Abroad” form.
• Obtain health insurance coverage in foreign region, including evacuation insurance, and provide documentation of such
• Plan for medical care, should you encounter a medical emergency while abroad
• Provide copy of passport

Please note that all student travel to State Department warning countries requires ultimate approval from the Dean of the UMMSM. For those students traveling to non-warning countries, final approval will come from the Executive Dean for Education and Policy.

Elective Study in Foreign Regions (For Credit)

In addition to completing the general policies noted above, students who wish to obtain credit for an international experience must obtain prior written approval from the Senior Associate Dean for Undergraduate Medical Education.

Individual rotations may be 2 or 4 weeks, and no more than a total of 8 weeks may be taken abroad (but no more than 4 weeks in one specific experience).

No elective study for credit may be done until all of the third-year core clerkships have been satisfactorily completed. When seeking approval for credit, students must submit the following additional documentation:

• Dates of experience
• Description of responsibilities to be assumed by the student during the experience
• Need for additional preparation prior to, support during, and follow-up after the elective
• Name(s) of the individual(s) who will be supervising the student in addition to the level and quality of supervision to be provided
• Name of the individual who will be submitting a grade of Pass or Fail along with a narrative evaluation of the student’s performance
• Institutional policies in place to ensure the safety of the UMMSM student, specifically the:
  o Potential risks to the health and safety of patients, students, and the community
  o Availability of emergency care
  o Possibility of natural disasters, political instability, and exposure to diseases
• Any potential challenges to the UMMSM Code for Honorable and Professional Conduct
• Meet with Assistant (Regional) Dean for Student Affairs prior to leaving and within six weeks of returning from international externship
**Elective Study in Foreign Regions with UM Affiliated Organization (Non-Credit)**

Students who intend to participate in a non-credit international experience with a UM affiliated organization must register with the Office of Student Affairs and submit all documents as contained in the section under General Policies above.

**Elective Study in Foreign Regions with Non-UM Affiliated Organization (Non-Credit)**

Students who intend to participate in a non-credit international experience with a non-UM affiliated organization must register with the Office of Student Affairs and submit all documents as contained in the section under General Policies above. Students must also sign an acknowledgement that there is no affiliation with UM.

**Visiting Medical Student Policy**

http://www.mededu.miami.edu/visitingstudents/.

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 the link listed above. UMMSM permits a maximum visit of 12 weeks.

**Externships**

https://services.aamc.org/20/vsas/public/school/instID/140.

In order to participate in a visiting externship at the UMMSM, a student must:

- Be enrolled in a medical school accredited by the Liaison Committee for Medical Education (LCME) or in the Nova Southeastern College of Osteopathic Medicine
- Have completed all required third-year core clerkships at their home institution
- 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 the link listed above. 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. The UMMSM International Medicine Institute (IMI) will serve as the central administrative unit for all global observerships. Departments will work with the IMI to ensure that all of the appropriate administrative documents have been completed and verified.

The only document that will be provided by the IMI is a certificate of completion of the observership program at the conclusion of the clinical experience. Observers will not be accepted for a rotation carrying academic credit or requiring evaluations from UMMSM faculty members.

The following are requirements of the observer-only status:

- no hands-on patient contact
- no direct responsibility for patient care
- no notes or comments in patients’ charts

International students who wish to participate in an observership are required to provide the following information:

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

**Registration Requirements for All 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.

Visiting students:

- Must make arrangements directly with the host department that has accepted them for the rotation
- Must be issued a valid UMMSM Visiting Student ID badge
- Must provide all required documents, complete online HIPAA training, and undergo a level II criminal background check as described on the VSAS website

All required documents for visiting students from Nova Southeastern must be submitted to the Office of Student Affairs, RMSB 2100. These documents must be completed in full and must bear the appropriate signatures before they are brought to the Office of Student Affairs. 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.
No ID badges will be issued to any student whose documentation does not meet the criteria set forth above. *For students involved in global observerships, only officials from the IMI can authorize that an ID badge be issued.*

No ID badges will be issued to visiting students unless authorized by the Associate Dean for Student Affairs, Senior Associate Dean for Undergraduate Medical Education or their designee.

Once a visiting student appropriately registers and begins an elective, the student will be afforded 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 Office 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 with a quarterly report of all visiting students studying in that department. The IMI will provide a similar quarterly report to the Office of Medical Education for all students involved in global observerships. The report should include the names of the students, the names of the home schools of the students, and the end dates of the rotations.

**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 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 Medical Campus**

Student organizations on the Regional Medical 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 Medical Campus. Local chapters of regional or national groups such as the AMA and AMSA are governed by the Student Government on the Miami 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.

**Outside Speaker Policy and Registration Requirements**

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*:


Students wishing to invite outside speakers onto the medical campus must contact the Senior Associate Dean for Undergraduate Medical Education (SADUME) to obtain authorization. Students wishing to invite outside speakers onto the Regional Medical Campus must contact the Regional Dean for Medical Education. In cases where the outside speaker represents someone from industry, the SADUME or Regional Dean for Medical Education will be required to seek further approval from the Executive Dean for Education and Policy. In keeping with UMMSM policy, whenever an industry speaker is presenting to students, a faculty member MUST be present during the presentation.

**Affiliated Training Sites**

Students located at affiliated training sites must adhere to the policies of the host institution. Failure to comply with the host institution’s policies is grounds for disciplinary action.

**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:

- is created by a provider of care, and;
- 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 UMMSM community they are required to become familiar with and adhere to these regulations. Medical students will be required to complete a course each year at registration verifying that they have completed the HIPAA training tutorial made available on-line. Medical students are also required to read and familiarize themselves with the privacy guidelines established by those clinics or hospitals outside the UM/Jackson Health System where they do clinical rotations. A link to the online training tutorial is available at:

[https://www.courses.miami.edu](https://www.courses.miami.edu)

After logging in with CaneID and Password, Students can select HIPAA “appropriate course year” for Medical Student Orientation

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.

**STUDENT RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Offices of Grades and Records maintain official education records for UMMSM students on the main and regional campuses. 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](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:
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.

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.

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)*

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
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 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.

SECTION VI: STUDENT SUPPORT SERVICES

STUDENT HEALTH AND WELLNESS

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 that cannot be personally arranged, the student should seek assistance from the Associate Dean for Student Services or the Assistant Regional Dean for Student Services. Students should contact the Office of Student Services as soon as possible if a health problem should develop that affects their ability to meet their academic obligations.
HEALTH INSURANCE

The UMMSM 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 UMMSM routinely negotiates 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. 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 Associate Dean for Student Services or the Assistant Regional Dean for Student Services.

Specific information about medical student health insurance plans, copies of policy brochures, and electronic copies of enrollment forms are available at:

http://studenthealth.studentaffairs.miami.edu/insurance-information/md-and-md-mph-insurance/index.html

Please reference sections related to Medical Students.

HEALTH INSURANCE ENROLLMENT AND WAIVER POLICY

All UMMSM, Miller School of Medicine MD and MD/MPH students enrolled in six or more credit hours per semester are required to obtain adequate health insurance. The annual premium for the health insurance plan offered through the Student Health Service is automatically added to the student’s Canelink account. Medical students with adequate alternative coverage may request cancellation of the insurance fee via the United HealthCare (UHCSR) waiver portal. Medical students with limited out of area coverage or otherwise inadequate coverage are urged to carefully review their options before waiving the University sponsored insurance plan. Medical students with limited out of area coverage or otherwise inadequate coverage are urged to carefully review their options before waiving the University sponsored insurance plan.

The waiver must be renewed in CaneLink at the beginning of each academic year. The waiver process is fully described at:

http://studenthealth.studentaffairs.miami.edu/insurance-information/md-and-md-mph-insurance/index.html

Please reference sections related to Medical Students.

PRIMARY CARE

The UMMSM 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 her/his 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. Specifics regarding access to care for Miami Campus and Regional Medical Campus students is described on the webpage. Information regarding access to care can be found at: http://www.mededu.miami.edu/health/index.htm.

All Miami Campus medical students are eligible to receive care at the University of Miami Student Health Center based on payment of the Gables Campus Health Fee. Information about hours, care provision and access can be found at: http://studenthealth.studentaffairs.miami.edu/

Regional Medical Campus students can receive primary care in Palm Beach County and information is also found HERE.

