Student Handbook

2018-2019

MOREHOUSE
SCHOOL OF MEDICINE

FOREWARD

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 June 5, 2018. 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 that relate directly to questions you might have. *You are required to read the entire text to get an overview of life at the School.*

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 2013 review by LCME, MSM received another period of eight 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.Bm.T.), Master of Science in Clinical Research (M.S.C.R.), Master of Science in Medical Sciences (M.S.M.S), Masters of Neuroscience (M.S.N.S., requires enrollment in dual B.S./M.S.N.S. degrees) and the Master of Public Health (M.P.H.). Morehouse School of Medicine received accreditation for online degree programs: the Executive Master of Public Health (e-M.P.H.) and the Master of Science in Biotechnology (M.S.B.T.) on May 24, 2018.

** Morehouse School of Medicine has applied for Accreditation- Provisional from the Accreditation Review Commission on Education for the Physician Assistant (ARC-PA). Morehouse School of Medicine anticipates matriculating its first class in June 2019, pending achieving Accreditation - Provisional status at the September 2018 ARC-PA meeting.*

- *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.*

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.

MEDICAL DEGREE (MD)	
Fall 2018 Semester Academic Calendar	
First Year Students	
Orientation (8:30am)	**Thurs. Jun. 28 – Fri. Jun. 29, 2018**
Fall 2018 Semester Classes Begins	**Mon. Jul. 2, 2018**
Independence Day Holiday	**Wed. Jul. 4, 2018**
Labor Day Holiday	**Mon. Sept. 3, 2018**
Constitution Day	**Mon. Sept. 17, 2018**
Fall Convocation, White Coat & Pinning Ceremony	**Fri. Sept. 21, 2018**
Thanksgiving Break	**Wed. Nov. 21 – Sun. Nov. 25, 2018**
End of Semester Exams	**Wed. Dec. 19, 2018**
Winter Break	**Thurs. Dec. 20, 2018 – Tues. Jan. 1, 2019**
Spring Semester 2019 Calendar	
New Year's Holidays	**Mon. Dec. 31, 2018 – Tues. Jan 1, 2019**
Spring 2019 Semester Classes Begins	**Wed. Jan. 2, 2019**
M. L. King, Jr. Holiday	**Mon. Jan. 21, 2019**
Research Day	**Wed. Feb 13, 2019**
Match Day	**Fri. Mar. 15, 2019**
Spring Break	**Mon. Mar. 18 – Fri. Mar. 22, 2019**
Good Friday Holiday	**Fri. Apr. 19, 2019**
Last Day of Class/ Exams	**Fri. May 24, 2019**
Grade Posting Period	**Mon. May 27- Fri. 31, 2019**
Fall Semester 2018 Academic Calendar	
Second Year Students	
Orientation (9:00am)	**Mon. Aug. 13, 2018**
Fall 2018 Semester Classes Begins	**Tues. Aug. 14, 2018**
Labor Day Holiday	**Mon. Sept. 3, 2018**
Constitution Day	**Mon. Sept. 17, 2018**
Fall Convocation, White Coat & Pinning Ceremony	**Fri. Sept. 21, 2018**
Thanksgiving Break	**Wed. Nov. 21 – Sun. Nov. 25, 2018**
Winter Break	**Wed. Dec. 19, 2018 – Tues. Jan. 1, 2019**
Spring Semester 2019 Academic Calendar	
New Year's Holidays	**Mon. Dec. 31, 2018 - Tues. Jan. 1, 2019**
Spring 2019 Semester Classes Begins	**Wed. Jan. 2, 2019**
M. L. King, Jr. Holiday	**Mon. Jan. 21, 2019**
Research Day	**Wed. Feb. 13, 2019**
Match Day	**Fri. Mar. 15, 2019**
Spring Break	**Mon. Mar. 18 – Fri. Mar. 22, 2019**
Good Friday Holiday	**Fri. Apr. 19, 2019**
Last Day of Class/ Exams	**Fri. May 17, 2019**
Deadline for USMLE Step I Exam	**Sun. June 30, 2019**

MEDICAL DEGREE (MD)	
Fall Semester 2018 Academic Calendar	
Third Year Students	
Orientation (9:00am)	**Mon. Jul. 2, 2018**
Student Clinician Ceremony (6:30pm)	**Mon. Jul. 2, 2018**
Fall 2018 Semester Classes Begins	**Tues. Jul 3, 2018**
Independence Day Holiday	**Wed. Jul. 4, 2018**
Labor Day Holiday	**Mon. Sept. 3, 2018**
Constitution Day	**Mon. Sept. 17, 2018**
Fall Convocation, White Coat & Pinning Ceremony	**Fri. Sept. 21, 2018**
Thanksgiving Break	**Wed. Nov. 21 @ 5:00pm – Sun. Nov. 25, 2018**
Winter Break	**Sat. Dec. 15, 2018 – Tues. Jan. 1, 2019**
Spring Semester 2019 Academic Calendar	
New Year's Holidays	**Mon. Dec. 31, 2018 – Tues. Jan 1, 2019**
Spring Semester Classes Begins	**Wed. Jan. 2, 2019**
M. L. King, Jr. Holiday	**Mon. Jan. 21, 2019**
Match Day	**Fri. Mar. 15, 2019**
Career Day in Medicine Workshops	**Sat. Mar. 16, 2019**
Spring Break, Good Friday, Easter	**Fri. Apr. 19 – Sun. Apr. 21, 2019**
Memorial Day Holiday	**Mon. May 27, 2019**
Clinical Comprehensive	**Sat. Jun. 1, 2019**
Last day of classes	**Fri. Jun. 14, 2019**
Fall Semester 2018 Academic Calendar	
Fourth Year Students	
Orientation (1:30pm)	**Fri. Jun. 15, 2018**
Rotation I	**Mon. Jul. 2 – Fri. Jul. 27, 2018**
Rotation II	**Mon. Jul. 30 – Fri. Aug. 24, 2018**
Rotation III	**Mon. Aug. 27 – Fri. Sept. 21, 2018**
Labor Day Holiday	**Mon. Sept. 3, 2018**
Constitution Day	**Mon. Sept. 17, 2018**
Fall Convocation, White Coat & Pinning Ceremony	**Fri. Sept. 21, 2018**
Rotation IV	**Mon. Sept. 24 – Fri. Oct. 19, 2018**
Rotation V	**Mon. Oct. 22 – Fri. Nov. 16, 2018**
Rotation VI	**Mon. Nov. 19 – Fri. Dec. 14, 2018**
Thanksgiving Break	**Wed. Nov. 21 @ 5:00pm – Sun. Nov. 25, 2018**
Application for Graduation Deadline (May 2019 Graduates)	**Fri. Dec. 7, 2018**
Winter Break	**Sat. Dec. 15, 2018 – Tues. Jan. 1, 2019**
December 2018 Degree Conferral Date	**December 31, 2018**
Spring Semester 2019 Academic Calendar	
New Year's Holidays	**Mon. Dec. 31, 2018 – Tues. Jan. 1, 2019**
Rotation VII	**Wed. Jan 2 – Fri. Jan. 25, 2019**
M. L. King, Jr. Holiday	**Mon. Jan. 21, 2019**
Rotation VIII	**Mon. Jan. 28 – Fri. Feb. 22, 2019**
Rotation IX	**Mon. Feb. 25 – Fri. Mar. 22, 2019**
Match Day	**Fri. Mar. 15, 2019**
Rotation X	**Mon. Mar. 25 – Fri. Apr. 18, 2019**
Spring Break, Good Friday, Easter	**Fri. Apr. 19, 2019 - Sun. Apr. 21, 2019**
Rotation XI	**Mon. Apr. 22 – Fri. May 17, 2019**
Commencement Rehearsal (12 Noon)	**Wed. May 15, 2019**
Class Day Program	**Fri. May 17, 2019**
Commencement	**Sat. May 18, 2019**
May 2019 Degree Conferral Date	**May 18, 2019**

Dates for individual 3rd year rotations are as follows:
12 Week Rotation Schedule
Tues. Jul. 3 - Fri. Sept. 21, 2018
Mon. Sept 24 - Fri. Dec. 14, 2018
Winter Break- Sat. Dec. 15, 2018- Tues. Jan. 1, 2019
Wed. Jan. 2 - Fri. Mar. 22, 2019
Mon. Mar. 25 - Fri. Jun. 14, 2019
Spring Break, Good Friday, Easter – Fri. Apr. 19 – Sun. Apr 21, 2019
8 Week Rotation Schedule
Tues. Jul. 3 - Fri. Aug. 24, 2018
Mon. Aug. 27 - Fri. Oct. 19, 2018
Mon. Oct. 22 - Fri. Dec. 14, 2018
Winter Break- Sat. Dec. 15, 2018 - Tues. Jan. 1, 2019
Wed. Jan. 2 - Fri. Feb 22, 2019
Mon. Feb. 25 - Thurs. Apr. 18, 2019
Spring Break, Good Friday, Easter – Fri. Apr. 19 – Sun. Apr 21, 2019
Mon. Apr. 22 - Fri. Jun. 14, 2019
6 Week Rotation Schedule
Tues. Jul. 3 - Fri. Aug. 10, 2018
Mon. Aug. 13 - Fri. Sept. 21, 2018
Mon. Sept. 24 - Fri. Nov. 2, 2018
Mon. Nov. 5 - Fri. Dec. 14, 2018
Winter Break- Sat. Dec. 15, 2018- Tues. Jan. 1, 2019
Wed. Jan. 2 - Fri. Feb. 8, 2019
Mon. Feb. 11 - Fri. Mar. 22, 2019
Mon. Mar. 25 - Fri. May 3, 2019
Spring Break, Good Friday, Easter – Fri. Apr. 19 – Sun. Apr 21, 2019
Mon. May 6 - Fri. Jun. 14, 2019
Dates for individual 4th year electives are as follows:
4 Week Clinical Elective Schedule
Mon. Jul. 2 - Fri. Jul. 27, 2018
Mon. Jul. 30 - Fri. Aug. 24, 2018
Mon. Aug. 27 - Fri. Sept. 21, 2018
Mon. Sept. 24 - Fri. Oct. 19, 2018
Mon. Oct. 22 – Fri. Nov. 16, 2018
Mon. Nov. 19 – Fri. Dec. 14, 2018
Winter Break- Sat. Dec. 15, 2018- Tues. Jan. 1, 2019
Wed. Jan. 2 - Fri. Jan. 25, 2019
Mon. Jan. 28 - Fri. Feb. 22, 2019
Mon. Feb. 25 - Fri. Mar. 22, 2019
Mon. Mar. 25 - Thurs. Apr. 18, 2019
Spring Break, Good Friday, Easter – Fri. Apr. 19 – Sun, Apr. 21, 2019
Mon. Apr. 22 - Fri. May 17, 2019
Mon. May. 20 - Fri. Jun. 14, 2019

GRADUATE EDUCATION IN BIOMEDICAL SCIENCES (GEBS)	
(PhD, MSBR, MSBmT, MSCR, MSMS, MSNS)	
Fall Semester 2018 Academic Calendar	
New Student Orientation (Welcome Session Fri., Aug. 3, 2018 - 8:30am)	**Thurs. - Fri. Aug. 2-3, 2018**
Fall 2018 Semester Classes begins (PhD, MSBR, MSBT continuing students)	**Mon. Jul. 2, 2018**
Fall 2018 Semester Classes begins (new & returning students)	**Mon. Aug. 6, 2018**
Add/Drop (PhD, MSBR, MSBmT continuing students)	**Fri. Jul. 13, 2018**
Add/Drop (new & returning students)	**Mon. - Fri. Aug. 6 - 10, 2018**
Application for Graduation Deadline (December 2018 Graduates)	**Fri. Sept. 28, 2018**
Labor Day Holiday	**Mon. Sept. 3, 2018**
Constitution Day	**Mon. Sept. 17, 2018**
Fall Convocation, White Coat and Pinning Ceremony	**Fri. Sept. 21, 2018**
Fall Break (1st Year students only)	**Thurs. Oct. 11 – Fri. Oct. 12, 2018**
Advisement Week	**Mon. Oct. 29 – Fri. Nov. 9, 2018**
Last Day to Withdraw from a Course with a "W" Grade	**Mon. Oct. 29, 2018**
Registration (Spring Semester 2019 – continuing students)	**Mon. Nov. 5, 2018 – Fri. Jan. 5, 2019**
Cross Registration/ ARCHE Deadline (Spring Semester 2019)	**Mon. Nov. 12, 2018**
Thanksgiving Break	**Wed. Nov. 21 – Sun. Nov. 25, 2018**
Absolute Completion Deadline (December 2018 Graduates)	**Sat. Dec. 1, 2018**
Last Day of Classes	**Thurs. Dec. 6, 2018**
Reading Day	**Fri. Dec. 7, 2018**
Application for Graduation Deadline (May 2019 Graduates)	**Fri. Dec. 7, 2018**
Final Exams	**Mon. Dec. 10 – Fri. Dec. 14, 2018**
Grade Posting Period (1st year (PhD, MSBR, MSBT), MSCR, MSMS, MSNS)	**Sat. Dec. 11 – Fri. Dec. 21, 2018**
Grade Posting Period (PhD, MSBR, MSBT- continuing students)	**Sat. Dec. 11 – Mon. Dec. 31, 2018**
December 2018 Conferral Degree Date	**Dec. 31, 2018**
Winter Break	**Mon. Dec. 17, 2018 – Tues. Jan. 1, 2019**
Spring Semester 2019 Academic Calendar	
New Year's Holidays	**Mon. Dec. 31, 2018 and Tues. Jan. 1, 2019**
Spring 2019 Semester Classes begins	**Wed. Jan. 2, 2019**
Drop/Add Period	**Wed. - Fri. Jan. 2 - 4, 2019**
M. L. King, Jr. Holiday	**Mon. Jan. 21, 2019**
Qualifying Exam Part I (MS students)	**Thurs. – Fri. Jan. 24-25 & Mon. Jan. 28, 2019**
Research Day	**Wed. Feb. 13, 2019**
Advisement (Fall 2019 Semester – continuing students)	**Mon. Mar. 4 – Fri. Mar. 15, 2019**
Registration (Fall 2019 Semester – continuing students)	**Mon. Mar. 11 – Fri. Aug. 29, 2019**
Spring Break (1st Year Students Only)	**Mon. – Fri. Mar. 18 – 22, 2019**
Last Day to Withdraw from a Course with a "W" Grade	**Fri. Mar. 29, 2019**
Good Friday Holiday	**Fri. Apr. 19, 2019**
Absolute Completion Deadline (PhD, MSBR, MSNS - May 2019 Graduates)	**Wed. May 1, 2019**
Last Day of Classes (MSCR, MSMS – May 2019 Graduates)	**Fri. Apr. 26, 2019**
Final Exams (MSMS, MSCR – May 2019 Graduates)	**Mon. Apr. 29 – Thurs. May 2, 2019**
Grade Posting (May 2019 Graduates)	**Wed. May 1 – Sun. May 5, 2019**
Last Day of Classes (MSBT, MSCR, MSMS - continuing students)	**Fri. May 3, 2019**
Final Exams (PhD, MSBR, MSBT, MSCR, MSMS, MSNS – continuing students)	**Mon. – Fri. May 6 – 10, 2019**
Grade Posting Period (MSMS, MSCR, MSNS – continuing students)	**Fri. May 10 – Fri. 17, 2019**
Grade Posting Period (PhD, MSBR, MSBT – continuing students)	**Fri. May 10 – Jun. 30, 2019**
Class Day Program	**Fri. May 17, 2019**
Commencement	**Sat. May 18, 2019**
May 2019 Conferral Degree Date	**May 18, 2019**
Qualifying Exam Part I (PhD)	**Thurs. – Fri. Jun. 6 - 7 & Mon. Jun. 10, 2019**
Last Day of Classes (PhD, MSBR, MSBT - continuing students)	**Sun. June 30, 2019**

GRADUATE EDUCATION IN PUBLIC HEALTH (GEPH) (MPH)	
Fall Semester 2018 Academic Calendar	
New Student Orientation (Welcome Session Fri., Aug. 3, 8:30am)	**Wed. – Fri. Aug. 1 - 3, 2018**
Fall 2018 Semester Classes begins	**Mon. Aug. 6, 2018**
Drop/Add Period	**Mon. – Fri. Aug 6 – 10, 2018**
Labor Day Holiday	**Mon. Sept. 3, 2018**
Constitution Day	**Mon. Sept. 17, 2018**
Fall Convocation, White Coat & Pinning Ceremony	**Fri. Sept. 21, 2018**
Study Period	**Fri. Sept. 28, 2018**
Mid-Semester Exams	**Mon. - Fri. Oct. 1-5, 2018**
Application for Graduation Deadline (December 2018 Graduates)	**Fri. Oct. 19, 2018**
Last Day to Withdraw from a Course with a "W" Grade	**Fri. Oct. 26, 2018**
Fall Break (MPH Students Only)	**Mon. – Fri. Nov. 12 - 15, 2018**
Registration (Spring 2019 Semester – continuing students)	**Mon. Nov. 12 – Fri. Jan. 4, 2019**
Cross Registration/ ARCHE Deadline (Spring Semester 2019)	**Fri. Nov. 9, 2018**
Thanksgiving Break	**Thurs. – Sun. Nov. 22-25, 2018**
Last Day of Classes and Study Period	**Fri. Nov. 30, 2018**
Final Exams	**Mon. – Fri. Dec. 3 - 7, 2018**
Culminating Experience Presentations	**Fri. Dec. 7, 2018**
Application for Graduation Deadline (May 2019 Graduates)	**Fri. Dec. 7, 2018**
Grades Due in the Registrar's Office	**Fri. Dec 7 – Fri. Dec 14, 2018**
Fall 2018 Semester Ends	**Fri. Dec 14, 2018**
Winter Break	**Sat. Dec. 15, 2018 – Tues. Jan 1, 2019**
December 2018 Conferral Degree Date	**Dec 31, 2018**
Spring Semester 2019 Academic Calendar	
New Year's Holidays	**Mon. Dec. 31, 2018 - Tues. Jan 1, 2019**
Spring 2019 Semester Classes begins	**Wed. Jan. 2, 2019**
Drop/Add Period	**Wed. – Fri. Jan. 2 - 4, 2019**
M. L. King, Jr. Holiday	**Mon. Jan. 21, 2019**
Study Period	**Fri. Feb. 22, 2019**
Mid-Semester Exams	**Mon. Feb. 25 – Fri. Mar. 1, 2019**
Spring Break	**Mon. – Fri. Mar. 4 - 8, 2019**
Last Day to Withdraw from a Course with a "W" Grade	**Fri. Mar 22, 2019**
Registration (Fall 2019 Semester – continuing students)	**Mon. Apr. 9 – Fri. Aug. 9, 2019**
Last Day of Classes	**Thurs. Apr. 18, 2019**
Good Friday Holiday	**Fri. Apr. 19, 2019**
Final Exams	**Mon. – Fri. Apr. 22 – 26, 2019**
Culminating Experience Presentation	**Fri. Apr. 26 and/or Mon. Apr. 29, 2019**
Completion date (May 2019 Graduates)	**Wed. May 1, 2019**
Grades Due in the Registrar's Office	**Thurs. May 2, 2019**
Spring 2019 Semester Ends	**Fri. May 3, 2019**
Class Day Program	**Fri. May 17, 2019**
Commencement	**Sat. May 18, 2019**
Spring 2019 Conferral Degree Date	**May 18, 2019**

President and Dean	Valerie Montgomery Rice, M.D., FACOG
Vice President and Executive Vice Dean, Research and Academic Administration	Sandra A. Harris-Hooker, Ph.D.
Senior Associate Dean, Educational Affairs	Martha Elks, M.D., Ph.D., FACP, FACE
Associate Dean, Admissions and Student Affairs, Undergraduate Medical Education	Ngozi Anachebe, M.D., Pharm.D, FACOG
Associate Dean, Graduate Education in Biomedical Studies	Douglas F. Paulsen, Ph.D.
Associate Dean, Graduate Medical Education and Designated Institutional Official (DIO)	Yolanda Wimberly, M.D., M.Sc., FAAP
Senior Associate Dean, Clinical Affairs	Mike Romano, M.D.
Assistant Dean, Graduate Education in Public Health, Director of Masters of Public Health Program	Stephanie Miles-Richardson, D.V.M., Ph.D.
Assistant Dean, Educational Outreach and Health Careers, Director, Master of Science in Medical Sciences	Rita B. Finley, Ph.D.
Assistant Dean, Admissions and Student Affairs	Deborah Lyn, Ph.D.
Director, Doctor of Philosophy in Biomedical Sciences	Ward Kirlin, Ph.D.
Co-Directors, Master of Science in Clinical Research	Alexander Quarshie, MBChB, MSc Priscilla E. Pemu, MBBS, M.S.C.R., FACP
Director, Master of Science in Biomedical Research	Karen Russell Randall, Ph.D.
Director, Master of Science in Biomedical Technology	Michael Powell, Ph.D.
Director, Physician Assistant Program	Pangela Dawson, Ph.D., PA-C
Director, Counseling Services	Shawn Garrison, Ph.D.
Director, Student Employee Health Services	David Malebranche, M.D., M.P.H.
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Senior Associate Dean, Research Development	Shelia McClure, Ph.D.
Associate Dean, Community Engagement	Tabia Akintobi, Ph.D., M.P.H.
Associate Dean, Faculty Affairs	Erika Brown, Ph.D.
Associate Dean, Research, Director of Master of Science in Biotechnology	James Lillard, Ph.D., MBA
Assistant Dean, Pipeline Initiatives	Rahmelle Thompson, D.V.M.

ADMINISTRATION	
Director, Student Admissions	Shawntel Jordon Ph.D., M.Ed.
Director, Student Fiscal Affairs	Cynthia Handy
Director, M. Delmar Edwards Library	Joe Swanson, Jr., M.S.L.S.
Registrar and Director of Student Information Systems	Angela R. Freeman, M.A.S.S.
Senior Vice President, Operations and Chief Financial Officer	F. John Case, Ed.D.
Senior Vice President for Institutional Advancement, Marketing and Communications	Bennie Harris, Ph.D.
Associate Vice-President of Institutional Effectiveness, Director of Educational Outcomes and Assessment	Mark Howse, Ph.D.
Vice President, Strategy and Institutional Effectiveness	David Hefner, Ed.D.
Vice President, Finance & Strategic Financial Planning	Katherine Napier, E.D.B., CPA, M.B.A.
Executive Director, Government Affairs	Daniel Dawes, J.D.
Chief Administrative Officer and Chief of Staff	Taya Scott, M.B.A
Associate Vice President, Human Resources	Denise Brit
Chief Legal Counsel	Michael Rambert, J.D.
Privacy and Research Integrity Officer, Compliance and Corporate Integrity	Keith L. Henderson, J.D., LL.M., CCEP, CHRC
Interim Chief Information Officer & Director of Infrastructure Services	Torey Bradley

History & 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.), the Master of Science in Clinical Research (M.S.C.R.), and the Master of Science in Medical Sciences (M.S.M.S.) 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 eighteen 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 sixty-three 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 sixteen 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.

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 (in alphabetical order):

- Atlanta Veterans Administration Medical Center
- Children's Healthcare of Atlanta at Hughes Spalding
- DeKalb Medical Center
- Emory University Hospital Midtown
- Georgia Division of Public Health
- Georgia Regional Hospital at Atlanta
- Grady Health
- Northside Hospital
- Piedmont Columbus Regional
- Wellstar Atlanta Medical Center
- Wellstar Atlanta Medical Center South

For a full description of facilities, affiliates, and other resources please refer to the Academic Catalog or website.

Tuition and Fee Payments

Payment may be made by credit card, personal check, bank draft, certified check, or money order payable to Morehouse School of Medicine. A student who does not receive student loans and/or scholarships is required to pay half (1/2) of the tuition and fees at registration and ***is required to sign a promissory note that covers the balance of their tuition/fees at the time of registration by contacting the cashiers office.***

Tuition and fees may be paid in two installments. 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. Registration will be withdrawn if students fail to satisfy all financial obligations with the school.

Tuition, fees, and account payments carry a service charge of thirty dollars ($30) 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.

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 forty-five (45) days prior to the completion of each semester. Students who have not cleared their account will not be allowed to register, receive student privleges or provided access to student systems, receive a transcript or letter of recommendation; have academic credits certified, be granted a return from a leave of absence, be officially withdrawn, or have a degree released.

Refunds

If a student drops or withdraws from a course, tuition charges are refundable according to the decreasing percentage scale below. The following fees are <u>non-refundable</u>: registration, health insurance, life/disability insurance, technology, immunizations, criminal background check, Grady credentialing, and optional fees. A parking waiver is required at the beginning of each semester if the student chooses to opt-out of parking on campus. No refunds or prorations will be provided for parking after the first 5 class days.

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.

Student Accounts

The Cashier's office is located in the Harris Building, room 141. This office can assist you with questions regarding your student account or student account statement. The cashier is unable to cash personal, payroll or federal checks for students.

Fiscal Year 2018-2019 Tuition and Student Fees

	MEDICAL STUDENTS			
	YEAR 1	YEAR 2	YEAR 3	YEAR 4
FY18/19Total Tuition+	**45,208**	**44,703**	**44,048**	**44,048**
FEES				
Registration[1]	200	200	200	200
Parking	500	500	170	170
Library Fee[1]	150	150	150	150
Subject Boards	210	265	325	
Student Activitity[1]	250	250	250	250
Criminal Background Check			75	75
Graduation				150
Immunization	250	250	250	250
Grady Student Credentialing Fee			50	50
Subtotal Fees	**1,560**	**1,615**	**1,470**	**1,295**
Health Insurance [2]	3,719	3,719	3,719	3,719
Life/Disability Insurance	61	61	61	61
Technology (Laptop)	2,201	50	273	8
Optional Fees**				
Dental Plan	273	273	273	273
Vision Plan	81	81	81	81
Malware Fee (IT)	50	50	50	50
Late Registration	75	75	75	75
Total Fees	**8,020**	**5,924**	**6002**	**5,562**
Less: Optional Fees	(479)	(479)	(479)	(479)
Projected Fees	$7,541	5,445	5,473	5,083
Total Tuition & Fees	**52,749**	**50,148**	**49,571**	**49,131**

Tuition and Fees are charged on a full program basis. [1]A late fee applies if student fails to register on the designated registration day. 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 to fulfill its role and mission. Every effort will be made to provide advance notice of such changes. [2]Health Insurance and technology fees are good faith estimates for the academic year. Technology fees include costs associated with laptop and software fees required for the MD degree program. The cost of health insurance represents the basic fee for a student without dependents. †Criminal background check and credentialing fees will be required for training at clinical sites

**Dental and vision insurance is optional. ††Malware Fee is a per instance charge.

Decelerated students failing to make progress with their original class is responsible for applicable tuition & fees based on courses taken. Subject Board charges are applicable for repeated NBME examinations.

Please refer to the MD Student Registration Policy for further information.

Fiscal Year 2018-2019 Tuition and Student Fees for PhD Degree

	YEAR1	YEAR2	YEAR3-4	YEAR5
Total Tuition+ Per Credit Hour Rate (based on 18 hours)	**26,561**	**26,561**	**26,561**	**26,561**
FEES				
Registration[1]	200	200	200	200
Parking	500	500	500	500
Library Fee[1]	150	150	150	150
Student Activitity[1]	250	250	250	250
Criminal Background Check†	75			
Graduation				150
Immunization	250	250	250	250
Laboratory	500	500	500	500
Biomedical Genetics Lab Fee		500		
Grady Student Credentialing Fee†	50			
Subtotal Fees	**1,975**	**2,350**	**1,850**	**2,000**
Health Insurance [2]	3,719	3,719	3,719	3,719
Life/Disability Insurance	61	61	61	61
Technology	2,465	50		
Optional Fees**				
Dental Plan	273	273	273	273
Vision Plan	81	81	81	81
Malware Fee (IT)	50	50	50	50
Late Registration	75	75	75	75
Total Fees	8,306	6,659	6,109	6,259
Less: Optional Fees	(479)	(479)	(479)	(479)
Projected Fees	7,827	6,180	5,630	5,780
Total Tuition & Fees	34,781	32,741	32,191	32,341

Tuition and Fees are charged on a full program basis. [1]A late fee applies if a student fails to register on the designated registration day. 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 to fulfill its role and mission. Every effort will be made to provide advance notice of such changes. [2]Health Insurance and technology fees are good faith estimates for the academic year. Amounts are subject to change when the actual amounts are determined.

Technology fees are associated with laptop/software fees required for the Ph.D. degree. Please refer to the section on *Computer Use Policies* for further information. The cost of health insurance represents the standard fee for a student without dependents. *Laboratory fees are charged per course. **Dental and vision insurance is optional. †Criminal background check and credentialing fees may be accessed for students doing laboratory rotations, conducting thesis research or have course assignments at Grady Health. †††Malware Fee is a per instance charge.

Tuition and Student Fees for Master of Science (MSBR/MSBmT/MSNS/Hybrid MSBT)

	MSBR/BmT/NS		HYBRID MSBT
	YEAR 1	YEAR 2	YEAR 1
Total Tuition+	**17,000**	**17,000**	**18,050**
Per Credit Hour Rate (based on 18 hours)	**950**	**950**	**950**
FEES			
Registration[1]	200	200	
Parking	500	500	
Library Fee	150	150	
Student Activity	250	250	
Graduation		150	150
Immunization	250	250	
Laboratory	500	500	
Criminal Background Check†	75		
Grady Credentialing†	50		
Subtotal Fees	**1,975**	**2,000**	**150**
Health Insurance [2]	3,719	3,719	
Life/Disability Insurance	61	61	
Technology	2,465	50	150
Optional Fees**			
Dental Plan	273	273	
Vision Plan	81	81	
Malware Fee (IT)†††	50	50	
Late Registration	75	75	
Total Fees	**8,699**	**6,309**	**300**
Less: Optional Fees	(479)	(479)	
Projected Fees	8,220	5,830	300
Total Tuition & Fees	**25,220**	**22,830**	**18,350**

Tuition and Fees are charged on a full program basis. [1]A late fee applies if a student fails to register on the designated registration day. 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 to fulfill its role and mission. Every effort will be made to provide advance notice of such changes. [2]Health Insurance and technology fees are good faith estimates for the academic year. Amounts are subject to change when the actual amounts are determined. Technology fees are associated with laptop/software fees required for the degree program. Please refer to the section on *Computer Use Policies* for further information. The cost of health insurance represents the standard fee for a student without dependents.

*Laboratory fees (plus $500 for elective Biomedical Genetics Laboratory course) are charged per course as applicable. ** Dental and vision insurance is optional. †Criminal background check and Grady credentialing fee may be accessed for students doing laboratory rotations, conducting thesis research or have course assignments at Grady Health. †††Malware Fee is a per instance charge.

