MOREHOUSE
SCHOOL OF MEDICINE

STUDENT HANDBOOK

2010-2011

FORWARD

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

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

Disclaimer:

The information in the Student Handbook is current and accurate as of July 1, 2010. MSM reserves the right to change information described in this handbook without prior notice. Changes will be posted on the schools website and made available in hard copy in the Office of Student Affairs.

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Introduction

TO ALL STUDENTS

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

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

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

POLICY REGARDING THE ACADEMIC CALENDAR

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

Occasionally, major illness, religious and other obligations will conflict with the academic schedule. These conflicts should be communicated as soon as possible to the Assistant Dean for Student Affairs. Students will, however, still have the responsibility to meet their obligations. If these personal conflicts occur with examinations, attempts will be made, when practical, to reschedule. Practical examinations and clinical clerkship responsibilities cannot be rescheduled.

Students who believe that they have a major conflict with the academic calendar should present in writing the reasons for the perceived conflict and a proposal for remedying the conflict to the Assistant Dean for Student Affairs.

Academic Calendar 2010-2011

MD Students

First Year Students

Orientation	Tues., July 6, 2010 – Thur., July 8, 2010	8:30am
Fall Semester Begins	**Thur., July 8, 2010**	**9:00am**
Labor Day	*Mon., September 6, 2010*	*Holiday*
Convocation	Fri., September 17, 2010	10:00am
Thanksgiving Break	*Wed., Nov 24 – Fri., Nov 26, 2010*	*Holiday*
Winter Break	*Mon., Dec 20 – Sun., Jan 2, 2011*	*Holiday*
Classes Begin	**Mon., January 3, 2011**	
M.L. King Jr. Day	*Mon., January 17, 2011*	*Holiday*
Research Day	Wed., February 9, 2011	
Match Day	Thur., March 17, 2011	
Spring Break	Mon., Mar 28 – Fri., Apr 1, 2011	
Good Friday	*Fri., April 22, 2011*	*Holiday*
Class Day Program	Fri., May 20, 2011	
Commencement	Sat., May 21, 2011	
Classes End	Fri., May 27, 2011	

Second Year Students

Orientation	Mon., August 9, 2010	9:00am
Classes Begin	**Tue., August 10, 2010**	**8:30am**
Labor Day	*Mon., September 6, 2010*	*Holiday*
Convocation	Fri., September 17, 2010	10:00am
Thanksgiving Break	*Nov 24 – Nov 26, 2010*	*Holiday*
Winter Break	*Mon., Dec 20 – Sun., Jan 2, 2011*	*Holiday*
Classes Begin	**Mon., January 3, 2011**	
M.L. King Jr. Day	*Mon., January 17, 2011*	*Holiday*
Research Day	Wed., February 9, 2011	
Match Day	Thur., March 17, 2011	
Spring Break	Mon., Mar 21 – Fri., Mar 25, 2011	
Good Friday	*Fri., April 22, 2011*	*Holiday*
Class Day Program	Fri., May 20, 2011	
Classes End	Fri., May 20, 2011	
Commencement	Sat., May 21, 2011	
Memorial Day	*Mon., May 30, 2011*	*Holiday*
Deadline for USMLE Step I Exam	**Wed., June 30, 2011**	

Third Year Students

Orientation	Tues., July 27 – Fri., July30, 2010	9:00am
Rotation I	**Aug 2 – Sept 24, 2010**	
Labor Day	*Mon., September 6, 2010*	*Holiday*
Convocation	Fri., September 17, 2010	10:00am
Rotation II	**Sept 27 – Nov 19, 2010**	
Rotation III	**Nov 22 – Jan 28, 2011**	
Thanksgiving Break	*Wed. 5:00PM, Nov 24 – Mon., Nov 29, 2010 7:59AM*	*Holiday*
Winter Break	*Fri. 5:00PM, Dec17 –Sun., Jan 2, 2011*	*Holiday*
M.L. King Jr. Day	*Mon., January 17, 2011*	*Holiday*
Rotation IV	**Jan 31 – Mar 25, 2011**	
Match Day	Thur., March 17, 2011	
Required Experience of Fundamentals III	**Sat., March 19, 2011**	**8:30am**
Spring Break	Mon., Mar 28 – Fri., Apr 1, 2011	
Rotation V	**Apr 4 – May 27, 2011**	
Good Friday	*Fri., April 22, 2011*	*Holiday*
Class Day Program	Fri., May 20, 2011	
Commencement	Sat., May 21, 2011	
Memorial Day	*Mon., May 30, 2011*	*Holiday*
Rotation VI	**June 1 – July 23, 2011**	
Clinical Comprehensive	Sat., June 18, 2011	9:00am

Fourth Year Students

Orientation	Fri., July 23, 2010	12:30pm
Rotation I	**Aug 2 – Aug 27, 2010**	
Rotation II	**Aug 30 – Sept 24, 2010**	
Labor Day	*Mon., September 6, 2010*	*Holiday*
Convocation	Fri., September 17, 2010	10:00am
Rotation III	**Sept 27 – Oct 22, 2010**	
Rotation IV	**Oct 25 – Nov 19, 2010**	
Rotation V	**Nov 22 – Dec 17, 2010**	
Thanksgiving Break	*Wed. 5:00PM, Nov 24 – Fri., Nov 26, 2010*	*Holiday*
Winter Break	*Fri. 5:00PM, Dec17 –Sun., Jan 2, 2011*	*Holiday*
Rotation VI	**Jan 3 – Jan 28**	
M.L. King Jr. Day	*Mon., January 17, 2011*	*Holiday*
Rotation VII	**Jan 31 – Feb 25, 2011**	
Rotation VIII	**Feb 28 – Mar 25, 2011**	
Match Day	Thur., March 17, 2011	
Spring Break	Mon., Mar 28 – Fri., Apr 1, 2011	
Rotation IX	**Apr 4 – Apr 29, 2011**	
Good Friday	*Fri., April 22, 2011*	*Holiday*

Master of Public Health

Spring 2011		
Spring Semester Begins	**Mon., January 3, 2011**	
Drop/Add Period	Mon., Jan 3 – Jan 7, 2011	
M.L. King Jr. Day	*Mon., January 17, 2011*	*Holiday*
Mid-Semester Exams	Mon., Feb 28 – Fri., Mar 4, 2011	
Spring Break	Mon., Mar 7 – Fri., Mar 11, 2011	
Thesis Deadline (*May Graduates*)	Fri., March 18, 2011	
Last day to withdraw from a course	**Fri., March 18, 2011**	
Summer/Fall Registration	Mon., Mar 28 – Fri., Apr 1, 2011	
Application for Graduation Deadline (*December Graduates*)	Fri., April 15, 2011	
Culminating Experience Presentation	Tue., Apr 19 – Thu., Apr 21, 2011	9:00am – 2:00pm
Last Day of Classes	Thu., April 21, 2011	
Good Friday	*Fri., April 22, 2011*	*Holiday*
Study Period	Fri., April 22, 2011	
Final Exams	**Mon., Apr 25 – Thu., Apr 28, 2011**	
Grades Due in the Registrar's Office	Tue., May 3, 2011	
Completion date for May Graduates	**Tue., May 3, 2011**	
Spring Semester Ends	**Tue., May 3, 2011**	
Class Day Program	Fri., May 20, 2011	
Commencement	Sat., May 21, 2011	

Summer Semester		
Summer Classes Begin	Tues., May 24, 2011	
Drop/Add Period	Tues., May 24 – Fri., May 27, 2011	
Memorial Day	*Mon., May 30, 2011*	*Holiday*
Independence Day	*Mon., July 4, 2011*	*Holiday*
Summer Classes End	Fri., July 8, 2011	
Cross Registration Deadline (Fall Semester)	Fri., July 22, 2011	

Graduate Education in Biomedical Science Students

First Year Students

Orientation	Tue., July 6 – Wed., July 7, 2010	8:30am
Fall Classes Begin	**Thur., July 8, 2010**	
Cross Registration Deadline (Fall Semester)	Thur., July 22, 2010	
Labor Day	*Mon., September 6, 2010*	*Holiday*
Convocation	Fri., September 17, 2010	10:00am
Last day to withdraw from a course	Fri., October 22, 2010	
Spring Registration	Mon., Nov 8 – Fri., Nov 12, 2010	
Thanksgiving Break	*Wed., Nov 24 – Fri., Nov 26, 2010*	*Holiday*
Cross Registration Deadline (Spring Semester)	Wed., December 1, 2010	
Application for Graduation Deadline (*May Graduates*)	Fri., December 3, 2010	
Fall Classes End	Wed., December 15, 2010	Last Day of exams
Grades Due in the Registrar's Office	Mon., December 20, 2010	
Winter Break	*Thurs., Dec 16, – Sun., Jan 2, 2011*	*Holiday*
Spring Classes Begin	**Mon., January 3, 2011**	
Drop/Add Period	Mon., Jan 10 – Fri., Jan 14, 2011	
M.L. King Jr. Day	*Mon., January 17, 2011*	*Holiday*
Research Day	Wed., February 9, 2011	
Last day to withdraw from a course	Fri., March 11, 2011	
Spring Break	Mon., Mar 21 – Fri., Mar 25, 2011	
Summer/Fall Registration	Mon., Mar 28 – Fri., Apr 1, 2011	
Good Friday	*Fri., April 22, 2011*	*Holiday*
Class Day Program	**Fri., May 20, 2011**	
Spring Semester Ends	**Fri., May 20, 2011**	
Grades Due in the Registrar's Office	**Fri., May 20, 2011**	
Commencement	**Sat., May 21, 2011**	
Summer Classes Begin	**Tues., May 24, 2011**	
Memorial Day	*Mon., May 30, 2011*	*Holiday*
Qualifying Exam Part I	Mon., June 6 – Tues., June 7, 2011	
Independence Day	*Mon., July 4, 2011*	*Holiday*
Summer Classes End	Fri., July 8, 2011	
Cross Registration Deadline (Fall Semester)	Fri., July 22, 2011	

Continuing Students

Registration	**Thur., July 8, 2010**	
Fall Classes Begin	**Mon., July 12, 2010**	
Drop/Add Period	Mon., July 19 – Thur., July 22, 2010	
Cross Registration Deadline (Fall Semester)	Thur., July 22, 2010	
Application for Graduation Deadline (December Graduates)	Mon., July 26, 2010	
Labor Day	*Mon., September 6, 2010*	*Holiday*
Convocation	Fri., September 17, 2010	10:00am
Last day to withdraw from a course	Fri., October 22, 2010	
Spring Registration	Mon., Nov 8 – Fri., Nov 12, 2010	
Dissertation Defense Deadline	Fri., November 19, 2010	
Thanksgiving Break	*Wed., Nov 25 – Fri., Nov 27, 2010*	*Holiday*
Cross Registration Deadline (Spring Semester)	Wed., December 1, 2010	
Application for Graduation Deadline (May Graduates)	Fri., December 3, 2010	
Fall Semester Ends	**Mon., December 20, 2010**	Last Day of Exams
Winter Break	***Tue., Dec 21 – Sun., Jan 2, 2011***	***Holiday***
Spring Semester Begins	**Mon., January 3, 2011**	
Drop/Add Period	Mon., Jan 10 – Fri., Jan 14, 2011	
M.L. King Jr. Day	*Mon., January 17, 2011*	*Holiday*
Research Day	Wed., February 9, 2011	
Last day to withdraw from a course	Fri., March 11, 2011	
Dissertation Defense Deadline	Wed., March 24, 2011	
Summer/Fall Registration	Mon., Mar 28 – Fri., Apr 1, 2011	
Absolute Completion Deadline (May Graduates)	Wed., April 13, 2011	
Good Friday	*Fri., April 22, 2011*	*Holiday*
Class Day Program	**Fri., May 20, 2011**	
Spring Semester Ends	**Tue., May 20, 2011**	
Commencement	**Sat., May 21, 2011**	**9:00am**
Memorial Day	*Mon., May 30, 2011*	*Holiday*

Students in the PhD, MSBR, & MSBT programs require approval from their Research Advisor.

History and Organization

Historical Perspective

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

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

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

The Charter class of twenty-four students entered a two-year basic sciences program in September, 1978. Those students and the subsequent two classes transferred to other schools of medicine elsewhere in the country to complete their clinical medical training. In July, 1981, the School received authorization to begin planning for expansion to a four-year, degree-granting institution. In February, 1982, the Liaison Committee on Medical Education (LCME) gave authorization to proceed with plans to award the Doctor of Medicine degree in May, 1985. In the summer of 1983, third-year medical students began clinical rotations at Grady Memorial Hospital in cooperation with the Emory University School of Medicine. In April, 1985, the LCME granted the School full accreditation to award the M.D. degree. The first class of M.D. students trained by Morehouse School of Medicine graduated on May 17, 1985.

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

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

The Graduate Medical Education program of the School was initiated in 1981 when the Family Practice Residency program received accreditation from the *Accreditation Council for Graduate Medical Education* (ACGME). This program currently has fifteen authorized positions. A Preventive Medicine Residency program currently has eight authorized positions in cooperation with the Georgia Division of Public Health, and The Centers for Disease Control. The program was accredited in 1986. In July, 1991, the Department of Psychiatry began enrolling residents into the Psychiatric Residency Program which has sixteen authorized positions. In July 1992, the Internal Medicine Residency Program enrolled its first residents and currently has forty-nine authorized positions. The General Surgery Program began in 1993 and is a five-year program with twenty-two authorized positions. In July, 1997, the Obstetrics and Gynecology Program began enrolling its first residents, and currently has twelve authorized positions. The Pediatrics residency program began in July 2001 and has eighteen authorized positions.

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

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

Admission and Education Objectives

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

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

Accreditation

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

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

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

Affiliates for Graduate Medical Education

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

1. Grady Health System (GHS) (Fulton-DeKalb Hospital Authority), Atlanta, Georgia
2. Tenet-South Fulton Medical Center (SFMC), East Point, Georgia
3. Children's Health Care of Atlanta (CHOA) and its three children's in-patient facilities in Atlanta, Georgia
4. State of Georgia Division of Public Health, Atlanta, Georgia
5. Georgia Regional Hospital at Atlanta (State of Georgia Hospital), Decatur, Georgia

Teaching Facilities

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

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

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

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

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

ADMINISTRATIVE STAFF

President.....John E. Maupin Jr., DDS, MBA

Interim Dean for Academic Affairs,
Vice President, and Sr. Associate Dean
Research Affairs……..Sandra A. Harris-Hooker, PhD

Sr. Associate Dean, Education
and Faculty Affairs.....Martha L. Elks, MD, PhD

Associate Dean, Administration and
Assistant Vice President, Finance ..... Sandra E. Watson, MHA

Associate Dean, Clinical Affairs ..... Lawrence Sanders, MD, MBA

Associate Dean, Clinical Research.....Elizabeth Ofili, MBBS, MPH

Associate Dean, Graduate Studies.....Douglas F. Paulsen, PhD

Associate Dean,
Community Health.....Daniel S. Blumenthal, MD, MPH

Assistant Dean, Student Affairs
Assistant Professor of Clinical
OB/GYN…….Ngozi Anachebe, MD, PharmD

Assistant Dean for Public Health Education
Professor, Department of Community Health & Preventive Medicine
Director, Master of Public
Health Program…….Patricia Rodney, PhD, MPH, RN

Director, Admissions..... Sterling Roaf, MD

Director, Clinical Skills Lab.....Marie Bonita Savage, MPH, RN

Director, Continuing Medical Education.....Cheryl LM Johnson

Director, Counseling Services .....Shawn Garrison, PhD

Director, Faculty Advisors..... John Patrickson, PhD

Director, GME .....William E. Booth, CM

Interim Director, Library .....Joe Swanson Jr.

Director, MSCR Program.....Alexander Quarshie, MBchB, MS

Director, Student Fiscal Affairs .....Cynthia H. Handy

Interim Registrar.....Adrienne L. Wyatt

Chief Financial Officer and
Sr. Vice President, Administration ..... Donnetta S. Butler, MBA

Vice President, Institutional Advancement and
Marketing and Communications.....Sally M. Davis

Associate Vice President, Human Resources…….....Denise Britt

Chief of Staff .....Kimberly H. Jackson, Esq.

Sr. Advisor to the President for
Strategic Management & Gov't Relations.....Virginia Floyd, MD

General Counsel ..... Harold W. Jordan, Esq.

Chief Compliance Officer.....Lori J. Collins, Esq.

Chief Information Officer .....Cigdem Delano

Student Goernance

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

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

SGA Constitution

ARTICLE I

The Student Government Association (SGA) of the Morehouse School of Medicine is composed of the President, Vice President, Secretary and Treasurer of each class, as well as one representative from each Ph.D. class and each class of any graduate programs. Each officer or representative shall have voting rights. The SGA chairperson shall be the Fourth Year class president and shall preside over SGA meetings, shall be the spokesperson for the MSM-SGA, and shall serve as the student representative and voting member of the MSM Board of Trustees.

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

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

The decisions of the Student Government are by absolute majority. In the event of a split vote, the President of the SGA shall decide the issue under consideration.

The Student Government shall provide nominations for the student representation on all school committees, with the final decisions being made by the Dean of Students and the SGA President.

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

ARTICLE II

Any student who is officially registered as an MSM student (Ph.D., medical, and graduate) shall have the right to vote concerning the academic affairs in his or her class. Academic affairs shall include: curriculum, scheduling of classes, review sessions, exams and student/faculty interactions. Special students are enrolled in the class in which they will graduate but shall have the right to vote on any issues in classes in which they are enrolled.

ARTICLE III

The class general elections and all constitutional amendments must be voted upon by secret ballot. Other resolutions or bills may be voted upon by a show of hands. If, prior to the vote, five (5) or more students petition the president in objection to the vote, it shall be conducted by secret ballot.

ARTICLE IV

The class officers are: the president, the vice president, the secretary, and the treasurer.

The President: Is the protector of the Constitution, calls for and presides over all class meetings, oversees nominations for the class representatives to Student Body standing committees, appoints representatives to ad hoc committees of the class and represents the class at local and national meetings. He or she reserves the right to appoint ad hoc committees as deemed necessary. In the event of an emergency meeting, the president must ensure that all class officers are notified.

The Vice President: Is a voting member on the standing class committees. He or she may assume one or more of the functions of the president as assigned by the latter. If the president becomes unable to assume the presidency due to resignation or some other

reason, the vice president becomes president for the remainder of the term of the former. The new president must appoint immediately a new vice president to be confirmed by the class prior to assuming office.

The Secretary: Records the minutes of the class meetings and assumes other administrative functions as assigned by the president and vice president. In the event of an emergency meeting, the secretary must ensure that all class members are notified.

The Treasurer: Manages the class finances and prepares the financial report. He or she reports to the president.

ARTICLE V

The class president shall call for the election of class officers at least thirty (30) days before the last day officially scheduled class of the academic year. The elections may take place no sooner than the twentieth day before the last officially scheduled class and no later than the fifth before the last officially scheduled class. In calling for elections the president must determine the date of the elections and the procedure for announcing candidates and campaigning (which shall be subject to class approval). **This applies to all classes with the following exceptions:**

- The First Year students shall elect their class officers no sooner than fifteen (15) days before the first officially scheduled class and no later than fifteen (15) days thereafter.
- The rising Third Year class shall reserve the right to hold an election no later than fifteen (15) days after registration.
- The rising Fourth Year class shall hold elections by March 31st or by the end of the fourth clerkship. The current Fourth Year Class President shall conduct a meeting with the rising president by May 1st. The purpose of this meeting is to review the events and budget from the past year and to create a plan for the next school year.

The Student Government Association president shall oversee the First Year class until First Year class officers are elected.

ARTICLE VI

If the president or another class officer or any other class member is accused, in writing, by five students of a violation of the constitution or the honor code, the Student Government Association shall

investigate the alleged violations. If the SGA determines that a violation has occurred, the class meets automatically, without a call from the president on the third working day after the class members have been notified of the determination in writing. In this meeting the president of the SGA may introduce a resolution to remove the individual(s) involved from his or her office or recommend any other disciplinary action proportional to the violation. A two-thirds (2/3) absolute majority is required for adoption of the resolution. In the case that an officer other than the president is removed, a new officer should be appointed by the president and confirmed by the class. In the event that the president and vice president are removed simultaneously, new elections must be called for within fifteen (15) days of removal. The president of the Student Government Association becomes acting president during the interim period.

ARTICLE VII

The election procedures outlined by the class president must be uniform for anyone in office. Any candidate for any office must be an official class member who has not been in violation of the constitution at any time and is not on academic probation at the time of the election. All class officers must maintain good academic standing while in office. He or she shall be expected to resign in the event of placement upon academic probation. A new officer shall be appointed by the class if the aforementioned occurs or if a class office is vacated for any reason. New elections shall be called for within fifteen (15) days of the date of removal.

ARTICLE VIII

If a student engages in a dispute with the school administration, faculty, and/or staff, he or she may present the matter in writing to the class president. The student involved shall reserve the right to have the matter presented to the entire class and/or the class president, SGA president and the Assistant Dean for Student Affairs.

ARTICLE IX

For a class meeting to be held, a quorum of students must be present at the time the attendance is taken. The definition and establishment of a quorum shall be left to the discretion of each class.

ARTICLE X

To be elected to office, the candidate must obtain a relative majority defined as the number of students casting a vote/two plus one. If, after the initial vote, none of the candidates receives a relative

majority, a revote on the two who received the highest number of votes shall take place. If a split vote occurs, the class meeting shall be adjourned to the next working day. During the next class meeting, a revote shall be taken and if the split vote persists or one of the candidates does not receive a relative majority for any other reason, the class shall continue voting. A neutral official or designee shall be assigned to count the ballots immediately in order to notify the class of the status of the vote.

The president and each class officer are elected to serve for a period of one year that expires at the end of the last officially scheduled class of the academic year when the new officers take office with the following exceptions: **The rising Fourth Year officers shall assume the responsibilities of office on the Monday following Graduation.**

The secretary counts the votes and announces the results of the elections. Any candidate or his or her designate may supervise the casting of the ballots as well as the counting of the votes.