**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/ACCIDENTAL DEATH AND DISMEMBERMENT (ADD) INSURANCE**

Disability and ADD 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 and ADD insurance. The current policy is “portable” and may be carried after graduation. Specific information regarding disability insurance is available in the Office of Student Services.

**OSHA BLOODBORNE PATHOGEN TRAINING / FORMALDEHYDE USE**

Students are required to complete online OSHA Bloodborne Pathogen Training on an annual basis. The course is housed on Blackboard and includes an online examination.

Entering freshmen are also required to complete an online training module on formaldehyde use. The formaldehyde training module is made available online via Blackboard.

At the end of each online course there are exams 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 against Hepatitis B, Rubella, Rubeola, Varicella, Tetanus/Diphtheria/Pertussis (TDaP) 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 employee health office and the Student Health Service during orientation.

Student immunization records will be maintained by the Student Health Center on the Coral Gables and can be accessed through an online system, My Student Health at: mystudenthealth.miami.edu.

For questions regarding access to immunization records and updates, students should contact the Student Health Service at 305-284-9100 or studenthealth@miami.edu.

**Occupational Health: Exposures and Needlesticks**

Any medical student who experiences an occupational exposure or needlestick injury should immediately call the University of Miami Employee Health Needlestick and Exposure dedicated phone line at 305-299-4684. Any needlestick injury or occupational exposure should also be reported to the Associate Dean for Student Services or the Assistant Regional Dean for Student Services to ensure appropriate follow-up care. Regardless of clinical training site, all students who experience an exposure must call the number above in addition to any advice or information being shared by the physicians or nursing staff at any clinical training site. The UM Employee Health team will communicate with local staff regarding the appropriate care and services available for all medical students. Any UMMSM students on externship at another institution should follow the protocol for medical students at that institution in addition to notifying the UMMSM Employee Heath hotline for coordination of care.

Instructions for Miami Campus students can be found at:

http://www.medeu.miami.edu/health/index.htm#Occupational

Additional instructions for the Regional Medical Campus students can be found at:

http://ren.medeu.miami.edu/MD_Curriculum/Misc/Healthcare/2016 RMC Occupation Exposure policies.pdf

**Infectious and/or Environmental Disease or Disability**

Any medical student disclosing an infectious disease to the medical education administration will be referred to the Associate/Assistant Regional Dean for Student Services to assist the student in accessing resources through the University of Miami Office of Disability Services. The Associate/Assistant Regional Dean for Student Services will work with the student and the ODS, following the guidelines established by the Centers for Disease Control (MMWR/July 6, 2012/ Vol. 61/No. 3), to determine appropriate and reasonable accommodations ensuring that there is no fundamental alteration in the student’s educational activities.

**Student Health Services:**

http://studenthealth.studentaffairs.miami.edu/
**Student Health Service (Coral Gables Campus)**

All Miami campus medical students (including MS1 and MS2 MD/MPH students), regardless of health insurance plan, may access healthcare at the Student Health Service located on the Coral Gables Campus. The telephone number is 305-284-9100. Review information regarding the center at:
http://studenthealth.studentaffairs.miami.edu/

**Medical Student Urgent Care (Medical Campus)**

ALL medical students (Miami and RMC) may obtain urgent care at the UM Family Medicine/Internal Medicine Faculty Practice for minor self-limited illnesses (e.g. upper respiratory infection, diarrheal illness, urinary tract infection, simple injuries, etc.). The Faculty Practice is located on the 4th and 5th Floors of the Professional Arts Center (PAC). Student health fees cover these visits and students should not be subject to any charge for the office visit. Lab testing will be billed to student insurance. Students may walk-in to access same day appointments or register by calling 305-243-CARE, option #4, a dedicated line for employees, faculty, staff, and medical students.

**Medical Student Urgent Care (Regional Medical Campus)**

Students in need of urgent medical care at the RMC must seek services through their own providers and are responsible for any co-payments or fees incurred for the visit. Students may contact the Assistant Regional Dean for Student Services or look on the UMMSM student services website for a list of providers who have agreed to see UMMSM students and may provide services to students at convenient times, such as evenings and weekends.

Information for RMC can be found at:
HERE

**UMH Emergency Room**

In case of a medical emergency, students on the Miami campus should go to the University of Miami Hospital (UMH) Emergency Room. Students should inform the staff that they are medical students. When off the Miami campus, students should go to the nearest ER or call 911 in the event of an emergency. Students should notify the Associate Dean for Student Services as soon as possible if they require urgent care or are admitted to the hospital.

**Pharmacy**

It is recommended that students shop around to obtain the lowest prices for prescription drugs. In some cases, local pharmacies at Publix or WalMart offer deeply discounted or even free medications.

- Students who carry the UM-negotiated UnitedHealthcare Student Health Insurance MAY find the cheapest options at the Walgreen's Pharmacy at the Student Health Center on the Coral Gables Campus, located on the first floor of the Lennar Medical Center. Walgreens at Lennar offers Students preferred pricing (lower cop-pays) for students with the UM-UnitedHealthcare insurance.
New prescriptions can be filled at the Lennar Walgreens, via mail-order or at any other UHC participating pharmacy.

- **Walgreen’s Pharmacy at UMH and UMHC participate as retail pharmacies. Discounts with UHC Student Health insurance will also be available.**

### MEDICAL STUDENT BEHAVIORAL HEALTH SERVICE

The Medical Student Behavioral Health Service (MSBHS), managed by the Department of Psychiatry and Behavioral Health, offers outpatient mental health services to medical students. Service is provided by licensed psychiatrists. The service is completely confidential. Students are not charged for this service for at least the first five visits, and the need for additional care is evaluated on a case-by-case basis.

Services provided include:

- **Acute Care:** Medical students who are experiencing significant psychological distress or dysfunction, but who are in no immediate danger to themselves or others, will be seen within three (3) regular business days.

- **Elective Care:** Medical students who seek care but who are not experiencing significant psychological distress or dysfunction will be seen within five (5) business days.

- **Follow-up Care:** Four (4) additional follow-up visits will be provided per new occurrence. Exceptions to this policy can be made on a case-by-case basis. Referrals to community providers are available upon request.

Appointments can be scheduled by calling 305-243-2774 or by direct referral from the Associate Dean for Student Services. After hours, and on weekends and holidays, students may leave a message on the dedicated phone line for non-emergencies. Emergencies must be handled as noted above.

Medical Students on the Miami campus may also access services at the UM Student Counseling Center, CORAL GABLES CAMPUS.

http://counseling.studentaffairs.miami.edu/index.html

The UM Counseling Center is the primary counseling and mental health provider for all UM students. We promote the personal well-being and academic achievement of students through comprehensive mental health services.

The UM Counseling Center provides short-term time limited individual, couples, and group therapy as well as psycho-educational outreach programming and consultation. Urgent care and limited career and psychological assessments are also available. Psychiatric services are available to those under the care of a UM Counseling Center therapist.

The UM Counseling Center staff consists of experienced professionals from the fields of mental health counseling, psychology, social work, and psychiatry.

- Schedule appointments online via **WEBSITE for UM COUNSELING CENTER**
- WALK-INS available for urgent visits
- Same day visits may also available by calling daily at 8:45 AM
- Visits with psychologists, counselors, and LCSWs covered by student health fees for Miami Campus - FREE
- For complete hours, location, and general information, visit **WEBSITE for UM COUNSELING CENTER**
Emergency referrals:
Off campus psychiatric emergencies will be referred to 911.
On campus psychiatric emergencies will be referred to 911 or, if deemed appropriate, the student will be brought to the UMH emergency room and will ask for the UM Psychiatry faculty attending or the UM faculty on call (after normal hours).
In the event that a student self-refers to the MSBHS and it is deemed that the student is a potential danger to herself/himself or others, the treating clinician MUST immediately notify the medical education administration.

**Mental/Behavioral Health RMC**
Henderson Student Counseling Services, managed by Henderson Behavioral Health, Inc. offers outpatient mental health services to medical students by a licensed mental health counselor. The service is completely confidential. Students are not charged for this service for the first five visits, and the need for additional care is evaluated on a case-by-case basis. Students can make an appointment by calling the dedicated phone line (954-424-6868) and/or seeking assistance from the Assistant Regional Dean for Student Services.

Students in need of psychiatric care can be seen by a psychiatrist from the Medical Student Behavioral Health Service (MSBHS), managed by the Department of Psychiatry and Behavioral Health located in Boca Raton. Students should use the phone number for the main campus behavioral health services: 305-243-2774. The phone number for this service is also posted on the student health services website.