Fiscal Year 2018-2019 Tuition and Student Fees for MSCR Degree

	YEAR 1	YEAR 2
Total Tuition+	17,000	17,000
Per Credit Hour Rate (based on 18 hours)	950	950
FEES		
Registration[1]	200	200
Parking	500	500
Library Fee[1]	150	150
Student Activitity[1]	250	250
Criminal Background Check†	75	
Graduation		150
Immunization	250	250
Grady Student Credentialing Fee††	50	
Subtotal Fees	**1,475**	**1,500**
Health Insurance [2]	3,719	3,719
Life/Disability Insurance	61	61
Technology (Laptop)	2,465	
Optional Fees**		
Dental Plan	273	273
Vision Plan	81	81
Malware Fee (IT)	50	50
Late Registration	75	75
Total Fees	8,199	5,759
Less: Optional Fees	(479)	(479)
Projected Fees	7,720	5,280
Total Tuition & Fees	**24,720**	**22,280**

Tuition and Fees are charged on a full program basis. [1]A late fee applies if a student fails to register on the designated registration day. 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 to fulfill its role and mission. Every effort will be made to provide advance notice of such changes.

[2]Health Insurance and technology fees are good faith estimates for the academic year. Amounts are subject to change when the actual amounts are determined. Technology fees include laptop and software requirements specific for the MSCR degree program. Please refer to the section on *Computer Use Policies* for further information. The cost of health insurance represents the standard fee for a student without dependents. ** Dental and vision insurance is optional.

† Criminal background check and credentialing fee may be accessed for students conducting thesis research at Grady Memorial Hospital. ††Grady Credentialing fee is required for course work assignments. †††Malware Fee is a per instance charge.

Fiscal Year 2018-2019 Tuition and Student Fees for MSMS Degree

	YEAR 1	YEAR 2
Total Tuition+	**17,000**	**17000**
Per Credit Hour Rate (based on 18 hours)	**950**	**950**
FEES		
Registration[1]	200	200
Parking	500	500
Library Fee	150	150
Student Activity	250	250
Criminal Background Check†	75	
Graduation		150
Immunization	250	250
Instructional Fee	1,330	
Grady Student Credentialing††	50	
Subtotal Fees	**2,805**	**1,500**
Health Insurance [2]	3,719	3,719
Life/Disability Insurance	61	61
Technology (Laptop)	2,465	50
Optional Fees**		
Dental Plan	273	273
Vision Plan	81	81
Malware Fee (IT) †††	50	50
Late Registration	75	75
Total Fees	**9,529**	**5,809**
Less: Optional Fees	(479)	(479)
Projection Fees	9,050	5,330
Total Tuition & Fees	**26,050**	**22,330**

Tuition and Fees are charged on a full program basis. [1]A late fee applies if student fails to register on the designated registration day. 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 to fulfill its role and mission. Every effort will be made to provide advance notice of such changes.

[2]Health Insurance and technology fees are good faith estimates for the academic year. Amounts are subject to change when the actual amounts are determined. Technology fees include laptop and software requirements for the MSMS degree. Please refer to the section on *Computer Use Policies* for further information. The cost of health insurance represents the standard fee for a student without dependents.

** Dental and vision insurance is optional. †Criminal background check fee is accessed for clinical observational experiences at Grady Health. ††Grady Credentialing fee is required for course assignments at Grady Memorial Hospital. †††Malware Fee is a per instance charge.

Tuition and Student Fees for MPH and Executive MPH Degrees

	PUBLIC HEALTH*		EXEC PUBLIC HLTH	
Total Tuition+	**15,000**	**15,000**	**22,515**	**22,515**
Per Credit Hour Rate (based on 18 hours)	**850**	**850**	**938**	**938**
FEES				
Registration[1]	200	200		
Parking	500	500		
Library Fee[1]	150	150		
Student Activitity[1]	250	250		
Graduation		150		150
Immunization	250	250		
Subtotal Fees	**1,350**	**1,500**		**150**
Health Insurance [2]	3,719	3,719		
Life/Disability Insurance	61	61		
Technology	1,632	50	150	150
Optional Fees**				
Dental Plan	273	273		
Vision Plan	81	81		
Malware Fee (IT)	50	50		
Late Registration	75	75		
Total Fees	**7,241**	**5,809**	**150**	**300**
Less: Optional Fees	(479)	(479)		
Projected Fees	6,762	5,330	150	300
Total Tuition & Fees	**21,762**	**20,330**	**22,665**	**22,815**

Tuition and Fees are charged on a full program basis.
[1]A late fee applies if student fails to register on the designated registration day.

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 to fulfill its role and mission. Every effort will be made to provide advance notice of such changes.

[2]Health Insurance and technology fees are good faith estimates for the academic year. Amounts are subject to change when the actual amounts are determined. Technology fees include laptop and software requirements for the MPH degree. Online Executive students provide their own laptop.

The cost of health insurance represents the standard fee for a student without dependents. ** Dental and vision insurance is optional.

††Malware Fee is a per instance charge.

Student Healthcare Coverage

All enrolled students are required to have healthcare coverage at MSM through the provider Blue Cross/Blue Shield. Health insurance can be waived with proof of coverage by an acceptable group health insurance plan. A Basic or Enhanced Plan is available. The cost of the enhanced plan is $4,022. The deadline for adding insurance is December 1 annually. Students adding insurance after December 1 will be responsible for paying the out-of-pocket changes.

MSM Connect

MSM Connect is the web portal for students to access Banner in order to obtain grades, financial aid and other personal information using a MSM login and password at:
https://msmfs.msm.edu/adfs/ls/?wa=wsignin1.0&wtrealm=https%3a%2f%2fcps14.quicklaunchsso.com%2f&wctx=rm%3d0%26id%3dpassive%26ru%3d%252fcas%252flogin%253fservice%253dhttps%25253A%25252F%25252Fmsmconnect.msm.edu%25252Fc%25252Fportal%25252Flogin&wct=2018-06-12T14%3a12%3a21Z

Financial Aid

The Office of Student Fiscal Affairs has been established to assist students in the financing of their medical and graduate education. All students may face financial worries, which aggravate the ability to learn effectively. There are various sources of grant and loan funds available to students eligible for Financial Aid. 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. The resources available will, also determine the number of students aided and the amount of aid that can be provided. Students must maintain satisfactory academic progress to qualify for financial aid.

Students must annually submit the Free Application for Federal Student Aid (FAFSA) application. The deadline date is usually the early spring for students who wish to apply for financial aid. For students in the MD program, to qualify for institutional need based Financial Aid, parental income information must be provided on FAFSA. Parent tax documents must also be submitted

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 (Federal Direct Unsubsidized, Stafford and or Grad PLUS loans) must complete an Entrance counseling session prior to receiving a reimbursement. In addition, Federal law requires that every student who received Title IV funds (Federal Direct, Unsubsidized, and Grad PLUS, Perkins Loans) 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, may be obtained from the Financial Aid Office and service link on MSM Connect.

Short-term loans are available for emergencies (extenuating circumstances only), 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.

Student Services

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.M.S., M.S.C.R. M.S.N.S and Ph.D. students register on a semester basis. M.P.H., M.S.B.R., M.S.Bm.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 seventy-five dollars ($75) will be charged. Should circumstances result in a delay in registration beyond the student's control, a written appeal may be submitted to the Associate 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 (driver's license, passport, visa)
- 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
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)
Spelman College*
Southern Polytechnic College of Engineering and Engineering Technology
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 online at:
http://www.atlantahighered.org/Portals/12/UploadFiles/Cross%20Registration%20Application%20type%20in%2011%2011%202011.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. The student 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

Education Records: Any information or data recorded in any medium that includes but is not limited to handwriting, print, tapes, file, microfilm, and microfiche of persons who are or have been in attendance at MSM. This information includes 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 address; 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 Rights 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
   - Place of birth
   - Major or field of study
   - Participation in officially recognized activities
   - Home town, hobbies and general interest item
   - 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
   - Documentation of request for disclosure
   - Undergraduate record
   - Parental address
   - Social Security numbers and marital status
   - Religious preferences
   - Disability
   - Birthdate
   - Race and Ethnicity

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 Associate 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.

E-mail: regoffice@msm.edu
Location: Hugh M. Gloster Building, north wing of first floor
Office Hours: 8:30 am – 5:00 pm Monday through Friday
Telephone: (404) 752-1658
Fax: (404) 752-8686

Counseling

The mission of the Counseling Services of MSM is to help ensure our student's adjustment to the physical, emotional and cognitive demands of graduate study in such a way as to ensure an excellent academic preparation, and an established, effective personal system of integrity and resiliency upon graduation.

While peers and personal resources are often a good start, objective and professional consultation may be needed. Seeking help early is strongly encouraged. We offer assistance with personal and academic challenges. Counseling sessions are confidential. Services are available free of charge to all matriculating students. All students are encouraged to talk over any issue of concern with a counseling center staff member.

The Director of Counseling has supervision over the Student Wellness Committee.
Open service is available on Fridays during the lunch period. Confidential sign-in will be available on Friday beginning at 10:30 AM for brief 15-30 minutes sessions between the hours of 12:30-1:30 PM.

Location: **National Center for Primary Care, Office Suite Room 221**
Director: **Shawn Garrison, Ph.D.**
Assistant Director: **Vaugh Gay, M.Ed, LPC, CAMS-II**
Administrative Assistant: **Ms. Tyese Murphy**
Telephone: **(404) 752-1778**
Email: **counseling@msm.edu**

Library

The M. Delmar Edwards, M.D. Library is located on the first floor of the Medical Education Building (MEB). It is Open one hundred two (102) hours per week and has areas for group and individual study. There are open study carrels, enclosed study carrels, collaboration rooms, and ten (10) public workstations with Internet access. The Library provides access to over five hundred (500) electronic books, and nine thousand (9,000) 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 (http://www.msm.edu) or MSM Connect https://msmconnect.msm.edu) and click on Library. The Library provides electronic access to the following: AccessMedicine, American Psychiatric Publishing, American Society for Microbiology (ASM) Journals, Biomed Central, ClinicalKey, Exam Master, GALILEO, Library E-Journals, OVID (Books@OVID, Journals@OVID, and select databases), Science Direct, Scopus, Springer, Stat!Ref, Visualdx and Wiley Online Library. Please visit our website (http://www.msm.edu/Library/index.php) for additional resources. Classes are available for hands-on practice in the efficient use of all of these resources. Video Conferencing is available for online students. Library staff contacts: http://www.msm.edu/Library/library_contacts.php

All faculty, staff and students of MSM with a current and barcoded MSM Identification Card may borrow from and use the Library's collection. Books circulate for 28 days. Bound journals and Audiovisuals circulate for three days. Reference books and Unbound Journals do not circulate. Books are non-renewable, and other materials may be renewed twice by: 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. Online students may renew items by phone (404-752-1536) or by submitting a request via email to Librarians@msm.edu. The fine for overdue materials is $1.00 per day. Certain books may be placed on strict reserve and therefore must remain 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 $2.50 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 account 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 black and white, and color Digital Copy machines. Black and white copies are ten cents ($0.10) each, and color copies are seventy-five cents ($0.75) each. Copy cards may be purchased in the Library or you may use coins or one dollar or five dollar bills.

Printing from the workstations in the Library is done by using the Library's Print Management System. Using a copy card or currency the cost of printing from the public computers in the Library is ten cents ($0.10) per page for a black & white copy and seventy-five cents ($0.75) for a color copy. You may also save your work to a device and print using our MobilePrint Service™ app or elsewhere outside of the Library.

Library Hours:
Monday through Thursday 8:00 am to 12:00 am,
Friday 8:00 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.

Electronic Computer Laboratory (E-Lab):
The E-Lab is located behind the circulation desk. Faculty, students and staff learning to utilize information technology and Internet resources in biomedical research use the facility.

Twenty-Four Hour Study Rooms (located in front of the library):
The Library also houses a twenty-four hours study area consisting of 12 rooms and lounging areas (located in front of the Library). This area offers students access to the MSM wireless network and includes a refreshment center. This area is available for individual and group study.

MSM Department of Public Safety

Mission Statement

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 of Public Safety strives to achieve this mission through a community friendly approach that enhances safety through the visibility of police and security personnel, preventive patrols, 24-hour accessibility, positive conflict resolution, and crime prevention and awareness programs. 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 success of this mission depends upon a partnership, built on mutual respect and responsibility, between Public Safety personnel, and the diverse population of faculty, staff, students, and visitors that constitute the MSM community.

Authority Statement

The Morehouse School of Medicine Department of Public Safety is comprised of a certified police agency, as defined under the Georgia Peace Officer Standards and Training Act, and a force of security personnel. Its' powers are outlined in OCGA Section (20-8-1) Law Enforcement Powers of Campus Policemen. Those duties listed in section (20-8-1) include the enforcement of the laws of this state; the preservation of public order; the protection of life and property; the prevention, detention, or investigation of a crime; or any combination thereof. MSM Police Officers have the same capabilities as those of the Atlanta Police Department: On the main campus and all off site locations, as well as, 1,500 feet in all directions of those locations. Faculty, Staff, Students and visitors must obey the lawful directions of all MSM Department of Public Safety Officials at all times.

MSM ID

MSM Public Safety Policy states that all students, faculty and staff MUST wear their MSM ID on the upper torso and visible at all times while on the main campus. NO ONE is allowed to open or hold open a door to any access controlled building for anyone not properly displaying an MSM ID except when escorting a personal visitor or visitor to your department. Employees and Students coming in after hours and on weekends MUST present their MSM ID, and sign in at the Lee Street gate.

Mass Alert System and Mobile Safety Application

MSM ALERT is a mass, urgent notification system, comprised of a variety of methods by which the medical school can notify students, faculty and staff of an active, major campus emergency. Participation via MSM email is mandatory and you are automatically enrolled in the MSM ALERT System via your MSM email address. MSM also uses 911 SHIELD as our Mobile Safety Application. Both MSM ALERT and 911 SHIELD are part of the same system. We strongly encourage you to download the 911 SHIELD Mobile Safety Application onto your mobile device. In addition to receiving Emergency Text Messages, you will have direct access to all of our emergency procedures. The FREE Mobile Safety Application can be downloaded from Google Play and from the App Store. Information on registration can be found on the MSM Public Safety website.

Weapons on Campus

Weapons (including guns and knives) are not allowed on any property owned, leased or occupied by The Morehouse School of Medicine.

To contact Public Safety call (404) 752-1794 or (404) 752-1795
Location: Ground Floor entrance of Parking Deck

Student/Employee Health and Wellness Center

The Student/Employee Wellness Center was created to offer quality health care services to the students and employees of MSM. We are honored to provide a variety of health and wellness-related services for our students, emphasizing a holistic approach to help students and employees achieve a state of physical, mental, and social well-being. The Health and Wellness Center is staffed by a board-certified Internal Medicine physician, board-certified registered nurse practitioner, registered nurse, and administrative assistant.

Our services include, but are not limited to:

- Routine Physical Exams and Primary Care Services
- Chronic continuity care
- Urgent care
- Referrals to specialty services and radiologic testing
- Sexual health, including STI screening and treatment
- HIV Pre-exposure Prophylaxis (PrEP) and Post-exposure Prophylaxis (PEP)
- Allergy injections
- Rapid strep testing
- Spot urinalysis, hemoglobin and glucose testing
- Laboratory services
- Women's and Men's Health
- Infection Control/Immunizations
- Limited on-site pharmacy
- Behavioral health counseling
- Telemedicine appointments

Eligibility: All enrolled MSM students. You must have a valid ID and proof of insurance before seen by a provider.

Locations and Clinic hours:

- **Main site**: Buggyworks**:** 1513 E. Cleveland Ave. Bldg. 500-B, East Point, Georgia 30344
  Clinic hours Monday - Friday 9 – 5 PM *Appointments Preferred*, walk-ins available
- **Campus location and hours**: 720 Westview Dr. Clinical Research Center – Room F114
  Main campus hours – Tuesday and Thursday 12:30 – 4 – Walk-ins are available.

Contact: Phone: (404) 756-1241 to arrange for services during business hours.
Email: SEHSrequests@msm.edu

Payment: MSM Students are charged for sick visits per their health insurance plan. Students' co-payment is reduced by $10. Required immunizations are included in your student fees.

Hours: Monday-Friday, except official MSM holidays. For an appointment during office hours, contact the scheduling office at (404) 756-1241.

After Care Hours: For urgent medical care after 5:00 pm weekdays and weekends, please visit the closest urgent care center or emergency room if necessary. Call 911 for emergency situations. Always present your insurance card and ID when presenting for services.

Immunization Services

All MSM students are required to provide proof of receiving a set of immunizations as listed on your AAMC Standardized Immunization Form enrollment or receive the required immunizations within thirty days of enrollment. Students who have not received the required immunizations will be provided those immunizations. All medical students are required to receive the annual influenza vaccine and Tuberculin Skin testing (PPD). The TB GOLD (Quantiferon) blood test is available if indicated. Students routinely exposed to isolates of *N. meningitidis* may be required to receive the vaccination. The Student/Employee Health and Wellness Center will inform students if they need this vaccination.

Please note it is incumbent upon each student to obtain all required documentation expedited in a timely manner. Attendance during Immunization sessions is therefore **MANDATORY**. All first year students in the MD and MSMS programs are required to complete the AAMC Standardized Immunization Form. These students will be given 30 days from orientation to provide the immunization document provided in new student orientation. Subsequently, and each year thereafter, the immunization status of each student is reviewed for accuracy and/or deficiency. Due to the requirement to have complete immunizations in order to be in required clinical sites, a student who does not comply with immunization standards cannot complete these requirements, which may result in failure to pass a course.

Graduate and Non-MD students are encouraged to receive the influenza vaccination and PPD if available.

Morehouse School of Medicine is committed to protecting the privacy of medical information on students. Student immunization and health records are confidential and are released only with the written permission of students.

Travelers' Healthcare: Travel vaccines and counseling are available at Morehouse Healthcare 1800 Howell Mill Road Suite 550 Atlanta, Georgia 30318. It is recommended that you allow 6 weeks prior to travels for immunizations.

For additional questions or concerns, please refer to the MSM Website – Student Employee Wellness Center (http://www.msm.edu/Current_Students/StudentandEmployeeHealth.php) or call the Student Employee Wellness Center directly at 404.756.1241.

Non-MD students will complete the Morehouse School of Medicine Immunization Form. During program orientation, students' immunization records will be reviewed, and students will have a grace period to complete their immunizations (listed as non-compliant annually by October 15). Subsequently, non-compliant students will NOT be allowed to register pending release of the Immunization HOLD by Student Employee Health Services.

All medical and MSMS students are required to receive the annual influenza vaccine. This vaccination is provided during October of each academic year.

A list of required immunizations and all infection control policies can be found on the MSM Student Employee Health Services-Infection Control Webpage:
http://www.msm.edu/Current_Students/SEHC-IC.php

Tuberculin Skin-testing: PPD
Screening for tuberculosis is required annually for medical students and students who have contact with patients. Entering students are required to present certified evidence of screening within 12 months before enrollment or thirty days after enrollment.

Disability Services

Morehouse School of Medicine's Office of Disability Services (ODS) serves as the primary resource for students with documented disabilities, disability concerns, and making requests for reasonable academic adjustments and accommodations. The ODS works in collaboration with faculty, staff and departments throughout MSM to develop successful strategies for maximizing students' academic achievement and participation in extracurricular activities and programs. Services and reasonable accommodations are designed to meet the individual needs of each student in accordance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, as amended by the ADAAA. These regulations require that any qualified person receive academic adjustments that are necessary and effective, and which do not compromise the academic standards of the School, to ensure equal access to educational opportunities, services, programs and activities at the School. MSM will not provide an academic adjustment or accommodation that is not reasonable or that would result in an undue hardship to the School or otherwise fundamentally alter the program. Any applicant, student, resident, or employee who believes he or she has been denied any service or benefit or otherwise discriminated against or harassed due to a disability may contact the Title IX Coordinator or the Deputy Title IX Coordinator.

Students having questions about or seeking to make requests for reasonable accommodations and academic adjustments based on a disability should contact:

Marla Thompson
Manager for the Office of Disability Services
Morehouse School of Medicine
720 Westview Drive, SW
Harris Building H-132
Atlanta, GA 30310
Direct Phone: (404) 752-1871
Fax: (404) 752-1639
Email: ODS@msm.edu

The Office of Disability Services (ODS) is located on the Westview Campus, Harris Building, room H-132. The ODS is open Monday -Friday between 8:30 am and 5:00 pm. Further information on the ODS can be found on the Web at:
http://www.msm.edu/Administration/HumanResources/disabilityservices/index.php

Students requesting academic adjustments or accommodations based on a covered disability must register with the ODS prior to course registration (or as soon as practicable) and follow all ODS procedures for requesting academic adjustments and accommodations. Students should be aware that they are responsible for making requests for reasonable academic adjustments and for submitting all necessary documentation in support of those requests.

The Office of Disability Services has been designated to review disability documentation and to determine eligibility for appropriate accommodations. Faculty members must not provide any disability-related academic adjustments to any student until s/he has received notification by letter to do so from the ODS.

Disabilities of a temporary nature may not be eligible for academic adjustments with the ODS, but ODS will assist the School staff and faculty in efforts to minimize academic disruptions. Students making requests for excused absences and emergency notification should first contact the Office of Student Affairs and, if the report relates to a disability-related issue, the Office of Student Affairs will communicate with ODS regarding the same. For more information, contact the Dean for Student Affairs at (404) 752-1651.

Office of International Program Services

The Office of International Program Services (OIPS) provides assistance to students, faculty and staff from foreign countries that study and/or work at MSM. This office serves as the official liaison for U.S. Departments of State, Homeland Security, and Labor. A Manager who functions as the Principal Designated School Official at MSM for F-1 students and is the Responsible Official for MSM's Exchange Visitor Program for J-1 students heads OIPS. The Office of International Program Services Manager is available to all international students for immigration counseling, for addressing issues such as international travel, practical training/off-campus employment, changing status, or planning for future adjustment to permanent residency status.

Additional information may be obtained at the MSM website:
https://msmconnect.msm.edu/group/mycampus/international-program-services

Contact Information: Ms Cassandra Broadus, Hugh M. Gloster room B-315
Email: cbroadus@msm.ed Office hours are: Monday to Friday 8 am-4: 30 pm.

The Office of Student Learning and Educational Resources (OSLER)

The mission of OSLER is to support, guide, and encourage academic independence while promoting a balanced lifestyle to ensure academic success for all students at MSM. As a comprehensive resource that assists students in their academic and personal development within their degree program, OSLER has three main areas of focus:

1. Student Academic Support
2. The Writing Collaborative
3. Student Learning Skills Development

Student Academic Support includes the *In-Course Enrichment (ICE)* program and Student Tutoring Services.

The ICE program is a resource for students who are experiencing academic difficulties in their coursework. ICE assists students by providing content-specific small group sessions, led by ICE Faculty Content Specialists. In addition, ICE faculty guide students with suggestions on improving study techniques, resource management, writing and answering objectives and exam strategies.

Student Tutoring Services is a peer tutoring services, free of charge, made available to all students at MSM. Tutors are available 7 days a week, in 3-hour time blocks, for one-on-one and group tutoring sessions. Student tutors are selected by faculty each academic year. All core courses in every degree program have assigned tutors for students to contact.

The Writing Collaborative (TWC) is an instructional service that provides a spectrum of writing support to every student at MSM. The purpose of TWC is to assist students in all stages of the writing process by providing direct guidance, direction and resources to empower students to develop better writing strategies and practices. Services are provided both in-person and online virtually.

Student Learning Skills Development encourages students to develop professional skills through a series of workshops. Provided, at minimum, every quarter, workshops provide students with a focused instruction on skills such as time management, reading efficiency, formulating questions, and study skills. Students are encouraged to submit topics of interest to OSLER for workshop development.

Location: Hugh Gloster Building, B135 and B141L

Staff:

Brandi Brandon Knight, PhD – Director, OSLER
Dezarae Blossomgame, MS – Program Manager
Angela Wimes, MA – Director, The Writing Collaborative

Telephone: 404.756.5775 **Email:** osler@msm.edu

Student Government Association

Constitution of Morehouse School of Medicine Student Government Association (MSM-SGA)

Preamble

We, the Graduate and Professional Students of Morehouse School of Medicine, in order to form a more perfect union of the Student Body encompassing all professional programs at Morehouse School of Medicine, respond to and raise student concerns, represent students to the administrative body, collaborate and share intellectual resources, cultivate and provide leadership, establish collaborative events, and to promote cooperation and dialogue between students, faculty, and administration, do ordain and establish this constitution of the Morehouse School of Medicine Student Government Association (MSM-SGA). It shall hereafter be the responsibility of the students to direct the decisions of the government through their class officers and through providing testimony before the MSM-SGA.

Mission

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, years, or programs and to organize the student body as a pre-professional group. The MSM-SGA Constitution 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.

Article I Name and Jurisdiction

Section 1: Name

The name of this organization shall be the Student Body of Morehouse School of Medicine, hereinafter referred to as the Student Body. The governing entity of the Student Body shall be the Morehouse School of Medicine Student Government Association, hereinafter referred to as MSM-SGA.

Section 2: Jurisdiction

All students by virtue of their registration in the Morehouse School of Medicine shall be members of the Student Body and shall be subject to the Constitution, the Student Body Statutes and all MSM policies as outlined in the student handbook.

Article II Composition

Section 1: **Branches**

The MSM-SGA shall be composed of two branches, the Executive Board, the Program Councils, and the Class Officers.

1. **MSM-SGA Executive Board** will be composed of twelve (12) members with representatives from each of the three degree granting programs. Their positions shall be limited to the following:

   President
   Vice President Internal Affairs
   Vice President External Affairs
   Secretary
   Treasurer
   Historian

Parliamentarian
Administrative Affairs Liaison
Co-Chair of Student Advancement
Co-Chair of Student Advancement
Co-Chair of Community Service
Co-Chair of Community Service

2. **Program Councils** shall be composed of students that are current members in their respective program. Their composition shall not be limited to any set number. Their positions shall include but not be limited to the following:

   President
   Vice President
   Secretary
   Treasurer

Article III MSM-SGA Duties and Powers

Section 1: **MSM-SGA Executive Board** shall:

1. Serves as the Student Body policy maker.
2. In the event that the MSM-SGA President can no longer complete the duties of office, the Vice Presidents of Internal and External Affairs shall serve as candidates for MSM-SGA President.
   a. The MSM-SGA Executive board with the exclusion of the Vice Presidents of Internal and External Affairs shall vote for the MSM-SGA President that will complete the current term.
3. Establish meeting times, rules, and procedure at the beginning of each academic year
4. Enact by relative majority vote, fifty percent plus 1 (50% + 1), constitutional bylaws and amendments to be known as student statutes.
5. Provide access to MSM-SGA minutes and legislations to all students
6. Create and oversee any and all committees, both ad hoc and standing, which are necessary to promote the welfare of the Student Body
7. To confirm the appointment of the MSM-SGA President-elect by relative majority vote, fifty percent plus one (50% + 1), each year.
8. Approve and allocate the fiscal budget of the MSM-SGA submitted by the MSM-SGA Treasurer
9. Oversee the formation of each Program Council.
10. Investigate the use of student fees by any department or program
11. Ensure directly or by proxy that all classes and programs have completed elections of student officials for the next academic semester by the third Friday of April of each academic year, with the exception of first year positions.
12. Ensure that each year a transitional meeting is held to update incoming officials on the current status of the Student Body and legislation.

Section 2: **MSM-SGA President** shall:

1. Serve as the spokesperson for the MSM-SGA and Student Body in all capacities
2. Appoint executive standing and ad-hoc committees
3. Serve as an ex-officio (non-voting), acting member of all executive committees.
4. Call and preside over MSM-SGA executive board meetings
5. Create and deliver the agenda for each meeting with the help of MSM-SGA Vice Presidents
6. Call special meetings of the entire Student Body or MSM-SGA Executive Board.
7. Administrate, oversee, enforce and abide by the laws of the Student Body
8. Approve all expenditures from the Student Government Executive budget

9. Serve as a voting member of the institutional Board of Trustees
10. Prepare recommendations for MSM-SGA and student activities budget
11. Host an General Student Body Meeting at least twice per semester
12. Attend each program's council sessions at least once per semester
13. Appoint aides or other officials not provided for in the previous or following statutes.
14. The current MSM-SGA president shall conduct a meeting with the rising president before Graduation. 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.
15. The MSM-SGA President must meet with all first year Students by August 31st of the new academic year

Section 3: **MSM-SGA Vice President of Internal Affairs** shall:

1. Assist the MSM-SGA President in general policy, oversight, and administration of the Executive Board
2. Oversee the functioning and concerns of new and standing student interest groups at Morehouse School of Medicine with the exception of financial issues.
3. Meet with all interest group presidents/chairs from each program
4. Ensure that all events are set into a calendar that is made accessible to all students
5. Review all fundraising events to ensure there is no overlap
6. Work with Secretary and Historian to coordinate Newsletter, Social media and Calendar

Section 4: **MSM-SGA Vice President of External Affairs** shall:

1. Assist the MSM-SGA President in general policy, oversight, and administration of the Executive Board
2. Form and oversee a Winter Formal committee by August of each academic year composed of at least one of each of the following groups: 3rd year MD, 2nd year MPH, and 2nd year or greater GEBS students
    a. Do not serve as chair of committee
3. Form and oversee a Faculty Gala Committee by November of each academic year composed of at least one of each of the following groups: 4th year MD, 2nd year MPH, 2nd year or greater GEBS students
    b. Do not serve as chair of committee
4. Form and oversee a Black History Month Committee by October of each academic year composed of at least one of each of the following groups: 2nd year MD, 2nd year GEBS, 1st year MPH students.
5. Form and oversee a Lampoons Committee by September of each academic year composed of at least one of each of the following groups: 1st year MD, 1st year GEBS, and 1st MPH students

Section 5: MSM-SGA Secretary shall:

1. Record and maintain all meeting minutes, MSM-SGA roster, heads of committees, presidents of all Program Councils, and any other individuals appointed by the MSM-SGA President. Minutes are to be sent to executive board members within 48 hours of the meeting.
2. Provide administrative support to all members, officers and committees of MSM-SGA
3. Coordinate all public documents for the general Student Body to witness in a schoolwide newsletter to be released monthly with help of historian
4. Moderate inter-program town hall sessions
5. Coordinate and secure space for MSM-SGA meetings

Section 6: **MSM-SGA Treasurer** shall:

1. Serve as financial advisor to MSM-SGA
2. Keep complete and accurate records of all Student Body funds
3. Administer and supervise the financial affairs of the MSM-SGA executive budget
4. Provide monthly reports to MSM-SGA on the expenditure of MSM-SGA specific funds

5. Provide reports to MSM-SGA regarding and fiscal investigation(s)
6. Shall not extend him or herself beyond the aforementioned duties of this constitution to collect monetary funds
7. Shall not impose a fee as mandatory beyond the context of this constitution

Section 7: **MSM-SGA Historian** shall:

1. Serve as the official student recorder of activities
2. Coordinate provision photographs, voice recording, and/or videos of student events
3. Organize personally or with a committee a single MSM Student website or social media page to document student activities and recording
4. Work with MSM marketing management to ensure all student activities meet institutional standards
5. Coordinate all public documents for the general Student Body to witness in a schoolwide newsletter to be released monthly

Section 8: **MSM-SGA Parliamentarian** shall:

1. Know the MSM-SGA Constitution and be ready to answer any questions regarding it to the executive board
2. Ensure that meetings are held and completed in a timely fashion
3. Encourage concise conversation
4. Stop conversations that do not pertain to the topic at hand
5. Maintain courtesy at each meeting
6. Oversee the nomination and election process of each MSM-SGA president-elect through creation of a committee composed at least one student from each program that does not serve on the MSM-SGA by the beginning of February.
    a. This committee shall be chaired by the Historian

Section 9: **Co-Chairs of Student Advancement** shall:

1. Organize inter-program Sibs/Families
2. Form a committee designed to foster academic and extracurricular advancement
3. Work with the Student Wellness Committee (SWC) to provide reports to MSM-SGA and to the SWC on activities and opportunities for collaboration
4. Host at least one event a semester designed to inspire professional development to increase inter-program collaboration or development
5. Facilitate a line of communication with the Atlanta University Center student governments

Section 10: **Co-Chairs of Community Service** shall:

1. Facilitate inter-program community service activities at least once per semester
2. Oversee all Community service activities done by each program and interest groups via a calendar or newsletter
3. Work with Historian and Vice President of Internal Affairs on newsletter, social media and Calendar
4. Oversee the functioning and concerns of all new and standing student community service activities

Section 11: **Administrative Affairs Liaison** shall:

1. Serve as designated officer or appoint students for the following committees and any other administrative committees requiring student involvement
    a. Library Committee
    b. Curriculum Evaluation Committee member
    c. Parking Committee
    d. Information Technology
    e. Other Committees

2. Make their program aware that they will fill one position of the set students on the Curriculum Evaluation Committee at the beginning of each academic year
3. Compose monthly reports for MSM-SGA from all necessary committees.