ARTICLE XI

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

The student budget is prepared by the SGA based upon the requests of the student organizations. Student organizations must submit requests for approval at least twenty (20) working days before May 1. The SGA president authorizes the release of non-organizational monies on the budget. For release of organizational monies, the organization president and treasurer must authorize.
In case of emergency, a class president may authorize the release of a maximum of fifty dollars ($50.00) from non-organizational monies. Emergencies are the situations where the lack of immediate action by the class may cause irreversible harm to the class or one of its members. A class president shall not submit more than two such requests during a fiscal year.

The student budget may be amended upon suggestion of the Student Government or ten (10) MSM students. The amendment shall take effect upon approval of all MSM classes. The budget may not be amended as to affect an already authorized release. The SGA

president may stop the release of monies of any kind (including emergency money) for no more than one (1) working day pending a constitutional opinion on the matter. If the full committee decides that the release is unconstitutional, the release authorization shall be considered nullified. The SGA president shall notify the appropriate authority in writing of the decision of the committee within the one (1) working day period.

ARTICLE XII

A motion introduced by a student and seconded by at least one other student shall be submitted to a class vote (except where otherwise specified in this constitution) and shall require a relative majority of the quorum established by the class to be approved. If a motion or a resolution has been defeated, it may not be reintroduced before seven days of the date of defeat.

ARTICLE XIII

Proposed constitutional amendments may be initialized by the Student Government Association or by a request submitted by at least ten (10) MSM students to the SGA president. The proposed amendment must be submitted in writing to the classes by their respective presidents at least twenty (20) working days before a vote on the amendment shall take place. A relative majority shall be required in each MSM class for the proposed amendment to be added.

ARTICLE XIV

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

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

Professional Societies and Student Associations

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

Alpha Omega Alpha Honor Medical Society (AOA)
The Chapter was installed at Morehouse School of Medicine on May 12, 1989. A small number of students of the third and fourth year classes are eligible for membership. Selection is based upon high academic standing, personal and professional character and promise for future contributions to medicine.

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

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

American Medical Student Association (AMSA)
The American Medical Student Association (AMSA) is an independent national organization of medical students. Nationally, AMSA has over 120 local chapters and membership of over 20,000.
AMSA affords its members the opportunity to take stands on political, social and medical issues within a structured organization. The AMSA chapter at MSM is alive and thriving with more than 60% of the enrolled students participating. The Minority Affairs Commission of AMSA was created to deal with special issues confronting minorities in medicine and has utilized two MSM chapter members as regional coordinator.

American Medical Association (AMA) - Medical Student Section
The Medical Student Section of the American Medical Association holds its meetings in conjunction with the Annual and Interim Meetings of the AMA House of Delegates. Students develop resolutions for submission to the House and participate in educational sessions on a wide range of medical and socioeconomic issues.

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

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

Student Organizations

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

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

Policy

1. MSM recognizes: (1) the importance of organized student activities as an integral part of the total educational program of the school; (2) that MSM learning experiences are enriched by student organizational activity; and (3) that organizations provide a framework for students within which they may develop their own special talents and interests. Inherent in the relationship between the Institution and organized student groups is the understanding that the purposes and activities of such groups should be consistent with the objectives and mission of MSM.
2. Student organizations must be recognized and approved through procedures outlined in this policy.
3. Any group of MSM students having a purpose, which does not violate federal, state and local law, and MSM policies, may be recognized as an organization at MSM. Recognition and approval of an organization to exist at MSM does not constitute endorsement of its

program or purpose by MSM. Recognition is the filing of an Organizational Registration Form and an Advisor's Statement with the Office of Student Affairs. The organization's Constitution of Purpose must be included.

4. The Assistant Dean for Student Affairs may withdraw an organization's registration when the organization becomes inactive, or is found to be in violation of federal, state, or local laws, or MSM policy.
5. When the Office of Student Affairs has approved the organization's registration form, in addition to the advisor's statement, copies will be returned to the organization as formal notification of recognition. The original form will be placed in the files located in the Coordinator of Student Activities office.

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

Maintenance of Recognized Status

1. At the beginning of each academic year, student organizations must renew their recognized status. Organizations wishing to renew their status for the current academic year will submit to the Coordinator of Student Activities a petition for continual recognition, listing the names of faculty advisor(s). (This information may also be submitted in certain cases in May for the new academic year). In addition, a copy of changes and/or additions to the organization's Constitution of Purpose shall be provided.
2. Should the Office of Student Affairs determine that the organization does not meet the requirements for continued recognition, a written copy of the decision and the basis for the decision will be forwarded to the organization.
3. A recognized student organization that fails to meet the responsibilities under which it has received recognized status may be reviewed by the Assistant Dean for Student Affairs for the purpose of determining continuation of recognized status. The Assistant Dean for Student Affairs may revoke the

recognition of a student organization or place the organization on probation.

Privileges of Recognized Student Organizations

Student organizations are recognized on the assumption that their activities and programs contribute to the educational, professional, civic and social development of the students involved. Student organizations are granted the privilege of access to the following in accordance with MSM policy and applicable procedures:

1. Use of the name "Morehouse School of Medicine" in all information, publicity and references.
2. Use of the services of the Coordinator of Student Activities in planning, implementing, evaluating activities and programs, and assisting in making the organization more effective and efficient.
3. Privileges to invite off-campus speakers and artists to appear for regularly scheduled meetings and assemblies.
4. Sponsorship of profit-making activities and solicitation of funds for organizational activities.
5. Petition the SGA for funding for program development purposes.

Responsibilities of Recognized Student Organization

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

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

and appropriate fiscal controls via the organization's constitution and/or bylaws.

Members and Officers of Recognized Organizations

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

Organization Records

1. The Coordinator of Student Activities shall maintain official records on each organization which is recognized (i.e. constitution, registration form, advisor's form,) and any material that the group may wish to keep on permanent record.
2. The organization shall be responsible for notifying the Coordinator of Student Activities of any changes in the required information.

Organization Events

Definition of MSM Sponsored Events

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

Student Government Association (SGA) Allocations Process

1. When an organization wishes to receive funds from the SGA for an activity, the organization will need to submit its request to the SGA President 6 weeks prior to the proposed event; in order to allow appropriate time for processing.
2. The following forms located in the Office of the Coordinator of Student Activities will need to be filled out 6 weeks in advance of the organization's event: Room Scheduling Request Maintenance Services Request Form, (if room needs special set-up), Student Activities Event Form. Audio Visual requests may be obtained from the MSM web page by clicking on Information Resources, to Division of Information Technology, click on Forms and choose AV Request.
3. Organizations should meet with the Coordinator of Student Activities in the month of September in order to discuss possible events that they may wish to plan for the fall semester, so that the paperwork can be completed in a timely fashion. In December, or early January, organizations should meet with the Coordinator of Student Activities to discuss possible events for the spring semester. These meetings will produce a master calendar of events for both the fall and spring semesters.
4. Once all forms have been approved, the Coordinator of Student Activities will notify the appropriate contact persons. If flyers are needed, the Coordinator of Student Activities will review them and forward to the Marketing and Communications (MARCOM) department for approval. The Coordinator of Student Activities will inform the student(s) where the flyers may be posted.

Sale of Food

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

Soliciting of Funds, Selling and Advertising

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

Activities related to the sale of goods and/or services must be confined to specific areas of MSM. These activities must be sponsored by a recognized MSM organization. Individuals engaged in selling or soliciting goods or materials on campus must be MSM students or employees, or duly approved agents authorized to solicit on behalf of a recognized MSM organization.

Bulletin Boards and Posters

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

Bulletin Boards

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

2010-2011 STUDENT GOVERNMENT ASSOCIATIONS

Student Government Association Cabinet

President – Kerry-Ann Kelly
Vice President – Opal Williams
Secretary – TBA
Treasurer – Joy Patel
1st Yr. President – TBA
3rd Yr. President – Walter Champion
MPH President – Angela D. Aina
PhD President – Zavan O'Bryant

Class of 2011 Class Officers

- **President** – Kerry-Ann Kelly
- **Vice President** – Walkitria Alexander
- **Secretary** – Kristen Dauss
- **Treasurer** – Michelle White
- **Historian** – TBD
- **Social Chairs** – TBA

Class of 2012 Class Officers

- **President** – Walter Champion
- **Vice President** – Vanessa Starks
- **Secretary** – Chari Gary
- **Treasurer** – Joy Patel

Class of 2013 Class Officers

- **President** – Opal Williams
- **Vice President** – Charisma Manley
- **Secretary** – Sheena Harmon
- **Treasurer** – Kareen Ayre
- **Parliamentarian** – Mina Hakim

Class of 2014 Class Officers

- **President** – TBA
- **Vice President** – TBA
- **Secretary** – TBA
- **Treasurer** – TBA
- **Parliamentarian** – TBA

MPH Student Association Officers

- **President** – Angela D. Aina
- **Vice President** – TBA
- **Secretary** – Sonya Frontin
- **Treasurer** – Dede Teteh
- **1st Year Representative –** TBA
- **Community Service Chair** – Latronda Davis
- **Social Events Chair** – Carlos Mahaffey
- **Parliamentarian** – Ayanna Graham
- **HEHP Track Rep** – TBA
- **HAP Track Rep** – TBA

GEBS Student Association Officers

- **President** – Zaven O'Bryant
- **Vice President** – Matthew Staples
- **Secretary** – Lauren Simmons
- **Treasurer** – Sharon Owino
- **GEBS Rep –** Mase Albert (MSBR)
- **SGA Rep –** Carmen Dickerson

MD PROGRAM

Admissions and Academic Standards

Admissions Policy & Selection

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

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

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

Admission Standards (Medicine)

1. **New Students**

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

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

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

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

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

2. Transfer Students

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

3. Technical Standards for Medical School Admissions and Graduation

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

Graduates of medical school must have the knowledge and skills to function in a broad variety of clinical situations and to render a wide spectrum of patient care. MSM acknowledges Section 504 of the 1973 Vocational Rehabilitation Act and PL 101-336, the Americans

with Disabilities Act (ADA), but ascertains that certain minimum technical standards must be present in the prospective candidates.

A candidate for the M.D. degree must have aptitude, abilities, and skills in five areas: observation, communication, motor, conceptual, integrative and quantitative, and behavior and social. Technological compensation can be made for some handicaps in these areas, but a candidate should be able to perform in a reasonably independent manner.

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

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

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

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

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

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

Curriculum for the Doctor of Medicine Program

FIRST YEAR MEDICAL CURRICULUM

Fall and Spring Semesters

	Semester Credit Hours
Molecules, Structures, Mechanisms Curriculum	
Basic Principles (Unit 1)	10.0
Organ systems 1 (Unit 2)	10.0
Organ systems 2 (Unit 3)	10.0
Brain and Head (Unit 4)	10.0
Community Health	4.0
Fundamentals of Medicine	7.0
	51.0

SECOND YEAR CURRICULUM

Course	**Semester Credit Hours**
Pathophysiology	7.0
Microbiology and Immunology	7.0
Pathology	12.0
Pharmacology	7.0
Nutrition	1.0
Fundamentals of Medicine II	8.0
	42.0

THIRD YEAR CURRICULUM

Course	**Semester Credit Hours**	
Internal Medicine	10.0	(2 months)
Pediatrics	10.0	(2 months)
Obstetrics/Gynecology	10.0	(2 months)
Psychiatry	9.0	(7 weeks)
Surgery	10.0	(2 months)
Family Medicine/Rural Health	10.0	(2 months)
Fundamentals of Medicine III	2.0	
	61.0	

FOURTH YEAR CURRICULUM

Course	Semester Credit Hours	
Ambulatory Medicine	5.0	(1 month)
Elective Rotations	30.0	(6 months)
	35.0	

Total Credits for MD Program: 189.00

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

Curriculum for the MD/MPH Program

First Year Curriculum

MD MPH

Fall and Spring Courses

MPH Core Courses (8) 24.0

Biostatistics
Environmental Health
Epidemiology
Grant and Proposal Development
Health Administration, Management and Policy
Social and Behavioral Aspects of Public Health
Fundamentals of Public Health
Research Methods
Required Track Courses (4)

Second Year Curriculum

	Semester Credit Hours
Fall and Spring Semesters	
Molecules, Structures, Mechanisms Curriculum	
Basic Principles	10.0
Organ Systems 1	10.0
Organ Systems 2	10.0
Organ Systems 3	10.0
Fundamentals of Medicine 1	7.0
Epidemiology and Biostatistics	2
Human Values 1	2
Total credit hours =	**50.0**

**Must attend the Master of Public Health leadership seminar series.*

Third Year Curriculum

Fall and Spring Courses	**Semester Credit**
Pathophysiology	7.0
Fundamentals of Medicine 2	8.0
Introduction to Patient care	
Human Values in Medicine	
Psychopathology	
Microbiology and Immunology	7.0
Pathology	12.0
Pharmacology	7.0
Nutrition	1.0

**Must attend the Master of Public Health monthly leadership seminar series.*

Fourth Year Curriculum

Fall and Spring Courses

Required Clerkships

Internal Medicine	10.0 (2 mos)
Pediatrics	10.0 (2 mos)
Obstetrics/Gynecology	10.0 (2 mos)
Psychiatry	9.0 (2 mos)
Surgery	10.0 (2 mos)
Family Medicine/Rural Health	10.0 (2 mos)
Fundamentals of Medicine	2.0 (longitudinal)

Fifth Year Curriculum

Summer, Fall and Spring Courses

Ambulatory Medicine	5.0 (1 mos)
MPH Practicum (MD Electives # 1 & 2)	10.0 (2 mos)
MPH Culminating Experiences	5.0 (1 mo)
Elective #3	5.0 (2 mos)
Elective # 4	5.0 (2 mos)
Elective # 5	5.0 (1 mo)

Total MPH Credits: 46

1. **Five-Year Program**

Students enrolled in the first year at MSM have the option of entering the Five-Year Program which essentially allows them to spread the basic science curriculum over a three-year period (as opposed to the standard two year basic sciences curriculum). In addition, the SAPP Committee may choose to require students to enter the Five-Year program if deemed appropriate. The Anatomy track (Human Morphology and Neurobiology) is the single pathway for five-year track students.

2. **United States Medical Licensing Exam (USMLE)**

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

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

Both the Step 1 and Step 2 CK examinations are one-day, computer based examinations. The purpose of Step 1 is to determine if an examinee understands and can apply key concepts of basic biomedical science, with an emphasis on principles and mechanisms of health, disease, and modes of therapy. An overall passing standard score is required for promotion to the third year. For Step 1, the minimum passing standard score is 188.

Step 2 CK assesses whether you can apply medical knowledge skills and understanding of clinical science essential for the provision of patient care under supervision and includes emphasis on health promotion and disease prevention. Step 2 ensures that due attention is denoted to principles of clinical sciences and basic patient-centered skills that provide the foundation for the safe and competent practice of medicine. An overall passing score is required for graduation. For Step 2 CK, the minimum passing standard score is 189.

Step 2 CS assesses whether an examinee can demonstrate the fundamental clinical skills essential to safe and effective patient care under supervision. These clinical skills include taking a relevant medical history, performing an appropriate physical examination,

communicating effectively with the patient, clearly and accurately documenting the findings and diagnostic hypotheses from the clinical encounter, and ordering appropriate initial diagnostic studies. Step 2 CS will be administered at regional clinical skills evaluation centers (CSEC) in the United States. There is a CSEC located in Atlanta, Georgia.

Policy Guidelines for the USMLE, STEP I

- All first time takers must sit no sooner than June 1 of each year and no later than June 30 (Students are advised to sit as early as possible given the fact that scores are released approximately three (3) weeks after sitting).
- All basic science coursework must be satisfactorily completed prior to sitting the USMLE, STEP 1 examination.
- Students completing summer remediation which require going away for courses will not be allowed to start rotations in the Aug-Sept Block and must complete their course; then engage in no less than a two week review period prior to sitting. To be eligible to start the Oct-Nov. Block (typically beginning late Sept), a student must have sat for the first time no later than September 1 to allow for scores to be received prior to the start of the Oct.-Nov. Block.
- Students will not be allowed to start rotations if they have not sat the STEP 1 (at least once).
- Students with failing scores reported after the start of rotations will be required to leave the rotation.
- Students needing to repeat the Step 1 examination must re-sit prior to the start of the second block (Oct-Nov) (i.e., a student with a failing score in the first sitting which is received by early August, must postpone the start of rotations until the second block and sit prior to the start of the second block).
- Students failing to document passing the USMLE, Step 1 prior to the start of the third Rotation block will be removed from eligibility to remain with clinical rotations until documentation is provided of passing the Step 1, regardless of other extenuating circumstances. Students passing the Step 1 later in the academic year may elect to restart third year clinical rotations at the beginning of the next scheduled rotation block. This may be done with the understanding that the student may or may not be eligible to graduate with their original class.
- Students who may have completed a clinical rotation in one academic year, who have failed to progress with the class in

that academic year, will be allowed to receive credit for that rotation at the point they receive a passing score and are promoted into the third year.

Policy Guidelines for the USMLE, STEP 2

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

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

National Board of Medical Examiners Guidelines for sitting the USMLE, STEP Examinations:

A student cannot sit any computer-based STEP examination more than four times in a twelve month period. Only the CS examination has a maximum of three attempts in a twelve month period during any 12 month period.

3. **Fourth Year Clerkships and Electives**

The required clerkships are conducted primarily at Grady Memorial Hospital. The elective clerkships may be taken at MSM, Emory University School of Medicine or any other LCME accredited medical school. In order to take an elective rotation outside of MSM or Emory, a student must be in good academic standing and have

received prior approval for credit if they are sponsored by an LCME accredited medical school.

Fully registered students at MSM are covered by malpractice insurance while on their clinical clerkships and while on approved elective rotations conducted at other LCME accredited institutions.

Credit for fourth year coursework, will be awarded when a written evaluation with a passing grade is received by the Registrar. Letter grades are assigned for the required clinical clerkships and pass/fail grades for the elective rotations. No credit will be granted for unapproved electives. It is the student's responsibility to make certain that all elective rotations for which he/she wishes to receive credit be approved at least thirty (30) days prior to the start of that rotation.

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

The Student Affairs Assistant Dean must be notified of any absences or voluntary withdrawals from required or elective rotations. Interview trips should be scheduled during vacation months. Students must seek prior approval from the Course Director and inform the Student Affairs Assistant Dean about any absences for residency interviews scheduled during the clerkships. A maximum of two days for residency interviews will be permitted during any clerkship; however, makeup work may be required by the Course Director for time missed due to interviews. The scheduling of this makeup work is at the discretion of the Course Director. Fourth year students are required to sit for the USMLE Step II CK and CS and will be excused from their clinical clerk-ships for that one day period.

Students will be required to submit a complete schedule for the fourth year signed by their faculty advisor by May 1st in order to register for the fourth year. Changes in this schedule may be mandated by the SAPP Committee for the purpose of re-medial work. However, elective credit will not be given for course remediation.

Credit for Fourth Year Rotations

No credit will be granted for any clinical rotations if a student has not registered for the fourth year.

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

Elective Rotations

The length of an elective is four weeks. Some institutions allow two week electives, however you should take two of these to fill the 4 month period. Electives may be done at Morehouse School of Medicine (MSM), Emory University School of Medicine (EUSM) or any other LCME accredited Medical School. A maximum of two elective courses with the same title are allowed. Students may take more electives with the same name but will not be counted for credit toward graduation.

Away Electives

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

The institution at which the elective is being taken will often have an application for the visiting student to complete in order to confirm that the student is in good academic standing and has malpractice and health insurance. This form will be completed by the Program Coordinator in the Student Affairs office.
Once the student has been accepted to do the elective, he/she should submit that written piece of confirmation to the Program Coordinator so that an MSM evaluation form can be sent to the Course Director. **NO CREDIT** will be given without the prior and proper approval for an elective.

International Electives

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

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

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

- The student assumes full legal and/or financial responsibility for participating in this experience.
- Proof of additional medical evacuation/emergency coverage must be provided prior to the approval of the experience.
- An evaluation from the international site coordinator must be submitted before credit is granted for the experience upon return.
- Students should designate persons both in foreign country and in the US who may be contacted in the event of an emergency.

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

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

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

4. The National Resident Matching Program (NRMP)

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

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

prefer and continue to make offers until they have filled all of their positions with applicants who would accept an offer.

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

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

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

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

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

5. Electronic Residency Application Service (ERAS)

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

Academic Standards

Academic dishonesty or other cheating in a course as reported to SAPP by the Course Director shall be sufficient criteria for a failing grade in that course as defined by Course Director. SAPP will also consider the report of cheating in accordance with MSM rules and policies.

1. Academic Honesty

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

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

Plagiarism is not allowed.

A few relevant principles:

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

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

2. Professional Conduct

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

a. A medical student is expected to demonstrate behavior which, by its nature or magnitude, is considered to render the student fit for a career in medicine or which shall indicate the student's potential suitability or competence as a physician. Inappropriate behavior includes, but is not limited to: the demonstration of poor judgment; lack of perception or personal insight; lack of motivation; lack of personal integrity; lack of responsibility to patients; inability to recognize personal limitations; inability to function under pressure; or any other behavior that would have serious adverse effects upon the student's ability to practice medicine.

b. A medical student is responsible for helping to meet a patient's emotional as well as physical needs and accordingly should demonstrate sensitivity and human consideration for patients through behavior, manner, dress, and grooming.

c. A medical student occupies a position in which there is occasion to have knowledge of confidential or privileged information. It shall be the responsibility of the medical student not to disclose such information inappropriately or unethically.

d. All students shall have the continuing responsibility to comply with federal and state laws; the rules of the School of Medicine, affiliated hospitals and other medical institutions; and other applicable guidelines; either stated, published, or implied.

e. All students shall have the continuing responsibility to demonstrate behavior which is consistent with the highest standards of professional and personal honesty. Failure to adhere to the fundamental standard of conduct and/or honesty will be sufficient cause for removal from the School of Medicine.

f. An effective educational environment requires that all participants support values such as mutual respect and civil behavior. Students are expected to behave during classes and on clerkships in a manner that supports the educational environment. Students must not engage in activities that are disruptive, disrespectful or cause willful interruptions of the teaching sessions, or activities that limit others who are in pursuit of educational, research or work goals. Cell phones must not be used during classes and other signaling devices must be silenced. Use of other devices is by permission of the instructor. Students disrupting class will be asked to leave and written documentation of such behavior will become a part of the student's permanent record.

g. Students are expected to be on time, present a professional demeanor and wear professional/business attire during clinical experiences. Students must show respect for all personnel and patients with whom they interact. Business attire includes a tie (or tie equivalent) for men and corresponding business attire for women. Jeans/denim and tee shirts are not considered business attire. Additionally, white coats, name tags, and ID tags must be worn. Dangling jewelry and dangling hair often interfere with performing medical examinations and should not be worn. Oral or facial decorative hardware (such as

tongue studs) that is visible or interferes with effective communication should be removed during clinical sessions. Personal grooming, hair style, and attire must be suitable to the medical site and role. Students must follow universal precautions for infection control, including washing hands before and after each patient contact and using other appropriate means (alcohol swabs, gloves, etc.).