Services provided include:
**Acute Care:** Medical students who are experiencing significant psychological distress or dysfunction, but who are in no immediate danger to themselves or others, will be seen within three (3) regular business days.
**Elective Care:** Medical students who seek care but who are not experiencing significant psychological distress or dysfunction will be seen within ten (10) business days.
**Follow-up Care:** Four (4) additional follow-up visits will be provided per new occurrence by the Henderson provider and/or the MSBHS. Exceptions to this policy can be made on a case-by-case basis. Referrals to community providers are available upon request.

Appointments can be scheduled by calling the agency numbers as posted on the UMMSM student services website or by direct referral from the Assistant Regional Dean for Student Services. After hours, and on weekends and holidays, students may leave a message on the dedicated phone line for non-emergencies. Emergencies must be handled as noted below.

Emergency referrals will be referred to 911.
In the event that a student self-refers to Henderson student counseling and/or the MSBHS and it is deemed that the student is a potential danger to himself/herself or others, the treating clinician MUST immediately notify the medical education administration.

**Student Health Services: Regional Medical Campus**

All RMC students are encouraged to identify a primary care physician to oversee their health care. RMC students must seek services through their own providers and are responsible for any co-payments or fees incurred for the visit. Students may contact the
Assistant Regional Dean for Student Services or look on the UMMSM student services website for a list of providers who have agreed to see UMMSM students and may provide services to students at convenient times, such as evenings and weekends.

**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 UMMSM 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 $502. This fee is waived for students assigned to the RMC 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 the web at [http://wellness.studentaffairs.miami.edu/](http://wellness.studentaffairs.miami.edu/).

**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 UM 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 the web at [http://wellness.studentaffairs.miami.edu/](http://wellness.studentaffairs.miami.edu/).

**WELLNESS: REGIONAL MEDICAL CAMPUS**

Students at the Regional Medical Campus may join local gyms and other wellness centers. Students should contact the Assistant Regional Deans for Student Services for more information.

**SPECIAL ACCOMMODATIONS – AMERICAN WITH DISABILITIES ACT (ADA)**

**OFFICE OF DISABILITY SERVICES**

The Office of Disability Services (ODS) is the primary university office responsible for the coordination of auxiliary aids and services for students with disabilities. The Office of Disability Services (ODS) provides academic accommodations and support to ensure that students with disabilities are able to access and participate in the opportunities available at the University of Miami. Individuals with disabilities must request academic accommodations through the Office of Disabilities. Accommodations are determined on a collaborative and case-by-case basis and are based on the documentation provided by the individual. ODS staff will work collaboratively with students to determine what academic adjustments and educational auxiliary aids are reasonable to ensure that students with disabilities are not subject to discrimination. In this regard, documentation is reviewed and accommodations are assigned in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA), including the Americans with Disabilities Amendments Act of 2008.
Information is available to prospective and enrolled students, their parents and/or sponsors. The Office of Disability Services (ODS) is located in the Camner Academic Resource Center in Whitten University Center N201. ODS staff can be reached at 305-284-2374 (Voice), 305-284-3401 (TDD) or 305-284-1999 (Fax). Office hours are 8:30 am to 5:00 pm, Monday through Friday. Individuals may email the office staff at disabilityservices@miami.edu for quick responses to questions.

Under the Americans with Disabilities Act (ADA) of 1990, Americans with Disabilities Amendments Act of 2008, 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 follows and abides by the definition of disability set forth in the foregoing statutes. In this regard, in determining whether a person is a qualified individual with a disability, the University of Miami does not take into consideration the ameliorative effects of mitigating measures other than ordinary eyeglasses or contact lenses.

**Eligibility for Services**

ODS determines eligibility for services and accommodations and collaborates with faculty and staff to ensure individualized implementation of recommended services and accommodations, including accessible coursework, housing, transportation and campus activities. Registering with ODS is the required first step for students who wish to request a disability-related accommodation or service.

**Documentation**

In most circumstances, in order to determine the appropriate accommodation, ODS may require current (within the past 3 years) documentation which includes, but is not limited to, a diagnosis of a current disability, the date of the diagnosis, how the diagnosis was reached, the credentials of the diagnosing professional and how the disability affects a major life activity. Please note that the documentation that might be requested varies on a case by case basis. The requested documentation is evaluated consistent with the language and requirements of all current and applicable statutes and regulations.

During the initial consultation with the ODS staff, in most instances, an individual will be given a list of case-specific documentation requirements, which should be submitted to ODS promptly, but no later than 4 weeks prior to the start of classes in order to ensure sufficient time for the review process and coordination of services. Documentation guidelines may also be obtained by contacting the office or under the documentation guidelines link on this website. Academic accommodations are not applied retroactively and may only be provided to students registered with ODS. As required by law, ODS maintains confidentiality of all records.

The Office of Disability Services is also responsible for reviewing all requests for housing accommodations. Students are required to complete all the necessary applications, pay deposits, and meet all deadlines set forth by the University of Miami Department of Housing and Residential Life. Students must then submit documentation to the Office of Disability Services along with a written request for housing accommodations. Students are encouraged to submit requests early or prior to regular housing registration. Requests
received after housing assignments have been published may not be considered until the following semester due to limited housing availability.

Documentation will only be reviewed once it is complete. Students are notified by email of all decisions pertaining to the request for services. Students are responsible for monitoring their email account for the receipt of important information pertaining to their accommodations.

Services of a personal nature (for example, readers for personal use or assistance in eating or dressing) are not provided through ODS. However, ODS counselors may make referrals, where possible, to other offices or agencies that may assist in providing nonacademic or personal services.

ODS will not provide any accommodations until all essential documentation has been submitted and students participate in an interactive and collaborative process. Students seeking services at ODS should remember the following points:

- In granting accommodations, the University of Miami follows and abides by all applicable statutes and regulations.
- Accommodations are provided individually, not as a package, and are based on the student's disability, the student's individual needs, and the attendant documentation.
- The University of Miami will not grant accommodations that may fundamentally alter the nature of a course of study or that constitute a direct threat to the health or safety of the student or University community.
- The fact that other accommodations were granted at other institutions does not guarantee that the same accommodation will be granted at the University of Miami.
- Accommodations must be requested through ODS prior to June 1st for the fall semester and prior to December 1st for the spring semester. Accommodations for summer and intersession courses must be submitted 6 weeks prior to the first day of classes. These deadlines are in place to provide sufficient time to review information and allow for the coordination of any granted accommodations prior to the first day of class. All requests are processed in the order that they are received. Longer delays will apply for incomplete documentation. Requests for accommodations received after the deadline will be processed for the next regular term semester.
- The student is responsible for submitting the Accommodation Request Form along with comprehensive documentation. Request forms without accompanying documentation will not be reviewed.
- Freshmen are advised to submit documentation immediately after being accepted to the University.
- Accommodations are not granted on a retroactive basis.
The University of Miami 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.

- ODS has information about the types of adapted equipment available on campus.

Please contact the Office of Disability Services with questions. Student may visit http://umarc.miami.edu/arc/ODS.html for comprehensive information about requesting any type of accommodation.

E-mail: disabilityservices@miami.edu
Phone: (305) 284-2374 Fax: (305) 284-1999

**REQUESTING ACCOMMODATIONS AT THE UMMSM**

If ODS believes that a UMMSM medical student qualifies for accommodations under the ADA, its findings and recommendations must be submitted to the Office of Student Services for final review and approval by the Associate Dean for Student Services and the Senior Associate Dean for Undergraduate Medical Education. At the completion of this review, the student will be notified in writing of the medical school's decision and the process the student must follow for the accommodations to be provided.

**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.

Students at the Regional Medical Campus will apply for financial assistance through the Office of Financial Assistance at UMMSM and can obtain advice and counseling from the Office of Financial Assistance on the UMMSM medical campus in person, over the phone or electronically.

**TUITION AND STUDENT FEES**

Annual tuition is assessed at the time of registration at the beginning of each semester. Students with outstanding balances will not be allowed to register for the following semester. All tuition and fee payments should be made directly to the Office of Student Accounts at the Coral Gables Campus.

Students should refer to the medical education website to view latest information about tuition, fees, and cost of attendance information.

**TUITION REFUNDS AND PRORATED TUITION**
Students are expected to pay no less than 8 semesters of full 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 WWITR that will result in a change in their anticipated date of graduation, a refund may be provided if they have paid for credits not yet taken. The refund will be determined on a case-by-case basis and will be based out of the total number of credits required for each academic year (i.e. MS1 year= 40 total credits, MS2 year= 38 total credits, etc.).