Article IV Program Council Duties and Powers

Section 1: Program Councils shall:

1. Establish meeting times, rules, and procedure at the beginning of each academic year
2. Allocate program specific money provided by the institutional financial officer to its constituent interest groups, classes, programs
3. Each Program Council shall provide one member to serve as their nominee for the MSM-SGA Presidential elections by the third Friday of February each academic year
    a. It is the Program Council's responsibility to decide their nomination process
4. Provide monthly reports on the welfare of its constituents, initiatives and programs to be sent directly to the MSM-SGA President and made available for the entire Student Body.
5. Create and oversee any and all committees, both ad hoc and standing which are necessary to promote the welfare of its students
6. Abide by the MSM-SGA and Program Council Constitutions

Article V Student Duties and Powers

Section 1:

1. Any student who is officially registered as an MSM student (MPH, MD, and GEBS) shall have the right to vote concerning the academic and extracurricular affairs within the powers of the MSM-SGA. A signed document of 20 students may be submitted to the MSM-SGA to enact a vote or petition a MSM-SGA vote or proposal.
    a. Academic affairs shall include: curriculum, scheduling of classes, review sessions, exams and student/faculty interactions.
2. Special students may be enrolled in a class different from their initial class. They shall have the right to vote on any issues in classes in which they are enrolled.
3. Any student may write a bill or a constitutional amendment and present it to MSM-SGA after gaining twenty (20) other student signatures.
    a. MSM-SGA will review the document for acceptance or denial.

Article VI Election of Officers

Section 1: **MSM-SGA Executive Board**

1. MSM-SGA will consist of an MSM-SGA President who will be of a single program but shall be responsible for representing each student and program equally.
2. His/her executive board will consist of an additional 11 individuals. Each person will act as a representative of their program and/or class to the MSM-SGA as a whole and the MSM-SGA President. The MSM-SGA executive board will be composed of the following:
    a. Four MD students, one from each year (1st year, 2nd year, 3rd year, 4th year)
    b. Three MPH students, one 1st year and two 2nd year students
    c. Four GEBS representing the PhD and Masters programs
3. The following list details the MSM-SGA positions and students that can fill each position

President: Rising 4th year MD, 2nd year MPH, **OR** 2nd year or greater GEBS student
Vice President of Internal Affairs: To be determined by program President *
Vice President of External Affairs: To be determined by program President *
Secretary: GEBS Student
Treasurer: GEBS Student
Historian: 1st year MPH Student
Parliamentarian: 1st year MD Class President
Administrative Affairs Liaison: To be determined by program of President *
Co-Chair of Student Advancement: 4th year MD Class President Φ
Co-Chair of Student Advancement: GEBS Student Φ
Co-Chair of Community Service: 3rd year MD Class President Φ
Co-Chair of Community Service: 2nd year MPH Student Φ

4. *The Vice Presidents will decide amongst themselves which position, Vice President of Internal or External Affairs, they will fill at the MSM-SGA Transitional meeting each academic year.*
5. ***Note: * indicates that the position is to be determined by program that serves as MSM-SGA President.***
    a. ***If MD serves as MSM-SGA President****, the Vice Presidents will be the GEBS and MPH Council Presidents. 2nd year Class President will serve as the Administrative Affairs Liaison*
    b. ***If MPH serves as MSM-SGA President****, the Vice Presidents will be the 2nd Year MD Class President and the GEBS Council President. The MPH Council President will serve as the Administrative Affairs Liaison.*
    c. ***If GEBS serves as MSM-SGA President****, the Vice Presidents will be the 2nd Year MD Class President and the MPH Council President. The GEBS Council President will serve as the Administrative Affairs Liaison*
6. **Note Φ indicates that the Co-Chair positions are to be determined at the MSM-SGA Transitional meeting each academic year.**
    a. Student will decide amongst themselves the position in which they can best serve.

Section 2: **MSM-SGA Presidential Elections**

1. The MSM-SGA Presidential General Election must be held on Friday of the second full week in March of each academic year. Each Program Council may only submit one candidate. The Election of the MSM-SGA President shall include:
    a. A nomination process
    b. An approval process
    c. A campaign
    d. Elections by the entire MSM Student Body.

Each of these processes is described in detail below.

2. MSM-SGA President Nomination:
    a. Either a potential candidate or supporter of a potential candidate may submit a nomination, including MSM-SGA Executive Board members at time of nomination, to their respective Program Council by November 30st of each academic year.
        i. A nominee must be a member of the Program that wishes to put them forth as a candidate.
    b. A nomination letter is required and must be a statement of interest explaining why candidate would like to be MSM-SGA President and what makes the candidate favorable for the position.

c. A nomination letter must also include:
    i. a curriculum vitae (CV) or resume
    ii. an official transcript
    iii. a statement from registrar or designated program director/manager deeming the nominee a candidate in good academic standing
d. Nominations must be submitted to the Program Council by November 31st.
e. Each Program Council must approve their nominee so that they may submit their candidacy to the MSM-SGA Historian or designated official(s) by the third Friday in February of each school year for approval.
f. Candidates will meet eligibility to run for the office of MSM-SGA President only if they meet the following criteria:
    i. Rising 4th year MD, rising 2nd year MPH, or rising 2rd year GEBS students can serve as candidates MSM-SGA President
    ii. Be in good academic standing, as defined by their respective degree program
    iii. Leadership experience and community service at Morehouse School of Medicine as evidenced on CV/Resume
    iv. Expressed interest for position as evidenced in nomination letter
    v. Are the Nominee for their respective Program Council

3. The MSM-SGA Executive Board will convene to determine which nominees are eligible to run based on the above criteria.
    a. Any MSM-SGA Executive Board member that is running for the position of MSM-SGA President will not be eligible to review nominees or facilitate any part of the election process.
    b. If a nominee is ineligible, the Program will have 48 hours to put forth another nominee
4. Candidates may appeal a decision of ineligibility by submitting an appeal statement to the MSM-SGA President within 24 hours of notification of ineligibility.
    a. Solely the MSM-SGA President will review the appeal and make the decision regarding the appeal. The MSM-SGA President's decision regarding the appeal must be presented to candidate within 48 hours of appeal submission.
5. Eligible candidates will be notified by the first Monday in March of each academic year.
6. The MSM-SGA Historian will form an election Committee composed of at least one individual from each academic program by February. The Historian will then work with this group to complete the Speeches, Campaign, and Voting process.
7. MSM-SGA President Speeches & Campaign Proceedings:
    a. Speeches will be organized and facilitated by the MSM-SGA Historian with his/her election committee.
    b. Speeches will take place on Thursday evening prior to election week.
    c. Each candidate has 2-3 minutes to deliver his or her speech.
    d. Speeches may include appraising statements such as: reasons why candidate is qualified for the position, or candidate's vision for the MSM-SGA.
    e. Candidates may not defame or incriminate other candidates during their speech, or during campaigning.
        i. Candidates that employ discriminating, rude, or defaming behavior and/or messages will be disqualified from election proceedings.
    f. Following speeches, the audience may ask candidates questions in a town hall meeting fashion.
        i. The question and answer session will be mediated by the MSM-SGA Historian and his/her election committee.
        ii. All candidates are expected to respond accordingly to questions from their constituents.
    g. Campaigning may begin immediately following speeches.

h. Candidates for the position of MSM-SGA President may only campaign from the evening following speeches until 8am on the Friday of election week.
    i. Any reported campaigning of a candidate outside of the above-allotted period will be considered an election irregularity and will be grounds for disqualification.
i. Candidates may choose to have a campaign team.
    i. Both the candidate and his or her campaign team must abide by the regulations of campaigning described below.
    ii. A list of students who are on the campaign team must be sent to the MSM-SGA Historian prior to the Monday of elections week.

8. Campaign Regulations:
    a. Candidates may only campaign within the allotted period as previously described
    b. All campaign materials (flyers, videos, presentations, emails, etc) must be submitted to the MSM-SGA Historian 24 hours prior to their implementation for approval.
    c. Candidates may use any social media outlets to solicit support; texts, etc; make announcements on campus; and verbal solicitation.
        i. These forms of campaigning do not require prior authorization from the MSM-SGA Historian
    d. All flyers, social media pages and posts used for campaigning purposes must be removed and email/text communication and verbal solicitations must cease by 8am on the Friday of election week
    e. Candidates and campaign committees may not employ discriminating, incriminating, rude, or defaming behavior and/or messaging. These include, but are not limited to: "badmouthing," rude comments on social media posts, removing or defacing other candidate campaign posters, flyers, etc.
        i. Candidates who engage in these acts will be disqualified from further election proceedings.
        ii. Violations of the above regulations may be submitted by any MSM student and must be submitted to the MSM-SGA Historian.
        iii. The MSM-SGA Historian must maintain anonymity of violation submission.
        iv. The MSM-SGA Historian may determine if violation is grounds for disqualification and must inform the accused candidate within 24 hours of being notified of alleged violation.

9. Candidates that are disqualified may submit an appeal letter to the MSM-SGA President within 24 hours of notification of disqualification.
    a. Solely the MSM-SGA President will review the appeal and make the decision regarding the appeal.
    b. The MSM-SGA President's decision regarding the appeal must be presented to the candidate within 24 hours of appeal submission.

10. Election Day:
    a. Election Day will take place on Friday of the second full week of March
    b. Election proceedings will be electronic with the ballot becoming available at 9am on Election Day and closing at 11:59pm of the same day.
    c. Election must occur via secret ballot

11. The MSM-SGA Historian and his/her election committee the sole facilitators of the election and has the following responsibilities regarding election day:
    a. Creating an electronic ballot
    b. Emailing the Student Body the link to the ballot by 9am on election day
    c. Inactivating the ballot at 11:59pm.
    d. Evaluating the vote analysis and facilitating run-off elections in the event of a split vote

e. Notifying the Student Body of the newly elected MSM-SGA President by 8am on the Monday following elections
    i. In the event that none of the candidates have a relative majority of the votes, a run-off election will held for the two candidates with the greatest number of votes.
        1. This run-off election must occur on the Monday following Election Day, immediately following the announcement of the run-off.
    ii. The ballot for a run-off election must be available for 24 hours.
    iii. If the run-off results in a split vote, election proceedings shall continue as if it were a run-off election (see above) until a relative majority is achieved by one of the candidates.

f. Should there be any concerns about the validity of election results or proceedings, they should be directed immediately and with documentation to the MSM-SGA Executive Board for review within 24 hours following the announcement of election results.
    i. Allegations brought forth will be reviewed by the MSM-SGA Executive Board.
    ii. Suggestions on how to further proceed will be voted on as a board. (that is, re-election or disapproval of allegations)

Article VII Violations of Duty

If the president or officer of any class or program is accused, in writing, by five students of a violation of the constitution or the honor code, the MSM-SGA shall investigate the alleged violations. If the MSM-SGA determines that a violation has occurred, the accused program council will meet automatically, with a call from the president on the third working day after the class members have been notified of the determination of a violation. In this meeting the president of the Program Council may introduce a resolution to remove the individual(s) involved from his or her office or recommend any other disciplinary action in 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 Program Council. 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 MSM-SGA becomes acting president during the interim period.

If the MSM-SGA President is likewise accused, in writing, by five students of a violation of the constitution or the honor code, the MSM-SGA shall investigate the alleged violations without the MSM-SGA President. If the MSM-SGA determines that a violation has occurred, the Executive board shall introduce a resolution to remove said individual from his/her position or recommend and other disciplinary action in proportion to the violation. Two thirds (2/3) of the voting members must vote in agreement to adopt the resolution. In the case that an MSM-SGA officer other than the MSM-SGA President is removed, a new officer should be appointed by the respective Program Council President.

Article VIII Disputes

Section 1: Order of Events:

1. Should a student have an issue with a student, faculty, or staff that cannot be resolved personally, he/she will address their concern in writing to the first available president. In the case where there is no Class President, disputes should be directed to the Program Council President.
    a. In the event that a Class President is not available or cannot mediate the issue, the will seek advice from their Program Council President.
    b. If this process does not resolve the issue, the MSM-SGA President should be called in to help with the issue.

c. The MSM-SGA President will convene with the MSM-SGA Executive Board and determine the best way to resolve the issue.
d. Should the above process fail, it will be the MSM-SGA President's decision when and how to involve the institution's Dean of Student Affairs.

Article IX Finances

Section 1: Fiscal Year

1. The Student Body fiscal year shall begin July 1 and ends June 30.
2. The Student Body budget shall be approved by the MSM-SGA in its final form no later than September 15th of the fiscal year.
3. 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.

Section 2: Student Budget

1. The student budget is prepared by the MSM Financial Officer.
2. Student organizations may submit requests for funding to the current MSM-SGA Treasurer.
3. For release of organizational monies, the MSM-SGA President and Treasurer must authorize.
4. The MSM-SGA President and Treasurer authorize the release of monies from the MSM-SGA budget.
5. In case of emergency, the dean of students may authorize the release of non-organizational monies.
    a. 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.

Section 3: Budget Amendments

1. The MSM-SGA budget may be amended upon suggestion of the MSM-SGA.
    a. The amendment shall take effect upon approval of the MSM-SGA.
2. The budget may not be amended as to affect an already authorized release.

Article X Student Organizations

All professional societies and student organizations must officially be chartered with the MSM-SGA by September 1st. 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 Coordinator (within the Office of Student Affairs). All chartered organizations shall qualify for the following privileges:

- Advertisement in the MSM Student Organization Board.
- Qualification for financial support from their respective program budgets and the Office of Student Affairs.

All Student Organizations shall abide by the Student Organization Guidelines submitted by the Vice President of Internal Affairs each academic year.

Article XI Constitutional Amendments

Proposed constitutional amendments may be initialized by the Student Government Association Executive Board or by a request submitted by at least ten (20) MSM students to the MSM-SGA president. The proposed amendment, after review by the MSM-SGA executive board, must be submitted in writing to the Student Body at least fourteen (14) days before being adopted. A relative majority shall be required in each MSM class against the proposed amendment in order for the amendments to be rejected.

Graduate Education in the Biomedical Sciences Council Constitution

Article I:
Name: Graduate Education Biomedical Sciences Council

Article II: Purpose of Graduate Biomedical Sciences Council

The Graduate Biomedical Sciences Council has been formed to represent the graduate students within the framework of the Graduate Education in Biomedical Sciences (GEBS) program at the Morehouse School of Medicine.

- To enhance the quality of the graduate student life at Morehouse School of Medicine
- To serve as a liaison between the graduate students, GEBS Committee, faculty, and administration and the entire MSM Student Body.
- To identify and address the needs and concerns of the students and actively seek change in those areas of needs and concerns.
- To inform the students of MSM/graduate program current and upcoming events
- Handle any graduate program potential problems and/or issues
- To promote an atmosphere of fellowship and social support among the students

Article III Membership

Section A. All students enrolled in the Graduate Education in Biomedical Sciences Program at MSM are members of the GSA.

Section B. Members who currently are enrolled in the Graduate Education in Biomedical Sciences Program at MSM have and are granted full rights and privileges to vote during elections and meetings of the GSA.

Section C. Members who have completed the first year requirements according to the MSM Student Handbook are permitted to run during elections and hold office in the GSA.

Article IV Officers

Section A. The core officers of the GSA shall be the President, Vice-President, Secretary, and Treasurer. The core officers of the GSA shall constitute the Executive Board.

Section B. The Executive Board of the GSA shall be elected annually by all members of the GSA. Each officer of the Executive Board shall serve a one-year term. The Executive Board will assume office on July 1 with the term ending June 30 the following year.

Section C. Each officer shall chair or be a representative for one of the GSA Committees and shall be responsible for reporting the business of the said committee (see Article VII. (Committees / representatives to MSM Committees).

Section D. Duties and Responsibilities of the Core Executive Board Officers

1. The president shall: preside over all meeting and observe the By-Laws of the GSA; call meetings of the GSA at his/her discretion or upon the request of a member; have the power to appoint committees and members of the committees to accomplish the tasks set forth in the agenda; represent the concerns of the GSA to the Associate Dean of GEBSC and Director of GEBS; call a new election for any vacated office; he/she shall make no motions, amendments or vote on any questions or motions except during the election process and when there is a tie vote.

2. The vice-president shall: assist the president in the performance of his/her duties; assume the duties and have the full power of the president in his/her absence; perform other duties delegated by the president; be responsible for the social and community activities of the GSA.

3. The secretary shall: record the minutes at all general, executive and impromptu meetings called by the president; provide the GSA official correspondence; be responsible for the distribution of information to all members of the GSA.

4.The treasurer shall: be responsible for the financial dealings of the GSA; receive, disburse and account for all funds of the GSA; present a statement at general meetings and prepare a semi-annual report of the financial status of the GSA.

Duties and responsibilities of the External Officers

5. The GEBS Liaison shall: serves as a representative mediates between the GEBSC and the graduate students, attends monthly GEBSC meetings and reports back to graduate students at MSM. In order to fill this positional office he/she must have finished the qualifying exams and received candidacy.

6. The SGA Representative shall: be responsible for contact between the GSA and the Student Government Association, to attend all SGA meetings and report all SGA activities to the GSA. It is also the responsibility of the representative in the event of his/her absence from the SGA meetings to appoint an alternate from the membership of the GSA.

Section E. Removal of Officers

1. Voluntarily resignation of an office by an officer shall be accepted by the other officers of the executive board.

2. Any officer whose work for the GSA is considered unsatisfactory may be required to resign his/her office only by an open discussion with the officer and a unanimous vote by the GSA general members.

Article V Meetings

Section A. Meetings of the GSA shall be held once a month on the fourth Wednesday of every month. Additional meetings shall be called at the discretion of the President.

Section B. The meeting place and time shall be determined by the GSA Executive Board in order to promote maximum participation. It is the responsibility of the Secretary to notify members of the GSA of the location and time of the meetings.

Section C. Any active member may request of the president to call a meeting provided he/she submits a written request stating the reason and any pertinent facts to the GSA Executive Board. This request must carry the approval of the majority of the Executive Board.

Section D. During each meeting, it is required that at least two member of the GSA Executive Board and least one student from the first, second, and third year classes to be present in order for the adoption of any and all motions, resolutions, or other concerns which require a vote.

Article VI Elections

Section A. Elections for officers shall be held annually during the month of April/May and shall be overseen by the president and the secretary. Offices that shall be open to nomination include: President, Vice-President, Secretary, Treasurer, SGA Representative, and GEBS Liaison. Nominations are open to all GSA members.

Section B. Nomination will be accepted during the first week of April/May by corresponding nominations by email or letter to the secretary.

Section C. Nominees will be notified by the secretary, during the second week of April/May. The nominees will have one week to accept or decline the nomination by submission of a formal reply dated and signed by the nominee via email or hard copy.

Section D. Elections shall commence on the last week of April/May. Ballots shall be made available in the Office of Graduate Studies.

Section E. When voting is completed, the president and the secretary shall collect the ballots and count the votes. Candidates will be notified by letter, and the results will be published and distributed to the members of the GSA.

Article VII Committees/Representatives to MSM Committees

Section A: The standing committees include: Executive, Bylaws, student relations and admissions/recruitment

1. Executive Board Committee shall: be chaired by the president and consists of executive board members. This committee shall meet one week prior to general body meetings on the third Wednesday of every month. Additional meeting can be called at the discretion of the president.

2. By-Laws Committee shall: be chaired by the treasurer. This committee will be responsible for upholding the by-laws; editing and adding approved amendments to the by-laws; and the distribution of the by-laws to the members of the GSA.

3. Student Relations Committee shall: be chaired by the vice-president. This committee will be responsible for promoting and organizing student social activities, graduation gifts/receptions.

4. Admissions Committee shall: be chaired by the secretary. This committee will be responsible for assisting in the MSM Graduate Student application process with the admissions counselor and/or program assistant; and to organize a student fellowship for the interviewees and current graduate students.

5. Mentorship Committee shall: be chaired by the vice-president. This committee is responsible for establishing a SIB which focuses on pairing a second year student with and incoming first year student.

Section B: The Operating Committee includes: yearbook, commencement, curriculum and strategic planning

1. Yearbook- a maximum of two people shall serve on the MSM yearbook staff as representatives for the GSA.

2. Commencement- students who will be graduating in May of the current academic year will serve as representatives of the GSA on this committee. They will participate and plan MSM class day, graduation and any other commencement activities.

3. Curriculum- a maximum of two people shall serve on this committee. This committee is responsible for assisting in the changes and approval of student courses, grading system, school year calendar, etc.

4. Strategic Planning- a maximum of two people shall serve on this committee. This committee is responsible for assisting in developing a five-year plan of operation and growth of the MSM graduate education program in the biomedical sciences.

Section C: Committees may be added or removed as needed and at the discretion of the President.

Article IX Amendment Process

Section A. An amendment of the bylaws may be proposed by any member of the GSA. The amendment must be submitted in writing at least one month prior to voting. The membership shall be notified in writing as the nature of the proposed amendment and when the vote will be held.

Section B. An amendment must receive at least the majority of the members present at the meeting in order to be adopted. (see Article V. Meetings, Section D.)

Section C. Amendments to the bylaws that have been adopted shall become effective immediately unless otherwise specified. It is the responsibility of the Bylaws Committee to make changes to the by-laws when amendments have become adopted.

MPH Council Constitution

Refer to MPH Council President for the most up to date Constitution.

MD Student Council Constitution

Article I: Name

The Medical Doctor Student Council (MD Student Council) of Morehouse School of Medicine

Article II Purpose of the Medical Student Council (MD Student Council)

The MD Student Council has been formed as an advocate for each medical student across the four-year curriculum at Morehouse School of Medicine.

- to enhance the quality of the MD student life at Morehouse School of Medicine
- to serve as a liaison between the MD students, GEBS students, MPH students, faculty, and administration.
- to identify and address the needs and concerns of the MD students and actively seek change in those areas of needs and concerns.
- to inform the MD students of current and upcoming events
- to handle any MD program potential problems and/or issues
- to promote an atmosphere of fellowship and social support among the students of different years and programs

Article III Membership and Voting

1. All students enrolled in the Doctor of Medicine Program at MSM are members of the MD Student Council.

2. All Class Executive Board Members who currently are enrolled in the MD Program at MSM have and are granted full rights and privileges as voting members of the MD Student Council.
3. Any Student not serving as a voting member of the MD Student Council may challenge any MD Council bill, by-law, or vote with a document consisting of 10 members from each MD class.

Article IV Program Council Composition and Powers

Section 1: Composition

1. The composition shall follow but not be limited to the following:
   President: 4th Year Class President
   Vice President: 2nd year Class President
   Secretary: 1st year Class Secretary
   Treasurer: 3rd year Class Treasurer
   Section 2: Powers
1. MD Council President shall:
   a. Serve as the spokesperson for their respective program to MSM-SGA, faculty and administration
   b. Oversee the selection process for a single nominee for MSM-SGA President
   c. Appoint executive standing and ad-hoc committees
   d. Call and preside over meetings
   e. Create and deliver the agenda for each meeting with the help of the MD Council Vice President
   f. Call special meetings of the entire Council.
   g. Administrate, oversee, enforce and abide by the laws of the Student Body
   h. Oversee the program finances with the MD Council Treasurer
   i. Prepare recommendations for the Program student activities budget
2. MD Council Vice President shall:
   a. Assume the powers of President upon the President's request, absence, or removal.
   b. Assist the President in general policy, oversight, and administration of the Executive Board
   c. Oversee the functioning and concerns of new and standing student interest groups with the exception of financial issues.
3. Program Council Secretary shall:
   a. Record and maintain all meeting minutes, MD Council roster, heads of committees, and any other individuals appointed by the MD Council President.
   b. Provide administrative support to all members, officers and committees of the council
   c. Coordinate all public documents for the general Student Body to witness
4. MD Council Treasurer shall:
   a. Serve as financial advisor to the MD Council
   b. Prepare an annual budget for the MD Program
      1. This must include allocating a set amount of funds to each MD Class
   c. Administer, record, and keep complete and accurate records of all MD Program specific funds
   d. Have direct authority over the expenditure of MD Program specific funds for student interest groups, program specific initiatives, classes, etc.
   e. Provide reports to MSM-SGA regarding and fiscal investigation(s)

Article V Election of Class Officers

Section 1: Composition

1. The Class Officers shall include but are not limited to the following:
   a. Class President
   b. Class Vice President

c. Class Secretary
d. Class Treasurer

2. Each class shall decide the positions they wish to be available on their Executive Board.
    a. Traditionally, classes have had six positions: Class President, Vice President, Secretary, Treasurer, Historian, and Parliamentarian.
3. Each class shall decide the committees that will fall under the leadership of the Class Executive Board
    a. Traditionally, these committees have been: Academic, Social, Community Service, Care/Hospitality

Section 2: Class Elections

1. All elections are to be voted upon by secret ballot.
2. The current Class President shall call for the election of officers after the 3rd Monday in April of each academic year and complete elections by the third Friday in April of each academic year.
3. In calling for elections the president must determine a procedure for announcing candidates and campaigning (which shall be subject to class approval).
    a. This process must be standard for all candidates in all positions.
    b. A neutral official or designee shall be assigned to count the ballots in order to notify the class of the status of the vote.
4. All candidates must be in good academic standing while in office.
5. To be elected to office, each candidate must have a relative majority, fifty percent plus one (50% + 1)
6. He/she will be expected to resign should in the event they are placed on academic probation.
    a. In the event that this occurs, the class must appoint a new officer should be appointed within fifteen (15) days.
7. The Class 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
8. This section applies to all classes with the following exceptions:
    a. The 1st year students shall elect their class officers no earlier than August 1 and no later than August 31
    b. The 4th year Class President shall oversee 1st year MD students until class officers are elected.

Article VI Revote and Run-off

Section 1: Revote

1. As stated in Article VII, Section 1, Part E: To be elected to office, the candidate must obtain a majority defined as fifty percent plus one (50% + 1).
2. If, after the initial vote, none of the candidates receives a majority, a revote on the two who received the highest number of votes shall take place on the next working day.
    a. This process will repeat itself until a candidate gains the majority.

Section 2: Split Vote

1. If a split vote occurs, the class meeting shall be adjourned to the next working day.
    a. 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 not adjourn and continue voting.

Article VII Class Officer Duties and Powers

1. Class President shall:
    a. Calls for and presides over all class meetings
    b. Oversees nominations for the class representatives to Student Body standing and ad hoc committees
    c. Represents the class at meetings
    d. He/she reserves the right to appoint ad hoc committees as deemed necessary.

e. In the event of an emergency meeting, the president must ensure that the class secretary is notified.

2. Class Vice President shall:
    a. Assume the role of Class President in the event that he/she can no longer serve.
        i. The class shall convene to elect a new Class Vice President
    b. Oversee standing and ad hoc class committees.
    c. Coordinate and execute in-class town hall meetings
    d. He/she may assume one or more of the functions of the president as assigned by the latter.
3. Class Secretary shall:
    a. Record the minutes of the class meetings. Minutes are to be sent to the executive board members within 48 hours of the meeting
    b. Assume administrative functions as assigned by the president.
    c. In the event of an emergency meeting, the Class Secretary must ensure that all class members are notified.
    d. Secure spaces for executive board meetings and class events
    e. Conduct and report class surveys and elections
4. Class Treasurer shall:
    a. Prepare a budget and class dues for each academic year with the MD Council Treasurer per Article IV, Part D.
    b. Manage the class finances
    c. Prepare the monthly financial reports for class meetings.

Article VIII Class Meetings

1. For a class meeting to be held, a quorum of students must be present at the time the attendance is taken.
    a. The definition of a quorum shall be left to the discretion of each class.
2. For a vote to successfully pass, a relative majority must be obtained, fifty percent plus one (50% + 1)
3. Any 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 the constitution.
    a. Any defeated motion must be tabled for seven (7) days before it can be reintroduced.

STUDENT ORGANIZATIONS

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.
3. Any student placed on probation will meet with the Dean of Student Affairs 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, participation in intra or extramural summer programs or/and to be a representative of MSM at meetings and conferences.

Organization Records

1. The Coordinator of Student Activities shall maintain official records on each organization that 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 Associate 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 Student Activities Coordinator is responsible for monitoring the use of general MSM bulletin boards and sign holders.
- Institutional officials may remove any unapproved printed or pictorial matter posted in other than approved areas. The Student Activities Coordinator and MARCOM must approve printed or pictorial materials to be posted.

Policy on Obligating Funds for Student Groups, Professional Societies, Travel

Students should <u>not</u> use out of pocket funds to pay for expenses related to food, events, meetings or travel to attend conferences that are expected to be covered with SGA/MSM funds. *Any use of MSM funds (from budgeted interests groups, organizations, SGA or program funds) must have prior approval by the Dean of Student Affairs. Students must demonstrate availability of funds in the organization's account at the time of the request.*

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. Membership 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.