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

Pajamas

Unwashed or extremely unkempt clothing (including scrubs)

Low-cut and otherwise revealing tops or dresses for women

Sleeveless and tight-fitting t-shirts for men

Undergarments purposefully visible

Clothing with disrespectful graphics or writing

Torn clothing

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

3. Evaluation of Student Progress - Grading System (Medicine)

Each student's continued enrollment in the School of Medicine is contingent upon satisfactory progress in the total curriculum, including the demonstration of behavior consistent with rendering quality patient care. The grading system and accompanying numerical value scale are as follows:

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

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

It is the responsibility of course directors to post and/or provide grades to students through campus mail. As soon as possible after administration of the final exam in a course or clerkship, the responsible department shall submit a final grade report to the Registrar's office. **Final grades on all clinical rotations must be submitted to the Registrar within 30 days of the completion of the rotation.**

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

The School of Medicine does not rank its students for external purposes. Grades are used in order to assist the student in evaluation of his or her progress. In the clinical years, grades are accompanied by descriptive comments characterizing each student's performance. This type of evaluative data is of considerable assistance to the

student applying for internship or residency training, since it permits the Student Affairs Dean to give each hospital to which the student has applied a meaningful, comprehensive summary of the candidate's attributes, abilities, and performance.

4. Class Attendance and Conduct during Examinations

Class attendance rules are established by individual course directors or instructors; however, class attendance is expected. Attendance throughout the clinical clerkships and other clinical experiences involving patient care is required. Laboratory assignments are usually cooperative endeavors, thus absenteeism of one student is an imposition on others. If excessive, such absenteeism is regarded as a serious breach of conduct.
Attendance at tests and final examinations is mandatory. Excused absence from an examination must be obtained from the Dean's office prior to the examination or upon documentation of illness or other emergency taking place at the time of the examination. An unexcused absence from an examination will constitute a failure in the examination.

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

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

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

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

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

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

5. Mini-board/Shelf Examinations

Mini-board/Shelf examinations are nationally standardized exams from the National Board of Medical Examiners (NBME). These exams are used as final exams in most courses and students are charged fees at registration to cover this cost. A student needing to retake a mini-board exam (due to excused absence, unexcused absence and/or course remediation) will incur additional costs. All mini-board retakes will be scheduled by the Educational Specialist and occur at the end of the academic year. Please note that students needing to reschedule and/or retake the MSM Standardized Patient exam may also incur an additional out of pocket expense.

6. MSM Year 3 and Year 4 Attendance Policies

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

a. All requirements, assignments, and specified number of patient contacts/ workups and/or nights on call must be fulfilled to complete a rotation. If a night on call is missed due to illness or excused absence, it will need to be made up in some way (arrange through preceptor and clerkship director).

The student is responsible for checking with the clerkship director about work missed due to an absence. Failure to complete required work may otherwise result in an incomplete or lowered grade.

b. Holiday (Monday holiday/long weekend) schedule is that of the service of assignment. If assigned to a clinic that is closed for the holiday the student will keep that schedule. If assigned to a ward service, the student will follow the schedule of the team.

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

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

e. Easter holidays are Good Friday and Easter Sunday as single days.

f. Clinical ward services may have duties seven days a week, but clinical services are expected to accord students some time off equivalent to 1 day/week, as is required in residency programs. Students should have no more than 80 hours at duty per week.

g. As noted in #1, all assignments must be completed and work missed during excused absences may need to be addressed in make-up assignments. Excused absences exceeding 2 days per 4 week rotation/4 days per 8 week rotation will require makeup as designated by the clerkship director. Unexcused absences of any duration will require makeup and will result in a lowering of grade (more than one day unexcused absence will result in repeating the course).

h. Absences for reasons other than illness or emergency must be approved in advance in writing by the clerkship director (this includes religious observances, professional meetings,

etc) and make-up time arranged. A student should make written request well before (4 weeks) the planned absence and record of this is kept in the student file. The student is responsible for informing the faculty and patient care team members and for making arrangements for responsibilities. Absence for such events without prior approval would constitute an unexcused absence.

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

j. If a student is unable to be present for required activities due to illness, emergency or other acute event, that student is responsible for notifying a physician on the patient care team as well as the office of the course director as soon as it if possible to do so.

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

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

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

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

o. Ad hoc holidays for administrative offices of the school are not to be assumed to be student holidays. Number 2 applies. Clinics cannot be cancelled on short notice and those assigned

to active clinic or ward duties will continue on the original schedule.

p. Clinical rotations start in the AM on the starting date (usually a Monday). Students should not have duties or patient contact prior to orientation by faculty and/or residents as appropriate. There should be no night call the night before a mini-board. Clinical obligations on a service end at the time of start of the mini-board or at 5PM the last day, whichever applies.

q. Absences for scheduled/planned events (meetings, scheduled family events such as weddings) of 1 day or more MAY be excused if the student requests such leave in writing (formal letter or memo, not e-mail) from the relevant clerkship director at least 1 month before the beginning of the rotation. This request must include name and dates of the event, time (including all time away), flyer from meeting (invitation or other written notice of other event), acknowledgement from the Dean of Student's office that the student is eligible for such leave (not final approval). Such absences will not in any way decrease the responsibilities of the student during the rotation and make-up of missed activities may be necessary even if the absence is less than 2 days. Make-up time, as determined by the clerkship director/department, will be required for all absences exceeding two days. It is important to recognize that these requests cannot always be accommodated.

r. Excused absence from the NBME Subject Exam or the Clinical Comprehensive Exam or the end-of year OSCE (Objective Structured Clinical Examination, Standardized Patient Examination) must be obtained from the Dean for Student Affairs prior to the examination or upon documentation of illness or other emergency taking place. Whether an absence is excused is determined only by consultation of the Clerkship Director with the Dean for Student Affairs. ***Examinations to make up a deficiency due to an excused absence should be scheduled in the week following the end of the clinical clerkships at the end of July.*** Special arrangements and time will be avail-able for students requiring remediation or reexamination. The Clerkship Director will review students' requests. Additional fee will apply for the rescheduling of the OSCE for an unexcused absence.

s. Students are expected to be reached by a local phone and/or MSM e-mail. Students are advised to acquire a 404, 770, or

678 number. Students must keep MSM e-mail mailbox open and are responsible for all communication on this service.

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

7. Criminal Background Checks for Medical Students

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

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

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

8. The Student Academic Progress & Promotion Committee

a. Responsibilities & Duties

The Student Academic Progress and Promotion Committee (SAPP) is a standing committee of the Academic Policy Council (APC). The committee is charged to monitor the academic performance of each student throughout the curriculum. The SAPP committee shall evaluate and make recommendation for each student in accordance with the guidelines established and approved by the faculty and included in this Student Handbook. They shall evaluate unusual problems and assure that the guidelines are applied in a fair and equitable manner. They shall determine promotion, non-promotion or dismissal for scholastic cognitive and/or scholastic non-cognitive reasons.

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

b. Review Process

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

When, in the opinion of the Committee, a student's health raises serious questions about his or her ability to manage the demands of medical school, outside expert medical consultation, approved by the school, may be required.
Appropriate committee decisions are communicated to the student by the Student Affairs Assistant Dean. All decisions are communicated

in writing to the student, the student's advisor, and/or others deemed appropriate by the SAPP.

9. Student Promotion

The Student Academic Progress and Promotions committee assesses student qualifications for promotion, graduation or any other course of action affecting the status of the student. In order to remain in good standing, students must demonstrate satisfactory progress in the curriculum, the personal character and conduct, the moral and ethical integrity, and the self control and compassion appropriate to their professional role.

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

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

a. The Maximum number of years allowed for matriculation shall be six years, excluding any leave of absence.
b. The basic science curriculum will consist of no more than 36 months and there will be a maximum of three attempts at the Step I exam and three attempts at the Step II.
c. Before promotion to the next year a student must have achieved a grade of C or better in all required courses.
d. All missed exams must be made up as soon as possible at the end of the year, but at least by June 15th, for 1st and 2nd year MD students, and August 15th for 3rd year MD students (3 weeks after end of last 3rd year clerkship for delayed students).
e. For promotion to the third year, a student must have achieved a total minimum passing score of 188 on the USMLE, Step I examination. For graduation (receipt of the M.D.) a student must have achieved a total minimum passing score (189) on the USMLE, Step II examination. (Passing scores subject to change)
f. A student receiving a final grade of D or F in a particular course will be placed on academic probation for a period of time specified by the SAPP Committee. Probation indicates

marginal academic performance and can lead to dismissal unless grades improve.

g. All course grades of D or F have to be remediated or repeated prior to the student being promoted into the next year.
h. Incomplete coursework must be completed by a student with a single D may be allowed to remediate. More than one course with a final grade of D or a single grade of F will be required to repeat the course if allowed to continue in the curriculum to be eligible for promotion.
i. Incomplete coursework (including missed exams) must be completed by June 15th for 1st and 2nd year (August 15th for 3rd Year or 3 weeks after last rotation for delayed students). If not completed, deficiencies will convert to "zero" and final grade of D or F.
j. No student will be allowed to sit the USMLE, Step 1, until all necessary course deficiencies are remediated.
k. If a student is making unsatisfactory progress in the curriculum (e.g. grades of D or F on interim examinations) an academic warning and/or academic probation may be issued by the SAPP Committee.
l. Students failing the USMLE, Step 1 or Step 2 examination must gain approval of the SAPP Committee prior to rescheduling.
m. Course remediation are authorized and approved by the SAPP Committee. Course directors should submit a plan for remediation in a timely fashion to allow students to complete the remediation before the scheduled USMLE examination. It is the student's responsibility to request Course Coordinators to submit such plans to the SAPP Committee.
n. If on the decelerated track, any student with a warning letter or midterm deficiency in any course will automatically be placed on academic probation.
o. When action is taken following a review of a student's academic progress, students are informed verbally by the Assistant Dean of Student Affairs of the Committee's recommendation as soon as practical after the committee meeting and written notification is subsequently sent.
p. No student will be allowed to sit the USMLE, Step 2 until all third year core clerkships are completed.
q. A student must complete all third year clerkships prior to beginning fourth year clerkships. A student may complete **ONE** elective prior to fourth year.

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

10. Scholastic Non-Cognitive Evaluation

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

Scholastic Non-Cognitive Performance

Student Name _____

Date _____

	Check Applicable Box		
	Outstanding	Adequate	Inad.
Attentiveness - The student regularly attends class where attendance is needed. All extended absences are for relevant and serious reasons and approved, where applicable, by the appropriate authority. The student is alert during the presentation and demonstrates attentiveness by taking notes and asking appropriate questions.	☐	☐	☐
Demeanor - The student has a positive, open attitude towards peers, teachers, patients and others during the course of his medical studies. The student demonstrates humility through open mindedness and respect for the ideas, opinions, and feelings of others.	☐	☐	☐
Maturity - The student functions as an adult avoiding childish self-centeredness and adolescent over-reactivity to stressful situations. A significantly mature student is not excessively loud or boisterous and refrains from rude, obscene or inappropriate behavior in the classroom and laboratory. Books, equipment and other educational aids are used with respect.	☐	☐	☐
Cooperation - The student demonstrates his/her ability to work effectively in large and small groups, and with other members of the health team, giving and accepting freely in he interchange of information.	☐	☐	☐
Inquisitiveness - The student acquires an interest in his/her courses and curricular subjects, demonstrating individual pursuit of further knowledge.	☐	☐	☐
Responsibility - Interpersonal interchanges are carried out in a reliable and trustworthy manner. The student can be counted on to keep his agreements.	☐	☐	☐
Authority - A student shows appropriate respect for those placed in authority over him/her both with the University and in our society.	☐	☐	☐

	Check Applicable Box		
	Outstanding	Adequate	Inad.
Personal Appearance - The student's personal hygiene and dress reflect the high standards expected of a physician in-training.	☐	☐	☐
Communication - The student demonstrates an ability to communicate effectively with peers, teachers, patients, and others.	☐	☐	☐
Future Potential - The student shows an ability to make rational and logical decisions regarding options, reflecting his/her ability to make intelligent decisions in his/her personal life and in clinical problems.	☐	☐	☐
Ethics - The student manifests the highest standards of ethics and behavior.	☐	☐	☐
Moral Turpitude - The student respects the rights and privacy of other individuals and does not violate the laws of the accepted customs and mores of our society. The student is not in violation of the controlled Substance Act of the United States and is not guilty of an alcohol related offense.	☐	☐	☐

COMMENTS:_____

_____

_____

_____

_____

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_____

Evaluation Prepared and Submitted by _____

Actions to be taken:

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

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

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

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

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

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

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

11. Breaches of Professionalism on Clinical Services

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

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

In particular, the following actions are unacceptable:

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

To support and guide students in their adherence to the non-cognitive performance standards and medical professionalism, whenever Clerkship Directors become aware of any reports of non-adherence to these standards, such students will be directly counseled by the Clerkship Director. They should be informed of the potential consequences (of violation of these standards) which include a lowering of the course grade, referral to SAPP, failure of a course, and/or dismissal. Clear and/or uncorrected violation of the standards will result in referral to the Student Affairs Assistant Dean and further action as described in the Handbook.

12. Sanctions

a. Academic Warning

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

b. Academic Probation

Academic Probation is a condition other than in good standing and progressing with the class which shall be established for a specified period of time with specified contingencies which must be met before the student is removed from the probationary status. Academic Probation implies that if these contingencies are not met, a recommendation for dismissal from the School of Medicine will follow. **A student may be placed on Academic Probation for deficiencies in Academic Performance, Professional Behavior and/or Academic Honesty.** Any student placed on probation will meet with the Student Affairs Assistant Dean to discuss the terms of the

probationary period. The terms of the probationary period include ineligibility to hold any elected office, limitation of the student's participation in institutionally recognized, organized and/or sponsored extra-curricular activities and to be a representative of MSM at meetings and conferences. This condition is also automatically applied to students receiving a final grade of D or F in any course.

c. Dismissal

A student's registration at MSM will be terminated by the Student Academic Progress and Promotion Committee (SAPP) or by administrative action if any student's performance or behavior is not consistent with his or her ability to become a competent, adequately informed and responsible physician. There are several bases for such actions:

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

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

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

iii. A student who does not successfully complete required remedial work or who is repeating first or second year course work will be considered for dismissal if she or he does not achieve a grade of "C." Students will not be granted unlimited opportunities for remediation of academically deficient work. Students receiving 2 or more final grade deficiencies will be considered for dismissal by the SAPP.

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

v. If the student fails to pass USMLE, Step I within fifteen months of completion of the second year curriculum; or, the student fails to pass the USMLE, Step II within four months following completion of the fourth curricular year.

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

vii. If a student manifests a lack of responsible attitude and conduct in regards to his or her academic or clinical duties. In case of serious violation of rules of conduct, the Dean of the School may terminate the registration of a student by administrative action.

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

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

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

- So that students have a clear understanding of why they qualify to appear on the agenda for review by the committee for dismissal, the Student Affairs Dean meets with the student and advises in writing such information.
- Students are notified of the promotion committee meeting date and are invited to appear in person to present their cases and to be available subsequently for questions from the

Committee prior to the Committee's closed session deliberations.

- Students have the opportunity to present supportive information pertinent to the grounds for their dismissal from up to three individuals of their choice, none of whom may be legal counsel. Each of these individuals may submit a written statement OR appear in person, as determined by the student. If appearing in person, each witness will be allowed ten (10) minutes maximum to present relevant information. This time is exclusive of subsequent questioning by the Committee.

The decision of the SAPP Committee will be communicated to the student, the student's faculty advisor, the Registrar, and the Dean & Senior Vice President for Academic Affairs within five (5) working days of the hearing by the Student Affairs Assistant Dean or his/her designate.

13. Leaves of Absence

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

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

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

This policy will not be used to resolve academic difficulties or to finish incomplete coursework. Additionally, this policy will not be used in lieu of disciplinary actions to address violations of MSM's rules, regulations, or policies. A student who has engaged in behavior that may violate rules, regulations, or policies of MSM may be subject to the school's disciplinary process. A student may be required to participate in the disciplinary process coincident with the request for a LOA. A student permitted to take a LOA while on academic and/or disciplinary status will return on that same status.

Types of Voluntary Leave of Absence

Medical Leave of Absence

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

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

Health Insurance

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

Financial Aid and Loan Repayment

Students on LOA are not eligible for financial aid.

Loan Repayment

Students on leave are not considered to be working toward their degree and hence use up their loan repayment deferral time during the leave. For the usual six or nine-month "grace" period for loans, this means repayment will begin after six or nine months of leave and continue throughout the rest of the leave. After graduation, repayment will begin immediately rather than six or nine months into the first post-graduate year.

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

Returning from a Leave of Absence

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

Military Leave of Absence

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

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

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

Other Leaves of Absence

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

General Policies and Conditions for All Leaves

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

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

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

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

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

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

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

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

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

Confidentiality

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

Involuntary Leave of Absence

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

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

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

Appeal

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

14. Withdrawal

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

15. Transfer to Other Medical Schools

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

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

16. Graduation

a. Requirements for the Degree Doctor of Medicine

The course of medical education for the Doctor of Medicine degree consists of a minimum of four years of study. Students recommended for the degree of Doctor of Medicine shall have completed an entire course of instruction as matriculated medical students, and must have demonstrated the knowledge, skills, maturity, emotional stability and integrity judged by the faculty to be essential to an effective physician. *Each student must pass both Step I and Step II of the USMLE as a requirement for graduation. Passage of the MSM standardized patient exam is also a requirement for graduation. Beginning with the class of 2005, the passage of the USMLE Step II Clinical Skills exam is also required.* Upon completion of the curricular requirements the degree is awarded following the recommendation of the Promotions Committee, the Faculty, the Dean and the approval of the Board of Trustees. **Candidates must have discharged all current indebtedness to the School to qualify for graduation.**

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

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

b. Licensure

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

c. Graduation Honors

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

17. Student Appeals Procedure

a. Students may appeal a decision to dismiss made by the SAPP Committee.

b. Other decisions of lesser gravity (e.g., a program of remediation for a course deficiency) made by the SAPP Committee are not subject to appeal outside of the SAPP Committee.

c. In order to appeal the SAPP decision for dismissal, the student must notify the Dean/Senior Vice President for Academic Affairs, in writing, of his/her intent to do so. This notification must be received within 10

working days of receipt of the letter from the Assistant Dean of Student Affairs regarding the Sapp decision.

d. The student must present the basis for the appeal to the Dean in his/her notification of the request for an appeal. The only new evidence that the student may present to the Dean will be: a) failure of the SAPP Committee to follow proper procedures or b) prejudice toward the student by faculty or administrative members of the SAPP committee.
e. Each student appeal will be heard by the Dean/Senior Vice President for Academic Affairs within 10 working days of receipt of the student's written notification of intent to appeal.
f. The Dean will determine the merits of the case based on a review of the information presented to the SAPP Committee. Neither witnesses nor legal counsel will be allowed in the hearing.
g. The written decision of the Dean will be conveyed to the student, the President, the Dean for Student Affairs, and the chair of the SAPP Committee within 5 working days of the appeal hearing.

Graduate Education in Biomedical Sciences (GEBS)

Historical Perspective and Program Goals

In 1992, the Morehouse School of Medicine (MSM) initiated a Ph.D. in Biomedical Sciences program. The first Ph.D. degrees were awarded in 1998. In 2008, MSM initiated a program of study leading to M.S. degrees in Biomedical Sciences. The GEBS program's overall mission is to produce basic scientists (with an emphasis on underrepresented minorities) well trained to teach and conduct research in the biomedical sciences. MSM-trained biomedical scientists are encouraged to develop a special commitment to performing research on diseases and disease processes that disproportionately affect minority populations and/or to educating underrepresented minority students. The PhD program is designed to develop independent investigators for leadership in academic, government, and corporate biomedical research. The M.S. programs are designed for students to explore their interests and pursue specialized biomedical training beyond the baccalaureate. The M.S. programs support professional development or preparation for even more advanced training. Students may study with graduate faculty in a variety of academic departments or research institutes. Available areas of focus include, but are not limited to, AIDS & infectious disease, cancer, cardiovascular and related diseases, cell biology, chronobiology, developmental biology, molecular biology, musculoskeletal biology, neuroscience, reproductive science, vision research, and biomedical technology. Policy for these graduate programs is set by a committee of the Graduate Faculty (Graduate Education in Biomedical Sciences Committee, or GEBSC). GEBSC serves in an advisory capacity to MSM's Academic Policy Council in general, and to the Associate Dean for Graduate Studies in particular. GEBSC reserves the right to adjust the curriculum and policies of the GEBS program at such times or in such ways it deems appropriate to carrying out its charge to maintain and improve the quality of these educational programs.

Ph.D. Program in Biomedical Sciences

The Ph.D. Program provides an opportunity for students to develop, demonstrate, and document their superior academic capabilities in science through achievements in the classroom and in the research laboratory. The Ph.D. is the highest academic degree granted by any

institution of higher learning and denotes intellectual achievement at the highest level. The program at MSM is rigorous and demands diligent effort, academic excellence and dedication to advancing knowledge in the biomedical sciences, high moral and ethical standards, and a commitment to serving others through teaching and research. Success in the program requires advanced skills in classroom learning; determination, patience, persistence and meticulous attention to detail in the laboratory; an ability to establish and maintain effective and cordial collaborative working relationships with other scientists; and exceptional concentration and creativity in handling massive amounts of information. The program provides both a broad background in human biology and highly specialized study in biologic processes and disease entities of particular interest to our students and faculty. A minimum of 80 semester hours of graduate credit, consisting of core courses (47), elective courses (8 minimum) and dissertation research (25 minimum), are required for graduation. Elective courses must be selected with the help of the research advisor to assure an adequate knowledge base for the chosen field of study.