**Prorated Tuition**

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

- Annual tuition/total number of credits required per year = cost per credit
- Cost per credit x number of credits attempted = prorated tuition

**Mandatory Fees Refund**

When a student has attended at least the first day of the semester and then takes a leave of absence (WWITR) that will result in a change in their anticipated date of graduation, mandatory fees are non-refundable, including the Disability and Accidental Dismemberment Insurance fee that is required for all students on leave.

**Health Insurance Fee Refund**

Deadlines for students to waive the health insurance are: July 25th for MS2-4 and MS1 MD/MPH classes, and August 31 for MS1 MD class. In the event the student wishes to waive an active policy, prior to 60 days from the start of the policy, the following criteria must be met in order to receive a refund: 1. UHC verifies that there are no claims that were paid by the policy. 2. The Student Health Service verifies that the insurance presented by the student for waiver is active. Student Health Services will process a credit for the insurance in the student’s Canelink account and the Office of Student Account Services will process a refund. The student will receive an email indicating the amount of the refund to be issued. Refunds are issued either by direct deposit or a check.

**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.

Scholarship recipients must be enrolled in the UMMSM and attending classes to continue receiving their scholarship.

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 are placed on academic probation and forfeit scholarship awards during that time. Students may petition for institutional scholarships to be reinstated when they come off probation.
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 a promotions committee, the medical education administration 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.

Scholarship recipients have the right to appeal the forfeiture of their scholarship awards to the Scholarship Committee for review. After the Scholarship Committee reviews an appeal, recipients have the right to appeal an adverse decision to the Dean of the UMMSM, or to such other person(s) or committee the Dean may designate.

**Satisfactory Academic Progress and Federal Financial Aid**

Students receiving federal financial aid must exhibit evidence of satisfactory academic progress according to Title IV federal regulations. Students who fail to make Satisfactory Academic Progress at the end of the academic year will not be eligible for federal financial aid in the term that follows.

**Financial Aid Appeal**

Students who fail to make satisfactory academic progress may submit an appeal to the Financial Aid Appeals Committee comprised of members of the Office of Financial Assistance and Student Affairs. The appeal must state the circumstances contributing to the student’s failure to make satisfactory academic progress (e.g. family emergency, death in the student’s immediate family, a student’s medical illness, or other undue hardships), and the changes in circumstances that will allow the student to demonstrate satisfactory academic progress at the next evaluation.

**Financial aid probation**

Once an appeal has been approved, a student is placed on financial aid probation and is eligible for federal financial aid. The promotion committee that provides a recommendation for that student will have developed an academic plan for the student. This plan, at a minimum, will require that the student must meet the UMMSM’s Satisfactory Academic Progress standards by the end of the academic year during which financial aid probation is in effect. During this time, the student will be monitored at the end of each academic semester to ensure that the conditions of the academic plan continue to be met. A student who does not comply with the satisfactory academic progress standards by the end of the financial aid probationary period is suspended from receiving further federal financial aid. A student shall be reinstated for financial aid eligibility when s/he satisfactorily completes sufficient coursework to meet the standards of progress within the appropriate time frame. The Office of Financial Assistance will subsequently inform any student whose financial aid has been impacted.

**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 Department of Public Safety 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 Public Safety maintains detailed information, including medical campus alerts, on the following website: [http://security.med.miami.edu/alerts](http://security.med.miami.edu/alerts)

The following are contact numbers for Public Safety on the UMMSM Campus:

- **Emergency Assistance:** 305-243-6000
- **Non-Emergency Assistance:** 305-243-7233 (243-SAFE)
- **Security Escort:** 305-243-7233 (243-SAFE)

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.

**Regional Medical Campus**

Security services at the Regional Medical Campus vary based upon the clinical site. Escorts are available at core clinical sites as below:

- JFK: extension 87340 or dial 0 for the operator
- VA Medical Center: Call 0 on hospital phone
- Broward General: In house Dial x5350
- Jupiter: In house ext. 3800
- Holy Cross: In-house x 3099
- South County Mental Health Center: escort available from onsite staff

**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. Command centers have been established by the University to disseminate accurate, timely information in the case of an emergency. The command center will have the latest official information regarding work, class, clinic, and hospital schedules. Information generated from the command center comes directly from University officials and is reviewed and approved by the Dean.

In the event of a hurricane or emergency, information will be conveyed to students by the medical education administration when possible or by the university’s rumor control hotline.

It is imperative that students maintain accurate contact information, including home telephone numbers and cellular phone numbers in CaneLink. Students are responsible
for updating their contact information CaneLink whenever any changes occur. This is critical for the University to contact students through the Emergency Notification Network.

The University of Miami Emergency Notification Network (ENN) is the comprehensive communications solution that allows the University to quickly disseminate an urgent message through multiple communications mediums. If there is a condition, which significantly threatens the health and safety of persons on campus or impacts normal campus operations, university officials will warn the campus community using one or more communication methods.

Learn more by visiting the ENN webpage:
http://security.med.miami.edu/alerts/alerts-emergency-notification-network

Full cooperation with updating contact information is imperative and failure to do so during an emergency will be considered a serious breech of student conduct.

**DISASTER/HURRICANE/EMERGENCY PLAN**

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://security.med.miami.edu/policies-procedures
Information resources on disaster preparedness can be found at:
http://security.med.miami.edu/preparedness-disaster-resiliency

**STUDENT MISTREATMENT POLICIES**

**EQUAL OPPORTUNITY/ NON-DISCRIMINATION / ANTI-HARASSMENT /NON- RETALIATION POLICY**

It is the policy of the University of Miami and the UMMSM that no person within the jurisdiction thereof shall, on the basis of race, religion, color, sex, age, disability, sexual orientation, gender identity/expression, veterans status, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination or harassment (including all forms of sexual harassment, sexual violence, domestic violence, dating violence, and stalking) under any educational/employment program or activity of the University. Retaliatory actions against any person who has, in good faith, reported a potential violation or participated in a subsequent investigation is also prohibited. The following non-exclusive list of statutes apply:

**TITLE IX, 1972, EDUCATION AMENDMENTS**

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in recruitment, admissions, financial aid/scholarships, facilities and housing, course offerings and access, educational programs and activities, counseling, health insurance benefits and services, marital and
parental status, athletics, and employment assistance under any education program or activity receiving Federal financial assistance."

For more information regarding Title IX and sexual misconduct policies refer to: http://itsonus.miami.edu/index.html

**TITLE VII OF THE CIVIL RIGHTS ACT OF 1964**

Title VII makes it illegal to discriminate against someone on the basis of race, color, religion, national origin, or sex in employment.

**TITLE VI, CIVIL RIGHTS ACT OF 1964**

Title VI prohibits exclusion from, participation in, denial of benefits, and discrimination under federally assisted programs on ground of race, color or national origin.

**THE AGE DISCRIMINATION ACT OF 1975 (ADA)**

The ADA prohibits discrimination on the basis of age in programs and activities receiving federal financial assistance. This applies to persons of all ages including non-traditional students. Under the ADA, it is unlawful to exclude a person on the basis of age from participation in, deny benefits, or subject to discrimination, under any program or activity receiving Federal financial assistance.

The University reaffirms its commitment to the concept of nondiscrimination and to providing an educational forum and work environment free of discrimination, harassment, and retaliation. Discrimination, harassment, or retaliation of any kind by any administrator, faculty member, employee, or student is absolutely prohibited. A violation of this policy shall constitute grounds for disciplinary action up to and including dismissal or expulsion from the University of Miami and the UMMSM.

Federal law and university policies prohibit retaliation against a person who, in good faith, complains about discrimination, files a charge of discrimination, or participates in a discrimination investigation or lawsuit.

All complaints of discrimination, harassment or retaliation brought under the above statutes or any other statute prohibiting discrimination not mentioned above will be addressed in accordance with the Grievance Procedure described below.