Professionalism

Professional Conduct

Medical and graduate students 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. 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.
b. 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.
c. 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.
d. Dress code for classroom and basic science years: Personal hygiene and dress should reflect the high standards of a health professional 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) and scrubs are permitted when in classrooms and laboratories
    - Strapless, halter tops, tube tops, tank tops, or spaghetti straps
    - Bare Midriffs
    - Short-shorts
    - Mini-skirts
    - Undergarments showing
    - Emblems, lettering or pictures that pertain profane or derogatory messages
    - Spandex pants or other tight fitting clothing

    Violation of the dress code will result in dismissal from class/activity and/or written documentation that will be recorded in the student's file. Repeated violations and disregard for guidance/instruction on appropriate attire violates professional conduct and will result in action from the Student Academic Progress Committee.

e. Student must not append MD or PhD to their name on an email signature, on all other forms of communication, or on clothing prior to awarding of their degree.

The following apply to MD students or other students in a clinical setting:

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. 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.).

Conduct During an Examinations

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 are not 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 work or degree program.

• All **electronic devices** such as cell phones, PDAs, iPods, iPads, MP3 players, fitness/activity trackers, headsets, and watches (including non-electronic watches) are **prohibited** in the examination rooms. *Possession of electronic devices during an exam is sufficient grounds for dismissal for academic dishonesty in a dismissal hearing.*

• 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.

• All actions related to the possession of unauthorized materials such as cell phones, electronic devices, lecture and exam notes, flash cards and similar materials during an examination, test or quiz represent **academic dishonesty**. This also includes possession of unauthorized materials such as a copy of an exam that was not intended to be distributed. This behavior will be considered an intent to cheat on an examination, test or quiz. Students will be subjected to a hearing before the Student Academic Progress committee relevant to their degree program. *Possession of unauthorized materials during an exam is sufficient grounds for dismissal for academic dishonesty in a dismissal hearing.*

• Punctuality for an examination is important. A student not in the room at the stated start time of an examination will be considered late for that examination or quiz. Any student arriving late to an examination or quiz will be allowed only the remaining allotted time to complete the examination. Please note that specific degree programs have penalties for being late to an exam (see individual degree sections).

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.

Plagiarism is not allowed.

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.

Student Integrity in Scholarly Activity

Policy on Research, Publications, and Authorship of Papers

All scholarly activity, any research or publication, and any clinical work including volunteer work at health fairs and community health screenings in which the student participates as a student enrolled in MSM must be supervised by a faculty member.

Morehouse School of Medicine students are encouraged to engage in research and scholarly activity as an integral part of education in the Biomedical Sciences and health. As an aspect of professionalism, student professionals in training must abide by the following:

Adhere to ALL laws, statutes, and regulations regarding research and publication, including, but not limited to:

a. Review and approval by the IRB/human subjects committee of ANY work that involves human materials/subjects.
b. Review and approval by Institutional Animal Care and Use Committee (ACUC), and any other relevant safety, etc. committee as appropriate to the study.
c. Acknowledgement of all funding sources and all relevant partners/participants. Adherence to all principles with respect to authorship (http://www.icmje.org/recommendations/) and full supervision by relevant faculty.
d. Adherence to guidelines and expectations of data integrity and retention (data to be retained by MSM).

Representation of Professional Affiliation

All students who engage in scholarly research both at MSM and with a non-MSM mentor during their matriculation must cite Morehouse School of Medicine as their academic affiliation in all publications and presentations. This is the case even if the mentor/preceptor and/or site of work are **not** at Morehouse School of Medicine. Research publications are books, book chapters, journal articles and/or conference publications, which qualify as original research, as well as poster and platform presentations. In the event the supervisor/main author denies that opportunity to the student, it is the student's responsibility to bring this to the attention of their Program Director and the Dean of Student Affairs. Failure to do so would be considered a breach of expected professionalism.

For activities that are **not academic** and are **not sponsored or supported** by MSM, students are not authorized to represent themselves by academic affiliation. This includes public and political presentations. For clarification, students should contact their Program Director and the Dean of Student Affairs.

Student Rights and Responsibilities

Part 1. Freedom to Learn. Students at Morehouse School of Medicine (MSM) have the same rights and protections under the Constitutions of the United States and the State of Georgia as other citizens. Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students are expected to exercise their freedom with responsibility.

Part 2. Freedom of Expression. Individual students and student organizations shall be free to examine and to discuss all questions of interest to them and to express opinions publicly and privately. These rights include freedom of expression, press, religion, and assembly. Students have the right to be treated fairly, with dignity and respect and not to be discriminated against by any agent or organization of Morehouse School of Medicine for reasons of age, creed, ethnic or national origin, gender, disability, marital status, political or social affiliation, race, religion, sexual orientation, gender identity, or gender expression.

Part 3. Freedom of Association. Students shall be free to organize and join organizations to promote their common and lawful interests, subject to institutional policies. Registration or recognition may be withheld or withdrawn from organizations that violate institutional policies. Students have the responsibility of adhering to the laws of the nation, state, municipality, and the code of conduct of Morehouse School of Medicine, and to accord to all members of the MSM community the rights listed here.

Part 4. Student Sponsored Forums. Students shall have the right to assemble, to select speakers and to discuss issues of their choice. MSM shall establish reasonable time, place and manner restrictions to assure that the assembly does not substantially disrupt the work of the institution or does not interfere with the opportunity of other students to obtain an education or otherwise infringe upon the rights of others. Such regulations shall not be used as a means of censorship. The President or designee may prohibit any forum when there is a likelihood of harm to individuals or damage to property if the event is held. Prior to any such prohibition, the President shall make his or her best effort to consult the student association.

Part 5. Student Publications. Student funded publications shall be free of censorship and advance approval of copy, and their editors and managers shall be free to develop their own editorial and news coverage policies. Editors and managers of student publications shall be protected from arbitrary suspension and removal because of student, faculty, administrative, or public disapproval of editorial control of student funded publications. All student publications shall explicitly state on the editorial page that the opinions there expressed are not necessarily those of MSM or the student body.

Part 6. Student Policies. The policies of MSM regarding student expectations, rights and responsibilities shall be readily accessible to students. A student who violates these policies is subject to sanctions in accordance with procedures outlined in the student handbook.

Part 7. Catalog and Course Information. To the extent possible, students shall be provided relevant and accurate information regarding courses prior to enrollment. Catalog descriptions and website postings shall be accurate and based on information existing at the time of publication. To the extent possible, class schedules shall list the names of faculty teaching courses.

Part 8. Student Academic Standing Information. Students shall have access to accurate information for establishing and maintaining acceptable academic standing information, which will enable students to determine their individual academic standing and information regarding graduation requirements.

Part 9. Academic Evaluation. Student academic performance shall be evaluated solely on the basis of academic standards, including any requirements that are noted in the catalog and the student handbook. Students shall have protection against prejudiced or capricious evaluation and shall not be evaluated on the basis of opinions or conduct in matters unrelated to academic standards. Students shall have the right to review their corrected examinations or other required assignments used by the faculty in evaluating the student's academic performance.

Part 10. Property Rights. Term papers, essays, projects, works of art, and similar property including property in which the student has intellectual property rights shall be returned to a student upon request, within a reasonable timeframe, when no longer needed for evaluation purposes, unless the student grants written permission for them to be retained.

Students' Rights in Non-Academic Matters

Students have the right to due process involving infractions and appeals procedures for non-academic issues that are not specifically covered elsewhere in the student handbook or in MSM's Sex/Gender Nondiscrimination and Sexual Harassment Policy. For appeals of such non-academic sanctions, the following appeals process will apply.

1. A student may file a written appeal to the Dean of the School within five working days of the student's notification of the sanction. Upon receipt of the appeal, the Dean or the Dean's designee will review all pertinent material and meet with the student. The Dean will convene an appeals committee composed of three members to include faculty and or chairs of departments not directly involved in the issue. All testimony, evidence, and witnesses relevant to the appeal shall be made available to this committee. The student has the right to appear before the committee, present testimony and such witnesses or evidence as is deemed relevant by the committee. The student shall not have the right to be represented by legal counsel at these committee meetings.
2. After completion of the review, the committee shall submit its recommendations in writing to the Dean. These recommendations may include, but are not limited to, reinstatement, retention, probation, termination, suspension, special academic assignments, or other interventions deemed appropriate to the situation. On behalf of the appeals committee, the Dean will notify the student within ten working days of his/her decision. The judgment of the Dean concerning the matter shall be final and binding on all parties with the exception of recommending the termination of a student's participation in an academic program.

In case of termination of an individual from an academic program for academic issues (including non-cognitive skills), the program's Student Academic Progress and Promotions Committee's specific appeals process apply.

Teacher/Learner Relationships

Teacher/Learner Compact

Morehouse School of Medicine (MSM) is committed to maintaining a teaching and learning environment free of discrimination of any kind, and all forms of coercion or other mistreatment that interfere with academic freedom or diminish the dignity of any member of the MSM family of students, postgraduate trainees, faculty and staff. It is expected that all members of the MSM family will embrace this standard of behavior, in order to foster an effective and supportive learning environment of mutual respect and collegiality among teachers and learners.

1. 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 this policy.
2. In the teacher-learner relationship, each party has certain legitimate expectations of the other. For example, the learner can expect that the teacher will provide instruction, guidance, inspiration and leadership in learning. The teacher expects the learner to make an appropriate

professional investment of energy and intellect to acquire the kmow1edge and skills necessary to become an effective healthcare professional. Both parties can expect the other to prepare appropriately for the Sabbatical interaction and to discharge their responsibilities in the Sabbatical relationship with unfailing honesty. While such expectations are extremely important to the Sabbatical mission of MSM, the diversity of members of the academic community combined with the intensity of interactions that occur in the health care setting, as well as in the laboratory or classroom, could lead to incidents of inappropriate behavior or mistreatment. The victims and perpetrators of such behavior might include students from the M.D., Ph.D., M.S.B.R., M.S.Bm.T., M.S.C.R., M.S.M.S, M.S.N.S., and M.P.H. programs, faculty, fellows, residents, and other staff. Examples of mistreatment or inappropriate behavior are:

- physical threats or physical attack (e.g., hit, slap, kick)
- sexual harassment
- discrimination based on race, religion, ethnicity, sex, age,
- sexual orientation and physical disabilities
- repeated episodes of psychological punishment of a student by
- a particular superior (e.g. public humiliation, threats and intimidation, removal of privileges)
- grading used to punish a student rather than for objective
- evaluation of performance
- assigning tasks for punishment rather than for objective
- evaluation of performance
- requiring the performance of personal services
- taking credit for another individual's work
- intentional neglect or intentional lack of communication

Such actions are contrary to the spirit of learning, violate the trust between teacher and learner, and will not be tolerated by MSM.

3. Definition—a complaint is a student's allegation that there has been an act or failure to act that violates the standards of behavior in the teacher-learner relationship as defined in this policy.
4. The dean shall appoint a neutral non-administrative faculty member to act as Mediator, and receive complaints of mistreatment.
5. Claims of discrimination based on race, religion, ethnicity, sex, age, sexual orientation and physical disabilities will be handled in accordance with MSM Policy # 01-30-1-:10 prohibiting discrimination and discriminatory harassment.
6. Disputes over grades not related to any claim of mistreatment will be handled in accordance with established academic policy guidelines.
7. Complaints that involve employees of an affiliate hospital or other facility will be handled through this process and in coordination with the respective facility.
8. Reporting of incidents involving mistreatment will be held in the strictest confidence, and will be dealt with quickly and appropriately in accordance with established guidelines defined in the procedures outlined in this policy.
9. The Mediator will be the keeper of all records regarding claims of student mistreatment.

10. The dean shall appoint an adhoc Conflict Resolution Council (Council), which will consists of five members. The Council composition will include two (2) students, one of whom shall be selected from the program involved in the complaint, one (1) resident and two (2) faculty members. Students and residents who are selected must be in good standing with no deficiencies.
11. The Council shall act as an appellant body to receive claims that cannot be resolved by the Mediator.
12. A section regarding student mistreatment and complaint procedures will be included in all students, resident and faculty handbooks and the topic of student mistreatment in the teacher-learner relationship will be discussed during all orientation sessions.

Procedures

Informal: Concerns of mistreatment may arise from misunderstandings or minor problems that can be resolved promptly and satisfactorily between the accuser and accused before they become formal complaints. Prompt resolution is in the best interest of the teacher-learner relationship. To this end, informal discussions are encouraged between student and teacher. Should a complaint of mistreatment arise, necessitating discussion with a teacher, the teacher and the student should make a good faith effort to resolve the problem immediately Students may solicit assistance or advice from other faculty, faculty advisors or other trusted individuals to assist in resolving the issue.
When the informal approach fails to result in a satisfactory resolution, the student may use the Formal process.

Although use of the informal process is encouraged for resolving conflict, it is not a necessary prerequisite to using the formal process. An accuser may bypass the informal process, and file his/her claim of mistreatment in accordance with the formal process when he/she believes that circumstances might prevent a productive outcome from the informal process.

Formal

Step I

1. When an accuser believes that there are sufficient grounds to express a formal complaint of mistreatment, the accuser should within five working days of the incident, or unsatisfactory outcome of informal process, submit the complaint in writing to the Dean.
2. The Dean shall choose a mediator within 5 (five) working days and the Mediator will contact all parties to the complaint to begin the mediation process. If the complaint involves more than one accuser, the complaint may be presented by a single spokesperson or representative selected by the group.
3. If the parties are able to resolve the complaint to the satisfaction of the accuser(s) the Mediator will provide documentation of the resolution to only the parties involved within 7 (seven) working days. The Mediators files regarding all resolved claims shall remain with the Mediator.
4. When the Mediator is unsuccessful in resolving a claim, the accused and the accuser shall have the option of moving to Step II.

Step II

1. If the Mediator is unable to resolve the complaint to the satisfaction of the accusers(s) or the accused in Step I, the accuser(s) or the accused shall be entitled to file a written appeal to the Conflict Resolution Council for a hearing. When the Council is unable to resolve a complaint, the Council will file a report of findings with the dean that may or may not include recommendations for disciplinary actions.

2. The Dean of the school may or may not accept the recommendation of the Council when determining the disposition of the complaint. The decision of the dean will be final.

Roles and Responsibilities

Mediator: The position of Mediator is an annual appointment established to help resolve conflicts. The role of the mediator is to mediate between the conflicting parties and strive for reconciliation. Either the accuser or the accused may contact the mediator to seek assistance in resolving the conflict. The mediator will encourage the parties to work out the problem between them, but will also be available as a facilitator of the process. To achieve neutrality, the mediator will be chosen from the non-administrative faculty of MSM. The Dean shall appoint the Mediator after consultation with the Student Government Association, the dean's Council and the GMEC. The mediator is accountable to the dean.

- The Mediator must be knowledgeable concerning the various MSM policies for handling complaints.
- The Mediator's role is to discern whether a given complaint should be handled by the mediator or through other channels. For example, if a student claims to have received an unfair grade, the mediator will advise the student to use the procedures currently in place for appealing grades. Disputes over grades will be handled according to such policies, rather than by the Mediator.
- In cases involving accusations of discrimination or sexual harassment, the Mediator. will inform the accuser that she/he should submit a complaint to the institution's Discrimination Grievance Officer (DGO). The Mediator must inform the DGO the accusation has been made. The accuser must then meet with the DGO to decide whether further action should be taken.
- When faced with questions concerning the Institution's legal responsibilities, the Mediator must contact the Director of Risk Management to obtain advice from the Institution's legal counsel.
- For complaints involving employees from other affiliate hospitals or facilities, the Mediator will attempt to coordinate efforts with the respective facility to resolve the complaint.

Conflict Resolution Council

The purposes of the Council include the following: to ascertain the facts, to the extent feasible; to mediate between the parties and to strive for reconciliation. The Council will assess the evidence as objectively as possible, be fair in its deliberations, and protect the rights of the accused and the accuser.

A quorum of the Council will consist of five members, with at least one member from each representative group. The Mediator is not a member of the Council. The Council membership shall include appropriate gender and minority representation. The Student Government Association (SGA) nominates student representatives, faculty representatives by the dean's Council, and the resident representative by the GMEC. Nominations for Council members are submitted to the dean, who appoints the Council. Appointments are staggered so that the Council always has experienced members. If in a given case the accused or accuser is not represented by groups on the tile council, the council may recruit additional members from appropriate groups (e.g. residents, fellows, students, faculty, etc) to help deal with the specific situation. Such recruitment is at the discretion of the Council. There shall be two co-chairs of the Council. One co-chair is elected each year from the student members of the Council, and the other co-chair from the faculty members.

Council Procedures

1. The Council becomes involved in a given case, only after the Mediator has made reasonable efforts to resolve the complaint.
2. When the Council hears a case, the Mediator, accuser, and accused are present. The Council co-chairs are responsible for notifying the parties concerning the time and place of the Council meeting.
3. The proceedings begin with the Mediator presenting the case. The accuser and accused both have an opportunity to speak and to bring witness is to speak.
4. The order of speakers is as follows: a) the accuser; b) witnesses for the accuser; c) the accused d) witnesses for the accused.
5. The accused has the right to be present whenever the Mediator, the accuser, or any witnesses are presenting statements. Similarly, the accuser has tile the right to be present during statements by the Mediator, the accused, or witnesses.
6. Witnesses will be present only when they are called to give information. After speaking, they will be asked to leave, in order to protect tile the confidentiality of the parties involved. Both the accused and the accuser can be harmed by a breach of confidentiality, and all that are involved in the process of responding to allegations must maintain confidentiality.
7. In some situations, the Mediator or Council might be justified in communicating ordinarily confidential information to other MSM officials, provided there is a legitimate "need to know".
8. The accuser and accused are not allowed to bring lawyers to Council meetings as advocates, advisors, or observers, nor may they bring any other persons, except witnesses.
9. This process is intramural and is anticipated to avoid complaints being filed outside the Institution.
10. When the Council finds that, in their view of the facts, serious mistreatment has occurred, a report of findings will be sent from the Council to the dean. The dean will then decide what action to take.
11. The dean or the dean's designee (perhaps the Mediator) will advise the accused and accuser concerning the final disposition of the matter.
12. Decisions about whether a report of findings should be sent to the dean should be made on a case-by-case basis. It is a matter of judgment by the Council, based on the degree of offensiveness of the behavior and the strength of evidence that the behavior occurred.
13. When the council is aware of a history of recurring mistreatment behavior by a given individual, a report of findings to the dean might be warranted, even if each occurrence of mistreatment behavior considered alone, would not be regarded as serious enough to justify a report to the dean.
14. In general, if the conflicting parties resolve the matter between themselves, the Council might decide that a report to the dean is not warranted. On the other hand, if the offense is serious or recurring, a report to the dean might be appropriate even if the conflicting parties have reached reconciliation. In exceptional circumstances it might be appropriate for the Mediator to inform the dean concerning a complaint before the Council meets.
15. If in the mediator's judgment the council should be brought into a case, the accused does not have the right to prevent the council from meeting. A function of the council is to decide whether the matter should be brought to the attention of the dean.

16. It is in the best interest of the accused to meet with the Council to attempt to prevent a report to the dean. If the accused refuses to attend the Council meeting, the council will still meet to decide if a report should be sent to the dean.
17. If a student who believes he/she has been mistreated approaches a Council member, the council member will refer the student to the Mediator.

Nondiscrimination and Anti-Harassment Policies

General Information

Morehouse School of Medicine is committed to providing academic and employment environments that are free from unlawful discrimination, including harassment, on the basis of protected characteristics, including race, color, national or ethnic origin, sex, age, disability, religion, veteran status, sexual orientation, genetic information, gender identity, or any other characteristic protected by applicable law in the administration of the School's programs and activities. The School encourages any individual who feels he or she has been discriminated against or harassed on any legally protected characteristic to promptly report the incident to the Title IX Coordinator or the Deputy Title IX Coordinator, who may be contacted as follows:

Marla Thompson, MPA
Title IX Coordinator
Morehouse School of Medicine
Harris Building
Direct Dial: (404) 752-1871
Fax: (404) 752-1639
Email: mthompson@msm.edu

Valerie Walton
Deputy Title IX Coordinator
Morehouse School of Medicine
Harris Building
Direct Dial: (404) 752-1606
Fax: (404) 752-1639
Email: vjwalton@msm.edu

MSM's general policy against discrimination, harassment and retaliation applies to conduct by and perpetrated against all faculty, staff, administration, supervisors, employees, residents, students, applicants, volunteers, patients and visitors to campus, including guests, patrons, independent contractors or clients of MSM ("Person(s)") that is prohibited by Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act, the Americans with Disabilities Act (including ADAAA amendments), and the Age Discrimination Act of 1975.

MSM also does not discriminate on the basis of sex in its employment decisions and education programs and activities (such as all academic and extracurricular activities and programs) as required under Title IX of the Education Amendments of 1972 and in its implementing regulations, and in part under Title VII, as well as any other applicable federal and state laws or local ordinances. Accordingly, MSM has also adopted a Sex/Gender Nondiscrimination and Sexual Harassment Policy, which covers all employment and admissions decisions affecting any member of the MSM community as they relate to any conduct prohibited under Title IX, such as sex or gender discrimination, retaliation and all types of sexual misconduct, including, but not limited to sexual harassment and sexual violence.

Under MSM's general policy against discrimination, harassment and retaliation, if a complainant is able and feels safe, he or she should clearly explain to the alleged offender that the behavior is objectionable and request that it cease. Additionally, if the complainant is not able or does not feel safe confronting the alleged offender, or the behavior does not stop, or if the complainant believes some adverse employment or educational consequences may result from the discussion, he or she should contact the Title IX Coordinator or the Deputy Title IX Coordinator to make a complaint.

Under MSM's Sex/Gender Nondiscrimination and Sexual Harassment Policy, any Person, or any individual or group acting on behalf of a Person, who knows or receives a report of an incident specifically involving sex discrimination, sexual harassment or sexual violence, or seeks to raise general concerns with individual or institutional sex-based discrimination, sexual harassment or sexual violence, may report the incident to or file a formal complaint with the Title IX Coordinator or the Deputy Title IX Coordinator. Details about the procedures a victim of sex discrimination, sexual harassment or sexual violence should follow immediately following the occurrence of such conduct, as well as for reporting incidents and/or filing, investigating and resolving complaints of sex discrimination, sexual harassment, sexual violence, and other Title IX-related grievances are outlined in Human Resources Policy H.R. 1.00 (revised 10-1-2014), which can be accessed on the Morehouse School of Medicine website at:
https://msmconnect.msm.edu/group/mycampus/41

And click into "Employee Relations and Title IX"

All members of the MSM community are subject to MSM's Sex/Gender Nondiscrimination and Sexual Harassment Policy, including the investigatory and disciplinary procedures described therein.

Under both policies, reports or complaints of harassment of any form should be made to or initiated with the Title IX Coordinator or the Deputy Title IX Coordinator as soon as possible after the most recent incident. Anyone who knowingly makes a false accusation of discrimination, harassment, or retaliation will be subject to appropriate sanctions. However, failure to prove a claim of discrimination, harassment, or retaliation does not, in and of itself, constitute proof of a knowing false accusation. No Person should assume that an official of MSM knows about a particular situation. Any Person or non-MSM visitor, guest, patron, independent contractor, or client who fails to address or report any form of discrimination, harassment and/or retaliation allegedly perpetrated by or against MSM administrators, faculty, staff, supervisors, volunteers, students or employees of which they know or should have known may be subjected to sanctions.

Complaint Procedures
Complaints filed with the Title IX Coordinator must be in writing and, specifically in cases involving incidents of sex discrimination, sexual harassment or sexual violence, provide the following information: (i) name of and contact information for the complaining Person(s) ("Complainant(s)"); (ii) nature, location and date of alleged violation; (iii) names of and contact information for the Person(s) accused of the alleged violation (where known) ("Respondent(s)"); (iv) requested relief or corrective action (specification of desired relief shall be the option of the Complainant); and (v) any other background or supplemental information that the Complainant believes to be relevant (e.g., names of other persons affected by the violation, etc.).

Investigation and Disposition of Complaints

All reports and complaints of discrimination and harassment will be promptly investigated, and appropriate corrective action will be taken as expeditiously as possible. The parties to the complaint will each have an opportunity to be heard during the investigation, and to provide witnesses and other evidence to an impartial investigator. MSM will make reasonable efforts to protect the rights of both the Complainant and the Respondent. MSM will respect the privacy of the Complainant(s), Respondent(s), and any witnesses in a manner consistent with the School's legal obligations to investigate, take appropriate corrective action, and comply with any discovery or disclosure obligations required by law. Any and all requests for confidentiality will be evaluated on a case-by-case basis and in the context of the school's responsibility to provide a safe and nondiscriminatory environment for the MSM community.

MSM reserves the right to investigate and resolve a complaint or report of discrimination and/or harassment regardless of whether the complainant ultimately desires the School to pursue the complaint. In such cases, the parties shall be informed of the status of the investigation at reasonable times until the School's final disposition of the investigation.

The amount of time needed to conduct an investigation will depend in part on the nature of the allegation(s) and the evidence to be investigated (e.g., the number and/or availability of witnesses involved). Within 60 days of receipt of the complaint, the Title IX Coordinator or Deputy Title IX Coordinator will provide an interim notice of the outcome of the investigation or will advise the parties of the additional estimated amount of time needed for the investigation. Within 10 business days following the completion of an investigation, the Title IX Coordinator or Deputy Title IX Coordinator will simultaneously provide written notification to the Complainant and Respondent of the results of the investigation. If the investigation reveals that, by application of the preponderance of evidence standard, harassment, discrimination (or other inappropriate or unprofessional conduct even if not unlawful), or retaliation has occurred, disciplinary action may be taken by MSM. Written notice to the appropriate parties relating to discipline, resolutions, and/or final dispositions is deemed to be official correspondence from the School. Disciplinary sanctions imposed may be appealed through the appropriate appeals process depending on the status of the alleged policy violator. MSM will take the appropriate corrective action based on results of the investigation and will follow up as appropriate to ensure that the remedial action is effective. Complainants are encouraged to report any reoccurrences of conduct that were found to violate MSM's nondiscrimination and anti-harassment policies or any other related concerns.

Prohibition Against Retaliation

Anyone who, in good faith, reports what s/he believes to be discrimination or harassment, who participates or cooperates in any investigation, or who otherwise opposes unlawful conduct believed to be in violation of this policy will not be subjected to retaliation. Anyone who believes he or she has been the victim of retaliation for reporting discrimination or harassment, participating or cooperating in an investigation or otherwise opposing unlawful conduct believed to be in violation of this policy should immediately contact the Title IX Coordinator or the Deputy Title IX Coordinator, who have authority to investigate all such claims. Any individual found to have retaliated against another individual who engaged in conduct consistent with the protections afforded under this Policy will be in violation of this policy and will be subject to disciplinary action.

STUDENT CONSUMER INFORMATION

The Morehouse School of Medicine (MSM) desires to resolve student grievances, complaints and concerns in an expeditious, fair and amicable manner. Complaints regarding any aspect of operations should be filed internally to MSM authorities first and then, if necessary, to external authorities. Contact information for filing complaints is given below.

MSM fully complies with the federal Family Educational and Privacy Act of 1974 as amended (20 U.S.C. § 1232g; 34 CFR Part 99), 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 M. Gloster Building, adjacent to the Office of Admissions and Student Affairs.

Internal MSM Contacts for General Consumer and Other Complaints

- **Academic Affairs**
  Dr. Sandra Harris-Hooker
  Executive Vice Dean for Academic Affairs
  sharris-hooker@msm.edu

- **Educational Affairs**
  Dr. Martha Elks
  Senior Associate Dean, Educational Affairs
  melks@msm.edu

- **Clinical Affairs**
  Dr. Michelle Nichols
  Assistant Dean, Clinical Affairs
  mnichols@msm.edu

- **Compliance**
  Keith Henderson, JD
  Chief Compliance Officer, Privacy and Research Integrity Officer
  khenderson@msm.edu

- **Family Educational Rights and Privacy Act (FERPA)**
  Angela Freeman, M.A.A.S
  Registrar
  afreeman@msm.edu

- **Title IX**
  Marla Thompson, MPA
  Title IX Coordinator
  mthompson@msm.edu

- **Facilities and Management**
  Dr. John Case
  Senior Vice President, Operations and Chief Financial Officer
  jcase@msm.edu

External Contacts for Consumer Complaints

If an issue cannot be resolved internally with MSM, students may file a formal complaint with the following accrediting entities:

- Georgia Nonpublic Postsecondary Education Commission (GNPEC): - http://gnpec.org/consumer-resources/gnpec-authorized-school-complainant-form/
- Southern Association of Colleges and Schools (SACS): http://www.sacscoc.org/pdf/081705/complaintpolicy.pdf
- Accreditation Council for Continuing Medical Education http://www.accme.org/about-us/accountability-to-the-public/complaints-process
- Accreditation Council for Graduate Medical Education - http://www.acgme.org/Residents-and-Fellows/Concerns-and-Complaints
- Council on Education for Public Health http://ceph.org/constituents/students/faqs/#15
- Liaison Committee on Medical Education http://lcme.org/contact/complaints/

Federal regulations also require MSM to provide prospective and current students with contact information for filing complaints with the appropriate agency in the state where the student resides. The following links fulfill this obligation:

- Student Complaint Information By State http://www.sheeo.org/sites/default/files/Complaint%20Process%20Links%2012-2012.pdf
- Directory of State Authorization Agencies and Lead Contacts - http://www.sheeo.org/sites/default/files/Directory%20of%20State%20Authorization%20Agencies%20and%20Lead%20Contacts%20-%20Gloria%27s%20draft%20May%2015%202015.pdf

Because MSM is eager to listen to its students and assist them in resolving any issues they may have with the school, MSM encourages students to inform the school of their complaints first before contacting one of these agencies.

Compliance Hotline:

Morehouse School of Medicine is an organization with strong values of responsibility and integrity. Our written standards and policies contain general guidelines for conducting business with the highest standards of ethics. The institution is committed to an environment where open, honest communications are the expectation, not the exception. As a student, you are encouraged to submit reports in instances where you believe violations stated in written standards and policies have occurred. Please seek guidance from the Office of Compliance on policies and procedures.

Students can place an anonymous report by phone or Internet to a reporting system that is administered and managed by a third party. This comprehensive reporting tool, allows the Office of Compliance and Corporate Integrity to proactively address compliance concerns and potential violations of regulations and policies. All information provided will remain **confidential**. To make a report:

- Call the toll free 24-hour phone at **855-279-7520 (**in both English and Spanish).

or

- Use the 24-hour website is **www.msm.ethicspoint.com**

You can locate the link on the MSM homepage by going to:

About MSM
Click on "Administration"
Click on "Compliance"
Click on "Compliance Hotline" link, go to "Make a Report"

LEAVES OF ABSENCE

MSM recognizes that individual circumstances, which cannot be predicted in advance, may contribute to a situation where an individual student needs to utilize more time to graduate from their academic 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, medical needs, and quality of life, and accommodates, as feasible and reasonable, extenuating circumstances that arise during their education. A leave of absence will **not** be granted for academic failure. Time spent on leaves of absence is excluded from the matriculation time limit to graduation, specified by each degree program.