MS Programs in Biomedical Sciences

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

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

The **M.S. in Clinical Research** degree program is a broad-based multi-disciplinary graduate level program in clinical research designed to prepare clinical faculty and senior residents for a career in clinical research. The program provides training in the principles and methods of biostatistics, epidemiology, genetics and clinical trials, outcomes research, health services research, health economics and application of these principles and methods to clinical research.

Multi-Degree Tracks

MD/PhD Track: Students of the highest caliber who are committed to a career in medical research and academic medicine may pursue both degrees. Because of overlaps in course work, the curriculum typically takes less time to complete than would be pursuing both degrees separately. However, it always takes longer than pursuing either of these degrees alone. Students are encouraged to embark on this path only if they are firmly committed to expanding the extensive effort and time required to complete the program successfully. A program of study may be developed, on an ad hoc basis, for students who have applied, and been accepted, to both degree programs.

There is no formal M.D./Ph.D. program at the Morehouse School of Medicine (MSM). Students interested in acquiring both the M.D. and Ph.D. degrees at MSM must first gain acceptance into both programs through the mechanisms described for each. Next, the student's qualifications will be reviewed and the student's interests and goals discussed to assess, on an individual basis, whether pursuing the dual degree is the most appropriate means to the desired end. Finally, once the student and representatives of the M.D. Program and the Ph.D. Program agree in principle that the student should seek both degrees, a program of study will be designed. Every attempt will be made to limit the time required for completion in designing the program, but a minimum of six full years can be expected.

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

Other degree combinations may be possible.

GEBS General Admission Policies and Procedures

Selection Criteria

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

Minimum Entrance Requirements

Applicants seeking admission to the programs must:

1. Hold a bachelor's degree, or equivalent, from a U.S. school accredited by a regional accrediting organization recognized by the Council for Higher Education Accreditation (CHEA) or the U.S. Department of Education, or from an appropriately accredited non-U.S. institution. Applicants who have completed coursework at, or hold a bachelor's or advanced degree from an institution of higher learning outside the United States must have their transcript(s) certified for equivalency to U.S. degrees or coursework by a credential evaluation service that is a member of the National Association of Credential Evaluation Services (NACES). Applicants who have completed coursework at, or hold degrees from, a postsecondary institution in Australia, Canada (except Quebec), New Zealand, or the United Kingdom will normally not need to have their academic transcripts evaluated and certified for equivalency. Any applicant seeking transfer of credits from an institution outside the United States into a Morehouse School of Medicine

program must have a course-by-course evaluation of relevant transcripts completed by a member of NACES.

2. Have a record of superior academic achievement in undergraduate science studies. A minimum grade point average of 3.0 on a scale of 4 is generally expected.
3. Take and submit scores from the General Test of the Graduate Record Examination (GRE). Submission of scores for the Biology, Biochemistry and Molecular Biology, or Chemistry Subject Tests of the GRE is also strongly recommended. GRE scores are valid for five-years. Thereafter, applicants are required to retake the test. International applicants are required to submit TOEFL scores as well unless they have completed an accredited post-secondary degree program in the United States. There are additional application requirements for international applicants. See the online application instructions for the various GEBS degree programs at www.msm.edu .

Ph.D. in Biomedical Sciences Curriculum Outline*

FIRST YEAR CURRICULUM

Course	Semester Credit Hours
Graduate Biomedical Science Sequence Biochemistry	4
Biochemistry Lab	3
Cell & Tissue Structure	3
Cell & Tissue Lab	3
Biomedical Genetics	3
Biomedical Genetics Lab	3
Organs & Systems	4
Organs & Systems Lab	3
Fundamentals of Professional Science I	3
Fundamentals of Professional Science II	1
Fundamentals of Professional Science III	1
Fundamentals of Professional Science IV	1
Fundamentals of Biostatistics	3
Laboratory Rotation 1	1
Laboratory Rotation 2	1

SECOND-YEAR CURRICULUM

Course	Semester Credit Hours
Fundamentals of Professional Science V	2
Seminar in Biomedical Sciences I	1
Seminar in Biomedical Sciences II	1
Biomedical Sciences Presentation I	1
Elective(s)	TBD
Supervised Research	TBD
Dissertation Research	TBD

THIRD-YEAR CURRICULUM

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

FOURTH-YEAR CURRICULUM**

Course	Semester Credit Hours
Seminar in Biomedical Sciences V	1
Seminar in Biomedical Sciences VI	1
Dissertation Research	TBD

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

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

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

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

Course work: The first year of Ph.D. study is devoted primarily to instruction in core (required) courses covering fundamental aspects of cell, tissue, organ and organ system structure and function, as well as introducing methods, instrumentation, ethics, writing skills, and critical thinking necessary for success as a professional scientist. Students are required to maintain a B (3.0) average in all their course work to advance in the program.

Research Advisor: Ph.D. students are expected to identify an advisor for their advanced study and research within one year of entering the program. The advisor or "major professor" must be a member of the Morehouse School of Medicine Graduate Faculty. Once an advisor is identified and approved by GEBSC, students select specialized study in basic and advanced elective courses with the advisor's assistance. They may then begin gaining research experience in the advisor's

laboratory. Students must select an advisor and have advisor approval before taking any elective courses.

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

The Core Comprehensive Exam (CCE): Students having maintained the required B average must take this comprehensive examination within one month of completing their core courses. The exam consists of a full day of closed-book essay examinations covering the core coursework followed by individual oral examinations conducted by core-course faculty. Students are advised to schedule meetings with the core course directors for information on the nature of the exam questions well in advance of the examination.

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

Closed-book essay examination: Course directors from each GEBS core science module (i.e., Biochemistry; Cells & Tissues; Organs & Systems; and Biomedical Genetics) will submit three closed-book questions for each course. Students will select one of the three questions from each core module (4 questions) to answer on the first day of the qualifying exam week. Students will have approximately two (2) hours to complete their answers for each of the four closed-book questions they have chosen.

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

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

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

Passing or Failing the CCE: The Associate Dean will collect and tally the scores. For each closed-book question, the grades submitted by the two primary graders will be averaged to provide a grade. If the two grades are more than fifteen (15) percentage points apart, a copy of the exam will be sent to a third grader. All three scores will then be averaged to provide a grade. The 4 Closed-Book Exam grades will be averaged and that average will contribute 50% of the CCE grade. The average for the Oral Exam will contribute the other 50% of the grade to provide an overall score for the exam. A passing grade (80%) is required on each of the closed-book components and on the oral exam to obtain an overall pass for the CCE. The performance of students who do not achieve an overall passing score will be reviewed on a case-by-case basis by the GEBS Student Academic Progress Committee (GEBSSAP), which will then recommend either dismissal or a specific protocol for remediating the CCE.

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

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

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

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

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

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

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

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

Preparing the dissertation proposal: The student may now prepare the formal dissertation research proposal. The proposal must follow the format of the NIH Ruth Kirschstein National Research Service Award Application (PHS 416-1; Application and instructions are available online at http://grants.nih.gov/grants/funding/416/phs416.htm .

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

At the same time, the student and advisor must submit the proposal to NIH for review and possible funding. There is no requirement that the proposal be funded only that it be formally submitted and

reviewed. Submission of copies of the NIH application and the resulting NIH review to the GEBS Office is a requirement for degree candidacy.

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

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

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

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

Publication Requirement: Students must publish a minimum of one, first-author; scientific article covering their dissertation research in a peer-reviewed, scientific journal to qualify for the Ph.D.

Documentation from the journal that the article has been accepted and is in press will suffice if graduation deadlines are an issue.

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

The other may be any of the following:

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

Completion of Degree Requirements: Once the dissertation research is completed to the satisfaction of the dissertation committee, the student must prepare a written dissertation following the institution's published dissertation guidelines describing the background, approach, and results of the work, including a discussion of the significance of the findings in advancing scientific knowledge. Successful dissertation research must constitute a significant original contribution to scientific knowledge. Once the written dissertation has reached its final stages, the student must, with the approval of the dissertation committee, schedule a public presentation and defense of the work. The defense should be scheduled no later than mid-March (see the academic calendar for the exact date) for the student to participate in the May commencement ceremony. The student's committee will determine whether the student has successfully defended his or her dissertation. All members of the student's dissertation committee must be present at the defense and approval of the defense must be unanimous. The dissertation committee typically requires final adjustments to the written dissertation even after a successful defense. Once the dissertation has been successfully defended and the final modifications accepted by the dissertation committee, the dissertation must be bound and copies must be submitted to the GEBS office to complete the requirements for the Ph.D. degree. A minimum of four bound copies of the dissertation, on 100% cotton rag stock paper, each with original signatures of all the committee members on the title page, must be submitted to the Associate Dean for Graduate Studies. One of these will remain in the

GEBS office, another will be placed in the MSM Library, the third will be provided to the student's major research advisor, and the fourth returned to the student. It is common for students to have additional copies bound for themselves and others. Students may also elect to have two copies made for submission to the Atlanta University Center Library, one of which will be placed in the stacks and another in an environmentally controlled archive room. Additional bound copies are often distributed by the student to members of the dissertation committee, parents, and others the student feels made significant contributions leading to the completion of the degree. The GEBS office will assist students in having the dissertation bound, but all costs incurred in producing the copies and binding them are the responsibility of the student.

Ph.D. in Biomedical Sciences Program

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

M.S. in Biomedical Research Curriculum Outline*

FIRST YEAR CURRICULUM

Course	**Semester Credit Hours**
Graduate Biomedical Science Sequence Biochemistry	4
Biochemistry Lab	3
Cell & Tissue Structure	3
Cell & Tissue Lab	3
Fundamentals of Professional Science I	3
Fundamentals of Professional Science II	1
Fundamentals of Professional Science III	1

Fundamentals of Professional Science IV	1
Fundamentals of Biostatistics	3
Laboratory Rotation 1	1
Laboratory Rotation 2	2
Supervised Research* *	4

SECOND-YEAR CURRICULUM

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

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

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

Degree Requirements for the M.S. in Biomedical Research

Steps in the Process

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

Course Work: The first six months of M.S. study are devoted primarily to instruction in core (required) courses covering fundamental aspects of biochemistry, cell, and tissue structure and function, as well as introducing biostatistics, methods,

instrumentation, ethics, writing skills, and critical thinking necessary for success in professional science. Students are required to maintain a B (3.0) average in all their course work to advance in the program.
Research Advisor: M.S. in Biomedical Research students are expected to identify an advisor for their advanced study and research within six months of entering the program. The advisor or "major professor" must be a member of the Morehouse School of Medicine Graduate Faculty. Once an advisor is identified and approved by GEBSC, students' select specialized study in basic and advanced elective courses with the advisor's assistance. They may then begin gaining supervised research experience in the advisor's laboratory. Students must select an advisor and have advisor approval before taking any elective courses.

Qualifying Examinations: The qualifying exams for the M.S. in Biomedical Research involve 3 parts: 1) The Core Comprehensive Exam; 2) The Elective Competency Assessment; and 3) The Thesis Proposal.

The Core Comprehensive Exam (CCE): Students having maintained the required B average must take this comprehensive examination in June of their first year. The exam consists of one day of closed-book essay examinations covering the core coursework followed by individual oral examinations conducted by core-course faculty. Students are advised to schedule meetings with the core course directors for information on the nature of the exam questions well in advance of the examination.

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

Closed-book essay examination: Course directors from each GEBS core science module (i.e., Biochemistry and Cells & Tissues) will submit three closed-book questions for each course. Students will select one of the three questions from each core module (4 questions) to answer on the first day of the qualifying exam week. Students will

have approximately 2 hours to complete their answers for each of the two closed-book questions they have chosen.
Grading – Answers to each question will be duplicated and a copy distributed to each grader. Student's names will be replaced with tracking numbers on the copies sent for grading. A minimum of two (2) faculty members will grade each answer. Each answer will be graded separately and without discussion between the graders. The graders will award a score, from 0-100%, for each answer.

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

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

Passing or Failing the CCE: The Associate Dean will collect and tally the scores. For each closed-book question, the grades submitted by the two primary graders will be averaged to provide a grade. If the two grades are more than fifteen (15) percentage points apart, a copy of the exam will be sent to a third grader. All three scores will then be averaged to provide a grade. The two Closed-Book Exam grades will be averaged and that average will contribute fifty percent (50%) of the CCE grade. The average for the Oral Exam will contribute the other fifty percent (50%) of the grade to provide an overall score for the exam. A passing grade eighty percent (80%) is required overall on the closed-book components and on the oral exam to obtain an overall pass for the CCE. The performance of students who do not achieve an overall passing score will be reviewed on a case-by-case basis by the GEBS Student Academic Progress Committee (GEBSSAP), which will then recommend either dismissal or a specific protocol for remediating the CCE. The Associate Dean will forward the GEBSSAP decision to each student by formal letter.

Students failing to achieve a passing grade on any remedial examination are subject to dismissal from the program.

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

The Elective Competency Assessment (ECA): Once students have completed their core coursework, they must select an advisor (if they have not already done so) who will help them select their elective courses, their thesis research project, and their thesis advisory committee. The second part of the qualifying exam process involves a competency assessment (ECA) covering the student's elective studies. This assessment is designed, administered, and evaluated by the student's thesis advisory committee. When this step is completed, the student's advisor must complete and submit an Elective Competency Assurance Form to the GEBS Office.

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

Selecting a research project and thesis advisory committee: The student must select, with the aid of the research advisor, a thesis research project and a thesis advisory committee. That committee must include the advisor and at least two additional professional scientists, one of whom must be a member of the MSM Graduate Faculty. Any full member of the MSM Graduate Faculty may chair this committee, but it is generally the research advisor. Additional committee members may be included based on appropriate expertise. A committee with more than four members may be unwieldy and actually slow a student's progress.

Proposing the research project and the thesis advisory committee: The student must submit to the Associate Dean for Graduate Studies a completed form (available from the GEBS Office) indicating: 1) the title or topic of the proposed thesis research, the names of the research advisor and thesis advisory committee members, 2) the area of expertise for which each committee member

was selected, and 3) the signatures of the advisor and each committee member confirming his/her willingness to serve. If any proposed committee members are not on the MSM Graduate Faculty, their curriculum vitae (CV) must accompany the form on submission. The CV must provide evidence that such individuals hold a Ph.D. and/or M.D., are active in biomedical research, and have expertise appropriate for their role on the committee.

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

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

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

Cover Page: The cover page should include the title of the project proposed; the names of the student, the research advisor, and the thesis committee members; and the date of submission.

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

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

Background and Significance: This section should provide a summary of a literature review supporting the importance of the proposed project. It should contain a critical evaluation of the existing knowledge of the field and specifically identify the gaps in our knowledge that the project is intended to fill (two pages).
Experimental Design and Methods: Describe in detail the experimental design and the methods that will be used for each specific aim. The experimental design should clearly indicate how each method relates to the hypotheses and aims of the project. Briefly describe the potential outcomes for each experiment and how each would be interpreted as a test of the hypotheses. Briefly outline any anticipated technical problems (or weaknesses inherent in the methods)

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

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

To maintain adequate progress and thus avoid academic probation, the proposal must be approved by the thesis advisory committee within 12 months of entry into the program.

Applying for Degree Candidacy: Students with a minimum overall B average in their graduate coursework, who have successfully completed all required coursework, have completed all parts of their qualifying exam may apply for and be awarded M.S. candidacy. Forms for this application are available from the GEBS office. The completed form should be submitted to the Associate Dean. He will write a letter formally acknowledging candidacy which will be copied to the Registrar, to the GEBS Program Coordinator for inclusion in the student's official file, and to the student's advisor. From this point, it is assumed that students will expend most of their effort completing their thesis research and preparing their thesis.

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

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

Publication Requirement: Students must submit a minimum of one co-authored, scientific article covering their thesis research to a printed, peer-reviewed, scientific journal to qualify for the M.S. A copy of the manuscript and documentation from the journal that it has been received must be submitted to the GEBS office to receive credit for this requirement.

Presentation Requirements: All M.S. students beyond their first year of study are required to present their work annually at MSM's Annual Curtis Parker Student Research Day. If their abstract is not accepted for a platform presentation then they must present a poster.

All Students are required to complete a minimum of one professional scientific presentation to qualify to graduate. This may be a Curtis Parker Day platform presentation or one of the following:

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

Completion of Degree Requirements: Once the thesis research is completed to the satisfaction of the thesis advisory committee, the student must prepare a written thesis following the institution's published thesis guidelines describing the background, approach, and results of the work, including a discussion of the significance of the findings in advancing scientific knowledge. Successful thesis research must constitute an original contribution to scientific knowledge. Once the written thesis has reached its final stages, the student must, with the approval of the thesis advisory committee, schedule a public presentation and defense of the work. The defense should be scheduled no later than mid-March (see the academic calendar for the exact date) for the student to participate in the May commencement ceremony. The student's committee will determine whether the student has successfully defended his or her thesis. All members of the student's thesis advisory committee must be present at the defense and approval of the defense must be unanimous. The thesis advisory committee typically requires final adjustments to the written thesis even after a successful defense. Once the thesis has been successfully defended and the final modifications accepted by the thesis advisory committee, the thesis must be bound and copies must be submitted to the GEBS office to complete the requirements for the M.S. in Biomedical Research degree. A minimum of four (4) bound copies of the thesis, on 100% cotton rag stock paper, each with original signatures of all the committee members on the title page, must be submitted to the Associate Dean for Graduate Studies. One of these will remain in the GEBS office, another will be placed in the MSM Library, the third will be provided to the student's major research advisor, and the fourth returned to the student. It is common for students to have additional copies bound for themselves and others. Students may also elect to have two copies made for submission to the Atlanta University Center Library, one of which will be placed in the stacks and another in an environmentally controlled archive room. Additional bound copies are often distributed by the student to members of the thesis committee,

parents, and others the student feels made significant contributions leading to the completion of the degree. The GEBS office will assist students in having the dissertation bound, but all costs incurred in producing the copies and binding them are the responsibility of the student.

M.S. in Biomedical Research Program

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

M.S. in Biomedical Technology Curriculum Outline*

FIRST YEAR CURRICULUM

Course	Semester Credit Hours
Graduate Biomedical Science Sequence	
Biochemistry	4
Biochemistry Lab	3
Cell & Tissue Structure	3
Cell & Tissue Lab	3
Fundamentals of Professional Science I	3
Fundamentals of Professional Science II	1
Fundamentals of Professional Science III	2
Fundamentals of Professional Science IV	1
Fundamentals of Biostatistics	3
Laboratory Rotation 1	1
Laboratory Rotation 2	1
Supervised Technical Training**	6

SECOND-YEAR CURRICULUM

Course	Semester Credit Hours
Seminar in Biomedical Sciences I	1
Seminar in Biomedical Sciences II	1
Biomedical Technology Presentation	1
Elective(s)	
TBD	
Supervised Technical Apprenticeship**	14

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

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

Degree Requirements for the M.S. in Biomedical Technology

Steps in the Process

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

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

Technical Advisor: M.S. in Biomedical Technology students are expected to identify an advisor for their advanced study in biomedical technology within six months of entering the program. The advisor or "major professor" must be a member of the Morehouse School of Medicine Graduate Faculty. Once an advisor is identified and approved by GEBSC, students' select specialized study in basic and advanced elective courses with the advisor's assistance. They may then begin accruing supervised technical training hours in the

advisor's laboratory. Students must select an advisor and have advisor approval before taking any elective courses.
Qualifying Examinations: The qualifying exams for the M.S. in Biomedical Technology involve 3 parts: 1) The Core Comprehensive Exam; 2) The Elective Competency Assessment; and 3) The Technical Training Proposal.
The Core Comprehensive Exam (CCE): Students having maintained the required B average must take this comprehensive examination in June of their first year. The exam consists of one day of closed-book essay examinations covering the core coursework followed by individual oral examinations conducted by core-course faculty. Students are advised to schedule meetings with the core course directors for information on the nature of the exam questions well in advance of the examination.

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

Closed-book essay examination: Course directors from each GEBS core science module (i.e., Biochemistry and Cells & Tissues) will submit three closed-book questions for each course. Students will select one of the three questions from each core module (4 questions) to answer on the first day of the qualifying exam week. Students will have approximately two (2) hours to complete their answers for each of the two closed-book questions they have chosen.

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

Oral examination: Course directors and faculty from each core course will conduct combined oral examinations of each student covering the material in their respective courses. The faculty will develop questions that require integration of information in the

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

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

Passing or Failing the CCE: The Associate Dean will collect and tally the scores. For each closed-book question, the grades submitted by the two primary graders will be averaged to provide a grade. If the two grades are more than fifteen (15) percentage points apart, a copy of the exam will be sent to a third grader. All three scores will then be averaged to provide a grade. The two Closed-Book Exam grades will be averaged and that average will contribute fifty percent (50%) of the CCE grade. The average for the Oral Exam will contribute the other fifty percent (50%) of the grade to provide an overall score for the exam. A passing grade eighty percent (80%) is required overall on the closed-book components and on the oral exam to obtain an overall pass for the CCE. The performance of students who do not achieve an overall passing score will be reviewed on a case-by-case basis by the GEBS Student Academic Progress Committee (GEBSSAP), which will then recommend either dismissal or a specific protocol for remediating the CCE. The Associate Dean will forward the GEBSSAP decision to each student by formal letter. Students failing to achieve a passing grade on any remedial examination are subject to dismissal from the program.

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

The Elective Competency Assessment (ECA): Once students have completed their core coursework, they must select an advisor (if they have not already done so) who will help them select their elective courses, their thesis research project, and their thesis advisory committee. The second part of the qualifying exam process involves a competency assessment (ECA) covering the student's elective studies. This assessment is designed, administered, and evaluated by the student's thesis advisory committee. When this step is completed, the student's advisor must complete and submit an Elective Competency Assurance Form to the GEBS Office.

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

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

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

Cell and Tissue Biology: MSM's Graduate Faculty includes a variety of experts in the use and analysis of cells and tissues in biomedical research. Training in this area will focus on cell, tissue and organ culture, histology and histo-chemistry for light and electron microscopy, as well as cell fractionation, fraction analysis, and cell sorting. MSM's Histology and Electron Microscopy Core

Labs will participate in the training of students that select this program of study. There are a number of core tissue culture laboratories for the various research units of the school that can provide a variety experiences in these methodologies.