**GRIEVANCE PROCEDURE**

Under the University’s grievance procedures, UMMSM students may address their complaints of discrimination, harassment, or retaliation by reporting such complaints to the University in writing, via secure online reporting system the Physicianship Incident Reporting System: http://www.mededu.miami.edu/MedEd/PIRS/index_html/PIRS_System/Submit_Incident_Report or by calling the 24-hour Mistreatment Reporting Hotline (305-689-2222 or 2-2222 from a campus phone), either informally or formally. Subject to the University’s statutory disclosure requirements under the Clery Act or any other applicable statutes, all reasonable efforts will be made to preserve and protect the confidentiality of all parties involved, provided that these efforts do not interfere with the University’s ability to
investigate and take appropriate corrective action. Students are encouraged to file a complaint within thirty (30) calendar days from the date the incident occurred; however, if extenuating circumstances occur, complaints may be filed later than the 30-day period. Retaliation or subsequent harassment against a student who files such a complaint or participates in an investigation is prohibited.

INFORMAL (VERBAL)

Students, who feel they have been discriminated against or harassed, may contact the Associate/Assistant Dean(s) for Student Services, the Associate/Assistant Dean(s) for Student Affairs, the Senior Associate Dean for Undergraduate Medical Education, Regional Dean for Medical Education or the medical school ombudsman to receive necessary counseling and/or arrange for an investigation of the complaint. Within five (5) working days of the student’s complaint, the dean or ombudsman is responsible for notifying the Office of Workplace Equality and Performance (WEP) of the action taken to resolve the matter so that a confidential record can be maintained by the Office of Student Affairs and WEP.

A student who is not satisfied with the informal resolution to their complaint should file a formal complaint with WEP within ten (10) working days of the receipt of a final response from the appropriate dean or ombudsman to WEP.

FORMAL (WRITTEN)

All formal complaints of discrimination/harassment shall immediately be reported to the Director of Workplace Equality and Performance in the WEP Office; you can file a complaint online at: 

This office will also be available to assist complaint facilitators, ombudsperson, students, administrators, and faculty in the complaint. Any University student who believes that she or he has been subjected to discrimination, harassment, or retaliation may file a complaint through the appropriate procedures described below.

A. Students must report their complaints as follows:

1. Student - Student Complaint
Complaints of discrimination, harassment (including sexual violence, domestic violence, dating violence and stalking) or retaliation by a University student against another University student shall be reported to the Associate Dean for Student Affairs; you may contact the Associate Dean through the Office of Student Affairs by e-mail or by phone at (305) 243-2003. Complaints may also be filed online via the Physicianship Incident Reporting System: http://www.mededu.miami.edu/MedEd/PIRS/index_html/PIRS_System/Submit_Incident_Report or by calling the 24-hour Mistreatment Reporting Hotline (305-689-2222 or 2-2222 from a campus phone). In cases where the students involved are students of other University schools or colleges, reports should be directed to WEP as noted above. Students who assert complaints of harassment, sexual violence, domestic violence, dating violence, and/or stalking, will be informed of their right to also report the incident/s to the appropriate law enforcement agency. If the student has obtained a judicial no-contact or restraining order
as a result of the incident/s, a copy should be provided to the Associate Dean for Student Affairs so that the UMMSM may take appropriate steps if necessary.

2. **Student - Faculty Complaint**
Complaints of discrimination, harassment or retaliation by a faculty member against a student of the University shall be reported to WEP as noted above. A Faculty Sexual Harassment Counselor will collaborate with WEP and appropriate individuals/other offices as necessary in order to investigate the complaint.

3. **Student - Administrator / Employee Complaint**
Complaints of discrimination, harassment or retaliation by an administrator/employee against a student of the University shall be reported to WEP as noted above. WEP will collaborate with the appropriate individuals/offices as necessary in order to investigate the complaint.

4. **Student - Third Party Complaint**
Complaints of discrimination, harassment, or retaliation by a third party (including visitors, patients, applicants, vendors, others) against a student of the University shall be reported to WEP as noted above. WEP will collaborate with the appropriate individuals/offices, as necessary in order to investigate the complaint.

B. **Complaint Facilitator- Ombudsperson**
In addition to the above persons in positions of authority, students may contact the University ombudsperson who is a member of the University community and serves as a support to the complainant and advisor on the policies and procedures on how to report a grievance. The Ombudsperson’s responsibilities shall include listening to complaints and providing necessary counseling on how to handle these concerns, accompanying the individual in a meeting, as appropriate, with the person in position of authority and providing guidance on the University’s non-discrimination/anti-harassment grievance procedures. The processing of complaints by the Ombudsperson shall include involvement by WEP and the Office of Student Affairs. The Ombudsperson shall not make policy, override a policy or investigate a complaint.

The Ombudsperson shall notify WEP immediately of student’s complaint and the action taken to address the matter so that a confidential record can be maintained by WEP.

The University Ombudsperson can be reached at: [http://ombudsperson.med.miami.edu/](http://ombudsperson.med.miami.edu/) or via phone at: 305-243-8400.

C. **Verbal Complaint**
Any student, who believes that she or he is the subject of harassment (including sexual harassment), discrimination, or retaliation, is encouraged to seek resolution by reporting the matter to the appropriate office. The Associate Dean for Student Affairs or Services shall make every reasonable effort (normally within fifteen (15) working days) to promptly inquire into the facts of the charge of discrimination/harassment upon becoming knowledgeable of the complaint. The responsibility of the associate dean is to listen to the student grievance, investigate the facts surrounding the complaint, provide counsel and attempt to achieve a mutual resolution between/among the parties. The complainant has the right to end the informal resolution process at any time and begin the formal grievance procedure by filing a writing complaint.
The Associate Dean shall, within five (5) working days of the resolution, provide a written statement to WEP specifying the resolution of the problem or complaint.

D. Written Complaint
A student is required to submit a written statement to the Office of Student Affairs (student-student) or WEP for all cases. The written statement is to include the following: the name(s) of the complainant(s), the accused, and any witnesses; the date, time, location, and details of the incident(s); and the desired resolution. Students who do not provide this information may impede a thorough investigation of the complaint. Nonetheless, the student shall receive counseling and guidance from the Office of Student Affairs (student – student) or the Director of WEP for all other cases.

E. Investigation
Upon the filing of a written complaint by a student, the Office of Student Affairs or WEP shall contact the Dean of the UMMSM of the commencement of the investigation. Normally, the investigating office shall have up to 30 to 60 calendar days to investigate the charges of discrimination/harassment. Such investigations shall consist of, but not limited to, interviewing the parties involved, interviewing witnesses with relevant and material information, and reviewing related supporting documents.

Any individual who knowingly provides false information pursuant in connection with the filing/submission of a complaint of discrimination, harassment or retaliation, or during an investigation will be subject to appropriate discipline, up to and including dismissal from the University.

At the conclusion of the investigation, the Office of Student Affairs or WEP shall notify the Dean of the Miller School of Medicine of the results of the investigation and collaborate on the resolution and implementation of any corrective action, as well as follow up in writing with the student/respondent regarding the complaint. The Office of Student Affairs reserves the right to refer any case to the Dean of Students on the Coral Gables campus for investigation and adjudication.

1. In cases where the accused is a student and it is determined that the reported behavior may represent a violation/s of the Equal Opportunity/Non-Discrimination/Anti-Harassment/Non-Retaliation Policy, the Grievance Procedure Involving Medical Students will be utilized to process the investigation and subsequent case. Please consult the Grievance Procedure Involving Medical Students attached at end of this policy for a detailed description of the disciplinary process. In cases involving alleged violations of the Equal Opportunity/Non-Discrimination/Anti-Harassment/Non-Retaliation Policy, the standard of evidence that will be used will be the preponderance of the evidence standard. Additionally, in connection with the processing of such cases, the complaining and responding parties will have the option to be accompanied by an advisor of their choice. Possible sanctions in response to findings of violations of the Equal Opportunity/Non-Discrimination/Anti-Harassment/Non-Retaliation Policy may include probation, suspension, dismissal and/or expulsion from the Miller School of Medicine and/or the University. At the conclusion of the investigation and/or the disciplinary proceedings, the students involved will be simultaneously informed, in writing, of the findings and any corrective/disciplinary actions.

2. In the case where the accused is faculty member, the matter shall be reviewed by the UMMSM’s Senior Associate Dean for Faculty Affairs who with the Vice Provost for Faculty Affairs
Affairs and Provost, shall make a determination as to whether the charge is to be referred to the Committee on Professional Conduct for processing in accordance with the procedures set forth in the Faculty Manual. Further detail is available in the Faculty Manual. Separate and apart from a referral to the Committee on Professional Conduct, the WEP, the Vice Provost for Faculty Affairs and/or the Dean of the UMMSM (or her/his designee) may take appropriate corrective action(s). At the conclusion of the investigation and/or the proceedings before the Committee on Professional Conduct, the student and the faculty member will be informed of the investigation’s findings and any corrective/disciplinary actions.