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 Dean of 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 probation 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 student should contact MSM's Office of Disability Services (ODS) for information on the process to obtain approval of the request.

The student will be advised to obtain the necessary medical documentation from the medical or mental health professional that has been providing treatment to the student. The student will provide written consent for the release of his/her medical information. The physician shall confirm in writing that a Medical Leave or Withdrawal is warranted due to the student's health problem. All supporting documentation related to the Medical Leave must be submitted to the ODS within thirty (30) days of the request (unless the circumstances are unforeseen), and shall be maintained and protected in a confidential and secure manner in accordance with all applicable federal and state laws and regulations and MSM policies.

Medical Leave may be approved during a student's degree candidacy contingent upon MSM policy. A Medical LOA will be granted up to one year at a time and reviewed at the end of each academic year. Students may apply for a continuation of Medical Leave beyond one year, but MSM retains the right to impose conditions for students' return, including but not limited to academic remediation, or to deny further leave. The maximum total time for LOA during matriculation is limited to 2 years.

Health Insurance
Students on an approved LOA may remain on their health insurance for the semester he or she receives the LOA. To retain insurance thereafter, student must pay the required fee for each semester they are on leave and wish to have insurance coverage. A student who does not wish to continue their health insurance, must request a formal termination of their health insurance coverage.

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 the Manager for Debt Manager/Default Prevention, 30 days prior to the beginning of their LOA.

Returning from a Leave of Absence
Students who desire to return from a leave of absence are required to provide a Letter of Clearance from his or her physician that specifies that the student is physically and/or psychologically able to resume their studies. Students sign written consent for the release of any medical information. The Letter of Clearance should be submitted to the ODS, who will communicate to the Dean of Student Affairs whether the student has met the medical requirements to resume his or her studies. The ODS will maintain the confidentiality of all information regarding medical LOAs in accordance with federal, state and local law.

Students will be required to remediate all exams and course requirements in accordance with their degree program.

STUDENTS WHO DO NOT RETURN TO FULL-TIME STATUS AT THE END OF AN APPROVED LEAVE PERIOD AND WHO HAVE NOT APPLIED FOR AND BEEN GRANTED A RENEWAL OF THE LEAVE ARE CONSIDERED TO HAVE WITHDRAWN FROM MSM. M.D. STUDENTS CANNOT LATER RE-ENROLL. NON-M.D. STUDENTS MUST REAPPLY FOR ADMISSION THROUGH THE REGULAR ADMISSIONS PROCESS.

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 for approval to the Dean of Student Affairs in writing with adequate documentation.

General Policies and Conditions for All Leaves

Students may request a LOA from their 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. Students may apply for a continuation of leave beyond one year, but MSM retains the right to impose conditions for students' return, including but not limited to academic remediation, or to deny further leave. The maximum total time for LOA during matriculation is limited to 2 years for all degrees unless the student is enrolled in a dual degree program. 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 Dean of 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 matriculation time limit to graduation specific for each degree program.

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 Dean of 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 IN the MD PROGRAM CANNOT LATER RE-ENROLL. NON-M.D. 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 their 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.

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 medical records shall be retained by the ODS. Appropriate federal, state and local law limits access to these records.

Involuntary Leave of Absence
The Dean of the school 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 of the school or his/her designee may specify conditions that 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 professional and be re-registered as a student. Permission to reenter the Program following an Involuntary LOA must be submitted to the Associate Dean for Student Affairs and approved by the Dean of the school or his/her designee. The request must be submitted in writing to the Associate Dean for Student Affairs thirty (30) days prior to the anticipated time of re-entry.

STUDENTS WHO DO NOT SEEK PERMISSION TO REENTER THE PROGRAM WITHIN THAT TIME PERIOD ARE CONSIDERED TO HAVE WITHDRAWN FROM MSM. M.D. STUDENTS CANNOT LATER RE-ENROLL.

NON-M.D. STUDENTS 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 within ten (10) working days of receipt of the notification of involuntary LOA. The appeal must be submitted in writing to the Associate Dean for Student Affairs, identifying the reason(s) why the student believes the decision is inappropriate. The Dean of the school will review the student's appeal and determine whether to uphold, reverse or alter the decision. The decision of the Dean of the school will be communicated to the student in writing within ten (10) working days and will be considered final.

COMPUTER USE POLICIES

1. Use only the computing systems, User accounts, and electronic files and data for which you have authorization or permission.
2. Read and understand all relevant MSM Information Technology (IT) policies, procedures, standards, and guidelines for any computing systems or networks used both inside and outside the Institution.
3. Do not attempt to circumvent security controls intended to protect MSM information processing systems or MSM information. Unauthorized use of MSM computing resources or attempting to escalate access privileges is an explicit violation of MSM IT policy, regardless of the level of protection deployed on those resources.
4. Abide by all applicable local, state, and federal laws.
5. Respect the privacy and personal rights of others. Do not access or attempt to access another user's electronic mail account, data, software, or files.
6. 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:
   "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 software copyright laws and license agreements. Institutional policies expressly forbid the copying or installation 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 MSM computing systems to communicate with other individuals, either within the MSM community or externally. When sending personal messages to other users or posting on electronic bulletin boards or websites, identify

yourself as the sender or poster. The use of MSM 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 those MSM computing resources that are necessary to complete your work, including the remote access servers. You should restrict your use of these services for only the minimum period necessary. Broadcasting non-critical messages to large numbers of individuals and sending chain letters are examples of prohibited activities.
10. All mobile phones and tablets must be enrolled into MaaS360 in order to synchronize MSM email, contacts and calendar information. Enrolling into this system will reduce the risks associated with lost or stolen devices by providing a means to erase institutional-related content from the device. Enrollment will also allow MSM to set basic security policies on participating devices to restrict unauthorized access. Each user is allowed to enroll a maximum of 2 devices. Enrollment is voluntary, however, devices not enrolled will be unable to access MSM email, contacts and calendar information. As an alternative, users can access webmail from their mobile devices by going to http://webmail.msm.edu

    To enroll, from your mobile device, open a browser and go to http://m.dm/msmmobile.

Student Laptop Policy

To ensure optimal support of educational testing and learning materials, all students are required to purchase and use a computer selected by the institution. This will allow MSM IT to provide full technical support and service for all of our students. Computers issued by Morehouse School of Medicine are loaded with the required software needed for our curricula and follow all software compatibility component requirements.

Students are provided training during orientation on the use of the laptops issued. Morehouse School of Medicine-issued computers are the only ones authorized for use during MSM classroom participation and online examinations. However, loaner laptops are available for students who have technical problems with their MSM-issued laptops during classroom participation and exams. The MSM IT Helpdesk provides students with technical support for their MSM-issued laptops only.

In the event that a student uses an unauthorized device for an examination (or other course/institutional assignment) and encounters any issues that adversely impacts that student's performance on the examination, the student's score on that assignment will be recorded as zero (0) and a "do-over" opportunity or extended time will not be allowed. This will also result in a professionalism finding recorded for the student.

The Basics

Student Lounges

Student lounge areas are located across from the elevator on the second flood of the Hugh M. Gloster Building, and in the **Billy Suber Aaron Pavilion.** Students in the MPH degree program have lounge areas on the third floor of the NCPC building. All students utilizing lounge areas should keep the area clean and free of debris.

Cafeteria

The Café 720 is located on the first floor of the National Center of Primary Care. Breakfast, lunch, snack items, hot and cold beverages are served from 8:30 am – 2:30 pm, Monday through Friday.

Food and Drink

Food and drink are not permitted in the electronic classrooms, research laboratories, or Library (except for the 24-hour area).

Lockers

Lockers are maintained for student use in the second floor hallways 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. The fitness center is open 24/7. Location: lower level of parking deck.

Telephones

Calls to Morehouse School of Medicine should be directed to (404) 752-1500, Monday-Friday 9:00 am - 5:00 pm. For emergencies, please call Public Safety at (404) 752-1795.

General Policies and Regulations

Student Communication and Use of MSM Email

Responsible use of computing resources at MSM is detailed in the section on Computer Use Policies. MSM Email is used for official communication. Students are responsible for regular reading of email to their MSM address and are responsible for adhering to messages conveyed by this route. Course web sites (CANVAS) are also official communication and students are responsible for notices and information posted to these sites.

Use of Buildings

Students are permitted to use the two lecture rooms on the first floor of the Hugh M. Gloster Building and spaces on the second floor on a 24-hour basis, subject to their prior reservation. Rooms for group study are available on the second floor of HGB and in the Billy Suber Aaron Pavilion. Conference rooms in the Medical Education Building (MEB) and Research Wing (RW) may be used by students. Please reserve using "After-Hours Run in Outlook".

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, 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.

   Alcohol Policy: As adults, MSM students are expected to abide by state and federal laws and MSM policies as these pertain to alcohol consumption. All MSM sponsored and/or hosted events whether held on campus or off where students are anticipated to be in attendance must adhere to this policy.
   a) Prior approval must be obtained from the Office of Student Affairs.
   b) Alcohol can only be served by a duly licensed bartender, and no one may be served more than two drinks.
   c) Alcohol must not be the central focus of the event and must not be advertised.
   d) There must be plenty of non-alcoholic beverages and good quantity of food served.
   e) Alcohol service must be discontinued no later than one hour before the scheduled end of the event.
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 Student 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.

Admissions Policy & Selection

Morehouse School of Medicine encourages applications from, and gives full consideration to, all applicants for admission and financial aid without regard to gender, 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, biomedical or public health scientists, who will fulfill the mission of the school.

Admission to each degree program is decided by separate Admissions Committees for students entering the Morehouse School of Medicine. Each program maintains its own admissions criteria and process. However, all applications are processed through the **Office of Admissions and Student Affairs**.

**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.*

Doctor of Medicine (MD) Program

Admission Standards

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.

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.

* Only citizens of the United States of America and legal permanent residents are accepted into the M.D. program of study.

Transfer Students

Transfer admissions are rare. However, applications are accepted from students in LCME accredited U.S. and Canadian schools of medicine, who are currently enrolled in good academic standing in such a school, have the full approval for the transfer from the dean of their current school, and have 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 non-Canadian foreign medical schools, osteopathic or veterinary schools. MSM does not accept applications for transfer beyond the second year. Therefore, admission to the third and fourth year medical classes is not possible.**

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 includes 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.

Blood Borne Pathogen Policy For Students

The blood borne pathogen policy for students delineates actions students who have blood borne infections should take upon their matriculation at MSM, to ensure they are accommodated and are able to complete their medical training. It also details actions these students should take to limit potential infectious disease exposure to other students, healthcare personnel, and patients.

Morehouse School of Medicine is committed to providing a safe learning environment for all students and the protection of the rights of students with known blood borne pathogen (BBP) infections while maintaining the safety for all students, faculty and patients. MSM does not discriminate against students who are known to have BBP infections in admissions and retention in compliance with the Americans with Disabilities Act. Please note that FERPA and HIPAA rules will be followed to the extent possible.

This policy applies to students who are aware that they are infected with a blood borne pathogen including but not limited to Human Immunodeficiency Virus (HIV), Hepatitis B Virus (HBV), and Hepatitis C Virus (HCV).

- All students with known BBP Infections are required to register with the MSM Office of Disabilities (ODS) to ensure reasonable accommodations are provided for the student, as appropriate to enable them to complete their medical education. An accommodation will be made on a case-by-case basis.
- MSM will take reasonable efforts to make sure the student's confidentiality is maintained as required by applicable law and to facilitate their medical educational needs with privacy.
- The student will be required to sign a confidentiality waiver/release for the student's treating healthcare provider in order to provide information to the ODS.
- All students must follow Universal Precautions as set forth by the U.S. Centers for Disease Control and Prevention and any other up-to-date infection control measures required at all clinical sites and in the MSM Gross Anatomy Laboratory.
- Students with known BBP Infections should be under the care of a healthcare provider. Suppression of the student's viral load is the goal of therapy, whenever possible. All HIV+ students should be on medical therapy.
- Students who rotate at clinical sites in other institutions will be expected to adhere to the infection control policies of those institutions. A student may withdraw from or forego participation in a clinical activity or procedure without penalty if that the student believes he/she may present an unreasonable risk of infecting others.

Further information may be obtained from The Office of Disabilities Services, Harris Building, room 132, phone: 404-756-5200.

It is imperative that all MD students adhere to all infection control standards and complete all required training and immunization documentation in a timely fashion. Failure to adhere to all standards and deadlines will result in delay of clinical experiences and could result in failure to achieve a passing grade in courses with required clinical experiences.

MSM uses a variety of clinical sites. Professional standards of infection control processes, training, documentation, criminal background check, drug testing, and similar process may vary from MSM standards at some of these sites. In order to gain necessary clinical experiences as required in the curriculum, MD students must adhere to all such site standards. Failure to comply in a timely fashion

will delay clinical course progress. Failure to meet certain standards may prevent a student from being able to complete the academic program.

MD Student Registration Policy

All currently enrolled MD students are required to be officially registered by the first day of classes or clinical clerkships. If a student has not registered for his/her respective MD year curriculum due to an outstanding balance, the student will not be authorized to attend classes, clinical clerkships or receive credit. In addition, the student's MSM ID card, Canvas and Examsoft access will be provisionally suspended. Students who have not been registered will be considered to have unexcused absences for those sessions requiring attendance.

Approval to attend classes or clinical clerkships is contingent on outstanding balance being paid or if a payment agreement is established with the MSM Controller's Office.

Prior to the start of each semester, it is the responsibility of the student to make certain an outstanding balance is paid in full. If circumstances result in a delay in registration beyond the student's control, the student is required to meet with the Dean for Student Affairs. However, this does not excuse the student from adhering to the registration policy guidelines.

Students who delay sitting for Step 1 beyond June 30, or who fail to pass this exam are ineligible for financial aid until they pass the exam and commence the third year curriculum.

Educational Objectives of the Medical Curriculum

The undergraduate medical program requires that candidates for the MD degree acquire certain knowledge, skills, and attitudes that are essential for functioning in a broad variety of clinical situations. To render a wide spectrum of primary care, a graduate must develop:

1. A mastery of the concepts necessary for the prevention, diagnosis, treatment, and management of common medical problems, specifically display knowledge of:
   a. Normal development, structure and physiological function of the body, organ systems, tissues and cells, and their interrelationships and the molecular, biochemical, cellular, and physiological mechanisms that are important in maintaining the body's homeostasis.
   b. Biochemical, immunologic, pharmacologic, and microbiologic principles related to issues of disease, laboratory tests, and therapeutics and the various etiologies (genetic, developmental, metabolic, toxic, iatrogenic, microbiologic, autoimmune, neoplastic, degenerative, and traumatic) of diseases (pathogenesis), the associated altered structure and function (pathology and pathophysiology) and characteristic pathologic and laboratory manifestations
   c. Common epidemiologic and risk factors for diseases, population health and the role and impact of psychological, behavioral, social, economic, and cultural factors on health and disease.
   d. Ethical, legal, gender, psychological, social, interpersonal, and economic issues that impact health and medical care.

2. Basic skills, including the ability to:
   a. Perform and record a complete and accurate history, sensitive to patient needs and the nature of the situation
   b. Perform and record an accurate and complete physical examination and mental status examination sensitive to patient needs and the nature of the situation.
   c. Analyze a patient's clinical presentation, connect biomedical and health knowledge with application; that is, develop a suitable diagnostic and therapeutic plan, appropriately using information resources, laboratory and imaging testing.

d. Communicate (in writing and orally) effectively and respectfully with peers, faculty, colleagues, and other members of the healthcare team, understanding the role of consultations and referrals.
e. Communicate and interact with patients in an effective, respectful, and compassionate manner, including counseling them on risks, prevention, lifestyle and therapy issues.
f. Obtain, analyze, and use the medical literature and other information resources to address medical questions and to sustain professional growth and apply techniques of population health, including methods of analysis of the health and health problems of defined populations and development of interventions to improve the health of populations.

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

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
Organ Systems 3	(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	(12 weeks)	15.0
Pediatrics	(8 weeks)	10.0
Obstetrics/Gynecology	(8 weeks)	10.0
Psychiatry	(6 weeks)	8.0
Surgery	(8 weeks)	10.0
Family Medicine/Rural Health	(6 weeks)	8.0
Fundamentals of Medicine III		2.0
		63.0

FOURTH YEAR CURRICULUM

Course	**Semester Credit Hours**	
Senior Selective	(4 weeks)	5.0
Elective Rotations	(Six electives of 4 weeks duration	30.0
		35.0

Total Credits for MD Program: 191.0

***Senior selective. The senior selective requirement may be fulfilled by completing any of the following courses at MSM (grading for this required course is LETTER grade):*
An MSM intensive inpatient experience with overnight and weekend call duty. This would include:

- *Sub internship/acting internship/ward rotation*
- *Intensive care rotations*
- *Ambulatory Adult Medicine*
- *Rural Health senior elective*
- *Emergency Medicine*

Morehouse School of Medicine - University of Washington Medical Scientist Training Program (MSTP)

This unique Medical Scientist Training Program (MSTP) was developed through collaborative efforts of the University of Washington (UW) and Morehouse School of Medicine (MSM). Both institutions bring unique strengths to a program that will provide exceptional biomedical research training at one of this nation's premier research institutions for students enrolled at an HBCU medical school renowned for training students from groups underrepresented in medicine to address the health-care needs of medically underserved populations. **The program's goal is to develop leaders in academic medicine and biomedical research uniquely equipped to create and advance health equity, locally, nationally, and globally.**

Continued support is contingent on sustained academic and research excellence and timely progression through the program. The funding is intended to attract the most talented students and to reduce their debt burden as they complete this extensive training. This will allow students to focus their future careers on providing leadership and new discoveries. Both at MSM and UW, students in this program will be provided targeted career guidance and support to help them navigate the combined curricula and move effectively toward their degrees and career goals.

In this program, selected students will earn both M.D. and Ph.D. degrees as they learn the art and science of medicine and develop expertise in identifying and solving the most challenging problems in biomedical research. M.D. training will take place at MSM in Atlanta, Georgia and Ph.D. training will be completed at UW in Seattle, Washington. Students will complete their first two years of preclinical, medical training at MSM, then spend 3-5 years completing their Ph.D. (research) training at UW. After earning their PhD at UW, students will return to MSM to complete their final two years of clinical training. Graduates will then enter residency training in the field of their choice. A variety of qualifications will be reviewed in selecting successful applicants. These include:

• Career interest in biomedical research and academic medicine
• Academic Excellence
• Evidence of research interest (e.g., participation in research programs as an undergraduate or having a MS degree requiring a thesis in an area of biomedical research)

Interested students should contact Dr. Martha Elks (melks@msm.edu, 404-752-1881) or Dr. Douglas Paulsen (dpaulsen@msm.edu, 404-752-1559) for more information on the program and about the application process.

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 Associate Dean of Student Affairs.

Components of Non-Cognitive Evaluation

Professionalism

Responsibility - Interpersonal interchanges are carried out in a reliable and trustworthy manner. The student can be counted on to keep his agreements.

Ethics - The student manifests the highest standards of ethics and behavior.

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.

Personal Appearance - The student's personal hygiene and dress reflect the high standards expected of a physician in-training.

Communication and Interpersonal Skills

Communication - The student demonstrates an ability to communicate effectively with peers, teachers, patients, and others.

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.

Authority - A student shows appropriate respect for those placed in authority over him/her both with the School and in our society.

Life-Long Learning

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.

Inquisitiveness - The student acquires an interest in his/her courses and curricular subjects, demonstrating individual pursuit of further knowledge.

Teamwork

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 the interchange of information.

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.

Moral Turpitude (adherence to laws and standards**) -** The student respects the rights and privacy of other individuals and does not violate the laws or 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.

Use of non-cognitive evaluation

A. When a student receives his/her first scholastic non-cognitive performance evaluation with one or more inadequate categories indicated, the Dean of Student Affairs or other designated official will meet with the student to discuss the report.
B. If the student receives subsequent inadequate evaluations the Dean of Student Affairs 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 Dean of Student Affairs.
    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 and to place him/her on suspension or leave of absence;
4. To interview and counsel the student and to place him/her on scholastic non-cognitive probation;
5. To interview the student and require that the student repeat a course in which problems arose or take other remedial steps;
6. To interview the student and require that student to repeat the entire academic year;
7. To interview the student and recommend his/her dismissal from the school; or
8. To interview the student and take other steps deemed appropriate by the SAPP Committee.

Non-Cognitive Evaluation form

Student_____ Date_____

Throughout training, an MSM MD student must demonstrate medical professionalism including ethical behavior, moral reasoning, honesty, integrity, dependability, and commitment to service.

Please assess the four global domains below that include the listed elements as well as other qualities. Description of elements is on the reverse of this form. Please comment on strengths, weaknesses and suggestions for improvement. Students must demonstrate appropriate skills and behaviors in these areas to progress in the curriculum.

		Acceptable	Unacceptable
Professionalism	Responsibility Ethical behavior Maturity Personal Appearance		

Comments

Interpersonal and Communication Skills	Communications Demeanor Authority	

Comments

Life-long learning (practice-based learning)	Attentiveness Inquisitiveness	

Comments

Teamwork (systems-based practice)	Cooperation Future potential Adherence to laws and standards (moral turpitude)	

Comments

Faculty name_____

Signature_____

Provide copy to course director. If summative (final) evaluation, also to be submitted to Student Affairs.

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 Associate Dean of Student Affairs and further action as described in the Handbook.

Class Attendance

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. Whether or not an absence is excused is determined only by consultation of the Course Director with the Associate 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.

Course Exam Policies

Requests for regrade or reassessment of any exam or exam element must be made in writing to the course director within 10 working days of the posting (or return to students) of exam results. Faculty cannot allow retake of any exam already taken for a course. Student requests for retakes will not be honored. The curriculum operations committee for the curriculum year will hear and act on petitions from any course director when there was a technical issue that results in altered validity of a taken

exam and creates the need for a retake of an exam. The Dean of Medical Education must approve such decisions. Courses shall not have a curricular policy of dropping the lowest block exam score. Course policies and grading policies must be approved by the Curriculum Evaluation Committee (CEC) at the time a course is proposed. Any substantive change in these policies must be explicitly approved by the CEC before they are applied (even if it is not the cycle time for course review).

Conduct during Examinations

Possession of unauthorized material in a closed book examination, test or quiz such as electronic devices (phones, PDAs iPods, iPads, MP3 players, fitness/activity trackers headsets or watches), books, study material, formulas, flashcards, and lecture notes constitute academic dishonesty. This behavior will be considered intent to cheat on an examination, test or quiz. Proctors will report all incidents to the Curriculum Manager, Course Director and the Dean of Student Affairs. Students who violate these policies will be subjected to a hearing before the Student Academic Progress and Promotions (SAPP) committee. Additionally, possession of prohibited material such as a copy of an exam that was not intended for distribution is considered an act of dishonesty. Violation of exam security policies will result in disciplinary action including, but is not limited to: a) failing grades for the quiz or examination, b) failing grade for the course, c) ineligibility for reexamination, d) ineligibility to repeat the course, e) dismissal from MSM.

Attendance at tests and final examinations is mandatory. Excused absence from an examination must be obtained from the Dean of Student Affairs 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.

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 first-year curriculum, if an exam is missed in the fall semester 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. 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.

Students who have an excused absence for a first year examination will be informed by the curriculum manager of the make-up date. Students who have an excused absence for a second year examination will contact the course director and the curriculum manager by April 15 to assure communication and scheduling of the make-up examination. All remediation exams if approved by SAPP will be given during the summer on a scheduled date.

Food, water and medications are **not** allowed during exams. If students require taking medications during an examination, they must obtain authorization from the Office of Disability Services.

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.

Late to Exam Policy

Students are expected to arrive at all examinations 15 minutes before the scheduled start time and be ready to begin the examination five minutes before the scheduled start time. Students commencing NBME subject exams after the announced start time in the room or Examsoft examination 2 or more minutes after the stated start time will be considered to be late. No additional time will be allowed to make up for a late start.

For the **first episode** of late (on any exam) by a student in an academic year there will be 5% penalty (reduction in grade) for that examination.

For the **second late episode** in a year, there will be a 10% penalty for that and ALL REMAINING EXAMS for the year. In addition, two late arrivals will result in a professionalism referral to the Office of Student Affairs and Admissions.

For the **third late episode**, penalty will rise to 20% for all remaining exams of the year.

Standardized Patient Experiences and Exams

Students are scheduled for a series of required learning and testing experiences with standardized patients. Unexcused absences for these events will adversely impact grades and professionalism assessments. Because of the expense of such experiences, students requiring a re-schedule of any of these events may incur charges to cover the costs of the rescheduled examination.

Criminal Background Checks and Drug Screening Tests for Medical Students

Hospitals and clinical partners of the Morehouse School of Medicine may require criminal background checks and drug screening test for students assigned to complete clinical rotations and electives at their facilities. To meet these additional requirements, a standard criminal background check process has been established to 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 and drug screening test 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 report 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 works in conjunction with the Association of American Medical Colleges in the performance of criminal background checks on all admitted students.

A. This policy applies to current MD students enrolled in our educational program that includes, or may include at a future date, assignment to a clinical health care facility. Visiting students who enroll in courses with such an assignment are also subject to the policy. Current students who are currently enrolled and who do not have a valid background check must submit to and satisfactorily complete a background check review as a condition to enrolling or participating in education experiences at affiliated sites that require a background check. Health care providers are entrusted with the health, safety and welfare of patients, have access to controlled substances and confidential information, and operate in settings that require the exercise of good judgment and ethical behavior. Thus, an assessment of a student or applicant's suitability to function in such a setting is imperative to promote the highest level of integrity in health care services. Clinical facilities are increasingly required by accreditation agencies, such as Joint Commission of Healthcare Organization (JCAHO), to conduct background checks for security purposes on individuals who provide services within the facility and especially those who supervise care and render treatment. To facilitate this requirement, educational institutions have agreed to conduct these background checks for students and faculty.
B. Clinical rotations are an essential element in certain curriculum programs. Students who cannot participate in clinical rotations due to criminal or other adverse activities that are revealed in a background check are unable to fulfill the requirements of the program. Additionally, many healthcare licensing agencies require individuals to pass a criminal background check as a condition of licensure or employment. Therefore, it is in everyone's interest to resolve these issues prior to a commitment of resources by MSM and the student.
C. MSM is obligated to meet the contractual requirements contained in affiliation agreements between the university and the various healthcare facilities.
D. Students who refuse to submit to a background check or do not pass the background check review may be dismissed from the program because they would be unable to complete required experiences at facilities that require background checks as described above.

Background Check Report

A. Obtaining a Background Check Report: MSM will designate approved company(ies) to conduct the background checks and issue reports directly to MSM. Results from a company other than those designated will not be accepted. Students and applicants must contact a designated company and comply with its instructions in authorizing and obtaining a background check. Students and applicants are responsible for payment of any fees charged by a designated company to provide the background check service.

B. Scope: Background checks include the following and cover the past seven years:
Criminal history search, including convictions, deferred adjudications or judgments, expunged criminal records, and pending criminal charges involving felonies, Class A, Class B, and Class C violations

- Social Security Number verification
- Violent Sexual Offender and Predator Registry search
- Office of the Inspector General (OIG) List of Excluded Individuals/Entities
- General Services Administration (GSA) List of Parties Excluded from Federal Programs

- U.S. Treasury, Office of Foreign Assets Control (OFAC), List of Specially Designated Nationals (SDN)
- Applicable State Exclusion List

C. Rights: Students have the right to review the information reported by the designated company for accuracy and completeness and to request that the designated company verify that the background information provided is correct. Prior to making a final determination that will adversely affect the applicant or student, MSM will provide students a copy of or access to the background check report issued by the designated company, and inform them of their rights, how to contact the designated company to challenge the accuracy of the report and that the designated company was not involved in any decisions made by MSM.

Background check report will be submitted to the Registrar's Office for review. If the report does not contain any negative findings, the student will be allowed to participate in clinical rotations. If the report contains negative findings, an ad-hoc committee of three experienced faculty will be formed and chaired by the Associate Dean of Student Affairs. The Associate Dean of Student Affairs may request that the student submit additional information relating to the negative finding, such as a written explanation, court documents and police reports. The committee will review all information available to it and determine whether the student should be permitted to participate in clinical rotations or be dismissed from the program.
If the committee determines that dismissal from the program is warranted, a student may appeal that decision in accordance with the school's grievance procedure for academic matters found in the student handbook.

Committee Review Standards
In reviewing the background check reports and any information submitted, a committee may consider the following factors in making its determinations: the nature and seriousness of the offense or event, the circumstances surrounding the offense or event, the relationship between the duties to be performed as part of the educational program and the offense committed, the age of the person when the offense or event occurred, whether the offense or event was an isolated or repeated incident, the length of time that has passed since the offense or event, past employment and history of academic or disciplinary misconduct, evidence of successful rehabilitation, and the accuracy of the information provided by the applicant or student in the application materials, disclosure forms or other materials. The committee should bear in mind both the safety interests of the patient and the workplace, as well as the educational interest of the student. In reviewing background checks and supplementary information, advice may be obtained from the school's general counsel, school's police, or other appropriate advisors.

Confidentiality and Recordkeeping
A. Background check reports and other submitted information are confidential and may only be reviewed by school's officials and affiliated clinical facilities in accordance with the Family Educational Records and Privacy Act (FERPA).
B. Background check reports on students expire after one year.

Evaluation of Student Progress - Grading System

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
WF	Withdrawal while failing; this grade will be assigned to a student who withdrawals from a course while failing and/or after more than 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 Associate Dean for Student Affairs and the SAPP** 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 1st for 3rd year MD students (3 weeks after end of last 3rd year clerkship for delayed students). Failed subject exams in year 3 must be repeated within 3 academic weeks of the completion of the last 3rd year rotation. Fourth year experiences cannot be commenced until all third year course work is satisfactorily completed.

It is the responsibility of course directors to post and/or provide grades to students through posting on Blackboard and Banner. 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 the following: 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 Associate Dean of Student Affairs to give each hospital to which the student has applied a meaningful, comprehensive summary of the candidate's attributes, abilities, and performance.

Academic Deceleration

Students enrolled in the basic science years at MSM have the option to decelerate. This essentially allows them to complete the basic science curriculum over a three-year period (as opposed to the standard two year basic sciences curriculum). Students may petition the Student Academic Progress & Promotions Committee (SAPP) to enter the Five-Year program in the first or second year according to policies outlined below. In addition, the SAPP Committee may choose to require students to enter the Five-Year program if deemed appropriate.

First Year Deceleration: The decelerated program is designed to enable students who encounter difficulties in the full integrated first year curriculum to establish a firmer foundation in the biomedical sciences. This program provides a reduced content load and may benefit students who are experiencing difficulty with the full curriculum. The first year deceleration program will consist of enrollment in Human Morphology (integrated cytology, embryology, histology and gross anatomy). For the remainder of the academic year the student participating in the decelerated program will take Human Morphology (**MEDI 510)**, Fundamentals of Medicine 1 and Community Health. A student can enter the decelerated program at any time between the conclusion of Basic Principles and before the scheduled date of the second exam in Organ Systems 2. After passing Human Morphology, the student will take Basic Principles, Organ Systems 1, Organ Systems 2 and Organ Systems 3 during the next academic year. Providing that the student receives a passing grade for Fundamentals of Medicine 1 and Community Health, the student will not take these courses during the next academic year. A student on this decelerated track who fails any course will be subject to a dismissal hearing.