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

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

Molecular Biology & Genomics: MSM's Molecular Biology Core Laboratory is well equipped to provide DNA sequencing, Single Nucleotide Polymorphism (SNP) analysis, and DNA fragment analysis services and training as well as additional training in related methodologies. MSM's Functional Genomics facilities include multiple microarray systems and investigators experienced in applying them to solve difficult biomedical research problems.

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

and comprehensive analytical services to basic and clinical researchers. Examples of the services and expertise include:

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

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

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

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

1. A summary of the student's educational background and experience in research and research technology.
2. A clear description of the student's objectives in seeking advanced training in biomedical technology.
3. A detailed description of the concepts, techniques, methods, and instrumentation in which the student proposes to receive training, including an explanation of how each will facilitate achievement of advanced training objectives.
4. For each element described in section three above, the names and relevant expertise of the technical advisors who will provide the training and the resources available (e.g., supply funding, instrumentation, faculty supervision time) for that training.
5. A detailed schedule of hands-on training experiences designed to obtain the necessary training and meet the minimum one thousand (1000) hours of such training necessary to meet the degree requirements.
6. A listing of all technical advisors listed in the proposal along with their signatures indicating their willingness to participate in the training program.

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

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

Applying for Degree Candidacy: Students with a minimum overall B average in their graduate coursework, who have successfully completed all required coursework, have completed all parts of their qualifying exam may apply for and be awarded M.S. candidacy. Forms for this application are available from the GEBS office. The completed form should be submitted to the Associate Dean. He will write a letter formally acknowledging candidacy which will be copied to the Registrar, to the GEBS Program Coordinator for inclusion in the student's official file, and to the student's advisor. From this point, it is assumed that students will expend most of their effort completing their apprenticeship and preparing for a culminating examination.

Technical Advisory Committee, Meetings, and Credit for Supervised Technical Training: Students who have achieved degree candidacy are eligible to receive credit for supervised technical training toward the M.S. degree. During the training period, candidates are expected to convene regular meetings of the technical advisory committee (a minimum of twice per semester to report progress and receive direction). The students themselves are responsible for convening these meetings to fit the schedules of their committee members. At each meeting, a progress report form must be completed by the committee and submitted to the Associate Dean. Awarding of semester hours of credit for Supervised Technical Apprenticeship is dependent on submission of these completed reports with the signatures of the student's advisor and committee members.

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

Presentation Requirement: All M.S. in Biomedical Technology students beyond their first year of study are required to contribute a talk in MSM's Technology of Science seminar series.

Completion of Degree Requirements: While the student is completing the supervised technical apprenticeship requirements, he or she should be discussing the nature of the culminating examination

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

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

M.S. in Biomedical *Technology* Program

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

M.S. in Clinical Research Curriculum Outline*

FIRST YEAR CURRICULUM

Course	Semester Credit Hours
Medical Informatics	2
Principles of Clinical Research	2
Clinical Research Seminar I	1
Fundamentals of Biostatistics	3
Mentored Research Project I (P/F)	1
Clinical Trials	2
Analysis of Frequency Data	3
Clinical Research Seminar II	1
Mentored Research Project II (P/F)	1
Introduction to Epidemiology	3
Clinical Laboratory Rotation	2

SECOND-YEAR CURRICULUM

Course	Semester Credit Hours
Scientific Writing and Communication	3
Mentored Research Project III (L/G)	6
Ethics of Clinical Research in Vulnerable Populations	1
Mentored Research Project IV (L/G)	4
Elective(s)	2-3
Health Services Research	2
Clinical Trials	2

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

Degree Requirements for the M.S. in Clinical Research

1. The didactic coursework is structured to provide mastery of the fundamentals of Clinical Research, in the traditional disciplines of epidemiology, biostatistics, data analysis and clinical trials. We have also developed a unique course that will challenge the trainees to incorporate social science and behavior theory concepts to understanding health disparities. The course will also cover ethical issues in clinical research, the legacy of the Tuskegee experiments, and its impact on participation of African Americans in Clinical Research.
2. A practical skill workshop series will begin in July: with Principles of Clinical Research and Introduction to Medical Informatics.
3. Clinical Research Seminar Series: this weekly series will feature CRECD trainees, MSM Instructors. Consultants, Mentors as well as distinguished outside speakers. Trainees will have an opportunity to gain exposure to a variety' of role models from within, as well as outside the MSM community. Trainees will also present their work for critical review and comments. This format will expose the trainees to contemporary critical thinking on health disparities to generate new ideas and to foster research collaboration within MSM as well as with collaborating institutions.
4. Mentored Research Project. The mentored research project will account for twelve (12) of the required (42) credit hours for successful completion of the M.S. in Clinical Research. Applicants to the M.S. program will develop research proposals in consultation with their clinical chairs and/or research mentors and submits them for review and approval by the Curriculum Committee. The proposal will form the basis for the mentored research project.

A ***Practical Skill Workshop Series*** is offered during the summer of the 1st year. This series is designed to help trainees begin work on their mentored projects. Topics covered include an introduction to clinical research, obtaining research support and grant funding mechanisms, proposal development, study designs, analysis of secondary data, cultural competency, career development, human subject advocacy and introduction to medical informatics.

Entrance requirements vary. Doctorate level non-MSM faculty should follow the same guidelines, however, the GRE is not

required. If you are not a doctorate level applicant, please submit all of the following documents:

- Three individual letters from persons who are capable of speaking to your professional skills and goals.
- Two to three page research abstract or narrative.
- Fully completed online application.
- Transcripts , GRE; international student-TOEFL
- Bachelor's degree.
- Other documents as noted by the Admissions Office.

Entrance Requirements for Career Research Education and Career Development (CRECD) and Atlanta Clinical and Translational Science (ACTSI) KL2 Funded Applicants. These applicants are MSM faculty.

- Must be U.S. citizens or have permanent resident visa status for NIH funding.
- Clinical faculty appointment at MSM (seven (7) years or less), with a professional degree who have completed specialty or subspecialty training (M.D., D.D.S., D.M.D_ D.O., D.C., N.O._ Ph.D., Pharm.D). MSM applicants must have the support of their department chair.
- Senior physician trainees (senior residents or fellows) may be eligible.
- MSM residents or fellows must obtain departmental permission.
- A letter of recommendation from your MSM department chair.
- Three individual letters from MSM or other faculty who are capable of speaking to your professional skills and goals.
- A copy of your official appointment to MSM's Faculty.
- Two to three page research abstract or narrative.
- Fully completed online application.
- Transcripts & other documents as noted by the Admissions Office.

Multidisciplinary <u>Certificate</u> in Clinical and Translational Research (MCCTR)

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

1st summer term courses	Semester Credit Hours
Fundamentals of Medical Informatics	2
Principles of Clinical Research	2
Clinical Research Seminar	1
Ethics of Clinical Research	2
Fundamentals of Biostatistics	3
2nd summer term courses	
Clinical Trials	2
Community Engagement in Health Disparities and Clinical Research	2
Electives	
Fundamentals of Clinical Research Nurse Coordination	2
Introduction to Epidemiology	3

Entrance Requirements:

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

Academic Progress and Standards

Academic Progress and Deficiencies: The material in this section is provided to guide the student in completing the degree requirements in a timely manner. Generally, students are expected to complete all degree requirements for the M.S. degree within two years and the Ph.D. within five years. Ph.D. students are allowed a maximum of seven years from the date of first matriculation, excluding the time of any approved leave of absence, to complete all the degree requirements. Only six (6) years of stipend funding can be guaranteed for any individual Ph.D. student.

Grades: Students must maintain a "B" (3.0) grade-point average to remain in good standing in the Graduate Education in the Biomedical Sciences Program. Ph.D. students must achieve at least a B in each

core course to qualify to sit for the CCE (Qualifying Exam Part 1). Masters students must maintain an overall B average for their core and elective courses. Student progress is recorded by the Registrar and reviewed regularly by GEBSC. Whenever a student's grade-point average falls below 3.0 they should consider themselves on academic probation. Ph.D. students on academic probation are eligible for suspension of tuition and/or stipend support or for outright dismissal. Remaining on academic probation for two consecutive semesters results in automatic dismissal. Students receiving a grade below a B in a core course while on academic probation are subject to automatic dismissal.

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

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

Other symbols used to report grades for graduate students are W, WP, WF (see Withdrawal) and I (incomplete). An I is used only to report cases in which the student has not completed all assignments and/or examinations before the end of the course. Only assignments and examinations missed due to an excused absence qualify a student for the grade of I. Assignments and examinations missed without an excused absence or delay may be scored as a zero percent (0%) grade. Unless the student has been granted a leave of absence, the work necessary to remove the grade of I must be completed within one year of the end of the course, at which time the course director will be asked to convert the I to the appropriate grade.

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

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

The Associate Dean for Graduate Studies will forward completed transfer-of-credit applications to the GEBS Committee for immediate consideration. If the transfer is approved, the Associate Dean will notify the Registrar and the student of the Committee's decision. If the transfer is denied, the Associate Dean will immediately notify the student of the outcome and the reasons for the denial.

Note: No transfer-of-credit applications will be considered beyond a Ph.D. student's second year of matriculation or an M.S. student's first year in the MSM program without prior permission from GEBSC. In addition, students are responsible for the information covered in any

course for which credit is transferred. This means that questions on material covered in core courses for which credit is transferred will be included in the student's Qualifying Examination (Part I, Core Comprehensive Exam).

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

Transfer of MS in Biomedical Research students into the PhD in Biomedical Sciences Program

Current MS students wishing to apply for entry into the PhD program prior to completing their MS requirements must meet four criteria:

1. They must provide to the Associate Dean a letter declaring their wish to enter the PhD program and outlining their research interest.
2. They must have achieved a grade of B or better in each of their MS core courses.
3. They must provide a letter of recommendation from one of MSM's graduate faculty supporting their transfer into the PhD program.
4. Items 1-3 must be completed and received by February 15th. Applications of this sort will be considered along with the entering applicant pool. Students may be asked to complete a new application from for documentation purposes, but no major changes will be needed from their previous application. Recommendation letters should mention the applicant's suitability for a PhD program, thus if previous letters focused on qualifications for the MS program, a replacement letter should be requested. The required support letter from an MS graduate faculty member may serve as one of the 3 required recommendation letters.

Withdrawal from courses: For graduate students, withdrawal from core courses without withdrawing from the degree program is very rare and of questionable value to the student. Because most courses are offered, at best, once per year, withdrawing can substantially slow a student's progress in the program. Further, since failing to make adequate progress (see below) is just as likely to result in academic probation as falling below a 3.0 grade-point average, it makes little sense to withdraw from a course to maintain a higher average. Withdrawing from a course before the first examination results in a grade of W. Withdrawing any time after the first exam will result in a

grade of WP if the student's grade at the time of withdrawal is a C or better; or a grade of WF if the grade is below seventy percent (70%). Withdrawal is never permitted beyond the time point at which two-thirds or more of the course has been completed, as judged by the course director. Withdrawal from any course requires the written permission of the Associate Dean for Graduate Studies, and, in the case of Ph.D. students, may result in stipend suspension.

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

Any grade in a core course below a C (i.e., F) triggers an automatic dismissal recommendation by GEBSC and a meeting of the GEBS Student Academic Progress (GEBS SAP) committee. If the GEBSSAP committee allows the student to continue in the program, the student will be required to retake the course. When a course is failed, the F remains on the transcript and continues to be a component of the student's cumulative GPA. The grade for the retake of the course is entered as a separate grade. A students may earn an A for the retake but this will not by itself offset the GPA deficiency generated by the original F (i.e., one A grade and one F grade will average to a C, which will have to be offset by one or more additional A's to reach the required overall 3.0 GPA). Failure to achieve at least

a passing grade (B or A) in any course retake triggers an automatic dismissal recommendation.

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

Adequate Academic Progress: For the purposes of the graduate degree programs in Biomedical Sciences, "adequate academic progress" prior to achieving degree candidacy is defined by the combined professional judgment of the voting members of the GEBS Student Academic Progress Committee (GEBSSAP). To aid students in assessing their own progress, a checklist and timetable are provided with each program description as a guide to completing the Ph.D. requirements in four years and the M.S. requirements in two years. A Ph.D. student's research project may require from two and one half to four years to complete beyond the their core and elective coursework. For this reason, a maximum of six (6) years of stipend support is allowed and a maximum of seven years of time is allowed for completing the Ph.D. in Biomedical Sciences degree requirements.

For students who have achieved degree candidacy, adequate progress is determined by the dissertation, thesis, or technical advisory committee overseeing their advanced training.

Failure to make adequate progress constitutes grounds for discontinuation of stipend support, or consideration for dismissal. Failure to make adequate progress for two consecutive semesters triggers automatic dismissal.

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

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

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

Dismissal from the program: Dismissal from the program can occur if a student fails to maintain adequate academic progress, or if the student engages in any activity that constitutes academic dishonesty or a breach of personal, professional, or scientific ethics or integrity. Examples of failure to make adequate academic progress include, but are not limited to, a history of academic deficiencies for two consecutive semesters, or failing to complete any of the degree requirements within a reasonable period, including failing a core course. Using the guidelines in the adequate progress section above, the "reasonable period" will be defined by a majority vote of GEBSSAP based on the members' experience and professional judgment. Examples of breaches of personal, professional, or scientific ethics or integrity include, but are not limited to, cheating on examinations and falsifying data.

Dismissal Triggers
Automatic dismissal recommendations will occur for the following reasons:

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

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

The initial evaluation of student progress is conducted by GEBSC during its monthly meetings. At any of these meetings, a majority determination by GEBSC members that criteria have been met for dismissal will trigger a dismissal recommendation. The Associate Dean for Graduate Studies will notify the student in writing by registered mail of the dismissal recommendation and the grounds cited by GEBSC. Upon receipt of the letter from the Associate Dean, the student has ten (10) days to respond in writing, acknowledging receipt of the notice, requesting a meeting with the GEBSSAP committee for an opportunity to rebut the dismissal recommendation if that is the student's wish, and describing any additional information to be presented in the GEBSSAP committee meeting. No information other than that described in the letter of acknowledgment may be presented at the committee meeting. Failure to acknowledge receipt of the Associate Dean's letter, in writing, within ten (10) days results in automatic dismissal. Upon receipt of the student's reply and

request for a meeting, the Associate Dean will alert the GEBSSAP Chair of the need to schedule a meeting within three to six weeks. Students are not allowed to contact GEBSSAP committee members prior to their meetings. If a student fails to request a meeting with the committee, the committee will deliberate and make a decision based on the data presented in the academic record.

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

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

Appeals Process: If the GEBS SAP committee allows the dismissal recommendation to stand, the student may appeal to the Dean and Senior Vice President of Academic Affairs. Other decisions of lesser gravity (e.g., a program of remediation for a course deficiency or deadlines for achieving specific programmatic requirements) are not subject to appeal. The only valid grounds for appeal to the Dean include: 1) failure of GEBSC to follow its own procedures, or 2) prejudice toward the student by GEBSSAP committee members. To appeal to the Dean, the student must submit a letter of intent to appeal, with all supporting data attached, to the Dean and Senior Vice President of Academic Affairs within ten (10) working days of

notification by the Associate Dean of the final GEBSSAP committee ruling. If, in the Dean's judgment, either of the above criteria have been met; the Dean will consider the appeal within ten (10) working days of the receipt of the letter of intent to appeal. Alternatively, the Dean will uphold the GEBSSAP committee ruling, at which point the dismissal is final. The Dean will determine the merits of the appeal based on a review of the information presented to the GEBSSAP committee, the contents of the student's written notification, the report of the GEBSSAP committee and any other supporting documentation. At the Dean's discretion, consideration may or may not include a meeting between the student and the Dean to discuss the appeal. Neither witnesses nor legal counsel will be permitted in that meeting, although the Dean may request the presence of administrative support to record notes on the discussion. The Dean's decision is final. It will be provided in writing to the student by registered mail and to the President, the Senior Associate Dean for Educational Affairs, the Associate Dean for Graduate Studies, the Assistant Dean for Student Affairs, and the Chair of GEBSC.

Financial Support

Ph.D. Students

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

Annual Ph.D. tuition and fees for Georgia residents and non-residents alike total $24,780 for first year students, $21,547 for second year students, and thereafter. Additional graduation fees (~$140) are added in the student's final year. The minimum living stipend for graduate students in good academic standing is currently twenty-thousand ($20,000). The taxability of stipend support may vary from year to year and students are explicitly responsible for complying with all state and federal tax statutes.

Graduate study at the doctoral level requires a full-time commitment. While the Program recognizes that students may need to seek additional financial support beyond the stipend provided (e.g., loans and scholarships), all gainful employment outside the prescribed program activities is expressly forbidden for students receiving stipend support and constitutes grounds for immediate dismissal from the Program. Receiving payment for tutoring registered students of

MSM is permissible for students in good academic standing with the prior approval of the Ph.D. student's advisor and notification of the Associate Dean for Graduate Studies. Students with special needs are advised to apply for assistance through the Student Fiscal Affairs Office of MSM.

All Ph.D. students are required to apply for individual fellowships from extramural funding sources during their second year of enrollment. Assistance in submitting such applications will be provided by the faculty in the Fundamentals of Professional Science V course, faculty advisors, the Associate Dean for Graduate Studies and the Ph.D. Program Office. If the student cannot obtain extramural grant support, tuition and fees may be waived.

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

M.S. Students

Annual M.S. tuition and fees for Georgia residents and non-residents alike total $20,418 for first year students, $18,185 for second year students, and thereafter. Additional graduation fees (~$140) are added in the student's final year.

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

Morehouse School of Medicine
Department of Community Health and Preventive Medicine

Master of Public Health Program

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

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

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

A. Mission & Goals

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

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

Instruction

Goal I: Provide students the education, skills, abilities and values to address the public health needs of communities, regions, and nations with a particular focus on underserved populations.

Goal II: Prepare graduates for leadership in the Public Health field.

Goal III: Increase the representation of African Americans and other underrepresented populations in the Public Health professions.

Goal IV: Promote life-long learning through continuing public health education.

Research

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

Service

Goal VI: Collaborate with local, regional, state and international communities to improve the health and well-being of their underserved populations.

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

B. Student Status

Degree Seeking Students
Full-time and Part-time Study
Graduate students who register for nine or more credit hours in the Fall or Spring semester are considered full-time students. A minimum of 12 credit hours per semester is required to complete the degree in two years. Students who register for fewer than nine credits are part-time students. Admission procedures for part-time students are the same as those for full-time students. Students who wish to register for more than 15 credits per semester must obtain permission from their Track Coordinator. All students are billed on a per credit hour basis. Academic progress and standards apply to all students.

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

Certificate Program
The Certificate in Public Health is an 18-credit hour workforce development program designed for persons working in public health without formal training as well as health professionals interested in enhancing their knowledge of the core public health areas. Certificate program students are billed on a per credit hour basis. This program is intended to be completed in one year. Financial Aid is not available. Academic progress and standards apply to all students.

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

C. Curriculum

Core Courses	**Semester Credit Hours**
Biostatistics	3.0
Environmental Health	3.0
Epidemiology	3.0
Health Administration, Management & Policy	3.0
Social & Behavioral Aspects of Public Health	3.0
Research Methods	3.0
Fundamentals of Public Health	3.0
Grant Proposal Development	3.0
Track Required Courses	
*Epidemiology (5 courses)	15.0
Health Administration & Policy (4 courses)	12.0
Health Education/Health Promotion (4 courses)	12.0
International Health (4 courses)	12.0
Electives	
2 courses	4.0
Directed Study	1.0-2.0
Other Degree Requirements	
Practicum Experience (480 hours)	3.0
Culminating Experience	3.0
Public Health Leadership Seminar	0.0
Academic Writing Workshop	0.0
Career Development Workshops	0.0
Quantitative/Qualitative Labs	0.0
Total Number of Credit Hours	**46**

**The Epidemiology Track curriculum consists of 7 core courses (21 hours), 5 required track courses (15 credit hours) and elective courses (4-6 credit hours). Epidemiology Track students are not required to take Grant & Proposal Development. In addition, all Epidemiology Track students must complete the other degree requirements.*

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

The Master of Public Health Program (MPH) offers four areas of concentration (tracks):

Epidemiology (EPI)

The goal of the Epidemiology Track is to prepare students as epidemiologists to analyze the health problems of communities and identify approaches to reducing racial and ethnic health disparities. Graduates of this track will strengthen the public health workforce by conducting epidemiological research that contributes to the elimination of health disparities in minority communities.

Health Administration, Management & Policy (HAP)

The goal of the Health Administration, Management and Policy Track is to prepare students for generalist positions in health services administration. Developments in the U.S. healthcare environment place greater emphasis on prevention, evidence based management, cost containment and community oriented population based training. The HAMP Track is dedicated to providing a learning and training environment for students grounded in knowledge and skills that emphasis these issues.

Health Education & Health Promotion (HE/HP)

The Health Education & Health Promotion Track prepares students for positions in the private and public sectors as developers and managers of programs designed to prevent disease and promote healthy behaviors. Upon completion of the interdisciplinary curriculum, students will demonstrate the ability to implement behavior change strategies, design and evaluate of health messages, identify and use information sources, assess community needs and evaluate programs.

International Health (IH)

The International Health Track prepares students to work in policy and program positions with governmental and non-governmental organizations. Global issues have increased social inequalities that impact adversely on the health status of poor and underserved populations in developed and developing countries. The IHT offers a holistic learning environment through a comprehensive curriculum that provides students with opportunities to synthesize skills and knowledge.

Other Degree Requirements

Practicum Experience

The Practicum is an approved, supervised work experience and applies to all MPH students regardless of prior experience/training. The Practicum Experience must be outlined and approved by the

Practicum Coordinator prior to placement. In order to register for the Practicum, the student must submit the approved Practicum form to the Registrar.

Culminating Experience
The Culminating Experience is another graduation requirement. Students have two choices: 1) a thesis: a formal research paper consisting of original research, 2) journal article for publication. A copy of the Approved Culminating Experience Proposal form signed by the Culminating Experience Chair and the Track Coordinator must be the submitted to the Registrar to register for the Culminating Experience.