3. In the case where the accused is an administrator/employee, WEP will conduct an investigation and in conjunction with the respective dean/vice president shall implement appropriate corrective action to be taken. At the conclusion of the investigation, the student and the employee will be informed of the investigation’s findings and any corrective/disciplinary actions.

A complainant not satisfied with the decision shall have ten (10) working days to request an appeal in writing to the University’s Vice President for Human Resources. A request for an appeal by the complainant or respondent shall state specific reasons why the findings/resolution was improper. The appeal is limited to considering evidence not previously available to WEP (or designee). WEP will provide the Vice President with the written record of the investigation, the decision and other appropriate documentation not previously available. The Vice President for Human Resources shall review the findings and respond to the request within ten (10) working days. If the Vice President for Human Resources determines that the decision is not supported by the evidence, the complaint will be reopened for further investigation. If the Vice President for Human Resources determines that the investigation was thorough and complete, the request for an appeal shall be denied, and the complainant/respondent will be notified that the internal discrimination complaint procedure is complete. The decision of the Vice President will be final.

F. **Time Limits**
Complaints of harassment, discrimination, or retaliation, both formal and informal, should be filed within thirty (30) calendar days from the date the most recent incident occurred. In addition, the Office of Civil Rights imposes a one hundred eighty (180) day time limit on filing a complaint.

G. **Off Campus Programs and Activities**
Students who feel that they have experienced discrimination, harassment, or retaliation while participating in off-campus programs and activities should immediately report such incidents to the Office of Student Affairs or WEP. Off-campus programs and activities include, but are not limited to, medical mission trips, national and international externships, applied learning experiences and or social activities.

**GLOSSARY OF TERMS**

**Assault**
To threaten bodily harm or discomfort to another person or commit or aid in the commission of an act that causes bodily harm or discomfort to another person is
prohibited. (For University purposes, self-defense or defense of another is limited only to the use of force sufficient to protect a person from injury by another.)

Consensual Relationships
Amorous, romantic or sexual relationships (“amorous relationships”) between members of the University community, where one of the parties has academic, supervisory, administrative or other authority over a subordinate (junior) party are highly problematic, even when entirely consensual. The amorous relationship may create, or be perceived as creating a conflict of interest that undermines the objectivity of evaluations.

Policy
Members of the University community are prohibited from entering into amorous relationships with persons over whom they have evaluative authority. Supervisors who engage in an amorous relationship must take whatever steps are necessary to ensure that they do not simultaneously have evaluative authority and an amorous relationship in a way that disadvantages the subordinate (junior) party.

Procedures
Such steps may include, for example, withdrawing from a position as thesis advisor or teaching assistant supervisor. These steps should be taken in a way that does not disadvantage the junior party. If an amorous relationship develops with a subordinate / junior party (student) the supervisor/senior party (teaching assistant) must report the situation to the relevant program director, department chair, or dean, who will act to determine the best means of resolving potential conflicts and shall maintain the confidentiality of the information.

Failure to comply with this policy is prohibited.

Dating Violence
Dating violence means violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such a relationship will be gauged by its length, type, and frequency of interaction.

Domestic Violence
Domestic violence includes asserted violent misdemeanor and felony offenses committed by the victim’s current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.

Harassment or Harm to Others
Any words or acts, whether intentional or a product of the disregard for the safety, rights, or welfare of others, which cause or result in physical or emotional harm to others, or which intimidate, degrade, demean, threaten, haze or otherwise interfere with another person’s rightful actions or comfort is prohibited.

Hazing
Hazing and/or hazing-related activities are prohibited.

Retaliation
To harass, threaten, or otherwise commit an act against another person who has reported a possible policy violation or who has participated in an investigation into the possible violation of a policy is prohibited.

**Sexual Assault / Battery**
Non-consensual oral, anal, or vaginal penetration by or union with the sexual organ of another or by any other object is prohibited.

**Sexual Harassment**
Sexual harassment is a form of discrimination covered under Title IX, 1972, Education Amendments and Title VII of the Civil Rights Act of 1964. 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 Violence**
Sexual violence shall refer to physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent due to the victim’s use of drugs or alcohol.

**Stalking**
Stalking means a course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others’ safety, or to suffer substantial emotional distress.

**Unauthorized Entry**
Any student who enters, attempts to enter, or remains in or on top of any room, building, motor vehicle, trailer, machinery or other structure without proper authorization may be subject to University disciplinary action, as well as arrest and prosecution by legal authorities.
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 Services, the Student Health Service 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.

**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 through out the year, the University of Miami has identified a group of Troubleshooters and both medical school and University Ombudspersons 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 Ombudsman 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 305-775-1925 or by visiting: http://ombudsperson.med.miami.edu/.

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 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. It also outlines a process to report exceptional professional behavior or service of a student, house staff (resident), faculty or staff member. The forms used to document the
assessment and communication of concerns to students about their professional behavior are included.

Recognizing the importance of establishing a professional environment to support the development of appropriate attitudes and behaviors, the PPAP also provides a mechanism for students to report concerns about the professional behaviors of the faculty, staff and administration.

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 or the medical school administration. Actions taken because of academic deficiencies are initiated by one of the two promotions committees for each class (F-SPC or J-SPC). The class promotions committees or the medical education administration can initiate disciplinary actions resulting from deficiencies in professional behavior.

**Reporting Process**
The PPAP establishes two processes to report and document unprofessional behaviors: the Physicianship Incident Report (PIR) and the Physicianship Evaluation Form (PEF).

In addition, the UMMSM also utilizes the Physicianship Commendation Reporting System (PCR) to report exceptional professional behavior or service of a student, house staff (resident), faculty or staff member.

**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 medical students. Incident reports must be submitted via the Office of Student Affairs’ secure web-based Physicianship Incident Reporting System (PIRS). Incident reports must include the name of the individual of concern, 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. Students have the option to submit a PIR anonymously, but are strongly encouraged to provide their name when they submit an incident report. Please note that anonymous reports limit the degree to which an incident can be investigated and adequate feedback provided back to the submitter and recipient. The Associate Dean for Student Affairs (ADSA) monitors the system, and investigates reports.
When a PIR is submitted against a student, the ADSA will contact the subject of concern. Students who receive an incident report will be asked to respond via the PIRS, and this response will be appended to the incident report.

When a PIR is submitted against another member of the medical education community, the Senior Associate Dean for Undergraduate Medical Education (SADUME) will investigate the incident and report any findings to the appropriate authority. Incident reports against a resident will be brought to the attention of his/her residency program director. Incidents against a faculty member will be brought to the attention of the faculty member’s departmental chair. Incidents against a member of the staff will be reported to the staff member’s supervisor. Incidents against a member of the administration will be brought to the attention of the Executive Dean for Education and Policy.

All PIR’s will be maintained in the PIR database. The PIR database will be used: 1) to generate quarterly reports, without student names, of the types of professionalism issues that have arisen are provided to the Council of Honorable and Professional Conduct (CHPC) for review; 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 Commendation Reports**

The Physicianship Commendation Reporting System is **NOT** used to highlight academic excellence. It is used to report exceptional professional behavior or service of a student, house staff (resident), faculty or staff member. The recipient of the commendation report will be notified and if the recipient is a student, it will be recorded in the student’s file and potentially in the student’s Medical Student Performance Evaluation (MSPE or “Dean’s letter.”)

**Physicianship Evaluation Forms**

An incident that raises significant concerns about a medical student’s character and professionalism can be documented using the Physicianship Evaluation Form (PEF). The decision to complete and submit a PEF is the responsibility of the promotions committees or the medical education administration. When a PEF is generated, the submitting authority should also provide suggestions for corrective actions. PEF’s are submitted to the Associate Dean for Student Affairs (ADSA) and/or the SADUME who will follow up as described below. A student may appeal a PEF to the Executive Promotions Committee (EPC), and ultimately to the Dean of the School of Medicine. PEF’s are maintained in the student’s education record. Receiving multiple PEF’s can result in disciplinary action up to and including dismissal from the medical degree program. A student who receives multiple PEF’s may have that fact reported in his/her Medical Student Performance Evaluation (MSPE). However, even a single PEF may need to be reported to a state medical agency/licensing board.