Second Year Deceleration: Students who have passed all courses in the first year integrated curriculum, but whose cumulative curriculum average is less than 72%, will be required to decelerate in the second year. In the first phase of the second year, the student will take Fundamentals of Medicine 2, Microbiology, Nutrition, and Pharmacology. In the second phase of second year deceleration, the student will take Pathology and Pathophysiology.

Students who electively decelerate will usually follow this pattern. Depending on personal circumstances, the Associate Dean of Student Affairs can approve alternative course structures.
Students who drop courses already in progress will be subject to tuition charges in accordance with stated processes. Financial aid will be adjusted based on course load. A student will receive a WF if they are failing a course and withdraw after 50% of the course has already been completed.

United States Medical Licensing Exam (USMLE)

All students enrolled in the MSM MD Program 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.)

Policy Guidelines for the USMLE, STEP I

- All basic science coursework must be satisfactorily completed prior to sitting the USMLE, STEP 1 examination.
- All first time takers without academic deficiency or remediation must sit no sooner than June 1 of each year and no later than June 30.
- Students completing summer remediation which require going away for courses will not be allowed to start rotations in the First 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 Second Block, a student must have sat for the Step 1 for the first time no later than 4 weeks before the first day to allow for scores to be received prior to the start of the next Block.
- Students who wish to delay taking Step 1 beyond the June 30 are required to submit a written request to the SAPP committee explaining the reason for the exam delay.
- Students taking the Step 1 exam after June 30 must post a passing score before starting a clinical rotation. Once a rotation starts, a student will not be allowed to join that rotation unless passing Step 1 score is known before the start of that rotation. This means that a student should plan to sit for the exam AT LEAST 4 weeks before the start of the next rotation to allow sufficient time for the score to be released.
- Students will not be allowed to start rotations if they have not sat for the STEP 1 at least once.
- Student third year rotation schedules are set by June 1 for the rotation year starting in July of the same year. All students' third year schedules are compiled using a lottery system. Students who delay taking the Step 1 examination beyond June 30 will **not** be able to start on the first rotation. Students with examination dates of July 1 or later must have a documented pass on Step 1 in order to start a rotation. Their schedule will remain as set (in the June 1 schedule) and they will be eligible to start the next rotation on their original schedule after receipt of a passing score.
- Students who took Step 1 by June 30 with failing scores reported after the start of rotations will complete the rotation then study for and repeat Step I and post a passing score prior to restarting clinical rotation. Students who are delayed by 16 weeks or more will not graduate with their class in May.
- Students with a failing score on Step 1 must seek individual counsel with the Associate Dean of Student Affairs and devise a study plan and examination schedule that aligns with the rotation schedule.
- Students who delay sitting for Step 1 beyond June 30, or who fail to pass this exam are ineligible for financial aid *until they pass the exam and commence the third year curriculum.*

Policy Guidelines for the USMLE, STEP 2, Clinical Knowledge (CK) and Clinical Skills (CS)

- No student will be allowed to sit for the USMLE, Step 2 until all third year core clerkships are completed.
- A passing score on both the USMLE Step 2 CK and Step 2 CS examination is a requirement for graduation from MSM.
- Students are required to sit for the USMLE Step 2 CS by October 1 (unless the student is delayed), and the Step 2 CK prior to December 31 in the fall of their senior year. This will allow an opportunity for any needed re-sitting. In addition, many residency program directors will expect a Step 2 score to be recorded prior to a decision being made on the MATCH.

- A student who does not sit for the USMLE Step 2 prior to December 31, cannot receive credit for a fourth year rotation until these exams are completed.
- Students with a delayed clinical rotation cycle will have an individualized exam schedule.
- The last sitting date for the USMLE, Step 2 CK 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.
- 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 SAPP committee reserves the right to modify policies regarding the USMLE as circumstances change with the NBME Administration of the program.

Student Promotion

The Student Academic Progress and Promotions (SAPP) 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 (MD program):

a. The Maximum number of years allowed for matriculation shall be six years, excluding any leave of absence.
b. The 1st and 2nd Year curriculum will consist of no more than 36 months excluding any leave of absence and the 3rd and 4th year curriculum will consist of no more than 36 months excluding any leave of absence.
c. Students must pass Step 1 within 12 months of completing the 2nd Year Curriculum (a passing score must be posted by June 30 of the next academic year after completion of year 2). Students are allowed no more than 3 attempts to take and pass Step 1. Students are allowed maximum of 3 attempts to take and pass Step 2 CK (Clinical Knowledge) and CS (Clinical Skills). Students must pass Step 2 CK and CS within four months of completing the 4th Year Curriculum.
d. Before promotion to the next year a student must have achieved a grade of C or better in all required courses. Students cannot initiate second or third year courses without completing/passing all courses of the prior year. Only one 4th Year elective (and only non-clinical) may be taken for credit prior to completion of all third year courses. No clinical electives can be taken for credit at MSM or elsewhere prior to completion of the third year curriculum.

e. A student must complete all third year clerkships prior to beginning fourth year clerkships. A student may complete ONE (non-clinical) elective prior to fourth year.
f. All missed exams or incomplete coursework 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 by three weeks after the last 3rd year clerkship has been completed. If not completed, deficiencies will convert to "zero" and a final grade of D or F. Incomplete coursework must be completed prior to orientation for the next academic year, in order to be eligible for promotion.
g. 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. Academic progress also includes a student's conduct of professionalism in response to these warning.
h. For promotion to the third year, a student must have achieved a passing score on the USMLE, Step 1 examination. For graduation (receipt of the M.D. degree) a student must have achieved a passing score on the USMLE, Step 2- CK and CS examinations. (Passing scores subject to change)
i. A student cannot remediate 2 grades of D or one grade of F. Students with more than one final grade of D or a single grade of F will be required to repeat the course(s) to be eligible for promotion.
j. Students failing the USMLE, Step 1 or Step 2 examination must gain approval of the SAPP Committee prior to rescheduling. Written request is required; SAPP will respond in writing.
k. Course remediation plans as outlined in the course syllabus should be followed in consultation with the Course Director. Course remediation plans require the authorization and approval of the SAPP Committee. All course remediation must be completed before orientation of the next academic year (for those entering 2nd year) or USMLE exam (after 2nd or 3rd year). It is the student's responsibility to work with the Course Directors to complete all remediation requirements.
l. If on the decelerated track, any student with a warning letter or midterm deficiency in any course will automatically be placed on academic probation.
m. When action is taken following a review of a student's academic progress, students are informed verbally by the Associate Dean of Student Affairs of the Committee's recommendation as soon as practical after the committee meeting and written notification is subsequently sent by the Chair of SAPP.
n. A student must pass the MSM standardized patient exam (OSCE), when it is administered at the end of the third year. Graduating students must also pass the USMLE Step 2 Clinical Skills exam.

The Student Academic Progress & Promotion Committee (SAPP)

a. Responsibilities & Duties

The Student Academic Progress and Promotion Committee (MD) (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. This includes monitoring of unprofessional conduct, and instances of academic dishonesty and cheating. 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.

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 and technical standards (cognitive and non-cognitive) 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.

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 and non-cognitive evaluations, professionalism, USMLE scores, as well as additional evidence submitted by the student or others that might have a bearing on the student's progress.

All decisions are communicated in writing to the student, the student's advisor, and/or others deemed appropriate by the chair of the SAPP committee. Upon review of unsatisfactory information, the SAPP Committee can take one or more of the following actions, or take other actions in its discretion.

Sanctions

a. Academic Warning

Formal warning shall take the form of written notice from the SAPP Committee Chairperson 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, which shall be established for a specified period of time with specified contingencies that 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 Associate Dean of Student Affairs 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, participation in intra or extramural summer programs or/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.

Dismissal and Suspension

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. All of the following situations below will be reviewed by SAPP (unless there is a serious violation of the rules of conduct, in which case the Dean of the School may terminate the registration of a student by administrative action):

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. 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.

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

iv. If the student does not pass USMLE, Step 1 within twelve months of completion of the second year curriculum; or, the student fails to pass the USMLE, Step 2 CS and CK within four months following completion of the fourth curricular year.

v. If a student is determined to be ineligible to sit for the USMLE, Step 1 or Step 2 because of unsatisfactory performance in coursework which has yet to be remediated, and that student opts to sit for the Step 1 examination against MSM policy, then this student would be in jeopardy of disciplinary action which includes automatic dismissal from the school.

vi. If a student manifests a lack of responsible honesty, attitude or conduct in regards to his or her academic or clinical duties, including professional, ethical, or other non-cognitive skills. In case of serious violation, the Dean of the School may terminate the registration of a student by administrative action.

vii. If a student fails to complete degree requirements within the allowed 6 years of matriculation (excluding any permitted leaves of absence).

viii. Any student receiving 2 or more final grade deficiencies will be considered for dismissal by the SAPP Committee. 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 and faculty involved.
   c. Require the student to participate in a comprehensive integrative assessment program.
   d. Recommend the student take a leave of absence.
   e. Decide that the student be dismissed.
   f. Impose any action recommended by the SAPP Committee.

In case of serious violation of rules of conduct, the Dean of the School may terminate the registration of a student by administrative action. There is no appeal for this action.

Upon finding that the student should be considered by SAPP for dismissal, students will be scheduled for a dismissal hearing. Students who are to be considered for dismissal by SAPP have the right to appear in person before the SAPP committee.

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

The Chair of the SAPP committee will provide written information on the reasons for the dismissal hearing. This information includes the SAPP meeting date and location. The student is invited to appear in person to present their case, evidence, and context for the academic deficiencies. All documentary evidence pertinent to their case against dismissal must be provided to the Chair of the SAPP committee by the start of the dismissal hearing. Students may request an alternative (to be allowed to repeat instead of being dismissed.) Students should be available subsequently for questions from the Committee prior to the Committee's closed session deliberations.

The Dean of Student Affairs is available to answer questions the student may have, and to explain the process and advise on approaches.

The dismissal hearing is the student's only opportunity to present supportive information pertinent to the grounds for their dismissal. Up to three individuals of their choice, none of who may be legal counsel, can provide supportive information. They 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. Legal counsel may not attend a SAPP dismissal hearing.

The decision of the SAPP Committee will be communicated in writing to the student, the student's faculty advisor, the Registrar, and the Dean of the School within five (5) working days of the hearing by the chair of the SAPP.

Student Appeals Procedure

a. Students may only 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.
c. In order to appeal the SAPP decision for dismissal, the student must notify the President and Dean of the School 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 SAPP Committee Chairperson regarding the SAPP decision.
d. The student must present the basis for the appeal to the President/Dean in his/her notification of the request for an appeal. The only new evidence/grounds for reversal that the student may present to the Dean will be:
    1. Failure of the SAPP Committee to follow proper procedures or;
    2. Prejudice toward the student by faculty or administrative members of the SAPP committee.
e. Each appeal by the student will be heard by the President/Dean within 10 working days of receipt of the student's written notification of intent to appeal.
f. The President/Dean will determine the merits of the case based on a review of the information presented to the SAPP Committee and the student's appeal notice. Neither witnesses nor legal counsel will be allowed at the meeting.

The written decision of the President/Dean will be conveyed to the student, the Dean for Student Affairs, and the chair of the SAPP Committee within 5 working days of meeting.

Leaves of Absence Students are expected to complete the course of study for the MD degree within four years. Students may request a leave of absence (LOA) for medical, military or other compelling reasons if they find it necessary to interrupt study temporarily. Time spent on LOA is excluded from the 'six-year rule' from matriculation to graduation. Please see the section on LEAVES OF ABSENCE in this Student Handbook.

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 Dean of Student Affairs stating the reasons. Additionally, the student must clear all financial obligations to the school before the withdrawal becomes official and the school will release the student's transcript. 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.

Transfer to Other Medical Schools

The school usually does not actively support the transfer of its students to other medical schools. A Dean's letter or other 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 Dean for Student Affairs.

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 Dean for Student Affairs indicating reasons why the policy of the school should be exempted. Any student considering transfer is required to have an interview with the Dean for Student Affairs. Transcripts or certification of academic credit will not be released until such a meeting has taken place.

Clinical-Third and Fourth Year

MSM Work Hour Rules for Clinical Clerkships and Electives

Maximum Hours of Work per Week: Duty hours must be limited to 80 hours per week, averaged over a four week period, inclusive of all in-house call activities. Students may be required to come in every day, but should be afforded the equivalent of one full day or two half-days off in seven days (or more time off)

Maximum Duty Period Length: Duty periods for medical students may be scheduled to a maximum of 24 hours of continuous duty in the hospital. Programs must encourage students to use alertness management strategies in the context of patient care responsibilities. Strategic napping, especially after 16 hours of continuous duty and between the hours of 10:00 p.m. and 8:00 a.m., is strongly suggested. It is essential for patient safety and resident education that effective transitions in care occur. Students may be allowed to remain on-site with their resident team in order to accomplish these tasks; however, this period of time must be no longer than an additional four hours. Students are not to have required clinical duties or didactics after 24 hour call. Students must not be assigned additional clinical responsibilities after 24 hours of continuous in-house duty. Students must have documented sufficient average patient contact to justify the experience.

Minimum Time Off between Scheduled Duty Periods: Medical students should have 10 hours free of duty, and must have eight hours between scheduled duty periods.

Maximum In-House On-Call Frequency: Medical students must be scheduled for in-house call no more frequently than every-third-night (when averaged over a four-week period).

MSM Year 3 and Year 4 Contact Information

Students are contacted by a local phone and/or MSM e-mail. Students are advised to acquire a phone number with an area code of 404, 770, or 678. Students must keep MSM e-mail mailbox open and are responsible for all communication on this service.

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 and winter 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 break and winter break. No routine clinical duties will be expected over this time frame but makeup work can be individually arranged, if needed. Thanksgiving break begins at 5pm on Wednesday prior to Thanksgiving Day. "Spring" break is Good Friday, Saturday, and Easter Sunday.
d. Other school holidays are observed as single day holidays. Students on ward services taking overnight 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. Ad hoc holidays for administrative offices of the school are not to be assumed to be student holidays. Clinics cannot be cancelled on short notice and those assigned to active clinic or ward duties will continue on the original schedule. Student duty schedule is that of the assigned with (b).
f. 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.
g. As noted in #a, 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 times arranged. A student must make written request 4 weeks prior to the start of the Clerkship during which the excused absence would occur. 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. 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.

i. Any illnesses that exceed two 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 Associate Dean for 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 is possible to do so.
k. Interviews should not be scheduled during Senior Selective. 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 or clinical site 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. 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.

Year 3 Examination Policies

a. 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. Additional fee will apply for the rescheduling of the OSCE for an unexcused absence.
b. Examinations to make up a deficiency due to an excused absence should be scheduled in the week following the end of the clinical clerkships in June. Delayed students who need to remediate their clerkship subject exam may retake this exam at the end of the last regular 3rd year clerkship in June.
c. Special arrangements and time will be available for students requiring remediation or reexamination and must be completed by 3 weeks after the final rotation. The Clerkship Director will review students' requests.

Fourth Year Clerkships and Electives

Each student will be required to submit a complete schedule for the fourth year signed by his/ her faculty advisor by April 15th of the third year in order to register for the fourth year. Changes in this schedule may be mandated by the SAPP Committee, for the purpose of remedial work. However, elective credit will not be given for course remediation.

The required clerkships are conducted at Grady Memorial Hospital and other MSM affiliate clinical sites. The elective clerkships may be taken at MSM, Emory University School of Medicine or any other 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.

In order to take an elective rotation at medical schools other than MSM, a student must be in good academic standing and have received prior institutional approval for elective credit. 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 for 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 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 remediation.

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. The Associate Dean for Student Affairs must be notified of any absences or voluntary withdrawal 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 Dean for Student Affairs about any absences for residency interviews scheduled during the clerkship. A maximum of two (2) days for residency interviews may be permitted during any clerkship (contingent on approval by the Course Director); however, makeup work may be required by the Course Director for time missed due to interviews. The scheduling of this makeup is at the discretion of the Course Director.

Fourth year students are required to sit for the USMLE Step 2 CK and CS examinations and will be excused from their clinical clerkship for the days on which the exams are scheduled.

Credit for Fourth Year Rotations

No credit will be granted for any clinical rotations if a student has not registered for the fourth year. If a student has not taken Step 2 CK by December 31 (or date adjusted by SAPP), no credit will be given for electives taken until the exam(s) are completed. **NO CREDIT WILL BE GRANTED RETROACTIVELY.**

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 Student Affairs. **NO CREDIT WILL BE GRANTED RETROACTIVELY.** Therefore, a student must complete all necessary forms and be 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 Office.

Elective Rotations

The length of an elective is four weeks. Some institutions allow two week electives; however, you should take two of these to fulfill the 4 week 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 at LCME accredited medical schools. Students may take electives 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 Curriculum Manager in the Office of Student Affairs.

Once the student has been accepted to do the elective, he/she should submit a written confirmation to the Curriculum Manager so that an MSM evaluation form can be sent to the Course Director. **NO CREDIT** will be given without 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 that are affiliated with and/or sponsored by LCME accredited U.S. schools.
- Accident and health insurance, as well as insurance for medical evaluation and repatriation that are applicable outside of the United States are required. 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 Curriculum Manager along with full documentation 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 financial responsibility for participating in this experience.
- Proof of additional medical evacuation/emergency coverage must be provided prior to 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 U.S. 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 MSM 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 own institution if participating in international electives sponsored by MSM.

Visiting Students Taking MSM Directed Clinical Electives

Visiting students taking Clinical Electives at MSM must be in good academic standing from LCME-approved medical school (or medical schools with whom MSM has a defined Agreement).

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 principle 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 Ophthalmology, they can still apply to programs in the NRMP. Rank order lists are submitted by hospitals and applicants in February and the results of the MATCH are announced in March.

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-June at the 4th year registration. ERAS transmission of applications and supporting documentation, with the exception of Medical Student Performance Evaluation (MSPE) Letters, is available starting on September 15th of each year. The ERAS Student Workstation is web-based and can be accessed from any computer with Internet capability.

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 1 and Step 2 (CS & CK) of the USMLE as a requirement for graduation. Passage of the MSM standardized patient exam is also a requirement for graduation. Upon completion of the curricular requirements the degree is awarded following the recommendation of the SAPP 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. A recorded passing score on the USMLE Step 2 (Clinical Knowledge and Clinical Skills) 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.

Graduate Education in Biomedical Sciences (GEBS)

Historical Perspective and Program Goals

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 GEBS program offers a doctoral degree in Biomedical Sciences; Masters of Science degrees in Biomedical Research, Biotechnology, Clinical Research, Medical Sciences, and Neuroscience. In 1992, Morehouse School of Medicine (MSM) initiated a Ph.D. in Biomedical Sciences program. The first Ph.D. degrees were awarded in 1998. The M.S. degree in Clinical Research is designed to prepare clinical and translational research faculty, residents and others for a career in clinical research. In 2008, MSM initiated program of study leading to M.S. degrees in Biomedical Sciences. The first M.S. degrees in Biomedical Sciences where awarded in 2010. The M.S. degree in Medical Science initiated in 2012 began as a one-year Post-Baccalaureate program that evolved into a two-year program. The B.S./M.S. in Neuroscience dual degree program was introduced in 2014. A new online Master of Biotechnology is under development in 2018.

The Ph.D. 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 research 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. Policies for these graduate programs are 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 programs 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. The policies set by GEBSC govern the Doctor of Philosophy and Master of Science Programs. The governing policies for all programs are listed in this handbook following the descriptions of each program.

Ph.D. in Biomedical Sciences

The Ph.D. in Biomedical Sciences 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 research and teaching. 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 72 semester hours of graduate credit, consisting of core courses (39), 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.

The M.S. in **Biomedical Research** (M.S.B.R.) 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** (M.S.Bm.T.) 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** (M.S.C.R.) degree is a broad-based multi-disciplinary graduate-level program in clinical research designed to prepare clinical faculty, senior residents and students pursuing a Ph.D. degree, a career in clinical research. In some instance es, well-qualified applicants at the bachelor's degree level may be admitted to the program. 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.

The M.S. in **Medical Sciences** degree is a two-year non-thesis program designed to increase competency in the biomedical sciences, thereby enhancing academic credentials for entry into medical school or placement into careers in the health sciences. Additionally, the program includes courses aimed at enhancing performance on the Medical College Admissions Test (MCAT).

The M.S. in **Neuroscience degree** provides a core-didactic and thesis-based curriculum with an emphasis in the area of Neuroscience. The degree requires successful completion of two years of specified course work towards the Bachelor of Sciences degree from an institution in the Atlanta University Center and is offered as a dual degree (BS/MS). The program will allow students to obtain a terminal, thesis-based Master's degree or consider the pursuit of a doctoral degree in Neurosciences. Students will conduct a mentored research project in the area of Neuroscience. The M.S. in Neuroscience degree is also offered to college graduates. This program provides students with an intensive research experience and mentoring, preparing graduates for careers in the rapidly expanding field of Neuroscience or progressing successfully into further graduate level educational endeavors. Graduates of the program will have a foundation of technical, theoretical and interpersonal skills that will equip them for related careers in academia, industry and healthcare.

The M.S**.** in **Biotechnology (MSBT) degre**e is a 15-month course of study designed to provide working individuals the flexibility to pursue advance training in biotechnology. The course of study involves a hybrid of required online core courses and on-site laboratory training. The program is designed to assist individuals with career advancement.

Multi-Degree Tracks

M.D./Ph.D. Track

Students wishing to study toward both the M.D. and Ph.D. at Morehouse School of Medicine (MSM) must first be admitted to the M.D. program through its standard admissions process. During the second year of medical training, students interested in pursuing both degrees may apply to the Ph.D. program. Minimum requirements for entry include a B average in all medical school coursework, passing Step 1 of the US Medical Licensing Exam, and the approval of the graduate admissions committee. Interested applicants will meet with representatives of both the M.D. and Ph.D. programs to determine what the student's career plans are and to help them decide whether the M.D./Ph.D. pathway is the most appropriate. For instance, students interested in becoming a physician and pursuing research have a number of options open to them one of which is the dual M.D./M.S. in Clinical Research degrees that we offer. Another alternative would be that after obtaining an M.D., an individual interested in pursuing biomedical research could enter the laboratory of an investigator as a postdoctoral research fellow and build and hone research skills in that way. We are not interested in pushing students down one path or another, only in assuring that the student is aware of the options open to them before committing.

There is no formal M.D./Ph.D. dual-degree program at the Morehouse School of Medicine (MSM). If the M.D./Ph.D. path is chosen and the student is accepted into the Ph.D. program, the student would enter the Ph.D. program at the beginning of their third year of study at MSM. Certain medical courses will substitute for Ph.D. core, and elective courses and the student pursuing both degrees will have fewer courses to take than someone entering with only a bachelor's or Master's degree. This allows the student to move more quickly into research and to progress more rapidly toward the completion of the Ph.D. requirements.

While fully engaged in the Ph.D. program, the student's tuition and fees will be covered and he or she will receive a stipend to defray living expenses. Once the student's research has been completed to the satisfaction of his or her dissertation committee and a complete draft of the dissertation has been submitted, the student may return to medical studies and complete his or her clinical training while making final changes to the dissertation, completing and submitting manuscripts for publication, and preparing for a public defense of the dissertation. Following admission to Ph.D. candidacy, students enrolled in both the MD/ Ph.D.Ph.D. programs are required to earn 25 hours of GEBS 800-dissertation research credit for degree completion before they return to the third year MD curriculum. If students cannot meet this requirement, they will only be eligible for an MSBR degree if they meet all the requirements for this degree.

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 to complete both degrees.

- A student must first be accepted to the M.D. program through the standard admissions process.
- In their second year of the M.D. curriculum, a student may apply to the Ph.D. program. Interested students must have B grade point average or better.

- This application requires completion of the online Ph.D. application, three letters of recommendation to the Ph.D. program, and submission of the students MSM transcript. MCAT scores may substitute for GRE test scores, which are NOT required for this application. The application is due February 1st.
- The medical student's application will be reviewed by the GEBS admissions committee during the spring admissions cycle.
- Medical students can begin the Ph.D. program only after they have completed the first two years of preclinical training and passed USMLE Step One.
- Students enrolled in the M.D. Program at MSM who have been accepted in the Ph.D. program will begin Ph.D. course work and laboratory work in their third year of matriculation.
- After course work is completed for the Ph.D. program and the student's research has been completed to the satisfaction of their dissertation committee they may return to medical studies and clinical training.
- Neither degree will be awarded until the requirements for both have been met.

Ph.D. /M.S.C.R. dual-degree program

Students with strong academic promise and 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. There are few overlaps in coursework and students can expect to add between one and two years to their time to degree. Including a clinical and/or translational aim in the Ph.D. dissertation will satisfy the mentored research requirement for the M.S.C.R. program. 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 support to cover their training.

The goal of the Ph.D./MSCR Students enrolled in this program is to receive continued funding while completing Ph.D. and M.S.C.R. coursework. The program is designed to be completed in six years. The integrated training will prepare graduates to pursue long-term careers in clinical and translational research as leaders and members of multidisciplinary research teams in academic, industry or other settings.

Admission Requirements

Students who are enrolled in the Ph.D. program may apply for the M.S.C.R. program while completing the first year of graduate study. Students must pass each course with a minimum of a B average and pass the Ph.D. core comprehensive exam (CCE) in order to be eligible for the dual degree program. Students applying to the program must identify a research mentor and have his or her approval of tentative dissertation project that includes at least one specific aim involving clinical and/or translational research.

Degree Requirements

The trainees in the Ph.D./M.S.C.R. program must successfully complete their Ph.D. to obtain the M.S.C.R. degree. However, a separate thesis for the M.S.C.R. program is not required because all trainees will complete a Ph.D. dissertation including at least one clinical/translational specific aim.
Other degree combinations may be possible.

B.S./M.S. Program in Neuroscience

This program is designed to expose students, early in their academic career to the field of Neuroscience Research. It offers the ability to concurrently earn a Bachelor of Science from an undergraduate institution in the Atlanta University Center and a Master of Science in Neuroscience degree from MSM after an additional year of study. The first two years of the program are dedicated to coursework, followed by a Master year, which is primarily dedicated to laboratory research in Neuroscience.

Admission Requirements

Students enrolled in either Morehouse College, Spelman College or Clark-Atlanta University may apply to the B.S./M.S. Program in Neuroscience as sophomores and start the program at the beginning of their junior year. To qualify, students must have greater than a 3.0-grade point average and have had a year of undergraduate chemistry and physics. Undergraduates fulfilling these minimal requirements can be invited to take the first course in the program (Essentials in Neuroscience I) after which a final selection of acceptance to the program will be made. The program is only open to US citizens and permanent residents.

GEBS General Admission Policies and Procedures

Selection Criteria

Selection of applicants for GEBS Programs is competitive. Applications are reviewed by GEBS Admissions Committees based on undergraduate and other graduate performance in general and on performance in the natural sciences in particular. In addition, performance on the Graduate Record Examination (MCAT for MSMS program) and letters of reference from former or current instructors and/or research supervisors 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 program's mission is another important factor guiding the selection of applicants for admission. Competitive applicants are invited for interviews.

After considering the applicants, the GEBS Admissions Committee provides a ranked recommendation of the applicants for acceptance to the Associate Dean for Graduate Studies. Ultimately, offers of acceptance are based on a holistic appraisal of many factors and, in the case of Ph.D. and B.S./M.S. in Neuroscience students, availability of stipend and scholarship funds.

Minimum Entrance Requirements

Applicants seeking admission to these graduate 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. 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.

2. For programs requiring them (Ph.D., MSBR, MSBmT, MSCR, MSNS, MSBT), applicants must take and submit scores from the General Test of the Graduate Record Examination (GRE). GRE scores are valid for five-years. Thereafter, applicants are required to retake the test. The GEBS admissions committee will consider accepting ECFMG scores in lieu of GRE scores for foreign medical graduates on a case-by-case basis.
3. For the MSMS program, applicants must take and submit scores from the Medical College Admissions Test (MCAT).

International applicants are required to submit TOEFL scores 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 http://www.msm.edu/Education/GEBS/index.php

Curriculum Outlines and Degree Requirements by program

Ph.D. in Biomedical Sciences Curriculum Outline

FIRST YEAR CURRICULUM

Fall Semester	**Semester Credit Hours**
Graduate Biochemistry	3
Graduate Biochemistry Lab	2
Human Biology	3
Human Biology Lab	2
Scientific Integrity	2
Critical Thinking and Scientific Communication I	2

Spring Semester	**Semester Credit Hours**
Integrated Biomedical Sciences	4
Biomedical Genetics	3
Critical Thinking and Scientific Communication II	2
Laboratory Rotation 1 (6 weeks)	1

SECOND-YEAR CURRICULUM

Course	**Semester Credit Hours**
Biomedical Genetics Lab	2
Laboratory Rotation 2 (6 weeks)	1
Research Data Analysis	3
Preparing a Research Proposal	2
Seminar in Biomedical Sciences I	1
Seminar in Biomedical Sciences II	1
Biomedical Sciences Presentation I	1
Elective(s)	TBD (8 h total)
Supervised Research (prior to candidacy)	TBD
Dissertation Research (requires candidacy)	TBD (25 h total)

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 (8 total)
Dissertation Research (requires candidacy)	TBD (25 total)

FOURTH-YEAR CURRICULUM**

Course	Semester Credit Hours
Seminar in Biomedical Sciences V	1
Seminar in Biomedical Sciences VI	1
Dissertation Research (requires candidacy)	TBD (25 total)

*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 Ph.D. Program Director 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 Ph.D. Program Director, 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 cells, tissues, organs and organ system structures and functions, research in the biomedical sciences, 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. In addition, a grade of B must be earned in each graded core course in order to progress in the training program.

Laboratory Rotations

Ph.D. students are required to complete two 6-week lab rotations. These are intended to give the student and the research advisor an opportunity to get to know one another and the specific lab environment prior to a student's commitment to the lab. Students are encouraged to begin these lab rotations after they have taken the Core Comprehensive Exam in June of their first academic year of the program. Students must register for the courses GEBS 513 and 514: Laboratory Rotation I and II and submit the completed Lab Rotation Agreement (found in the student resource on Canvas) to the

GEBS office for each of their rotations. The Lab Rotation Agreement must be completed and signed by the student and the lab PI prior to beginning each lab rotation to receive credit. Upon completion of the rotation the student must submit a description of the techniques learned and experiments undertaken during the rotation, as well as copies of the lab-book pages generated, to the GEBS office. If both the student and research advisor complete and submit the dissertation advisor selection agreement, a student can complete the second lab rotation in the same lab as the first and use this time to begin work on gathering dissertation project preliminary results.