Public Health Leadership Seminars
An integral part of the instructional curricula is the monthly public health leadership seminars. These seminars expose students to innovative leaders in public health who explore a variety of issues and strategies used in public health and provide a forum for exchange on contemporary practice and theory. Students must attend five seminars per semester and a total of twenty (20) to meet the graduation requirements. It is mandatory that students attend the seminars offered by the MPH Program. This includes lunch time seminars offered in conjunction with the Department of Community Health/Preventive Medicine. Verification of attendance is required for graduation.

Academic Writing Workshops
The Writing Workshops are designed to enhance professional, academic and research writing styles. Students will learn to use reference material, (including the Internet), appropriately and to understand the differences between original ideas and ideas for which attribution must be made. The APA Manual is a required text for all courses offered. The Academic Writing Workshops are a mandatory component of the MPH Curriculum.

Career/Personal Development Workshops
These Workshops provide technical skills required to prepare students for the competitive job market. Professional success mandates effective marketing of skills, knowledge and abilities for new opportunities. Professional and career development training classes are the critical elements to a successful career. The workshops are a mandatory component of the MPH Curriculum.

Quantitative/Qualitative Lab
The Quantitative labs utilize statistical applications such as SPSS, SAS, and Epi Info, to introduce methods of data analysis and develop an understanding of the appropriate use of statistical methodology. The Qualitative labs specialize in applications such as, EZText and focus on the systematic collection and analysis of descriptive subjective information. The labs are a mandatory component of the MPH Curriculum.

D. Academic Progress and Standards

The Academic Policy Council (APC), chaired by the Dean, establishes academic policy for all programs of the School of Medicine. The three standing Committees of the MPH Program (Admissions, Curriculum and Student Academic and Progress Committees) are subcommittees of APC. Additionally the Program has an external Advisory Committee, composed of constituents from federal, state and local public health agencies, foundations, CDC, Atlanta University Center institutions, and community representatives.

The MPH Program Director is a member of the Dean's Education Team.

The Student Academic Progress Committee (SAPC) is a standing committee of the Academic Policy Council (APC). The committee is charged to monitor academic performance of each student throughout the curriculum. SAPC will monitor student progress at midterm and end of each semester. The SAPC committee shall evaluate and make recommendation for each student accordance with the guidelines established and approved by the faculty and included in this Student Handbook. They shall evaluate unusual problems and assure that the guidelines are applied in a fair and equitable manner. They shall determine promotion, non-promotion or dismissal for scholastic cognitive and/or scholastic non-cognitive reasons.

Academic dishonesty or other cheating in a course reported to SAPC by the Course Director shall be sufficient criteria for a failing grade in that course as defined by the Course Director. SAPC will also consider the report of cheating in accordance with MSM rules and policies.

1. **Academic Honesty**
All work, whether written or oral submitted or presented by students at the MSM as part of course assignments or requirements or the

MPH sponsored extracurricular activities must be the original work of the student unless otherwise expressly permitted by the instructor. Any use of the specific thoughts, ideas, writing or phrases of another person (whether that person be a student, an acquaintance, a relative, a journalist, a recognized scholar or any other individual) must be accompanied in such instance by use of some form of attribution to the source. Presenting the ideas of others as one's own is plagiarism which is no different from cheating. This behavior will not be tolerated and will lead to administrative termination. Whether or not a source has a copyright is not relevant.

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

A few relevant principles:

a. Any time the exact words of another person are used, they must be placed within quotation marks and the source must be cited.
b. Paraphrasing another person's sentence, paragraph, or idea does not make it your own sentence, paragraph, or idea. The source must still be cited.
c. Citing a source for one idea or paragraph does not create a license to use other ideas or paragraphs from the same source without attribution. Every time you use the words or ideas of another person, a citation must be provided.
d. Any facts that are not common knowledge must be referenced. Statistics must always be referenced.

e. Using material from the Internet is the same as using material from a book, print journal, or another person's paper. The source must always be cited.
f. Incidents of academic dishonesty will be reviewed by the SAPC and can result in a recommendation of dismissal from the MPH Program.

2. **Professional Conduct**

According to the International Declaration of Health Rights "Health requires peaceful and equitable development and collaboration of all peoples". Public health professionals enter a field demanding high standards of ethical and personal conduct. It is expected that all students enrolled at MSM will conduct themselves according to acceptable professional standards. It is the students' moral duty to act appropriately in matters relating to ethical conduct. Students shall be aware of and strive to follow basic concepts of professional conduct pertaining to their work in and with communities.

a. A public health student is expected to demonstrate behavior which, by its nature or magnitude, is considered to render the student fit for a career in public health or which shall indicate the student's potential suitability or competence as a public health professional. Inappropriate behavior includes, but is not limited to: the demonstration of poor judgment; lack of perception or personal insight; lack of motivation; lack of personal integrity; lack of responsibility to clients; inability to recognize personal limitations; inability to function under pressure; or any other behavior that would have serious adverse effects upon the student's ability to work in public health.
b. A public health student occupies a position in which there is occasion to have knowledge of confidential or privileged information. It shall be the responsibility of the public health student not to disclose such information inappropriately or unethically.
c. MPH students shall have the continuing responsibility to comply with federal and state laws; the rules of the School of Medicine, and other applicable guidelines; either stated, published, or implied.
d. MPH students shall have the continuing responsibility to demonstrate behavior which is consistent with the highest standards of professional and personal honesty.

Failure to adhere to the fundamental standard of conduct and/or honesty will be sufficient cause for removal from the MPH Program.

e. An effective educational environment requires that all participants support values such as mutual respect and civil behavior. Students are expected to behave during classes and on the Practicum Experience in a manner that supports the educational environment. Students must not engage in activities that are disruptive, disrespectful or cause willful interruptions of the teaching sessions or activities that limit others who are in pursuit of educational, research or work goals. Cell phones must not be used during classes and other signaling devices must be silenced. Use of other devices is by permission of the instructor. Students disrupting class will be asked to leave and written documentation of such behavior will become a part of the student's permanent record.

f. Students are expected to be on time, present a professional demeanor and wear professional/business attire during the Practicum Experience. Students must show respect for all personnel and clients with whom they interact. Incidents of unprofessional conduct will be reviewed by the SAPC and can result in a recommendation of dismissal from the MPH Program.

3. Sanctions

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

b. Academic Probation. Academic Probation is a condition other than in good standing and progressing with the class which shall be established for a specified period of time with specified contingencies which must be met before the student is removed from the probationary status. Academic Probation implies that if these contingencies are not met, a recommendation for dismissal from the MPH Program will follow. A student may be placed on Academic Probation for deficiencies in Academic Performance,

Professional Behavior and/or Academic Honesty. Any student placed on probation will meet with the Director of the MPH Program to discuss the terms of the probationary period. The terms of the probationary period include ineligibility to hold any elected office, limitation of the student's participation in institutionally recognized, organized and/or sponsored extra-curricular activities and to be a representative of the MPH Program or MSM at meetings and conferences. A student is placed on academic probation anytime the GPA falls below a 3.0. A student must regain good academic standing (3.0 GPA) within the completion of the next twelve (12) credit hours. However, students on academic probation are restricted to a maximum of six (6) credit hours until good academic standing is achieved.

4. **Leave of Absence**

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

MSM's goal is to assist each individual student in achieving their academic goals in a manner that is consistent with their individual values and quality of life, and accommodates, as feasible, extenuating circumstances that arise during their graduate education.

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

This policy will not be used to resolve academic difficulties or to finish incomplete coursework. A LOA will not be granted for academic failure. Additionally, this policy will not be used in lieu of disciplinary actions to address violations of MSM's rules, regulations, or policies. A student who has engaged in behavior that may violate rules, regulations, or policies of MSM may be subject to the school's disciplinary process. A student may be required to

participate in the disciplinary process coincident with the request for a LOA. A student permitted to take a LOA while on academic and/or disciplinary status will return on that same status.

Types of Voluntary Leave of Absence

Medical Leave of Absence

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

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

Health Insurance

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

Financial Aid and Loan Repayment

Students on LOA are not eligible for financial aid.

Loan Repayment

Students on leave are not considered to be working toward their degree and hence use up their loan repayment deferral time during the leave. For the usual six or nine-month "grace" period for loans, this means repayment will begin after six or nine months of leave and continue throughout the rest of the leave. After graduation, repayment will begin immediately rather than six or nine months into the first post-graduate year.

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

Returning from a Leave of Absence

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

Military Leave of Absence

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

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

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

Other Leaves of Absence

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

General Policies and Conditions for All Leaves
Students may request a Leave of Absence (LOA) from their graduate studies for up to but not to exceed twelve (12) consecutive months or three (3) consecutive academic terms. The steps to request a leave of absence are as follows:

3. Obtain a *Leave of Absence Form* from the Registrar's Office.
4. Complete the form and obtain the signatures of the Track

Coordinator, Director/Associate Director and Financial Aid Office.

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

Requests for LOAs should be made prior to the registration (drop/add) period for the semester during which the LOA is scheduled to begin. Retroactive leaves cannot be granted. Students who wish to withdraw from a semester-in-progress should consult with the Assistant Dean for Student Affairs for additional information.

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

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

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

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

STUDENTS WHO DO NOT RETURN TO FULL-TIME STATUS AT THE END OF THE LEAVE AND WHO HAVE NOT REAPPLIED FOR RENEWAL OF THE LEAVE ARE CONSIDERED TO HAVE WITHDRAWN FROM MSM AND

NEED TO RE-APPLY IF THEY WISH TO RETURN AT SOME FUTURE DATE.

Confidentiality

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

Involuntary Leave of Absence

The Dean or his/her designee may require that a student be placed on Involuntary Leave of Absence for a specified period of time if credible information is presented that the student presents a direct threat to himself/herself or others. In requiring the LOA, the Dean or his/her designee may specify conditions which must be met during the period of the LOA. A required involuntary leave means that MSM expects that prior to reentering the program, the issues which necessitated the involuntary leave have been resolved successfully, that the student is able to resume the responsibility of becoming a medical professional and be re-registered as a student. Permission to reenter the Program following an Involuntary LOA must be submitted to the Assistant Dean for Student Affairs and approved by the Dean or his/her designee. The request must be submitted in writing to the Assistant Dean for Student Affairs thirty (30) days prior to the anticipated time of entry.
STUDENTS WHO DO NOT SEEK PERMISSION TO REENTER THE PROGRAM WITHIN THIRTY DAYS (30) DAYS FOLLOWING AN INVOLUNTARY LOA ARE CONSIDERED TO HAVE WITHDRAWN FROM MSM AND MUST RE-APPLY IF THEY WISH TO RETURN AT SOME FUTURE DATE.

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

Appeal

Students placed on Involuntary LOA may appeal the decision to the Dean within ten (10) working days of receipt of the notification of involuntary LOA. The appeal must be submitted in writing,

identifying the reason(s) why the student believes the decision is inappropriate. The Dean will review the student's appeal and determine whether to uphold, reverse or alter the decision. The decision of the Dean will be communicated to the student in writing within ten (10) working days and will be considered final.

5. Dismissal

A student's enrollment in the Morehouse School of Medicine MPH Program will be terminated by the Student Academic Progress Committee (SAPC) or by administrative action if any student's performance or behavior is not consistent with his or her ability to become a competent, adequately informed and responsible public health professional. There are several bases for such actions:

a. If a student's academic performance indicates an inability to master the material and any of the procedures as outlined in the academic guidelines have been observed (e.g., failure to meet probationary requirements; failure to meet leave of absence conditions; academic and/or skill potential for a career in public health is inadequate).
b. Any student receiving a failing grade (C, F) in a core or track course will be placed on academic probation for the next term and must repeat that course in the subsequent semester when the course is offered. If the student does not successfully complete the core or track course they will be considered for dismissal or administratively withdrawn from the MPH program.
c. Students on academic probation who continue to make unsatisfactory progress and receive one or more additional final grades of C or F will be administratively withdrawn from the MPH program. However, upon the committee's review of each student's academic record, any one or more of the following may also be considered or recommended:
   - Require the student to take a leave of absence,
   - Decide that the student be dismissed.
d. If a student fails to complete degree requirements within the allowed five (5) years of matriculation.
e. Students who are to be considered for dismissal or have been administratively withdrawn from the program have the right to appear in person before the SAPC. In the event that a student fails to exercise this right to appear before the committee, the SAPC will deliberate and make a decision based on data presented in the academic record. All correspondences must be addressed to the

SAPC Chair. Students are not allowed to contact SAPC committee members prior to their hearings or after a SAPC decision has been made.

- Students are notified of the SAPC meeting date and are invited to appear in person to present their case and to be available subsequently for questions from the Committee prior to the Committee's closed session deliberations.
- Students have the opportunity to present supportive information pertinent to the grounds for their dismissal from up to three individuals of their choice, none of whom may be legal counsel. Each of these individuals may submit a written statement OR appear in person, as determined by the student. If appearing in person, each individual will be allowed ten (10) minutes maximum to present relevant information. This time is exclusive of subsequent questioning by the Committee.

f. In case of serious violation of rules of conduct, the MPH Program Director may terminate the registration of a student if he or she manifest an irresponsible attitude and/or conduct in regards to his or her academic or public health duties.
g. Students who reapply after a previous dismissal must retake coursework that is more than five years old at the time of registration to the degree program.
h. The decision of the SAPC will be communicated to the student, the student's faculty advisor, the Registrar, and the Assistant Dean for Student Affairs by the Program Director within five (5) working days of the hearing.

6. **Readmission Policy**

Students who are interested in continuing on in the program who were terminated in good academic standing may submit a formal written petition to the Student Academic Progress Committee (SAPC) for consideration of the reinstatement within three (3) months of receipt of the SAPC termination letter. Failure to adhere to this time frame will result in the student having to reapply through the regular admissions process. A student who was in poor academic standing at the point of the termination will have to reapply through the regular admissions process.

7. **Transfer of Credit Policy**

The acceptance of transfer credit from another institution for the MPH degree at MSM is determined in accordance with the following criteria:

a. A maximum of twelve (12) credit hours required for the master's degree may be transferred from other institutions, to include no more than two core courses or six (6) credit hours.
b. Certificate of Public Health students may transfer a maximum of three (3) credit hours into the Certificate in Public Health Program. The only three (3) credit hour courses that are acceptable for transfer are Biostatistics and Epidemiology. Transfer credits must not be more than two (2) years old at time of admission to the certificate program. Certificate students are required to fulfill the 18-credit hour program by taking Research Methods or an advanced Biostatistics or Epidemiology course offered by the program.
c. The coursework transferred must represent valid graduate credits earned in graduate level courses from a regionally accredited program or school of public health. International candidates will be considered on a case by case basis.
d. The credit must carry a grade of A or B. A grade of B- is not acceptable. For institutions that do not give letter grades, only grades of Satisfactory (S) or Pass (P) will be considered for possible transfer credit.
e. The course credit must be applicable to the degree program.
f. The transfer credit must not be more than five years old at the time of admission to the degree program.
g. Graduate coursework completed at MSM during Special Student or Certificate status enrollment will be considered as residence credit, and upon approval of the MPH Program may be used without limitation as credit toward the MPH degree.
h. Credit hours previously presented and counted for one master's degree or certificate may not be applied toward satisfying the requirements of a second master's degree or certificate with the exception of approved dual degree programs.
i. Credit by correspondence or by advanced standing examination will not apply toward a graduate degree. However, distant learning credits completed at a regionally accredited institution, may be considered.
j. Petitions for transfer credit must include a cover letter identifying the courses for which transfer credit is sought and the detailed syllabus for each course. The

petition must be submitted to the Director of Admissions no later than August 1, only prior to matriculation in the program. The petition will then be forwarded to the Student Academic Progress Committee (SAPC) for review.

k. Approval of transfer credit can only be granted by the Student Academic Progress Committee.

l. Transfer credit is considered neutral in computing MSM grade point average for the purposes of determining academic status, probation, and graduation honors.

8. **Remediation**

A grade of B- is failing and must be remediated according to the timeline specified by the course instructor and not to exceed one semester after the initial grade was submitted. A student may only remediate twice during their matriculation in the program. A course can only be repeated once. When a core or track course is repeated, the most recent grade stands. If a student fails a core or track course, it must be repeated. Students who repeat and fail any core or track courses will be dismissed from the Program.

9. **Repeating a Course**

Students who earn an "F" or "C" grade in a core or track course are required to repeat the same course during the next semester when the course is offered. Students who earn an "F" or "C" grade in an elective course are not required to repeat the same course during the next semester when the course is offered. A student will be allowed to enroll in a course for a second time without conditions, regardless of the grade earned in the course previously. However, a student will not be allowed to re-enroll in any core or track course for a third time. When a course is repeated, the original grade will remain on the transcript, but will be removed from the calculation of the grade point average. The new grade will enter into the calculation of the grade point average: even if it is lower than the grade originally earned. The most recent grade earned is also the one applied to graduation requirements, even if it is lower than the original grade.

10. **Withdrawal Policy**

W **Withdrawal** This symbol indicates that a student, doing passing work was permitted to withdraw from the course without penalty. Withdrawals without penalty will not be permitted after the scheduled deadline except in cases where hardship status has been

determined by the Program Director and the student is doing passing work, as determined by the student's instructor.

WF Withdrawal while failing No credit toward graduation is given for a course in which a grade of F or WF was received. WF indicated that the student withdrew from the course while doing failing work, did not withdraw from a course before the scheduled deadline (except in cases where hardship status has been determined).

Withdrawal from classes (including hardship status)
The withdrawal deadline is scheduled at the beginning of each academic year and is reflected in the academic calendar. Following drop-add, a student must submit a withdrawal form to the Registrar which has been signed by the Course Director and Track Coordinator. A student has not officially withdrawn from a course if this process is not completed.

A student who withdraws after the scheduled deadline is assigned a grade of WF except in those cases in which (1) hardship status is determined by the Program Director and (2) the student is doing passing work, as determined by the student's instructor.

A student seeking hardship status must complete an application form with the Assistant Dean for Student Affairs where the existence of hard-ship status is determined.

E. **MD/MPH Students**
Current MD students who did not declare an interest in the MPH program at the time of admission can apply for the MPH program as they enter into their third year. Current MD students will be required to complete the MPH application and submit two letters of recommendation from MSM faculty. Application fees for MD/MPH applicants will be waived. Acceptance into the MPH program is contingent upon the passing of Step 1. Students must also be in good standing, academically and professionally. Dismissal from the MD program based on academic performance or professionalism will result in automatic termination from the MPH Program. Special Status Student option is not available for MD/MPH students.

F**. Preventive Medicine Residents**
Preventive Medicine Residents accepted into the MPH Program are required to maintain all educational standards required for the residency program. Dismissal from the residency program based on academic performance, lack of progression or any of the six core

competencies in Preventive Medicine will result in automatic termination from the MPH Program.

G. **Certificate Students**

All requirements for the Certificate in Public Health must be completed within 2.5 calendar years of commencing the program. Certificate students who are interested in pursuing the MPH degree are required to apply through the regular admissions process. Graduate coursework completed as a certificate student will be considered as residence credit, and upon approval of the SAPC may be used with the following limitations as credit toward the MPH degree, once granted admission by the Admissions committee. Only grades of B or better earned by a student while enrolled in the certificate program can be subsequently applied towards the degree.

H. **Special Status Students**

Graduate coursework completed at MSM while enrolled as a Special Status Student will be considered as residence credit, may be used with the following limitations as credit toward the MPH degree, and once granted admission by the Admissions committee:

- Special Status Students can only take core courses and pre-requisite rules do apply. Any exceptions must have approval of the MPH Program Director.
- Only grades of B or better earned by a student while in the special student status can be subsequently applied towards the degree.
- Any courses with a grade of B- or below cannot be applied towards the degree. The course(s) must be repeated and will remain on the transcript and will be factored into the grade point average.
- Remediation is not possible for Special Status Students and no exceptions will be made.
- Special Status Students must have a cumulative GPA of 3.0 in the coursework completed in the MPH program at MSM prior to consideration by the admissions committee for admission as a degree seeking student.
- The Admissions Office in consultation with the Program Director reserves the right to inform a Special Status Student, prior to the admissions interview process, that they will not be considered for admission as a regular student if their cumulative GPA does not meet the 3.0 GPA requirements.

- SAPC will monitor the performance of Special Status Students and their performance (while in this status) will be considered by the Admissions Committee.

Graduation Honors

Students who complete all the degree requirements while earning one of the three highest cumulative GPAs among their graduating class will graduate with honors.

Grading System for Master of Public Health Students

Grade	Meaning	Grade Point	Quality Point
A	Superior Work	96-100	4.0
A-		90-95	3.7
B+		85-89	3.3
B	Satisfactory	80-84	3.0
B-	Less than Satisfactory	75-79	2.7
C	Marginal	70-74	2.0
F	Failing		0.0
P	Pass		*
S	Satisfactory		*
U	Unsatisfactory		*
W	Withdraw without penalty		*
WF	Withdraw while failing		0.0
IP	In Progress		*
I	Incomplete		*
AUD	Audit		*

"D" is not a letter grade used in the MPH Program system.
* - indicates grades not included in the calculation of a student's grad point average (GPA).

The minimum standard for graduate work leading to the Master of Public Health degree is a B average (3.0 GPA). Only grades of A and B may be modified as A-, B+, B-.
The GPA is computed by:

1. multiplying the points earned by the course credit hours
2. dividing the total number of semester hours carried into the total number of points earned. Cumulative grade point averages will be calculated each semester.

No residence or course credit is allowed for an F, W, WF, I, or AUD. No course credits are given for C or F in a core or required track course.

Two provisional notations may be given- IP (In Progress) or I (Incomplete). When a course, seminar, or research activity is intended to last more than one semester the notion IP (In Progress) is made at the end of each grade period until the final grade is given. To receive the In Progress (IP) grade means that you are actively engaged in the particular project or activity. If you are failing to make satisfactory progress in the project or activity then the IP will convert to an F.

When assigned work is not completed during a prescribed period for an acceptable reason (illness, family emergency), the notation I (Incomplete) may be given with consent of the instructor. When an instructor gives an Incomplete, the missing work and a reasonable timeline for the completion must be submitted to SAPC. Under no circumstance should an Incomplete grade be given to disguise unsatisfactory work. If the work is not satisfactorily completed within the time specified in writing by the instructor at the time the "I" is given, not to exceed one semester after the "I" is given, the student will receive a final grade of F.