**Disciplinary Actions due to Professionalism Issues**

*Physicianship Incident Reports*

If a PIR raises 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. Upon
review of the information contained in the PIR and the student's response, a promotions committee may take the following actions: no action, supportive intervention (SI), referral of the case to the CHPC, generation of a PEF, or other disciplinary sanctions as deemed appropriate. The medical education administration reserves the right to take prompt action if a PIR raises serious concerns about a student's behavior.

**Physicianship Evaluation Forms**

PEF's are presented to the student by the ADSA and/or the SADUME and the student's response, including a corrective plan, is recorded. Students are encouraged to contact a faculty member of their choice to discuss the PEF and suggested corrective actions. In some cases the student may be referred to an advisor or other support service. Students may also consult with the Associate Dean for Student Services (ADSS) or the school ombudsperson. As noted above, students can accept the PEF or appeal it to the EPC and ultimately the Dean.

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. Any student who receives a PEF may be referred to professional development and support programs such as the Physician Development Program.
### Years 3 and 4

<table>
<thead>
<tr>
<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>SI</td>
<td>SI</td>
<td>MSPE +/- Discipline</td>
<td>MSPE +/- Discipline</td>
</tr>
<tr>
<td>1</td>
<td>SI</td>
<td>SI</td>
<td>MSPE +/- Discipline</td>
<td>MSPE +/- Discipline</td>
</tr>
<tr>
<td>2</td>
<td>SI</td>
<td>MSPE +/- Discipline</td>
<td>MSPE +/- Discipline</td>
<td>Dismissal</td>
</tr>
<tr>
<td>≥ 3</td>
<td>MSPE +/- Discipline</td>
<td>MSPE +/- Discipline</td>
<td>MSPE +/- Discipline</td>
<td>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.
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 supersedes 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: __________
APPENDIX II

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

I. PREAMBLE

More than two thousand years ago, the ancient Greek physician Hippocrates described high standards of personal and professional conduct as part of the art and practice of medicine. In the spirit of this rich tradition, we, the students of the University of Miami Miller School of Medicine, create this Code of Honorable and Professional Conduct.

As aspiring physicians, we have dedicated ourselves to the study and practice of medicine for the betterment of humanity. We understand that few roles bear as much responsibility and respect as that of the medical practitioner. Yet, we are also aware of the struggles and pitfalls men and women may face in keeping true to the principles of honorable and professional conduct. We acknowledge these realities and wish to remain true to our core values in this journey. It is in this spirit that we commit to uphold the principles of this Code – to maintain respect for human dignity and the trust that is accorded to us; to develop habits of excellence which will foster our personal and professional development; and to be model citizens in this University and the greater community.

Accordingly, we, the students of the Miller School of Medicine, commit ourselves to the standards of conduct and behavior outlined in this Code of Honorable and Professional Conduct.

II. PROFESSIONAL INTEGRITY

A. Respect for Colleagues, Faculty, and Staff

1. Medical students shall demonstrate respect for all colleagues, faculty, and staff in our language and action. We will aim to resolve all of our concerns and disagreements with others using kindness and maturity.

2. Medical students will not engage in hazing, racist behavior, defamation, threats, or other forms of harassment. Physical or psychological abuse or intimidation of any member of the University of Miami or those who use its facilities will not be tolerated.

3. Medical students shall not compromise our professional integrity through the inappropriate use of public forums, including online social networking media. Students shall not share or post messages that may be viewed as offensive, malicious, or insulting.

4. Medical students will defer to those with superior knowledge or experience and shall respect the instructions of their superiors. However, students have the responsibility to seek changes when those requests seem inappropriate, unprofessional, or contrary to the wishes or best interests of patients.

5. Medical students shall do their best to arrive on time to all mandatory activities, including classes, small groups, and clinical duties. If one is expected to attend
but unable to do so, every attempt must be made to notify the appropriate
person of one’s absence or tardiness.
6. Medical students shall respect their peers by fulfilling their responsibilities
when collaborating on projects or as members of clinical teams.

B. Respect for Patients

1. Medical students shall demonstrate respect for patients in language and
actions. We will maintain empathy, humility, modesty, and respect for privacy
during history taking and physical examinations. We will use language and
behaviors that are non-threatening, non-sexual, and non-judgmental. We shall
strive to build rapport with patients and their families, the relationships we form
with them must be appropriate in every respect.
2. Medical students shall serve patients to the best of their ability regardless of
diagnosis, race, sex, age, national origin, ethnicity, sexual orientation,
disability, socioeconomic status, religion, or political beliefs.
3. Medical students shall strive to only be identified in a way that is consistent
with their level of medical training. Students should not perform actions or
accept patient care responsibilities that are beyond their level of
comprehension or ability. When appropriate or necessary, students should ask
for guidance, supervision or assistance from their superiors and colleagues.
4. Patient confidentiality must be maintained at all times. The details of patient
care will not be discussed in public settings in order to preserve patient privacy.
Patients’ medical and personal information will only be shared with health
professionals involved in their care and those with explicit consent. In addition,
students will not share or allude to patient information or cases on social
networking media.
5. Students will ensure that all written medical documents, electronic records, and
oral presentations pertaining to patients are legible, accurate, and complete to
the best of their ability. Patient records and verbal communication about
patients should not contain offensive or judgmental statements.
6. Competitiveness with colleagues should never adversely affect patient care or
relationships with peers or faculty.

C. Social Networking Media

1. Social networking media such as Facebook, Twitter, and YouTube present
unique challenges to medical professionals, including medical students. Students will be mindful that any photographs, video, messages, or personal
information we choose to share have the potential to be viewed by our
colleagues, superiors, patients, and others.
2. Confidentiality forms the core of patient-physician interactions and is
necessary for patient’s ability to share sensitive information. In preserving
confidentiality, medical students shall not share any details of patient
information or clinical encounters through social networking media, including
messages, photographs, or video. This principle extends to sensitive patient
information or pictures obtained from international mission trips or experiences.
3. Medical students will not share any information through social networking
media concerning cadavers or any other human materials from the Gross
Anatomy Lab. Students shall be sensitive to this particular topic in all of their
communications with their colleagues and others.
4. Students should take care when posting pictures or personal information which may depict them in ways that are deemed unprofessional. Such actions may have a negative impact on how the medical professionals of the UMMSM are viewed. Students are encouraged to use sound judgment with regard to their day-to-day words and actions and also what they post online. The professional standards contained in this Code apply to student life both on and off-campus, online and offline.

D. Substance Abuse

1. Medical students shall strive to assist impaired colleagues in seeking professional help and to accept such help if impaired oneself.
2. Medical students will not participate in the care of patients while under the influence of substances that impair their judgment or their ability to care for patients.

E. Respect for Community

Students should recognize that all laws are established to benefit society. All laws, policies, and regulations at the university, local, state, and federal levels are to be upheld by students in all circumstances. The University of Miami Miller School of Medicine 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.

III. ACADEMIC INTEGRITY

As one part of a larger academic and professional community, the medical students of this University take responsibility to ensure that our environment is conducive to the development of medical knowledge and skills. We realize that the health and lives of our patients will depend on precisely this knowledge and skill. The following list outlines the minimum standards we will meet in maintaining academic integrity.

A. Medical students understand and appreciate the sacrifice of individuals who provided their bodies for the benefit of our learning. Therefore, students will treat cadavers with the greatest respect in their presence and in their communications with fellow colleagues.

B. Medical students will display respect and professional courtesy to faculty and guest lecturers. Disagreements and personal grievances should be addressed constructively and in ways that are professionally acceptable.

C. Medical students will display respect and courtesy to colleagues, faculty, and lecturers by not disrupting classes, meetings, or other functions or otherwise unfairly interrupt colleagues in the pursuit of their education.

D. Students will help 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 an unfair advantage.
E. Any actions indicating a lack of honesty in academic matters is considered a violation of academic integrity. Students who willfully engage in such behaviors may jeopardize their standing at the University and be subject to disciplinary action. Examples of such actions include:

- Giving or receiving unfair assistance;
- Using unauthorized materials or information on examinations or assignments;
- Plagiarism;
- Violating directions regarding examinations or assignments;
- Intentionally sabotaging another student’s academic performance by damaging or concealing any course or library materials;
- Falsifying documents, including attendance records; and
- Manipulating or manufacturing data in academic, clinical, or research matters.