Research Advisor

Ph.D. students are expected to identify an advisor for their advanced study and research within fifteen months of entering the program. The advisor or "major professor" must be a full member of the Morehouse School of Medicine Graduate Faculty. Once an advisor is selected and approved by GEBSC, students' select specialized study in 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.

1. The Core Comprehensive Exam (CCE): Ph.D. students must have earned at least a B in each of their core science courses (Graduate Biochemistry and Lab, Human Biology and Lab, Integrated Biomedical Sciences, and Biomedical Genetics) to qualify to sit for the CCE. Those having met this requirement must take this examination within one month of completing their core courses. The exam consists of four 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 late May or early 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 GEBS Academic Progress (GEBSAP) Committee. Ph.D. students must pass Part I within eighteen (18) months of entering the program unless granted a special exception by GEBSAP. Students who cannot pass the exam within this time period are subject to dismissal.

Written essay examination: Course directors from each GEBS core science course (i.e., Graduate Biochemistry; Human Biology; Integrated Biomedical Sciences; and Biomedical Genetics) will submit closed-book questions for each course. Students will select one of the three or four questions from each core course (4 questions total to be answered). Students will have approximately two (2) hours to complete their answers for each of the four closed-book questions they have chosen.

Grading

Copies of the answer to each question will be 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 courses. Generally, two or three faculty members from each core course 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. 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 thirty minutes 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 GEBS Office 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 a student receives one passing (80% or above) and one failing (79 % and below) grade from the two primary graders on the same closed book question, the two graders will confer in order to resolve the grading discrepancy for that question. If the two graders cannot reach a consensus regarding either a pass or fail grade, the exam question will be sent to a third grader. The two closest grades out of the three will be averaged. If the three grades are evenly distributed all three scores will be averaged. A passing grade (80% or above) is required on each of the closed book components and on each section of the oral exam to pass 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 GEBSAP committee, which will then recommend either dismissal or a specific protocol for remediating the CCE. If there are focal deficiencies (e.g., a failing grade on a particular CCE component), the GEBSAP committee may, at their discretion, allow the student to retake that portion of the exam. However, if a student fails a component on the first sitting, in no case will the student be permitted more than two retakes on the failed section. If the student cannot earn a passing grade on the second retake of that component (i.e., on the third attempt), the student will face immediate dismissal. Prior to final dismissal for failing the CCE, students facing that prospect will have the option to withdraw from the degree program. The Associate Dean will forward the GEPSAP decision to the student.

The Associate Dean will forward the GEBSAP 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.

2. 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. The purpose of this step is to assure that the student's advisor is satisfied that the elective courses taken are appropriate and sufficient to support the student's research endeavors. When this step is completed, the student's advisor must complete and submit an Elective Competency Assurance Form to the GEBS Office.
3. 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 with relevant expertise, 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 typically the research advisor. Additional committee members (i.e., more than the required four) 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.

    a. Proposing the research project and the dissertation committee: The student must submit to the Associate Dean for Graduate Studies a completed form (available on Canvas) indicating 1) the title or topic of the proposed dissertation research, 2) the names of the research advisor and dissertation committee members, 3) the area of expertise for which each committee member was selected, and 4) the signatures of the advisor and each committee member confirming his/her willingness to serve. If any proposed committee members are not members of the Morehouse School of Medicine Graduate Faculty, their curriculum vitae (CV) must accompany the form upon 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.

    b. 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.
    c. 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). The application instructions are available online at http://grants.nih.gov/grants/funding/416/phs416.htm .

- The dissertation proposal must include the following sections described in the application instructions.
- Research Proposal Description: Project Summary and Relevance
- Career and Training Goals
    - Contents of Research Training Plan: Complete the following subsections:
        - Specific Aims
        - Background and Significance
        - Preliminary Studies: This can include the student's own preliminary studies and/or preliminary work in their advisor's laboratory.
        - Research Design and Methods
        - Bibliography and References Cited

Students will receive assistance in proposal development through the GEBS course Pre-doctoral Fellowship Proposal Preparation, GEBS 610.

Cover Page

The Cover Sheet for Dissertation Proposal (found in the student resources material on Canvas) should be used. This includes the title of the project proposed; the names of the student, the research advisor, the dissertation committee members; and the date of submission. The cover sheet should be taken to the student's proposal presentation in order to obtain all committee members' signatures.

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, and criticisms of, 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.

To maintain adequate progress and thus avoid academic probation, the dissertation committee must approve the proposal 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 course work and have completed all parts of their qualifying exam, may apply for and be awarded Ph.D. candidacy. The completed candidacy form should be submitted to the Associate Dean. He/she will submit a letter formally acknowledging candidacy to the student, the student's advisor, the Registrar, and the GEBS Administrative Assistant for inclusion in the student's

official file. 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 GEBS 800 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 are responsible for convening these meetings to meet the schedules of committee members. At each meeting, a progress report form must be completed by the committee and submitted to the Ph.D. Program Director who will award credit. Awarding of semester hours of credit for Dissertation Research is dependent on submitting 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. A copy of this and all articles published by each student must be submitted to the GEBS office. If graduation deadlines are an issue and the article has been accepted but not yet published, documentation from the journal that the article has been accepted and is in press will suffice. Articles for which the student is listed as co-first author may satisfy this requirement if approved by the GEBS Curriculum Committee. Such decisions are made on a case-by-case basis and require 1) submission of the article (or manuscript along with in-press documentation from the journal) to the GEBS Curriculum Committee, and 2) a published footnote in the article clearly indicating the co-first authorship.

Presentation Requirements

All Ph.D. students beyond their second year of study are required to present their work annually at MSM's Curtis Parker Student Research Day. If their abstract is not accepted for a platform presentation, then they must present a poster. 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 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 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. A completed final draft of the dissertation must be delivered to each member of the dissertation committee at least two

weeks prior to the dissertation defense. Students may complete the requirements for graduation at any time during the year. However, students wishing to participate in the May commencement ceremony must have completed all degree requirements including turning in their final, approved dissertation as well as the completed and approved Dissertation Defense Report to the GEBS office by May 1st. The Associate Dean for Graduate Studies has the discretion to grant extensions on a case-by-case basis. The following criteria will be considered in granting extensions:

- Student is ready for the defense before April 15th but is simply unable to find a date that all committee members can be present prior to that.
- Extenuating or emergency person/family circumstances, but the student is on track to complete the requirements.

Ph.D. students wishing to participate in the May Commencement ceremony must have completed the following minimum requirements by May 1.

- All academic requirements for the Ph.D. degree must be completed and documented on the student's transcript (i.e., no incomplete credit requirements or courses shown as IP [in progress] or with grade of I [incomplete]).
- The dissertation must be in a final form and a completed electronic copy with original signatures from all members of dissertation committee must be received by the Office of Graduate Studies (GEBS Office).
- The dissertation must be publicly and successfully defended.
- A simple majority of the student's thesis advisory committee must be present at the defense and approval of the defense must be unanimous. At least one first-authored (or co-first authored) scientific manuscript covering aspects of the student's dissertation project must be submitted to a reputable peer-reviewed scientific journal (as documented by a copy of the dated receipt of the submission from the journal).
- If that manuscript has not yet been accepted for publication, notice must have been received from the journal indicating that the paper has been received, reviewed, and may be acceptable with revisions. In this case, an assessment by the student's advisor and dissertation committee members must also be provided to the Office of Graduate Studies (GEBS Office). The assessment documents must include the following:
  - A copy of the response from the journal including reviewer comments.
  - A written statement from the advisor and committee members indicating that in their professional judgment, final acceptance for publication of the submitted manuscript is likely by June 30 of the year in which the student wishes to march.
  - A recommendation by the student's committee that he or she be allowed to march in the commencement.
  - Notice from the journal that the manuscript has been rejected outright will not satisfy this requirement.

- In order for a student to accept a job offer pending completion of their Ph.D. requirement for a first-authored (or co-first authored) scientific manuscript, the following exception will be allowed when there is high certainty that the paper will be accepted. Moreover, this rule applies when the delay jeopardizes a job offer to the student that is contingent upon completion of their Ph.D. degree.
  - The student provides firm evidence, in writing, to the Associate Dean for Graduate Studies, directly from the prospective employer of a job offer in the field of Biomedical Science judged by the GEBSAP committee to be appropriate to the student's level of training.

- The anticipated time before notification of acceptance of the manuscript for publication jeopardizes the student's ability to accept a firm job offer because it extends past a deadline for the beginning of the job (or acceptance of the job offer).
- The student's dissertation committee provides, in writing, assurance that the student's first-author manuscript has been submitted to a peer-reviewed journal and that the journal has notified the authors that the manuscript is acceptable with revisions. These revisions including any experimental work required can and will, in the judgment of the dissertation committee, be accomplished by the student within sixty days.

If a student does not wish to participate in the May Commencement ceremony, all degree requirements must be received by the GEBS office in final approved form by June 30th in order for the degree to be awarded in the spring semester or by December 15th in order for the degree to be awarded in the fall semester.

Students must submit their dissertation thesis electronically prior to receiving graduation clearance from the Division of Graduate Education in Biomedical Sciences. The thesis must be approved unanimously by all members of the thesis Committee and accepted as "final" with original signatures. An electronic copy of the final thesis must be submitted in Microsoft Word™ format **to the GEBS office via Canvas by May 1 of each academic year** ***for any student wishing to graduate in May***. This process allows for safeguards to plagiarism and final formatting. The official thesis document is then submitted electronically to ProQuest. Electronic submission through the ProQuest portal allows for controlled access to the research content of the dissertation thesis (up to one year), and digital storage for archival purposes (See GEBS office for further information about submission to ProQuest).

Ph.D. in Biomedical Sciences Program

Requirement	**Target date**
Core course work ……	May of first academic year
Qualifying Exam, Part I (Core Comprehensive) ……	June of first academic year
Lab rotations ……	August (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 year
First-author scientific article submitted for publication….....	May (end) of third academic year

Master of Science in Biomedical Research Curriculum Outline*

FIRST YEAR CURRICULUM

Fall Semester	**Semester Credit Hours**
Graduate Biochemistry	3
Graduate Biochemistry Lab	2
Human Biology	3
Human Biology Lab	2
Scientific Integrity	2
Critical Thinking and Scientific Communication I	2

Spring Semester		**Semester Credit Hours**
Critical Thinking and Scientific Communication II		2
Laboratory Rotation 1	(4 weeks)	1
Laboratory Rotation 2	(4 weeks)	1
Seminar in Biomedical Sciences I		1
Elective(s)	TBD	(4 h total)

SECOND-YEAR CURRICULUM

Course	**Semester Credit Hours**
Research Data Analysis	3
Seminar in Biomedical Sciences II	1
Biomedical Sciences Presentation I	1
Thesis Research	TBD (minimum 12 h)

*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 until the student selects a permanent research advisor. 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 Director of the MSBR program 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 with their temporary advisor, and the MSBR Program Director, to discuss their progress and any problems they may be having.

Course Work

The first semester of MSBR is devoted primarily to instruction in core (required) courses covering fundamental aspects of biochemistry, cells and tissue structures and functions, as well as introducing research methods, biostatistics, ethics, writing skills, and critical thinking necessary for success in professional science. Students are required to maintain a B (3.0) average in their course work to advance in the program.

Laboratory Rotations

Students are required to complete two 4-week lab rotations. These are intended to give the student the opportunity to become familiar with the specific lab environment and to give the student and research advisor an opportunity to get to know one another prior to a student's commitment to the lab. Students are encouraged to begin these lab rotations after they have taken the Core Comprehensive Exam in January of their first academic year of the program. Students must register for the course GEBS 513 and 514: Laboratory Rotation I and II and submit the completed Lab Rotation Agreement (found in

the student resource on Canvas) to the GEBS office for each of their rotations. The Lab Rotation Agreement must be completed and signed by the student and the graduate faculty research advisor (the laboratory PI) prior to beginning each lab rotation to receive credit. Upon completion of the rotation the student must submit a description of the techniques learned experiments undertaken during the rotation to the GEBS office, as well as copies of the laboratory-book pages generated. If both the student and research advisor complete and submit the thesis advisor selection agreement, a student can complete the second lab rotation in the same lab as the first and use this time to begin work on gathering thesis project preliminary results.

Research Advisor

M.S. in Biomedical Research 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 full member of the Morehouse School of Medicine Graduate Faculty. Early identification of a research advisor will allow the advisor to assist in selection of elective coursework. If an advisor has not been identified, the MSBR Program Director and temporary advisor will assist the student in selecting elective courses in time for registration for the second semester. Once students have completed their required lab rotations and a research advisor has been selected and approved by GEBSC, they may begin accruing thesis-research credit for work in the advisor's laboratory.

Qualifying Examinations

The qualifying exams for the M.S. in Biomedical Research involve two parts: 1) The Core Comprehensive Exam and 2) The Thesis Proposal.

1. The Core Comprehensive Exam (CCE): M.S. students must have earned at least a B (3.0) average overall in their core science courses (Graduate Biochemistry and Lab and Human Biology and Lab) to qualify to sit for the CCE. Students having maintained the required B average must take this examination in January 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 January 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 GEBSAP. M.S. students must pass Part I within eighteen (18) months of entering the program unless granted a special exception by GEBSAP. Students who do not pass the exam within this time period are subject to dismissal.

Written essay examination

Course directors from each GEBS core science module (i.e., Graduate Biochemistry and Human Biology) will submit three closed-book questions for each course. Students will select one of the three questions from each core course (2 questions) to answer on the first day of the CCE. Students will have approximately 2 hours to complete their answers for each of the two closed-book questions they have chosen.

Grading
Copies of the answers to each question will be distributed to each grader. Students' 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, at least 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 that 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 GEBS Office 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 a student receives one passing (80% or above) and one failing (79 % and below) grade from the two primary graders on the same closed book question, the two graders will confer in order to resolve the grading discrepancy for that question. If the two graders cannot reach a consensus regarding either a pass or fail grade, the exam question will be sent to a third grader.

The two closest grades out of the three will be averaged. If the three grades are evenly distributed all three scores will be averaged. The two closed-book exam grades (Biochemistry and Human Biology) will be averaged and that average will contribute fifty percent (50%) of the CCE grade. The average for the two Oral Exams will contribute the other fifty percent (50%) of the grade to provide an overall score for the exam. A passing grade (80% or above) is required overall on the written components and on the oral exam to obtain an overall pass for the CCE. Students will be formally notified of their scores in writing by the GEB Curriculum Director The performance of students who do not achieve an overall passing score will be reviewed on a case-by-case basis by the GEBSAP committee, which will then recommend either dismissal or a specific protocol for remediating the CCE. If there are focal deficiencies (e.g., a failing grade on a particular CCE component), the GEBSAP committee may, at their discretion, allow the student to retake that portion of the exam. In no case can students be permitted more than two retakes on a component failed on the first sitting of the exam. If the student cannot earn a passing grade on the second retake of that component (i.e., on the third attempt), the student will face immediate dismissal with the option to withdraw from the degree program. The Associate Dean will forward the GEBSAP decision to each student by formal letter.

The examination period is considered to begin the first day of the written exam and to end with the receipt of this letter detailing the results 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.

2. 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 their research advisor, a thesis advisory committee and a thesis research project. That committee must include the advisor and at least two additional professional scientists with relevant expertise, at least one of who 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 Office of Graduate Studies a completed form (available on Canvas) 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 members of 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 GEBSC'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 Sheet for Thesis Proposal (found in the student resources material on Canvas) should be used. This includes the title of the project proposed; the name of the student, the research advisor, and the thesis committee members; and the date of submission. The cover sheet should be taken to the student's proposal presentation in order to obtain all committee members' signatures.

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, significance and hypothesis (or hypotheses) to be tested. Follow this with concise, numbered statements describing the specific questions to be asked to test the hypothesis (or 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, and criticisms of, 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 15 months of entry into the program.

Thesis Advisory Committee, Meetings, and Credit for Thesis Research

Only students who have officially identified a research advisor are eligible to receive credit for thesis research. During the conduct of their thesis research, candidates are expected to convene regular meetings of the thesis 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 MSBR Program Director. 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 eighteen (18) months to earn an M.S. in Biomedical Research from this institution.

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. 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:

One-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 thesis advisory committee' satisfaction, 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. A completed final draft of the thesis must be delivered to each member of the thesis committee at least two weeks prior to the thesis defense.

Students may complete the requirements for graduation at any time during the year. However, students wishing to participate in the May commencement ceremony should schedule their defense no later than mid-April. The student's committee will determine whether the student has successfully defended his or her thesis. A simple majority 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 submitted to the GEBS office to complete the requirements for the M.S. in Biomedical Research degree.

Student must submit their completed dissertation thesis electronically prior to receiving graduation clearance from the Office of Graduate Education in Biomedical Sciences. The thesis must have been reviewed by the thesis Committee and accepted as "final" as proved by original signatures of all Committee members. Electronic submission of a final thesis in Microsoft Word™ format **to the GEBS office via Canvas by May 1** of each academic year is required *for any student wishing to graduate in May*. This process allows for safeguards to plagiarism and final formatting. The student's thesis will be archived electronically on Canvas or another accepted digital format.

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 Candidate	June of first academic year
Thesis research	February of second academic year
Submit thesis	March of second academic year
Defend thesis	April of second academic year
Graduation	May of second academic year

Master of Science in Biomedical Technology Curriculum Outline*

FIRST YEAR CURRICULUM

Fall Semester	**Semester Credit Hours**
Graduate Biochemistry	3
Graduate Biochemistry Lab	2
Human Biology	3
Human Biology Lab	2
Scientific Integrity	2
Critical Thinking and Scientific Communication I	2

Spring Semester	**Semester Credit Hours**
Seminar in Biomedical Sciences I	1
Critical Thinking and Scientific Communication II	2
Survey of Core Technologies	3
Elective(s)	TBD (4 hr. total)

SECOND YEAR CURRICULUM

Course	**Semester Credit Hours**
Research Data Analysis	3
Seminar in Biomedical Sciences II	1
Biomedical Sciences Presentation I	1
Supervised Technical Apprenticeship** TBD	(20 total)

*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

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 with experience related to the stated technical interests of the student will be selected. In addition, the Director of the MSBT program 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, and the MSBT Program Director to discuss their progress and any problems they may be having.

Coursework

The first six months of M.S. study are devoted primarily to instruction in core (required) courses covering fundamental aspects of biochemistry, cells, and tissue structures and functions, 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 Apprenticeships

After successful completion of year 1 coursework (as outlined by the curriculum), each student will select four areas of interest to complete an 8-week apprenticeship rotation. The apprenticeship is designed to expose students to practical, hands-on applications of various Biotechnologies to include (but not limited to) Proteomics, Bioinformatics, Laboratory Policy and Regulatory Affairs. The program advisory board will serve as representatives, and referrals for providing student internship sites. Student(s) will have the option of completing the required apprenticeships in labs or departments onsite (Morehouse School of Medicine) or external (off site) at an approved site by the Program Director and internship site coordinator (employer). At the conclusion of each apprenticeship a written summary, oral presentation, and internship rubric is required with successful completion as outlined by the Program Director in fulfillment of the programs academic requirements.

Technical Advisor

M.S. in Biomedical Technology students are expected to identify an advisor for their advanced study in biomedical technology within eight months of entering the program. The advisor or "major professor" must be a full member of the Morehouse School of Medicine Graduate Faculty. Early identification of a technical advisor will allow the advisor to assist the student in selecting elective courses in time for registration for the second semester. If an advisor has not been identified, the MSBT Program Director and temporary advisor will assist the student in selecting elective courses in time for registration for the second semester. Once students have completed their required the Survey of Core Technologies course and a technical advisor has been selected and approved by GEBSC, they may begin accruing supervised technical training hours in the advisor's laboratory.

Qualifying Examinations

The qualifying exams for the M.S. in Biomedical Technology involve two parts: 1) The Core Comprehensive Exam and 2) The Technical Training Proposal.

The Core Comprehensive Exam (CCE)

M.S. students must have earned at least a B (3.0) average overall in their core science courses (Graduate Biochemistry and Biochemistry Lab and Human Biology and Human Biology Lab) to qualify to sit for the CCE. Students having maintained the required B average must take this examination in January 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 January 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 GEBSAP. In most cases, such exams are scheduled for late May or early June when the Ph.D. students are taking their CCE. M.S. students must pass Part I within fifteen (15) months of entering the program unless granted a special exception by GEBSAP. Students who cannot pass the exam within this time period are subject to dismissal.

Written essay examination

Course directors from each GEBS core science module (i.e., Graduate Biochemistry and Human Biology) will submit three written questions for each course. Students will select one of the three questions from each core course (2 questions) to answer on the first day of the CCE. Students will have approximately two (2) hours to complete their answers for each of the two closed-book questions they have chosen.

Grading

Copies of the answers to each question will be distributed to each grader. Students' 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 that 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 GEBS Office 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 a student receives one passing (80% or above) and one failing (79 % and below) grade from the two primary graders on the same closed book question, the two graders will confer in order to resolve the grading discrepancy for that question. If the two graders cannot reach a consensus regarding either a pass or fail grade, the exam question will be sent to a third grader.

The two closest grades out of the three will be averaged. If the three grades are evenly distributed all three scores will be averaged. The two closed-book exam grades (Biochemistry and Human Biology) will be averaged and that average will contribute fifty percent (50%) of the CCE grade. The average for the two Oral Exams will contribute the other fifty percent (50%) of the grade to provide an overall score for the exam. A passing grade (80% or above) is required overall on the closed–book components and on the oral exam components 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 GEBSAP committee, which will then recommend either dismissal or a specific protocol for remediating the CCE. If there are focal deficiencies (e.g., a failing grade on a particular CCE component), the GEBSAP committee may, at their discretion, allow the student to retake that portion of the exam. However, in no case will a student be permitted more than 2 retakes on a component failed on the first sitting of the exam. If the student cannot earn a passing grade on the second retake of that component (i.e., on the third attempt), the student will face immediate dismissal with the option to withdraw from the degree program. The Associate Dean will forward the GEBSAP decision to each student by formal letter.

The examination period is considered to begin the first day of the written 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.

2. 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.

Proposing 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 with relevant technical expertise, 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.

Core Training Areas

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 that 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 histochemistry 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 challenging biomedical research problems.

Analytical and Protein Profiling: 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.

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 will forward 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 and criticisms 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 should be approved by the technical advisory committee within twelve (12) months of entry into the program.

Technical Advisory Committee, Meetings, and Credit for Supervised Technical Training

Only students who have officially identified a technical advisor are eligible to receive credit for technical apprenticeship training toward the M.S.Bm.T. 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 Technical Apprenticeship is dependent on submission of these completed reports with the signatures of the student's advisor and advisory 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 eighteen (18) months 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 conduct a public seminar or workshop covering the methodology in which they have obtained training.

Completion of Degree Requirements

While the student is completing the 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 advisory committee must be present at the defense and approval of the defense must be unanimous.

The technical advisory committee may require analyses be repeated or that additional analyses be carried out 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
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

Master of Science in Clinical Research Curriculum Outline*

FIRST YEAR CURRICULUM

Fall Semester	Semester Credit Hours
Principles of Clinical Research	2
Clinical Research Seminar (P/F)	1
Fundamentals of Biostatistics	3
Mentored Research Project (P/F)	1
Community Engagement and Health Disparities	2
Practical Skills Workshop Series	1

Spring Semester	Semester Credit Hours
Clinical Trials	2
Analysis of Frequency Data	3
Clinical Research Seminar (P/F)	1
Mentored Research Project (P/F)	1
Introduction to Epidemiology	3

SECOND-YEAR CURRICULUM

Fall Semester	Semester Credit Hours
Scientific Writing and Communication	3
Mentored Research Project (L/G)	5
Ethics of Clinical Research in Vulnerable Populations	2
Medical Informatics	2
Clinical Research seminar (Pass/Fail)	0

Spring Semester	Semester Credit Hours
Mentored Research Project (L/G)	10
Clinical Research Seminar	0

*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 required practical skill workshop series will begin in August. This workshop series is offered before the beginning of the 1st year only. 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.
3. Clinical Research Seminar Series: this monthly 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 (36) 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 submit them for review and approval by the Curriculum Committee. The proposal will form the basis for the mentored research project. A final oral presentation of this research is required. Other requirements are noted below.

Outcomes of Mentored Research Project

Grant submission: Fellows must be able to prepare and submit at least one National Institute of Health proposal including a budget using Public Health Service Form 398 or a format consistent with the guidelines of the specific funding agency.

Presentation at a national meeting: This requirement involves the submission of a first-authored abstract to a nationally or regionally recognized scientific meeting/conference within the fellow's academic field and acceptance of that abstract for either poster or oral presentation.

Publication: As first author of a peer-reviewed clinical research project. Using data analyzed during residence in the Master's Program, the fellow will prepare and submit a first-authored manuscript for publication in an approved peer-reviewed journal.

Entrance requirements: Doctorate level non-MSM faculty should follow the guidelines below; however, the GRE is not required. If students are NOT a doctorate level applicant, they are required to submit all of the following documents:

- Three individual letters of recommendation from persons who are capable of speaking to your professional skills and goals. (Two letters for undergraduate/master level graduates.)
- Two to three page research abstract or narrative.
- Fully completed online application.

- GRE scores (Required for undergraduate/master level applicants ONLY).
- Transcripts: both undergraduate and graduate level
- International student: TOEFL and transcript evaluation required.
- 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 and/or residents.

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 that have completed specialty or subspecialty training (M.D., D.D.S., D.M.D, D.O., D.C., N.O., Ph.D., Pharm.D).

Applicants must have the support of their department chair.

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 or residency director.
- Two other letters from MSM or another faculty who are capable of speaking to your professional skills and goals.
- A copy of your official appointment to MSM's faculty and or residency program.
- Two to three-page research abstract or narrative.
- Fully completed online application.
- Transcript of a doctorate.
- Entrance Requirements for dual degree candidates (must be current MD or Ph.D. students).
- Must have completed the requirements for the 1st year of the Ph.D. program.
- If MD students must have completed the requirements for the second year of the MD program.
- Follow the application requirements for undergraduate/master's level applicants noted above.
- Ph.D. candidates must have a letter from mentor/advisor and approval of Ph.D. program.
- MD students must have the approval of MD program.

Master of Science in Medical Sciences Curriculum Outline

FIRST YEAR CURRICULUM

Fall Semester	**Semester Credit Hours**
Basic Biochemistry	3
Principles of Anatomy &Physiology I	3
Critical Thinking and Problem Solving I	4
Introduction to Public Health	2
Survey of Medical Terminology	1

Spring Semester	**Semester Credit Hours**
Principles of Anatomy & Physiology II	3
Introduction to Health Professions	2
Critical Thinking and Problem Solving II	3
Introduction to Biostatistics	3
Community Health Assessment	3

SECOND-YEAR CURRICULUM

Fall Semester	**Semester Credit Hours**
Introduction to Neurobiology	3
Introduction to Neurobiology Lab	2
Biology of Disease: Current Concepts	3
Introduction to Epidemiology	3
Introduction to Medical Microbiology	3

Spring Semester	**Semester Credit Hours**
Introduction to Medical Pharmacology	3
Biomedical Genetics	3
Culminating Project	3

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Degree Requirements for the M.S. in Medical Science

Course Work

The first year of study focuses on instruction in core courses including, Biochemistry, Anatomy & Physiology, as well as foundational courses in the public health sciences. Additionally, the program includes a series of courses aimed at enhancing performance on the Medical College Admissions Test (MCAT) and includes an online course in Medical Terminology. Students are required to maintain an overall B average in their coursework to advance in the program and to earn the degree. In the second year, standardized exam preparation continues and introductory courses in key medical sciences courses are added such as Introduction to Neurobiology, Introduction to Medical Pharmacology and Introduction to Medical Microbiology. During the second year, in lieu of a thesis, a culminating project will be conducted.

The required culminating project will begin in the second semester of the second year. The purpose of the culminating project for the MSMS degree is to provide the student with an experience that allows him/her the opportunity to apply the knowledge and skills learned within the program's biomedical science and public health curriculum and to conduct an independent research-oriented project using secondary datasets related to a specific health issue. The final project illustrates the student's understanding of the chosen health issue and his/her ability to actively apply this knowledge to possible solutions of the issue or problem.

Dual Degree Program

Bachelor of Science / Master of Science in Neuroscience Curriculum Outline

The following represents the curriculum to be taken for fulfillment of the Master of Neuroscience degree as part of this dual degree program. Candidates must complete these requirements along with requirements for their Bachelor of Science degree at their host institution.

JUNIOR

Fall Semester	**Semester Credit Hours**
Essentials in Neuroscience I	4
Spring Semester	**Semester Credit Hours**
Essentials in Neuroscience II	3
Summer Semester	**Semester Credit Hours**
Laboratory Techniques (2 weeks)	2
Summer Research Rotation (8 weeks)	4

SENIOR YEAR

Fall Semester	**Semester Credit Hours**
Scientific Integrity	2
Critical Thinking and Scientific Communication I	2
Spring Semester	**Semester Credit Hours**
Essentials in Neuroscience III	2
Critical Thinking and Scientific Communication in Neuroscience	2

MASTER-YEAR CURRICULUM

Course	**Semester Credit Hours**
Research Data Analysis	3
Neuroscience Institute Discussions	2
Biomedical Sciences Presentation I	1
Thesis Research (includes the summer)	22

*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.

Degree Requirements for the M.S. in Neuroscience / Steps in the Process

Advice on Curriculum and Process

Concurrent fulfillment of requirements for both B.S. and M.S. degrees can be complex. Student should seek ongoing advice from their faculty advisor at their home undergraduate institution, who serves as the B.S./M.S. program liaison for that school. In addition, curricular advice on the Master degree requirements and other programmatic issues should be sought from the B.S/M.S. program director or the B.S./M.S. program coordinator. The nature of problems to be solved usually involves scheduling conflicts between courses taught at the home institution and MSM, as well as counseling regarding course load. Application to the B.S./M.S. program is done during the spring semester of the sophomore year and the start of the program is in the fall semester of the junior year.

Course Work, Laboratory Rotation and Thesis Work

During the fall and spring semesters of the junior and senior years of the undergraduate education, the primary course of study of the B.S./M.S. candidate will be through required coursework. This coursework is designed to give students a necessary grounding in the diverse field of Neuroscience through three core courses: Essentials in Neuroscience I, II and III. In addition, the student will take courses that will cover other aspects of scientific research such as research methods, instrumentation, biostatistics, ethics, writing skills, and critical thinking necessary for success in professional science. These are graduate level courses, and students may be in classes composed both of undergraduates and graduate students. Because of the density of coursework, there are no elective courses in this academic path. Students are required to maintain a B (3.0) average in their course work to advance in the program. Registration for coursework during the first two years of the program while students are still enrolled at their undergraduate institutions will be through the ARCHE process. At the beginning of the first course, B.S./M.S. candidates will be given MSM email accounts, Canvas access, library access and identification cards to facilitate communication and coursework during the period before full MSM enrollment (Master year).