2010-2011 Tuition & Fee Schedule+++

	MEDICAL STUDENTS				PHD STUDENTS					PUBLIC HLTH*		MSCR*		MSBR MSBT (BIOMED)	
	YEAR1	YEAR2	YEAR3	YEAR4	YEAR1	YEAR2	YEAR3	YEAR4	YEAR5	YR1	YR2	YR1	YR2	YEAR 1	YEAR 2
	33,022	**33,022**	**33,022**	**33,022**	**20,160**	**20,160**	**20,160**	**20,160**	**20,160**	**500**		**446**	**446**	**15,680**	**15,680**
Registration	200	200	200	200	200	200	200	200	200	8				200	200
Laboratory	500	500			500									500	
Technololgy	350	350	350	350	350	350	350	350	350	15				350	350
**Microscope	385				225									225	225
Subtotal	1,435	1,050	550	550	1,275	550	550	550	550	23		-	-	1,275	775
Total Tuition	**34,457**	**34,072**	**33,572**	**33,572**	**21,435**	**20,710**	**20,710**	**20,710**	**20,710**	**523**	**446**	**446**	**446**	**16,955**	**16,455**
FEES															
Registration											200	200	200		
**Health Insurance	2,870	2,870	2,870	2,870	2,870	2,870	2,870	2,870	2,870	2,870	2,870	2,870	2,870	2,870	2,870
Life/Disability Insurance	61	61	61	61	61	61	61	61	61	61	61	61	61	61	61
Parking	500	500	170	170	500	500	500	500	500	170	170	500	500	500	500
Technology (Laptop)	2,035				2,035					2,035	350	2,035		2,035	
Library	200	200	200	200	150	150	150	150	150	150	150	150	150	150	150
Subject Boards/Certif Public Hlth	240	215	270							400					
Yearbook	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25
Student Activitity	250	250	250	250	250	250	250	250	250	250	250			250	250
Criminial Background Check			75	75											
Graduation				150					150		150		150		150
Immunization	154	154	154	154	154	154	154	154	154	154	154	154	154	154	154
Laboratory						500									500
SubTotal Fees	6,335	4,275	4,075	3,955	6,045	4,510	4,010	4,010	4,160	6,115	4,380	5,995	4,110	6,045	4,660
***Optional Fees															
Dental Plan	197	197	197	197	197	197	197	197	197	197	197	197	197	197	197
Vision Plan	75	75	75	75	75	75	75	75	75	75	75	75	75	75	75
Late Registration	75	75	75	75	75	50	50	50	50	75	75	75	75	75	75
Total Fees	6,682	4,622	4,422	4,302	6,392	4,832	4,332	4,332	4,482	6,462	4,727	6,342	4,457	6,392	5,007

\+ Students failing to make progress with their original class by virtue of failing the Step 1 or Step II must register as Special students to be eligible for sponsorship by the institution for the examination. The student is also responsible for applicable fees. Regular tuition is not charged.

++ Decelerated or repeating students pay a pro rata portion of the full tuition: Based on the number of course credit hours repeated compared to the total annual credit hours for the appropriate year of the medical curriculum. National Board charges will also be applied for repeated mini board examinations.

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

+++ The deadline for adding insurance is December 1 annually. Students adding insurance after December 1 will be responsible for paying the out-of-pocket charges.

*Tuition is charged on a credit hour basis. Fees have been annualized.

** Health insurance can be waived with proof of other insurance.

*** If a student registers for a laboratory course that does not require the use of a microscope. No microscope fee is charged.

*** Dental and vision insurance is optional.

Tuition and Fee Payments

Payment may be made by personal check, bank draft, certified check, or money order payable to Morehouse School of Medicine. Any student who will not receive student loans and/or scholarships will be required to pay half (1/2) of the tuition and fees at registration and will be required to sign a promissory note that covers the balance of their tuition/fees at the time of registration. Tuition, fees, and account payments carry a service charge of fifteen dollars ($15) if a check is returned for insufficient funds, if payment is stopped, or the account deemed closed. Any returned check must be cleared within seven (7) days. Registration will be withdrawn if students fail to satisfy all financial obligations with the school. Tuition and fees may be paid in two installments. The first installment is due on the day of registration. The final installment is due in January or on the date listed on the promissory note. To avoid a finance charge, the final installment must be received by the due date. Delinquent student account obligations may be reported to a credit bureau.

Finance Charges

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

All financial obligations must be cleared thirty (30) days prior to the completion of each academic year. Students who have not cleared their account will not be allowed to register, receive a transcript or letter of recommendation; have academic credits certified, granted a leave of absence, be officially withdrawn, or have a degree conferred.

Refunds

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

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

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

Texts, Equipment, Supplies
Books, equipment and supplies loaned or leased to the student are expected to be returned in the same condition as issued. If the loaned or leased items are returned damaged, the institution will assess a fee to cover such damages.

Finance Division

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

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

Financial Aid

All students may face financial worries which aggravate the ability to learn effectively. There are, however, numerous sources of grant and loan funds available. The Office of Student Fiscal Affairs has been established to assist students in the financing of their medical education. Loans, grants, and work-study assistance are available to eligible students. The amount of educational assistance that a student may receive is determined by the resources available to the applicant, the standard educational costs of a particular academic year, and the financial resources available to MSM.
Funds allocated by federal and state governments, grants, gifts, general contributions, and scholarships provided by alumni, philanthropic organizations, faculty, staff and individuals are sources of financial assistance. The criteria for eligibility and the amount allocated constantly fluctuate. Therefore, the number of students aided and the amount of aid which can be provided will also be determined by the resources available. Students must maintain satisfactory academic progress to qualify for financial aid.

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

parental income information must be provided by completing the FAFSA.

Please be careful not to make mistakes when filling out your financial aid applications. Errors will cause your application to be delayed. Students are urged to document any extenuating circumstances affecting their or the family financial situation with the Student Fiscal Affairs Office (SFAO) right away. All information is strictly confidential.
Deadlines must be strictly observed or students may not receive funds. Completed applications for eligible students received by published deadlines are given priority in funding. Late applications are accepted; however, they are evaluated on an "as-time-allows" and "funds available" basis.

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

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

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

Office of the Registrar

Responsibilities and Duties of the Office of the Registrar

The Office of the Registrar at MSM has as its function to:

- Provide and maintain an adequate computer-based Student Information System for the institution and through this system provide needed information and reports to both faculty and administration.
- Maintain the permanent academic records for all students, including registration, processing grades, recording related correspondence, and recording degrees granted.
- Assist with all Federal and State reports requested relative to matriculated students.
- Provide, on request, service and assistance to other administrative users of the Student Information System.
- Certify student attendance, academic performance and status to outside agencies.
- Provide an academic transcript upon request to all current and former students.
- Process all degree applications, order diplomas/regalia and in general assist in the graduation ceremonies.
- Provide degree verification for licensure and employment.

Responsibilities and Duties of Students

- It is the responsibility of the student to see that his/her mailing address stays current. The Registrar's Office will not be responsible for incorrect directory listings, misdirected and/or non-receipt of communication from the institution if not properly notified of changes.
- To read and review all official correspondence sent from the Office of the Registrar via email or letter.

Registration Process

Registration is held once a year for M.D. students (see academic calendar). M.P.H., M.S.B.R., M.S.B.T., M.S.C.R. and Ph.D. students register on a semester basis. M.P.H., M.S.B.R., M.S.B.T., M.S.C.R. and Ph.D. registration materials are also maintained on the MSM website at www.msm.edu . Click on Admissions/Student Affairs, Office of the Registrar, then Registration to begin the process. All students are required to register during the appropriate registration period. Registration for any year is not complete until all published procedures have been complied with and until satisfactory

arrangements have been made with the Business Office for payment of tuition and other financial responsibilities.

If registration is not completed at the designated time, a late registration fee of fifty dollars ($50) will be charged. Should circumstances result in a delay in registration beyond the student's control, a written appeal may be submitted to the Assistant Dean for Student Affairs. A student may not attend class or clerkships nor receive credit for such unless registered.

It is essential that information submitted on admission, registration and other forms be accurate and consistent since enrollment, loan applications and information submitted by the Registrar for licensure and the practice of medicine depend upon it. Each student is held responsible for utilizing his or her full legal name as shown on a birth certificate. Each student is responsible for reporting to the Registrar any changes in information, especially name, local address and telephone number. MSM cannot be responsible for a student's non-receipt of information if it has not been properly notified of changes.

Transcripts

All requests for transcripts must be made in writing to the Office of the Registrar, either on a transcript request form or by letter, and must include student's name at the time of attendance, student ID or SSN number, and signature. Normal processing time is two business days. No transcript will be issued to students whose records show financial indebtedness to the institution. Various forms are available from the MSM website at www.msm.edu. Click on Admissions/Student Affairs, then Office of the Registrar, then Forms to locate these documents. Select the desired form for download and print.

Transcript Types:

Unofficial Transcript- without the institution's seal and stamped "Unofficial Transcript" and "Issued to Student" if given directly to student.

Official Transcript- with institution's seal and validating signature mailed directly to anyone other than students with the consent of student.

Official Transcript issued to student- same as Official Transcript above with "Issued to Student" stamped on sealed outer envelope.

Change of Student Information

A student must make all personal information changes (i.e. Name, address, and telephone number) to the Office of the Registrar. Students must pick up a Change of Person Information form from the

Registrar's Office or on the MSM website, fill it out completely with their new information (sign and date) and submit it to the Registrar. These changes will only be recorded when there is sufficient evidence supporting the change. If there is a name change, students must provide a copy of MSM accepted forms of documentation justifying the name change to the Registrar's office.
Acceptable documentation for change of name:

- Any state or federal identifying document with picture (drivers license, passport, visa, etc…)
- Notarized Marriage Certificate
- Notarized change of name court order

Certifications/Verifications

Students needing certification or verification of their status, enrollment and/or degree for insurance, educational or consumer loans should complete and sign a request form that is available in the Registrar's Office or the MSM website and submit it with any other required forms to the Office of the Registrar. Request for certifications or verifications are only for the current academic year and any past semesters that the student was enrolled. Requests for Dean's recommendations must be submitted directly to the Student Affairs Assistant Dean. The office can be reached at (404) 752-1651.

Cross Registration Information

Atlanta Regional Council for Higher Education (ARCHE)

ARCHE Cross Registration is a program developed and sponsored by the Atlanta Regional Council for Higher Education. Under certain conditions the program allows students to take courses at a member institution that are not offered at the home institution. Students must be in good standing. All tuition and fees will be at the rate of the home institution and are paid through the home institution. Any special fees (i.e., parking, lab, etc.) must be paid to the host institution. Cross Registration does not constitute regular admission-processes; therefore students may not be admitted to the institution through the cross registration program. Students must request that the Registrar's Office of the host institution send an official transcript to their home institution upon completion of the term. The credit will be recorded according to the policies of the home institution. The following is a summary of the guidelines for the cross registration:

- Students must be enrolled in good academic standing at a member institution during the term in which they plan to cross register.

- Students who wish to cross register must have the approval of the Registrars at both the home and host institution. Application forms must be initiated at the home institution.
- Students may cross register only for courses for which they are eligible and have met the prerequisites.
- Students may cross register for a total of fifteen percent (15%) of the courses in their graduate program.
- MSM does not participate in Cross Registration during the summer semester.

Participating Institutions

Agnes Scott College
Brenau University (Atlanta Campus)
Clark Atlanta University
Clayton College & State University
Columbia Theological Seminary Emory University
Georgia Institute of Technology
Georgia State University
Interdenominational Theological Center
Kennesaw State University*
Morehouse College*
Morehouse School of Medicine*
Oglethorpe University
Savannah College of Art & Design* (Atlanta Campus)
Southern Polytechnic State University
University of Georgia
University of West Georgia

**These institutions do not participate in cross registration during the summer session.*

For complete instructions and application deadlines, pick up an application from the Registrar's office or access it online at http://www.atlantahighered.org/consortium/crossregform.pdf .

General Guidelines for Release of Information about Students

- The Office of the Registrar will comply with and abide by all federal and state laws which apply directly to the institution and the Confidentiality and Release of information about students – in particular, the Family Educational Rights and Privacy Act of 1974 (FERPA).
- The general rule is that only directory information may be released without prior written consent from the student. All

other information may only be released upon written request from the student.

- Permanent Records shall be released to comply with a subpoena or court order only with the consent and advice of the institution's legal counsel. Student's will be notified in writing upon receipt of the subpoena or court order if they wish to prevent the release of the records.
- Directory information may be restricted with prior written consent from the student. At the start of each academic year during orientation students will be provided the necessary form to restrict release of directory information.
- Only those records shall be kept which are necessary in order to meet the institution or student's goals.
- All office policies governing the maintenance and release of student records are public and are available to students, faculty, and administration.

Definition of Terms

Permanent Education Records: Any information or data recorded in any medium that is included but not limited to handwriting, print, tapes, file, microfilm, and microfiche of persons who are or have been in attendance at MSM. This information currently include forms such as all clinical evaluations, academic performance correspondence (promotions, course performance, awards etc.), student requests, registration information, unofficial academic transcript, grade reports and admissions information.

Legitimate Educational Interest: Means the demonstrated need to know by those officials of an institution who act in the student's educational interest, including faculty, administration, clerical and professional employees. The "Act" states that institutions must establish their criteria, according to their own procedures and requirements, for determining when their school officials have a legitimate educational interest in a student's education records.

Personally Identifiable: Means data or information which include: 1) the name of the student, the student's parent, or other family members; 2) the student's ad-dress; 3) a personal identifier such as a social security number or student number; or 4) a list of personal characteristics, or other information which would make a student's identity easily traceable.

Family Educational Rights and Privacy Act (FERPA)

MSM is in full compliance with the federal Family Educational and Privacy Act of 1974 as amended (P.L. 93-380) which gives students

access to their educational records. Individuals who have particular questions or wish to view a copy of the Act are urged to contact the Office of the Registrar or the Dean's Office. Students can arrange to review their records by making an appointment with the Registrar located on the first floor of the Hugh Gloster Building, adjacent to the Office of Admissions and Student Affairs.

1. Directory Information

Under FERPA, directory information will be treated as public information and generally be available on all students and former students at the discretion of MSM. Directory Information includes the student's:

Name, address, and telephone number

- Date and place of birth
- Major or field of study
- Participation in officially recognized activities
- Home town, hobbies and general interest items
- Dates of attendance
- Campus mailbox and email address
- Degree applied for or received
- Honors and awards received
- Previous educational institutions attended
- Residency program match results

2. **Personal Information** The following information is considered personal and will not be released without the student's written consent:

- Grades
- Transcripts
- Financial aid information Disciplinary actions
- Record of disclosure of this information
- Undergraduate record Parental address
- Social Security numbers Gender, ethnicity, marital status
- Religious preferences, disability

3. Privileged Information

This category includes information contained within the context of a special relationship. Privileged information will not be disclosed to students. A student, upon written consent, may have a physician or other appropriate professional review his or her medical or counseling record.

4. Release of Information Without Consent

FERPA does allow for the release of educational records without consent, to the following parties or under the following conditions (34CFR § 99.31)

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection to financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific state law.

Application & Graduation Information

The Commencement Ceremony is held annually in the month of May. There are no formal commencement exercises held at the end of the summer or fall terms. Students must fulfill all requirements for receipt of their degree according to the guidelines set by their academic program in order to participate in the commencement ceremony. For a degree to be completed and conferred, a "Graduation Application" must be submitted to the Office of the Registrar by the date noted on the academic calendar. Commencement attendance is mandatory. Students must contact the Assistant Dean for Student Affairs if there is a compelling reason why they cannot participate in Commencement. In such cases, the diploma will be mailed at a later date after completion of all degree requirements has been verified to the address furnished by you to the Registrar. Candidates must have discharged all current indebtedness to the school to receive their diploma. A commencement guide will be distributed to all potential graduates in March of each year.

Counseling

1. **Career Counseling**
   Career education begins in the first year with presentations of different career opportunities in medicine and the impact of changing trends on the practice of medicine. Students will have the opportunity for personal identification of professional goals. Career counseling continues throughout your medical education finalizing with residency selection and the transition to graduate medical education.

2. **The Counseling Center**
   The Counseling Services supports and promotes the successful matriculation of medical students, biomedical graduate students and masters level students of clinical and public health. The Counseling Services Staff is available to offer assistance with a variety of personal and academic problems as well as time management.
   While peers and personal resources are often a good start, objective and professional consultation may be needed. Seeking help early is strongly encouraged.

   Counseling Services offers a variety of services designed to help students maximize their potential while at MSM. All students are encouraged to talk over any issue of concern with a counseling center staff member.
   Counseling sessions are confidential. Services are available free of charge to all matriculating students, their families and significant others.

Location: Medical Education Bldg., Rm. 208
Director: Shawn Garrison, PhD
Counselor: K. Sutton, PhD
Secretary: Harriett Turman
Telephone: (404) 752-1778

Library

The Library is physically located on the first floor of the Medical Education Building (MEB). Open one hundred five (105) hours per week the Library has areas for group and individual study. There are open study carrels, enclosed study carrels, tables and chairs for studying and six (6) public workstations with Internet and Intranet access. The Library collection includes over seventy-five (75,000)

print volumes. In addition to open stacks of books and journals, the Library houses an audio-visual collection of videotapes, slides, recorded lectures, and CD ROMs. The Library provides access to five hundred eighty four (584) electronic books, and over seven thousand (7,000) Electronic Journals. Cybertools is the Library's online catalog of resources. It is the key to locating materials within the collection. You may search for information resources in the Library by author, keyword, subject and title. Desktop access to Cybertools is available anywhere you have Internet access. Go to the MSM homepage (www.msm.edu) and click on Library. The Library provides electronic access to the following: Access Medicine, American Society for Microbiology (ASM) Journals, Biomed Central, Exam Master, GALILEO, Library E-Journals, ISI Journal Citation Reports, MD Consult, OVID (Includes Books@OVID, Journals@OVID, and select databases), PubMed, Physician's Desk Reference (PDR), Rittenhouse ,Science Direct, Scopus, Springer, Stat!Ref, and Wiley InterScience Journals. Classes are available for hands-on practice in the efficient use of all of these resources.

All faculty, staff and students of the MSM with a current and bar-coded MSM Identification Card may borrow from and use the Library's collection. Books located in the general collection circulate for two weeks.

Bound journals circulate for three days. Audiovisuals circulate for three days. CD ROMs, Reference books and Unbound Journals do not circulate. Materials may be renewed twice by: Cybertools (available anywhere you have Internet access), telephone (404) 752-1536, or in person at the circulation desk in the Library up to one day before the due date of the material. The daily fine for overdue materials is fifty cents ($0.50) per day. Certain books may be placed on strict reserve and therefore must stay in the Library. Books on overnight reserve may be checked out one hour before closing and must be returned one hour after opening. A fine of fifty cents ($0.50) per reserve item will accrue for every hour that a reserve item is overdue.

Charges for unpaid fines or missing books will be added to the student's ac-count in the Business Office and if not paid, will result in the inability to register or graduate. A five dollar ($5.00) processing charge must be paid, in addition to fines, once a bill has been sent to the Business Office.

The Library provides four (4) Copy machines (all of which are digital and one which is color) for use. Black and white copies are ten cents

($0.10) each and copy cards may be purchased in the Library or you may use coins or one dollar or five dollar bills. Color copies are seventy-five cents ($0.75) each.

Printing from the workstations in the Library is done by using the Library's Print Management System. The cost to print from the public computers in the Library is ten cents ($0.10) per page using the same copy card you use for the copiers. Copy cards may be purchased in the Library for one dollar ($1.00). You have the option of saving your work to a disk and printing elsewhere outside of the Library. Disks may be purchased at the circulation desk in the Library for one dollar ($1.00) each if you do not have one.

Library Hours:
Monday through Thursday 7:30 am to 12:00 am
Friday 7:30 am to 10:00 pm
Saturday 10:00 am to 10:00 pm
Sunday 12:00 pm to 12:00 am
Special hours for holidays, intercessions and tests are posted.

Multi-Purpose Room and Group Study Rooms:

The Library has one multi-purpose room (located within the Library past the circulation desk turn right and then turn right again) which may be reserved ahead of time by filling out the signup sheet on the door. After 5:00 pm daily this room may also be used for group study. The Library also has four rooms (located within the Library past the circulation desk turn right and go straight ahead) for use by three to four persons. The rooms can be reserved for three hours at a time.

Electronic Computer Laboratory (E-Lab):

The E-Lab has twenty workstations (located within the Library past the circulation desk turn left and go straight). The facility is used by faculty, students and staff learning to utilize information technology and Internet resources in biomedical research.

Twenty-Four Hour Study Rooms (located on the second floor, MEB):

On the second floor the Library has three student study areas that are available for use on a first come, first served basis twenty-four hours per day. In these rooms students have access to the wireless network, and may meet in two of the rooms in groups of up to four. In the

largest of the three areas, chairs, tables, and eight rooms are available for individual and group study.

MSM Department of Public Safety

The MSM Department of Public Safety is committed to providing a safe and secure environment for faculty, staff, students and visitors where security is balanced with freedom of movement, and individual rights are balanced with community needs.

The department enforces school policies, and established Federal and State Laws in support of the school's mission; and collaborates with local law enforcement and community organizations in fulfilling its mission.

The Morehouse School of Medicine Department of Public Safety is comprised of the MSM Police Department, Security Services, and Emergency Preparedness. Police Officers at MSM hold the same arrest and police powers as the City of Atlanta Police on and within five hundred yards of the main campus and off-site facilities. Police Officer duties include the protection of life, the enforcement of the laws of this state; the preservation of public order; and property; the prevention, detention, or investigation of a crime; or any combination thereof. Students must obey the lawful directions of all MSM-Department of Public Safety Officials at all times.

Morehouse School of Medicine Identification badges are issued to all students. Identification badges are to be worn at all times and so that the photo is clearly visible to others. Badges should be worn at chest height, allowing the bearer's photograph and face to be readily compared. The MSM identification badge serves a dual purpose. In addition to readily identifying all faculty, staff, students, visitors, vendors and other authorized personnel, it also provides access to many campus facilities. Please do not provide access to anyone without proper MSM identification.