IV. PROMOTION OF HONORABLE AND PROFESSIONAL CONDUCT AND REPORTING OF CODE INFRACTIONS

Our philosophy as medical students is to exhibit personal responsibility, rather than to aggressively and unreasonably monitor our peers. Dishonorable actions threaten the people within our care, our program, our class, and our education. Therefore, we accept the responsibility to uphold the principles of this Code and the spirit they embody.

A. Responsibility to Self

We recognize that personal accountability can be delegated to no higher authority than oneself. Accordingly, if a medical student feels they have committed a breach of this Code, they may approach their Council for Honorable and Professional Conduct (CHPC) Class Representative or other member of the CHPC for counsel. The option of meeting with the CHPC as a group for consultation is always available and encouraged for students to utilize. Depending on the nature of the situation, the CHPC may provide recommendations to the Medical Education Administration for further action.

B. Responsibility to Colleagues

Students who observe, suspect, or know of dishonorable or unprofessional conduct, are encouraged to promptly address the situation with the persons involved. Their approach must be grounded in the presumption of innocence. A student who takes responsibility for an infraction of this Code must be encouraged to contact either a member of the CHPC or the Medical Education Administration. If adequate explanation for the behavior is not offered, the questionable conduct may be reported to any member of the CHPC, the Medical Education administration, or via the Professionalism Incident Report (PIR) system. If a student does not wish to approach a student directly, assistance may be sought from a member of the CHPC or the Medical Education Administration. Medical students 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 confidentiality for the students involved. Students should avail themselves of the provisions of this Code in order to maintain presumption of innocence and confidentiality until a violation has been substantiated.
C. Responsibility to Community

Students, faculty, and administration all share in the responsibility to create an optimal environment for learning, ethical behavior, and professional conduct. If a student believes that an environment exists which create a temptation to violate the Code, these concerns should be brought to a CHPC Representative for counsel. If a student believes they have witnessed a member of the University of Miami Miller School of Medicine or Affiliated Hospitals and Clinics engaging in unprofessional or unethical behavior, they may approach any CHPC member 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, preferably with prior experience as a member of the CHPC. 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 Chancellor will assume office 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 duties 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 will appear as representative of the CHPC to General Deans’ Meetings.
   d) The Chancellor may appear as a representative of the CHPC at Executive Promotions Committee meetings as requested.
   e) The Chancellor is a member of the Student Government Executive Council (SGE) and meets with the SGE to collaborate and report on major CHPC issues that are not confidential. The Chancellor attends Student Government General Council meetings and may report there as well.

2. Class Representatives
   Membership of the CHPC shall consist of one representative from each of the MS1, MS2, and MS3 classes, one representative from the MD/PhD program, and two representatives from the MD/MPH program. One MD/MPH representative shall be from the MS1 or MS2 class and one from the MS3 or MS4 class. Candidates receiving the most votes are elected. Elections are held during the regular elections for student government positions. The Chancellor will be the representative for the senior class. Each representative must be a student in good standing. Term of office is one academic year. Duties of the CHPC Representatives are as outlined by the Code of Honorable and Professional Conduct. Class representatives may discuss matters of ethics and professionalism with fellow class members related to provisions of
the Code, within the limits of confidentiality. This may facilitate the resolution of disputes or misunderstandings.

3. **Clerk**  
The Council member representing the third year class shall act as Clerk. The Clerk shall assist the Chancellor and shall prepare and preserve a written record of all Council proceedings when appropriate. The Clerk will assume the duties of the Chancellor in the latter’s absence. The newly acting Chancellor will choose a replacement Clerk from the remaining representatives.

4. **Faculty Advisors**  
The principle Faculty Advisor to the CHPC shall be faculty member in good standing appointed annually by the CHPC. The CHPC will also consult with the Dean for Student Affairs, and other faculty members as appropriate.

5. **Vacancies**  
   a) **Removals or Permanent Vacancies**  
      If a Council member is not performing their duties satisfactorily or is no longer in good standing, they may be removed from office by majority vote of the Council. Vacancies will be promptly filled by election of a new member from the appropriate class.
   
   b) **Temporary Vacancies**  
      Temporary vacancies may be filled via appointment by the Chancellor subject to approval by a majority vote of the Council.

B. **Promotion of Ethics and Professionalism**

1. Members of the CHPC will promote awareness of the Code of Honorable and Professional Conduct and its principles. During orientation of new medical students each year, the CHPC will present the Code of Honorable and Professional Conduct and introduce students to basic medical ethics and professionalism.

2. The CHPC will promote, coordinate, and facilitate periodic discussions and debates concerning professional and ethical issues.

3. The CHPC should organize at least one major event per semester highlighting topics in ethics or professionalism to the student body.

4. The CHPC will conduct an annual review of the Handbook along with the Associate Dean for Student Affairs. The CHPC will play a consultative role in the annual review of policies and procedures.

C. **Ethics Consultation**

1. Students may request a formal Ethics Consultation with the CHPC. At these meetings, students may ask to discuss matters of professionalism, academic integrity, or ethical conduct. The meeting may deal with the student’s own behavior, or the behavior of others.

2. The medical education administration or a promotions committee may request an ethics consultation from the CHPC. Consultations will be sought when the administration or faculty wishes to obtain the CHPC’s opinion regarding school policy or potential violations of the professional or ethical standards of the UMMSM. Requests for consultation will be submitted in
writing. The consultation will be de-identified, and information will be conveyed to the CHPC as deemed appropriate by the consulting body. The CHPC will handle such requests by convening a meeting that includes the Chancellor or Clerk, at least three other members of the council, and may include the faculty advisor. After deliberation, the CHPC may choose to respond, request additional information for consideration, or defer for any reason. Responses will be provided in writing and signed by the members of the CHPC who participated in the meeting. Responses provided by the CHPC are confidential and non-binding.

3. The Associate Dean for Student Affairs will meet with the CHPC twice every semester to provide a summary report of Physician Incident Reports (PIRs) submitted over the preceding interval. At that time, the ADSA may choose to discuss specific PIRs with the CHPC for the purpose of evaluating and improving school policy, deliberating the institution’s response to such incidents, or implementing measures to try to prevent similar incidents from arising in the future. The PIR will be de-identified, and any advice given by the CHPC will be confidential and non-binding.

D. Professionalism Counseling

1. The medical education administration or a promotions committee may refer a medical student for professionalism counseling from the CHPC.
2. When counseling is sought, the Medical Education Administration or the promotions committee will submit a written request that describes the reason(s) for the request. Pertinent information will be provided as deemed appropriate by the consulting body.
3. The CHPC may request additional information as deemed appropriate.
4. Members of the CHPC will meet with the student to discuss the consult. The meeting should include the chancellor or clerk and at least three other members of the CHPC. The meetings are meant to create a non-threatening, supportive environment where students may express their questions, concerns, and perspectives regarding any incidents of unprofessional behavior. Any incidents may be discussed, and the perspective and thoughts of the student involved will be elicited. The goal of these meetings is not to be punitive, but rather instructive and informational. The intention is to prevent future acts of unprofessional behavior through open, friendly discussion.
5. At the conclusion of the meeting, the Chancellor or Clerk will submit a letter to the consulting body documenting that the student met with the CHPC for consultation, and outlining the outcome of the meeting.

E. Student Government Elections

1. In the spring of each academic year, the CHPC will oversee the elections of the student representatives of each class. This includes receiving applications, reviewing and posting student-designed advertisements, managing speeches, overseeing the voting process, and announcing winners.
2. The CHPC may disqualify any applicant if unprofessional behavior occurs during the process, or if proper procedures are not followed. At the discretion of the CHPC, advertisements deemed unprofessional may not be posted or replacements may be requested.
F. Contributing to Medical Ethics

1. Members of the CHPC shall consistently serve on the Hospital Ethics Committees of the Jackson Memorial Hospital, the University of Miami Hospitals and Clinics, the University of Miami Hospital, and the Pediatrics/Holtz Children’s Hospital.
2. Members of the CHPC will act as liaisons for students interested in Hospital Ethics Committees or other matters of ethics.

VI. AMENDMENTS TO THE CODE OF HONORABLE AND PROFESSIONAL CONDUCT

Review of the Code shall be conducted annually. Input may come from the following sources, among others.

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

A majority vote of the Council is required to ratify any proposed changes. Proposed changes to the Code must be made available to the student body, faculty members, and the Executive Promotions Committee at least one week prior to the vote for review and comment. Changes approved by the CHPC shall 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.
  - A major revision also occurred with significant changes in the duties of the CHPC and other aspect of the code too numerous to detail.