To contact Public Safety call (404) 752-1795
Location: Ground Floor entrance of Parking Deck

Student Health Services

It is required that all incoming first-year students complete the Office of Infection Control's **Immunization Requirements** form during the initial application and intake-processing at the Morehouse School of Medicine. Subsequently, and each year thereafter, the immunization status of each student is reviewed for accuracy and/or deficiency. Those immunizations will be offered free of charge.

Eligibility: Regularly enrolled MSM students with ID cards validated for the current semester are eligible for health care at Morehouse Medical Associates (MMA). A valid MSM student I. D. and proof of insurance must be provided before he/she can be seen by MMA.

Location: Morehouse Medical Associates (MMA), 75 Piedmont Road, Atlanta, GA 30314.

Access: Ms. Linda Lamar, LPN, is the point of contact when a student needs to access Student Health Services. She can be reached at (404) 756-5249.

Payment: You will be charged for services per your health insurance plan. MSM students insured by the MSM Student Health Plan will have a reduced co-payment.

Hours: Monday-Friday, (9:00 am - 5:00 pm) except official MSM holidays. For an appointment during office hours, contact the scheduling office at (404) 756-1423.

After Care Hours: For medical care after 5:00 pm weekdays and weekends, please call 404-756-1200 and ask for the physician "On Call."

Immunizations: Immunizations required as an MSM medical student will be provided on campus. You will be notified of the dates and times via the Student Affairs office. Please note - you are charged with the responsibility of obtaining your immunizations on the date and time specified once you are notified.

Immunization Services

MSM gives the highest priority to the health and well-being of its' students, including matters related to the prevention of infectious disease in the workplace.

The Office of Infection Control (OIC) in collaboration with the Student Affairs Office has made provisions for Immunization Services as part of the overall comprehensive Student Health service for MSM students. The Office of Infection Control is located on the first floor of the National Center for Primary Care. In addition, when follow-up clinical services are needed, students are provided added support and continuity of care at MMA, OIC, seventh floor.
Immunizations are offered free of cost to all students through specially arranged sessions, the dates of which are announced well in advance by the Student Affairs office. Since all participating institutions, laboratories, hospitals and clinics require documentation of immunizations and/or immunity to certain diseases, MSM will make every effort to aid each student in this regard. Please note, it is incumbent upon each student to get all required documentation expedited in a timely manner. Attendance during Immunization sessions is therefore MANDATORY.

The following is a list of required immunizations that must be completed before and during early stages of each student's medical career at MSM. For further information and/or specific questions, please contact the Office of Infection Control. **** All information must be current***:

a. Tetanus/Diptheria/Pertussus(Tdap) received in the last ten years OR documentation of immunity via serology.
b. Measles-Mumps-Rubella (MMR) thirty days apart - two injections if born in or after 1957. If born before January 1, 1957, proof of rubella ONLY is required OR documentation of two measles and rubella as well as a childhood vaccination series. Documentation of immunity via serology is acceptable.
c. Polio booster AND documentation of childhood series.
d. Hepatitis-B Virus (HBV) immunization series: a three-shot series at zero, one, and six months OR documentation of immunity via serology.
e. Varicella (Chickenpox) vaccine: a two-shot series, four to eight weeks apart OR documentation of immunity via serology.
f. Tuberculin Skin-testing:

i. For pre-clinical students, initial two-step testing and a required annual screening.
ii. Testing is required annually for ALL students in clinical settings.
iii. As per current CDC guidelines, a positive skin-test reaction (>10 mm of duration) even those with history of childhood BCG vaccine, does not change the recommendation for clinical follow up and treatment.

All students must be tested.

g. Seasonal Influenza (flu) vaccine annually.

Janice P. Winston, M.S., R.N., Infection Control Officer at MSM, is an available resource for matters regarding healthcare worker immunizations, health-care standards, regulations and guidelines relegated by the Occupational Safety and Health Administration, and the Centers for Disease Control and Prevention. Infection Control training sessions and clinical practice updates are provided during annual orientation and in-take processing. In addition, referrals can be made to the following MSM Infectious Disease physicians at MMA for further assessment and health promotion in the academic and workplace. Special visits are scheduled by appointment only. Please contact the Office of Infection Control at (404) 756-5282 or (404) 756-5036.

- Mesfin Fransua, M.D.
- Gene Stringer, M.D.

Receptionist Desk

The Reception desk, located just inside the first floor door of the Hugh M. Gloster Building, can refer you to the appropriate office. She is able to help you find a telephone number for a student, accept messages for students and provide vending machine refunds. Lost and Found is now located at Public Safety.

General Number: (404)752-1500
Switchboard Operator/Receptionist: Theresa Strother

Office of International Program Services (OIPS)

The Office of International Program Services (OIPS) provides assistance to internationals and administrators who work with internationals at MSM and serves as an official liaison with U.S. Departments of State, Homeland Security, and Labor. The manager of OIPS functions as the Principal Designated School Official at MSM for F-1 students and the Responsible Official at MSM's Exchange Visitor Program for J-1 students, and is available to all students for immigration counseling, addressing such issues as international travel, practical training/off-campus employment, changing status, or planning for future adjustment to permanent residency status. The manager is also available to counsel students with any cross-cultural adjustment issues they may be having.

After you have recovered from your schedule, settled in your living accommodations, toured MSM, the Atlanta University Center, and discovered a corner in the library that looks comfortable for studying, you may still have questions about daily living. This section will provide you with such informational-basics toward survival on campus.

THE BASICS

Banking

Over 55 commercial banks serve the financial needs of greater Atlanta. Having a local bank account will make check cashing a lot easier and there are many banks in Atlanta which will be happy to provide you with banking services. Banking hours generally are 9:00 am to 4:00 pm, Monday-Friday. Some banks offer extended hours in local grocery stores. An ATM is located within the National Center for Primary Care on the first floor inside the cafeteria and in the Hugh Gloster Building, 1st Floor Lobby.

Student Lounge

The Ava-Gayle Parkes, M.D. Memorial Student Lounge is located on the second floor of the Medical Education Building for use by students. It provides opportunity for students to meet on an informal basis. Tables, chairs and two sofas are there for relaxing. All students utilizing the lounge should keep the area clean and free of debris.

Food and Drink
A refrigerator is provided for students to keep lunches cold until mealtime in the Student Lounge area. This area is to be kept clean at all times. Lunch materials should be stored there for very short times. This is not a pantry area. Label your lunches or grocery products. The refrigerator will be emptied each Friday. Material not properly labeled will be discarded along with containers. Failure to comply may result in the removal of the refrigerator.

Ample space is provided for students to enjoy their meal time and break time in the Student Lounge. Please limit your eating and snacking to this area. Neither food nor drink is permitted in the classrooms, laboratories, or Library (including the electronic laboratory).

A microwave oven is also located in the Lounge Area. Please observe all precautions in heating food in this facility. (Metal pans and utensils should not be placed in the oven). Please clean spills, splatters, etc. from the oven floor, walls and cover. Failure to comply may result in the removal of the microwave oven.

Telephones
The phones in individual offices are for business use only. A free phone is available for student use in the lounge. Students may not use the office or lounge phones for long distance calls. In cases of emergency, calls should be directed to (404) 752-1500. In emergencies, a student will be notified by the school.

Lockers
Lockers are maintained for student use in the second floor hallways and multi-disciplinary laboratories of the Hugh M. Gloster Building. At the beginning of each academic year, lockers are assigned to each student. The student is responsible for securing a lock for keeping its contents in orderly fashion. At the end of the academic year, the lockers must be emptied and cleaned and locks removed within two weeks of the end of classes.

Fitness Center
Fitness Center is equipped with cardiovascular, resistance training machines, free weights and an aerobic area. Hours: Mon - Sun, 5:30 am - 12:00 pm Aerobic classes: Mon - Fri, 5:30 pm - 6:30 pm Location: lower level of parking deck.

Duplicating
Copy machines for student use are located in the Library. Students have an option at Registration to purchase a print/copy card. Students are advised that if any problems arise with a machine, to contact a Library staff member for assistance and not try to correct the problem.

General Policies and Regulations

Use of Buildings

Students are permitted to use the two lecture rooms on the first floor of the Hugh M. Gloster Building (HGB), and the laboratory space on the second floor on a 24-hour basis, subject to their prior reservation. The cubicles in the multi-disciplinary labs are designed for group study. The conference room on the third floor of the HGB may be used by students on a sign-in basis only. A sign-in sheet is kept at the Security Desk.

Located in the HGB is an extended hours study area with rooms for group and individual study. The room is equipped with computers and other media sources for student use.

**Food and drinks are not allowed in study areas or lecture rooms.

When using the buildings, furniture should not be rearranged or moved from one room to another. It is expected that facilities are left clean and in good order.

No Pets are allowed on campus.

Child Visitors

Purpose: To establish MSM policy governing child visitors, which incorporates responsibility and awareness for comprehensive institutional chi1d safety that reflects the best interest of children and MSM.

Responsibility: Under the direction of the President, the Senior Vice President for Management and Policy, Deans, and Vice Presidents shall ensure thorough and complete compliance with this policy. All individuals with supervisory responsibilities will implement this policy and assure its enforcement, effective immediate1y. This

includes all department heads, principal investigators, and immediate supervisors including laboratory personnel.

Applicability: This policy applies to all MSM emp1oyees, students, residents and visitors. Non-compliance with this policy may be addressed by any appropriate supervisor, department head, Safety Committee member, Dean, or Vice President. Failure to adhere to this policy may result in disciplinary action up to and including termination of employment or exclusion from MSM. For the purposes of this policy, children are defined as individuals under the age of eighteen.

Enforcement: In addition to supervisory personnel, Public Safety has the authority to enforce this policy.

Policy

1. No Employee, Student or Resident is allowed to bring children to work for the purpose of providing child care at any time, including summer vacations, school holidays, after schoo1, school breaks, doctor appointments, etc.
2. Children who visit MSM facilities must be accompanied and supervised at all times by a responsible adult other than an on-duty employee.
3. Children are not allowed in the school laboratories or animal facility, except in instances specifically described below.
    a. Only those children who are participants in sponsored programs that involve laboratory experience may visit MSM laboratories and the animal facility.
    b. At all times during these visits, children must be supervised by a designated MSM representative.
4. Children are not allowed in classrooms while classes are in session. Visits to classrooms at other times must be supervised by parents or other responsible adults.
5. Children are not allowed in the Library, including the electronic laboratory, except when participating in a sponsored program, or by special permission of the Library staff. Such children must be supervised by a designated MSM representative at all times.
6. Children are not allowed in the Games room, employee, student, or resident lounges.
7. Children who enter the building unaccompanied as guests must report upon arrival to the Public Safety desk and identify the person they wish to visit. The identified party

will be contacted to receive the guest in the lobby. If the identified party is not available to receive the guest, the child will be asked to leave.

8. Unattended children found in restricted areas will be escorted to Public Safety where an employee/parent will be notified. If there is no response from the employee/parent, the employee's supervisor will be called to intervene.

Any exceptions to this policy must b requested in writing and approved in writing by the appropriate department head. Written approval of any exceptions must be provided to Public Safety prior to occurrence.

Drug Free School Policy Guidelines

1. It is the Policy of Morehouse School of Medicine that the unlawful manufacture, distribution, dispensation, possession, sale, processing or use of any controlled substance by faculty, staff or students is prohibited while on School Property or while on School business. Consequently, anyone found to be in violation of federal, state, local and/or School policy will be subject to disciplinary action up to and including termination or expulsion. DEFINITION: A controlled substance is any chemical for which there are explicit regulations regarding its manufacturer distribution, dispensation or use. Therefore, in accordance with the federal Drug-Free Workplace Act of 1988, all School employees and students must, as a condition of employment or enrollment, (i) abide by the School policy on controlled substances, and (ii) inform the School in writing of any conviction for violation of a criminal drug statute, when violations occur in the workplace, no later than five (5) calendar days after such conviction. The School must then notify any grant or contracting agency of the conviction within ten (10) calendar days of notice from employee or student, when employee's/ student's salary is paid from a federal grant or contract.
2. The School recognizes the accepted professional definition of addiction. Addiction is a harmful complex bio-psychosocial, primary disease, characterized by the progressively debilitating, compulsive use of a mood altering substance at the expense of one's values, goals, vocation, family and social life.
3. Any employee or student convicted of a violation of a criminal drug statute or involved in illegal use or abuse of any controlled substance, may as a condition of continued employment be required to participate satisfactorily in a drug abuse assistance or

student status, rehabilitation program approved for such purposes by a federal, state local health, law enforcement or other appropriate agency. The School offers counseling and referral assistance via an Employee Assistance Program (EAP) provided by an external source or an internal student counseling service. The employee's supervisor, School's EAP Liaison (Discrimination Grievance Officer), Associate Dean for Stu-dent Affairs, and/or the Vice President for Human Resources will make the necessary referral(s) to the EAP or Student Counseling Services. Department directors, supervisors, or employees who are affected by illegal use or abuse of drugs are responsible for notifying the EAP directly, or contacting the EAP Liaison at (404) 752-1846.

4. Employees who are concerned about a substance abuse problem may contact the EAP directly, or may be referred by a supervisor concerned with the employee's substandard performance. Preliminary substance abuse counseling and referrals are available through the EAP. Employees will be seen individually for assessment, referral and treatment as required. Follow- up contacts will be available as necessary to meet the employee's needs.
5. There is no cost to employees who contact the EAP for services rendered by its counselors. However, there may be some costs incurred when referrals are made to outside clinics, physicians, and rehabilitation programs.
6. All contacts with the EAP and the EAP Liaison are kept strictly confidential.
7. Undiagnosed and untreated substance abuse problems including addictions, do not excuse any employee's substandard job performance. Any employee's refusal to seek treatment for alcohol or drug abuse, including addiction, will not be tolerated and is grounds for dismissal.
8. To educate employees on the dangers of drug abuse, the School has established a drug-free awareness program. Periodically, employees will be required to attend training sessions at which the dangers of drug abuse, the School's policy regarding drugs, the availability of counseling services, and the School's Employee Assistance Program will be discussed.

ANTI-DISCRIMINATION AND HARASSMENT POLICY

Morehouse School of Medicine is committed to providing an academic environment that is free of all forms of unlawful discrimination and harassment. Actions, words, jokes or comments based on an individual's race, color, citizenship status, national

origin, ancestry, gender, sexual orientation, age, religion, creed, marital status, veteran status, political affiliation, genetic information, or any other factor protected by law will not be tolerated. Harassment of MSM's students by customers, vendors, patients, other third parties with whom our students interact, also is unlawful and strictly prohibited.

MSM is committed to vigorously enforcing its policy against unlawful discrimination and harassment at all levels of the organization. All students must conduct themselves in a way that ensures they do not engage in acts of unlawful discrimination or harassment. Conduct which disregards or violates this policy will not be tolerated. Guilty parties will be subject to appropriate disciplinary action, up to and including termination.

PROHIBITED CONDUCT UNDER THIS POLICY

1. **Discrimination:**

It is a violation of this policy to discriminate in admissions, educational programs, or employment against any individual on account of that individual's race, color, citizenship status, national origin, ancestry, gender, sexual orientation, age, religion, creed, marital status, veteran status, political affiliation, genetic information, or any other factor protected by law. Discrimination in violation of this policy will be subject to severe sanctions up to and including termination.

2. **Harassment:**

This policy prohibits harassment of any kind, and MSM will take appropriate action swiftly to address any violations of this policy. The definition of harassment is verbal or physical conduct designed to threaten, intimidate or coerce. Harassment also includes verbal taunting (including racial and ethnic slurs) which, in the student's opinion, impairs his or her ability to perform his or her job. Harassment of any kind, in violation of this policy, will be subject to severe sanctions up to and including termination.

3. **Sexual Harassment:**

Sexual harassment – both overt and subtle – is a form of misconduct that is demeaning to others and undermines the integrity of the employment relationship. Sexual harassment consists of: (1) making sexual advances, requesting sexual favors, or engaging in other verbal or physical conduct of a sexual nature, (2) conditioning any aspect of an individual's employment on his or her response to sexual advances, requests for sexual favors, or other verbal or physical

conduct of a sexual nature, or (3) creating an intimidating, hostile or offensive working environment by sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature. Sexual harassment is unlawful and prohibited regardless of whether it is between or among members of the same sex or opposite sexes.
The following non-exclusive list sets forth examples of the conduct which violates MSM's policy against sexual harassment:

- Physical assaults of a sexual nature, such as rape, sexual battery, molestation or other unwelcome physical contact (e.g., touching, pinching, patting, grabbing, rubbing or brushing against another person's body);
- Unwelcome sexual advances, propositions or other sexual comments, such as sexually-oriented gestures, sounds, remarks, jokes or comments about a person's sex, sexuality or sexual experiences;
- Preferential treatment or promises of preferential treatment to a student for submitting to sexual conduct; or subjecting or threatening to subject a student to more onerous terms or conditions of employment because of that student's sex or rejection of sexual advances, propositions or comments; and
- Sexual or discriminatory displays or publications anywhere in the workplace, such as displays of pictures, posters, calendars, graffiti, objects, books or other materials that are sexually suggestive, demeaning or pornographic.

COMPLAINT PROCEDURE

Any student who feels that he or she has been subjected to or has witnessed unlawful discrimination or harassment in the workplace, immediately should report the matter – preferably in writing – to Dr. Ngozi Anachebe, Assistant Dean for Student Affairs, at (404) 752-1651; Lori Collins, the Chief Compliance Officer, at (404) 756-8919; or Denise Britt, Associate Vice President of Human Resources, at (404) 752-1713. They will see that the matter is promptly investigated by the appropriate individuals. This may include, but is not necessarily limited to, interviewing the complaining student, the alleged harasser, supervisors, and other personnel, as necessary to obtain sufficient factual information upon which to base a decision. In all cases, the investigation will be conducted by persons who are not involved in the alleged harassment or discrimination. Confidentiality will be maintained to the extent it is consistent with MSM's obligation to conduct a full and effective investigation.

Following the investigation, a decision will be made regarding the validity of the complaint. If the complaint is substantiated, appropriate corrective action will be taken. This may include termination or other discipline of the guilty party. A written record of any such action taken will be placed in the guilty party's academic or personnel file. In the case of unlawful harassment by a non-employee or student, MSM will notify the person of MSM's policy against harassment and take such other action as may be appropriate under the circumstances. If the complaint is not substantiated, the matter will be closed. In either case, however, the complaining student will be advised of the results of the investigation and the decision reached by MSM.

POLICY AGAINST RETALIATION

MSM's policy prohibits retaliation against any student who lodges a good faith complaint of unlawful discrimination or harassment in the workplace, who files a charge regarding the same, or who participates in any related investigation or proceeding. Students should use the above-referenced complaint procedure to report incidents of alleged retaliation. The same procedures will be followed in investigating and responding to such reports. MSM wants to encourage the reporting of unlawful discrimination, harassment and retaliation and, at the same time, to protect the reputation of any student and/or employee wrongfully charged with such conduct.

Policy on Teacher/Learner Relationships

It is the policy of MSM that individuals who serve in a teacher role or who participate as a learner in any MSM program shall uphold the standards of behavior in the teacher/learner relationship as defined in policy #01-25:05:00 in the institutional policy manual. The full document may be found in the Office of Student Affairs.

Computer Use Policies

1. Use only the computers, computer accounts and computer files for which you have authorization.
2. Obey established guidelines for any computers or networks used both inside and outside the Institution. For example, individuals using MSM's remote access servers must adhere to the policies established for those servers; individuals accessing off-campus computers via external networks must abide by the policies established by the

owners of those computers as well as policies governing use of those networks.

3. Do not attempt to access restricted portions of the operating system, security software, or accounting software unless authorized by the appropriate Institution administrator. Breaking into computers is explicitly a violation of Internet rules of conduct, no matter how weak the protection is on these computers.
4. Abide by all state and federal laws.
5. Respect the privacy and personal rights of others. Do not access or copy another user's electronic mail, data, programs, or other files without permission. MSM endorses the following statement on software and intellectual rights distributed by EDUCAUSE, the non- profit consortium of colleges and universities committed to the use and management of information technology in higher education.
6. "Respect for intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies to work of all authors and publishers in all media. It encompasses respect for the right to acknowledgment, right to privacy and right to determine the form, manner and terms of publication and distribution. Because electronic information is volatile and easily reproduced, respect for the work and personal expression of others is especially critical in computer environments. Violations of authorship, integrity, including plagiarism, invasion of privacy, unauthorized access and trade secret and copyright violations may be grounds for sanctions against members of the academic community." Guidelines in the Tenets of Community Behavior and Academic Code regarding plagiarism or collusion on assignments apply to course work completed with computers just as they do to other types of course work."
7. Abide by all applicable copyright laws and licenses. Institutional policies and the law expressly forbid the copying of software that has not been placed in the public domain and distributed as "freeware." Users of "Shareware" are expected to abide by the requirements of the Shareware Agreement.
8. Use appropriate standards of civility when using computing systems to communicate with other individuals. When sending personal messages to other users or posting on electronic bulletin boards, identify yourself as the sender. Using MSM's computing resources to harass other

individuals deliberately is explicitly prohibited. This will include, but is not limited to, the download and/or distribution of sexually suggestive materials or harassing comments, visits to sites that display pornography or contain anything else that may be illegal or contribute to a hostile school environment.

9. Be sensitive to the needs of others, and use only your fair share of computing resources, such as the remote access servers. You should use these facilities for only the most essential tasks during periods of peak demand. Broadcasting non-critical messages to large numbers of individuals and sending chain letters are examples of prohibited activities.

ACKNOWLEDGMENT

[Student's Copy]

I hereby acknowledge that I have received a copy of the Student Handbook updated June 2010. I understand that I am to promptly read the contents of this handbook which set forth the terms and conditions. This manual supersedes and replaces any previous books. I understand that if I have any questions regarding the contents of this manual, I should discuss them with the Office of Student Affairs.

I understand if any changes occur with this document, I will be notified of these changes in writing by a formal memo or other correspondence, and that such changes will be incorporated in future editions of the handbook.

_____
Student's Name (Print or Type)

Date _____ _____
Student's Signature