In the summer between the junior and senior years, candidates are required to take a two-week laboratory techniques course that includes instruction on laboratory safety. This is followed by an eight-week summer rotation in a laboratory guided by a faculty member of the Neuroscience Institute. It is advisable for students to choose a mentor for the eight week rotation with whom they will continue to do their Master thesis in the Master year. However, it should be stressed that students may pick a different mentor for thesis work if they so choose.

After graduation from their home undergraduate institution, students accepted to the B.S./M.S. program will formally enroll in Morehouse School of Medicine in order to complete their Master year of thesis work in the field of Neuroscience Research. Thesis work will last approximately one year and will start almost immediately after undergraduate graduation. During this period, students are expected to work at least 35 hours per week on their research project.

Research Advisor

The M.S. in Neuroscience as part of the B.S/M.S. dual degree program requires that students choose a research advisor. The advisor must be a full member of the Morehouse School of Medicine Graduate Faculty and a member of the Neuroscience Institute. Notification and approval of the research advisor and thesis advisory committee is required by GEBSC and will be done once students have been notified of passing their qualifying exam (held at the end of the summer rotation between junior and senior years). Research must start at the latest upon entering the Master year. This requires that students have passed their qualifying exam and are maintaining a B average in coursework. Students can elect to start Master thesis work early from either their summer rotation research project or from research activity accomplished under their faculty mentor during their senior year.

Qualifying Examination

The qualifying exam for the M.S. in Neuroscience involves two parts: 1) The Core Comprehensive Exam and 2) The Thesis Proposal.

The Core Comprehensive Exam

The Core Comprehensive Exam (CCE): Undergraduate students accepted to the B.S./M.S. program must have earned at least a B (3.0) average overall in their core neuroscience courses at the end of their junior year (Essentials in Neuroscience I and II) to qualify to sit for the CCE. Students having maintained the required B average must take this examination at the end of their first summer in the program (August between junior and senior years). The exam is a three-hour closed-book exam composed of short answer, essay questions covering the core coursework studied up to that point. 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 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 Director of the B.S./M.S. program in Neuroscience based on the recommendations of B.S./M.S. advisory committee. Students who do not pass the exam may be subject to dismissal.

Grading

Copies of the answers to each question will be distributed to each grader. Students' 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.

Passing or Failing the CCE

The GEBS Office 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 a student receives one passing (80% or above) and one failing (79 % and below) grade from the two primary graders on the same closed book question, the two graders will confer in order to resolve the grading discrepancy for that question. If the two graders cannot reach a consensus regarding either a pass or fail grade, the exam question will be sent to a third grader.

The two closest grades out of the three will be averaged. If the three grades are evenly distributed all three scores will be averaged. The two closed-book exam grades will be averaged and that average will contribute fifty percent (50%) of the CCE grade. A passing grade (80%) is required CCE to continue in the program. Students will be formally notified of their scores in writing by the B.S./M.S. program director. The performance of students who do not achieve an overall passing score will be reviewed on a case-by-case basis by B.S./M.S. advisory committee, which will then recommend either dismissal or a specific protocol for remediating the CCE. The B.S./M.S. program director will forward the advisory committee decision to each student by formal letter as well as inform GEBSC of student progress or the lack thereof.

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 B.S./M.S. director, and with the course directors and graders at the discretion of these faculty members.

The Thesis Proposal

The Thesis Proposal involves a number of stages, all of which lead to the approval of the thesis proposal by the thesis advisory committee of the student.

Selecting a Research Project and Thesis Advisory Committee

The student must select, with the aid of their research advisor, a thesis advisory committee and a thesis research project. That committee must include the advisor and at least two additional professional scientists with relevant expertise, at least one of who must be a member of the Neuroscience Institute and 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. It is recommended that one member of the committee be from a field of Neuroscience outside the immediate field of the proposed research project. A committee with more than four members may be unwieldy and actually slow the progress of the student candidate.

Proposing the Research Project and the Thesis Advisory Committee

The student must submit a completed form (available on Canvas) to the Office of Graduate Studies 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 members of 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. A copy of this form must also be submitted to the B.S./M.S. director for approval prior to submission to GEBSC. Any conflicts which may arise between the B.S/M.S. director and the student and research advisor over the composition of the thesis advisory committee will be resolved by the Associate Dean for Graduate Studies and GEBSC.

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 GEBSC'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 the specific concerns of GEBSC 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 thesis advisory committee of the student. 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 SF424 (R&R) 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 thesis committee of the student sets the specific requirements and may, at their discretion, require a significantly different format.

Cover Page: The Cover Sheet for Thesis Proposal (found in the student resources material on Canvas) should be used. This includes the title of the project proposed; the name of the student, the research advisor, and the thesis committee members; and the date of submission. The cover sheet should be taken to the student's proposal presentation in order to obtain all committee members' signatures.

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, significance and hypothesis (or hypotheses) to be tested. Follow this with concise, numbered statements describing the specific questions to be asked to test the hypothesis (or 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).

Research Strategy: This section should be composed of three different components: Significance, Innovation and Approach.

Significance: This part should explain the importance of the problem and how the proposed project will advance the field. To do this, enough background may need to be given so that the reader can understand the significance (1.5 – 2 pages).

Innovation: This part should describe any technical or conceptual innovations that may stem from this project. (0.5 – 1 page).

Approach: 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) and what you may do to prevent them. Note that this section should contain a rationale for each aim or sub-aim. The rationale will provide a combination of background and research design to let the reader understand the background and logic for the proposed experiments. (5 – 7 pages).

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, and criticisms of, 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 and to the program coordinator of the B.S./M.S. program. 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 4 months of entry into the Master year and may be discussed and worked on prior to formal entry into the Master year.

Thesis Advisory Committee, Meetings, and Credit for Thesis Research

Only students who have officially identified a research mentor are eligible to receive credit for thesis research. During the conduct of their thesis research, candidates are expected to convene regular meetings of the thesis 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 for Graduate Studies and the Director of the B.S./M.S. program. 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.

Presentation Requirements

During their Master year, all M.S. in Neuroscience students are required to present their work in a research conference type forum. This requirement may be satisfied by participating in the MSM's Annual Curtis Parker Student Research Day, through a poster or oral presentation. 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 or 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 thesis advisory committee's satisfaction, 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. A completed final draft of the thesis must be delivered to each member of the thesis committee at least two weeks prior to the thesis defense. Students may complete the requirements for graduation at any time during the year. However, students wishing to participate in the May commencement ceremony must schedule their defense no later than mid-April (see the academic calendar for the exact date). The student's committee will determine whether the student has successfully defended his or her thesis. A simple majority 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 submitted to the GEBS office to complete the requirements for the M.S.N.S. degree.

Student must submit their completed dissertation thesis electronically prior to receiving graduation clearance from the Office of Graduate Education in Biomedical Sciences. The thesis must have been reviewed by the thesis Committee and accepted as "final" proved by original signatures of all Committee members. Electronic submission of a final thesis in Microsoft Word™ format **to the GEBS office via Canvas by May 1** of each academic year is required *for any student wishing to graduate in May*. This process allows for safeguards to plagiarism and final formatting. The student's thesis will be archived electronically on Canvas or other accepted digital format.

GEBS PROGRAM POLICIES

Academic Progress and Standards for all GEBS Programs

All information in the following sections applies to all students in all GEBS programs, Ph.D. in Biomedical Sciences, M.S. in Biomedical Research, M.S. in Biomedical Technology, M.S. in Clinical Research, Ph.D./M.S. in Clinical Research, M.S. in Medical Sciences and B.S./M.S. in Neuroscience. All guidelines and standards in the section of this handbook entitled General Policies and Regulations also apply to all students in GEBS programs. 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 a M.S. in Biotechnology, Biomedical Research and Clinical Research degrees within two years, B.S./M.S. in Neuroscience in three 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 Programs. Ph.D. students must achieve at least a B in each core course to qualify to sit for the CCE (Qualifying Exam Part 1). M.S.B.R. and M.S.B.T., students must maintain an overall B average for their core and elective courses. Students in the M.S.M.S. and B.S./M.S. in Neuroscience program must maintain an overall B average in all coursework, as there are no elective courses in these academic programs. Student progress is recorded by the Registrar and reviewed regularly by GEBSAP. Whenever a student's grade-point average falls below 3.0 they are on academic probation. Ph.D. students on academic probation are eligible for suspension of tuition, stipend support, and federally subsidized financial aid or for outright dismissal. M.S. students whose grade-point average falls below a "B" (3.0) will lose their eligibility for federally subsidized financial aid. Remaining on academic probation for two consecutive semesters triggers an automatic dismissal recommendation. Students receiving a grade below a B in a core course while on academic probation are also 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 listed:

Percent Score	Letter Grade	Grade Point Equivalent
90-100	A (superior)	4.0
80-89	B (satisfactory)	3.0
70-79	C (unsatisfactory)	2.0
0-69	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. If the grade is not changed it will be recorded as an F.

Late Policy for Examinations

Exams start at the stated time. It is the expectation that all students will be in their seats at the start of exams. Students taking examinations electronically, should already have the exam downloaded before the expected start time and will not be given additional time to download. A student not in the room at the stated start time of an examination will be considered late for that exam. Any student arriving late to an examination will be allowed only the remaining allotted time to complete the examination.

Penalties for lateness:

- 1st time late – no penalty
- 2nd time late – lose 5 percent off of that exam
- 3rd time late – lose 10 percent off of that exam
- Consistent lateness will result in a meeting with the Course Director

Any appeal must be made to the Course Director. Excused absence or lateness for an examination must be obtained from the Associate Dean for Graduate Studies and/or the Dean of Student Affairs prior to the examination or upon documentation of illness or other emergency occurring at the time of the examination. An unexcused lateness for an examination may constitute a failure in the examination. Students who are granted an excuse for lateness for an examination may reschedule the exam after consultation with the Course Director.

Transfer of Credit

Students may apply to have graduate credit they earned through another accredited graduate 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.

The course must be part of an accredited graduate program.

1. The course must cover subject matter deemed by the Associate Dean to be appropriate for a degree in the biomedical sciences.
2. The coursework must have been completed no more than five (5) years prior to applying for transfer of credit.
3. 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.).
4. 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. However, the student should be aware that questions appearing on the core comprehensive exam are written and graded by MSM core course faculty and completing a similar course at another institution may not provide adequate preparation for that comprehensive exam.

The Associate Dean for Graduate Studies will review all completed transfer-of-credit applications and determine whether the course credit is transferable. If the transfer is approved, the Associate Dean will notify the Registrar and the student of the decision. If the transfer is denied, the Associate Dean will immediately notify the student of the outcome and the reasons for the denial.

Transferred credit hours may be applied to a student's minimum graduation requirements. However beyond that minimum, each student's research advisor and committee will determine whether the student has completed the elective courses necessary for the graduate degree.

Note: No transfer-of-credit applications for core courses 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 M.S. in Biomedical Research students into the Ph.D. in Biomedical Sciences Program

Current M.S, students wishing to apply for entry into the Ph.D. program prior to completing their M.S. requirements must meet four criteria:

1. They must complete an official online application for transfer between degree programs.
2. They must be students in good standing (at least a 3.0 grade-point average) for their coursework in the MSM graduate curriculum and complete the official application for degree transfer.
3. They must have achieved a grade of B or better in each of their M.S. core courses.
4. They must provide a letter of recommendation from a full member of MSM's graduate faculty supporting their transfer into the Ph.D. program.

Items 1-4 must be completed and received by February 1st for entry during the succeeding fall (early August) admissions cycle.

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 most, 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 during the scheduled drop-add period will not be recorded on the student's transcript. Beyond that period, withdrawing 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. In all cases, reducing the course load below 9 semester credit hours per semester makes the student ineligible for student financial aid.

Core Course Remediation and Retake

Ph.D. students, who earn a final grade of C in any core course, 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, require a student with a C to retake the entire course. If course remediation is appropriate, the process will be determined by the course director, and remediation may be accomplished by self-study followed by one or more examinations covering the 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.

M.S. students who earn a C in a core course have the option of remediating the course at the discretion of the course director as described above. However, if the student maintains an overall B average (e.g., by having higher grades that balance out the C) remediation may not be necessary to earn the M.S. degree.

For either M.S. or Ph.D. students, 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 (GEBSAP) committee. If the GEBSAP 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 until the course is retaken. The grade for the retake of the course is entered as a separate grade. The grade for the retake, up to and including an A, will be recorded on the student's transcript and will replace the F in the GPA calculation. However, the F for the initial course will remain on the student's transcript but will not

contribute to the GPA calculation. 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/or progress are unsatisfactory. Probation is based on the student's cumulative GPA, earning a grade below a B in a core course (for Ph.D. students), 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, the 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 (Ph.D. students), and make adequate progress in all other aspects of their training.

In no case, will a student be allowed to retake a failed course more than once.

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 Academic Progress Committee (GEBSAP). 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 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 tuition, stipend, and federally subsidized financial aid support, or consideration for dismissal. Failure to make adequate progress for two consecutive semesters will triggers automatic dismissal recommendation.

Graduate Student Grade Dispute

If a student has a dispute or grievance involving a grade on an exam or in a course, or a score on a qualifying examination, the student must file a grievance within 10 business days after receiving the disputed grade. To file a grievance steps below must be followed:

1. Informal discussions are encouraged between the student and faculty member assigning the grade in a good-faith effort to resolve the problem quickly.
2. If this step does not resolve the issue and the student wishes to pursue the matter further, the student must write a detailed description of the dispute or grievance, including any supporting information, and provide it to the course director and to the faculty member.

3. If the course director and the faculty member are the same person, go to step 4. The course director will then read and discuss the written document with the student and the faculty member (separately or together) in a further attempt to resolve the matter. If this step does not resolve the issue, the course director will obtain a letter from the faculty member explaining the basis for the grade and any recommendations to resolve the dispute.
4. If these recommendations are not agreed to by the student, the course director will review both the student letter and the faculty response and recommend, in writing, a resolution to the issue that will be provided to both the faculty member and the student. If this step does not resolve the issue and either the student or the faculty member wishes to pursue the matter further.
5. The student and/or course director will submit, in writing, a request for arbitration by the Associate Dean for Graduate Studies. The request must be accompanied by the written document describing the student concerns and faculty recommendations provided to and by the course director.
6. The Associate Dean will review the pertinent documents, request additional information if needed and attempt to resolve the issue by consulting with all the parties and providing a written recommendation for the resolution.
7. If the student, faculty member, or course-director is unwilling to accept the Associate Dean's recommendation and wishes to pursue the matter further, the Associate Dean will refer the matter, including all the documents described above to the GEBSAP committee. GEBSAP may deliberate and rule solely based on the written documentation provided, discuss the issue with either or both parties, and/or call in others to obtain additional information. Based on their deliberations, the committee may make one of four rulings: 1) Accept the grade initially assigned, 2) Accept the course director's recommendation, 3) Accept the Associate Dean's recommendation, or 4) Provide its own ruling to settle the issue.
8. The GEBSAP ruling will serve as the official, binding, and final plan of action for student and faculty members alike. All complaints related to discrimination or harassment will be dealt with following the institutional anti-discrimination and harassment policy described separately in the student handbook.

Student-Mentor Conflicts

If a student or faculty mentor has a dispute or grievance involving a conflict with the other, informal discussions are encouraged between the student and faculty mentor in a good faith effort to resolve the problem immediately. When informal discussion fails to result in a satisfactory resolution the issue should first be brought to the attention of the student's research advisory committee. If a suitable resolution cannot be reached by the advisory committee, the student, faculty member, or thesis/dissertation committee member may submit a written request for arbitration to the Associate Dean for Graduate Studies. The Associate Dean will request a written description of the incident(s) leading to the conflict from both parties. The Associate Dean may meet with the student and mentor separately or call a meeting between the student and his or her mentor to resolve the conflict or grievance. If the issue remains unresolved the Associate Dean may refer the matter to GEBSAP, with all appropriate documentation, for further arbitration. The GEBSAP ruling will serve as the official, binding, and final plan of action for both the student and mentor. All complaints related to discrimination or harassment will be dealt with following the institutional anti-discrimination and harassment policy described in the student handbook.

Breach of Ethics

Faculty or student concerns about student breaches of academic or professional ethics (e.g., plagiarism, cheating, academic dishonesty, falsifying data) will be submitted to the Associate Dean and forwarded directly to the GEBSAP committee for evaluation without notifying the student of the charge. The GEBSAP committee will deliberate on the validity and evidence for the concern. The committee may dismiss the charge and notify the Associate Dean. If the GEBSAP committee feels there is sufficient merit to the charge to pursue the case further, they will notify the student and request a written response or have them appear before the committee to address the charge. After reviewing the response, the GEBSAP committee may take one of 3 actions: 1) They may dismiss the charge, 2) They may uphold the charge, or 3) They may request additional information and deliberate further until a decision can be reached. Once a decision is reached, the committee will notify the Associate Dean. The Associate Dean will then relay the committee's final decision to the student and the faculty member. If the decision is to uphold the charge, the Associate Dean will instruct the GEBSAP committee to proceed with scheduling a dismissal hearing.

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 GEBSAP, 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 GEBSAP. 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.

For further details, please see the section on Types of Volunteer and Involuntary LOA, and General Policies on Conditions for LOAs for all students. A LOA is limited to two-years maximum (unless the student is enrolled in a dual degree program), and granted up to one year at a time. Students must reapply after the first year.

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 the GEBSAP committee 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. Prior to final dismissal, students facing that prospect will have the option to withdraw from the degree program. Students who elect to withdraw from the Ph.D. program may, at the discretion of the GEBSAP Committee, be offered the opportunity to continue their studies toward completing the requirements for the degree, M.S. in Biomedical Research.

Dismissal Triggers (Ph.D., MSBR, MSBmT and MSMS programs)

Automatic dismissal recommendations will occur for the following reasons:

- Failing a core course (earning <70%).
- Remaining on academic probation for two consecutive semesters.
- Breach of ethics, academic dishonesty, cheating or integrity.

Dismissal Triggers (Ph.D., MSBR and MSBmT)

Automatic dismissal recommendations will occur for the following reasons:

- Failing to achieve at least 80% in a core course while on probation.
- 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 18 months of entering the degree program.
- Failing to achieve a passing grade on a retake of a component of the Core Comprehensive Exam (if retake is allowed by GEBSAP).
- Engaging in outside employment while receiving stipend support.

Dismissal Process

A student's registration at MSM can be terminated by the GEBSAP 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 GEBSAP during its monthly meetings. At any of these meetings, a majority determination by GEBSAP 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 GEBSAP. 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 GEBSAP 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 GEBSAP 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 GEBSAP Chair of the need to schedule a meeting within

three to six weeks. Students are not allowed to contact GEBSAP 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 GEBSAP 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 will result 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 GEBSAP 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 may be allowed up to thirty (30) minutes to present to the GEBSAP committee the information outlined in the written response to the Associate Dean. The student's presentation may be followed by questioning by GEBSAP 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 GEBSAP 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 GEBSAP committee allows the dismissal recommendation to stand, the student may appeal to the President and Dean. 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 President/Dean include: 1) failure of GEBSAP to follow its own procedures, or 2) prejudice toward the student by GEBSAP committee members. To appeal to the President/Dean, the student must submit a letter of intent to appeal, with all supporting data attached, to the President/Dean within ten (10) working days of notification by the Associate Dean of the final GEBSAP committee ruling. If, in the President/Dean's judgment, either of the above criteria have been met; the President/Dean will consider the appeal within ten (10) working days of the receipt of the letter of intent to appeal. Alternatively, the President/Dean will uphold the GEBSAP committee ruling, at which point the dismissal is final. The President/Dean will determine the merits of the appeal based on a review of the information presented to the GEBSAP committee, the contents of the student's written notification, the report of the GEBSAP committee and any other supporting documentation. At the President/Dean's discretion, consideration may or may not include a meeting between the student and the President/Dean to discuss the appeal. Neither witnesses nor legal counsel will be permitted in that meeting, although the President/Dean may request the presence of administrative support to record notes on the discussion. The President/Dean's decision is final. It will be provided in writing to the student by registered mail and to the President/Dean, the Senior Associate Dean for Educational Affairs, the Associate Dean for Graduate Studies, the Associate Dean for Admissions and 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 can be reviewed in the 2018-2019 Tuition and Fee Schedule. 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 expected 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 course Predoctoral Fellowship Proposal Preparation as well as the student's 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. Students who are receiving support from the institution for stipend must report all sources of income, including non-NIH fellowship awards. Students being supported fully by institutional funds are not allowed to receive income above the prescribed institutional stipend for the year. Earnings outside of the annual stipend are not permitted if students are fully funded by the institution.

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 can be reviewed in the 2018-2019 Tuition and Fee Schedule.

Currently, no direct institutional tuition or stipend support is available for students in the M.S. in the 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 matriculation in the program rather than seeking outside employment that would interfere with their study time.

B.S./M.S. in Neuroscience Students

Students in the B.S./M.S. program in Neuroscience who have been formally accepted into the program, will have their tuition paid by the National Institutes of Health and will also receive a stipend for research activity during the summer between their junior and senior years as well as during their Master year. Formal acceptance to the program is offered after successful completion of the first

core course: Essentials in Neuroscience I, and upon recommendation by the B.S./M.S. advisory committee. A limited number of slots are available; thus, not all applicants who pass the first core course may receive an offer to complete the program and receive the paid scholarship.

(Hybrid) Master of Science in Biotechnology (MSBT)*

Proposed Course Outline

Required Core Courses

Semester I Term 1 (8 weeks)	Semester Credit Hours
Cell Biology	3
Critical Thinking & Communication	2
Research Ethics & Integrity	2
Semester I Term 2 (8 weeks)	
Biochemistry	3
Introduction to Biostatistics	2
Semester II Term 1 (8 weeks)	
Molecular Biology	3
Basic Laboratory Safety & Good Laboratory & Manufacturing Practices	3
Semester II Term 2 (8 weeks)	
Genetics, Epigenetics, Gene Organization & Expression	3
Semester III Term 1 (8 weeks)	
Onsite Self-Directed Research Internship	5
Four electives (4 x 2 credit hours)	8

List of Electives (2 credit hours each)

Introduction to the Biotechnology Industry
Funding a New BioVenture
Making Medicines
Making Medical Devices
Managing and Leading Biotechnology Professionals
Project & Risk Management

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

Graduate Education in Public Health (GEPH)
Master of Public Health Program

Historical Perspective and Program Goals

The Master of Public Health (MPH) Program at MSM was established in 1995 to address the increasing shortage of underrepresented minorities in leadership positions in the field of public health. MSM trained public health professionals are prepared for a career that 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 MPH curriculum ensures that all MSM MPH degree recipients are proficient in the community focused work that undergirds the social mission of the institution while still meeting or exceeding the accreditation standards set forth by the Council on Education for Public Health (CEPH). The curriculum offers the opportunity for students to customize their MPH degree through 14 credit hours of electives. Practicum Experience, Public Health Leadership Seminars, Professional Development Workshops, and Culminating Experience ensure that students have the practical, research, communication and professional skills necessary to become leaders in the public health profession. The program was accredited initially in 1999 by CEPH making it the first accredited MPH Program at a Historically Black College and University.

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.

MSM is located within the historic West End community in Atlanta. As such, there are ample opportunities for student engagement through participation in service-related activities and community planned events. Our courses equip students with foundation knowledge and concepts essential for them to better understand the needs of the populations they serve. Our community-focused course work and required community service hours ensure a strong service-learning component to our MPH Program.

A. Mission & Goals

The mission of the MSM Master of Public Health Program is to develop, through graduate education, public health leaders who are fluent in community-focused public health practice, particularity in underserved communities.

WE EXIST, BECAUSE WE MUST

…. Honor the mission, Serve the community, Do the work

The program's goals to address leadership, education, research and service are as follows:

Goal 1: Excellence in Leadership: Develop public health leaders, who are fluent in community focused public health practice.

Goal 2: Excellence in Education: Foster critical thinking and academic rigor while providing a unique connection to community health research and practice.

Goal 3: Excellence in Research: Engage in research that addresses the needs of communities with emphasis on underserved populations.

Goal 4: Excellence in Service: Create strong sustainable partnerships that will improve the health of underserved populations.

MPH Program General Admissions Policies & Procedures

Entrance Requirements

There is one admissions cycle per academic year. The program has rolling admissions for fall admittance beginning September 1st thru March 1st. Only those applications that are complete, including official test score reports, letters of recommendation, and official transcripts, will receive full consideration for admission. Internal and external transfer student applications are accepted during the rolling admission period from students who are enrolled in a school or program of public health that is accredited by CEPH.

The following must be submitted in addition to the online application and a $50.00 non-refundable application fee to be considered for an interview:

1. Transcripts showing completion of 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 is required.
    a. Applicants who have completed coursework at, or hold a bachelor's or advanced degree from an institution of higher learning outside the U.S. 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.
2. Graduate Record Examination (GRE) scores (from within the past five (5) years)
3. Three letters of reference

International applicants are also required to submit Test of English as a Foreign Language (TOEFL) for foreign students whose first language is not English. A passing score on the ECFMG English test is acceptable for foreign medical graduates.

Applicants who have earned a terminal professional degree are exempt from test scores. Applicants must provide their doctoral transcripts or an active professional license.

B. Student Status

Full-time Study (Degree completion in four semesters)
MPH students who register for 12 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 MPH degree in four semesters. Students who wish to register for more than 15 credits per semester must obtain permission from their Academic Advisor. All full-time students are billed a flat rate. Academic progress and standards apply to all students.

Part-time Study (Degree completion in five or more semesters)
MPH students who register for 11 credits or less are considered part-time students. Six credit hours per semester are needed to be eligible for financial aid. Academic progress and standards apply to all students.

C. Curriculum

Core Courses and Electives

The core courses offered by the MPH Program are designed to provide a foundational perspective of the public health profession. MPH students are required to take all Core Courses at MSM. Core areas include:

- Biostatistics
- Environmental Health Sciences
- Epidemiology
- Health Policy Management
- Social and Behavioral Sciences

The electives offered ensure students have an integrated interdisciplinary, crosscutting set of competencies in all domains. Electives are also offered through the Atlanta Regional Council for Higher Education (ARCHE). Please see page 27 for more information about ARCHE.

Core Courses	**Semester Credit Hours**
Biostatistics	3
Environmental Health	3
Epidemiology	3
Health Administration, Management & Policy	3
Social and Behavioral Aspects of Public Health	3
Fundamentals of Public Health	1
Research Methods	3
Community Health Assessment & Improvement	3
Health Program Planning & Evaluation	3
U.S. & Global Health Systems	3
Electives	
7 courses	14
Directed Study	1-3
Other Degree Requirements	
Applied Practicum Experience	3
Integrative Learning Experience	3
Public Health Leadership Seminars	0
Professional Development Workshops	0
Total Number of Credit Hours	**48**

Other Requirements

1. Applied Practicum Experience

The Applied Practicum Experience (APE) is a requirement of the Council on Education for Public Health, the accrediting body for both schools and programs of public health. Morehouse School of Medicine (MSM) Master of Public Health Program's APE is designed to enhance and support the education and training of future public health leaders and practitioners through effective usage of public health knowledge and community engagement. There are two components of the APE at MSM: (1) fieldwork [360 hours] and (2) community engagement [120 hours]. Community service **must be**

completed with assigned Community Academic Partner sites only from June 1st to last day of class of the spring semester.

2. Integrative Learning Experience

The Integrative Learning Experience (ILE) provides students an opportunity to synthesize and integrate the knowledge acquired through course work and other learning experiences and to apply this knowledge to theory and principles in a situation that approximates some aspect of professional public health research and practice. The ILE is a mechanism to evaluate whether the student has mastered the body of knowledge and competencies needed for public health research and practice. Thesis presentations are required to complete the ILE.

3. Public Health Leadership Seminars

Public health leadership seminars are an integral part of the instructional curriculum. These seminars expose students to 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. Both full-time and part-time students must attend a minimum of two seminars per semester for a total of eight (8) semesters to meet the graduation requirements.

4. Professional Development

Professional Development 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 critical elements to a successful career.

5. Academic Writing Workshops

Academic Writing Workshops provide instruction on the fundamentals of formal academic writing. Its purpose is to provide the foundational skills needed to successfully complete writing assignments during matriculation.

D. Academic Progress and Standards

The Academic Policy Council (APC), chaired by the MSM Dean, establishes academic policy for all programs of the School of Medicine. The three standing Committees for the MPH Program (Admissions, Curriculum and Student Academic and Progress Committees) are subcommittees of the Graduate Education in Public Health (GEPH) committee, which reports to APC. Additionally the Program has an external Advisory Board, composed of constituents from federal, state and local public health agencies, and community representatives.

The Student Academic Progress Committee (SAPC) is a standing committee of the GEPH committee. The committee is charged with monitoring the academic performance and professional behavior of each student throughout his/her matriculation. SAPC will monitor student progress at midterm and at the end of each semester. The SAPC 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. SAPC will evaluate unusual problems and ensure that the guidelines are applied in a fair and equitable manner. SAPC will determine voluntary or involuntary leave of absence, administrative withdrawal or dismissal for scholastic cognitive (academic performance) and/or scholastic non-cognitive (professionalism) reasons.

1. Academic Honesty

All work, submitted or presented by students, whether written or oral, must be the original work of the student or attributed appropriately to the source. Any use of the specific thoughts, ideas, writing or phrases of another person must be accompanied by use of some form of attribution to the source. Presenting the ideas of others' as one's own is plagiarism, which will lead to dismissal.

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, the following practices or activities: the use of any unauthorized material; the solicitation or use of a proxy test taker; 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.

Possession of prohibitive material in a closed book examination, test or quiz such as books, study material, formulas, flashcards, lecture notes and any electronic device (cell phones, PDAs, iPods, iPads, MP3 players, fitness/activity trackers headsets, and watches) constitute **dishonest behavior**. This behavior will be considered intent to cheat on an examination, test or quiz. Possession of unauthorized materials during an exam is sufficient grounds for dismissal for academic dishonesty in a dismissal hearing.

2. Professional Conduct

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. Students shall be aware of and strive to follow basic concepts of professional conduct at all times.

a. A public health student is expected to demonstrate behavior that by its nature 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; 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 that is consistent with the highest standards of professional and personal honesty.

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 Applied 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. Class attendance is expected and students must present a professional demeanor. Attention to attire for specific training experiences is mandatory (noted in the syllabus). For some experiences, professional attire is required during activities affiliated with the MSM/MPH Program (i.e. Practicum Experience, interviews arranged by the program). 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. Professional Attire

The MSM MPH Program is a professional training ground and as such has a strict policy that students must follow for specified sessions and events, and/or while representing the program or institution elsewhere. Acceptable and unacceptable attire is outlined below. Additionally, students will be required to wear Convocation and/or Community Service Attire, also defined below, at various times throughout their matriculation.

Acceptable/Appropriate Attire:

Attire:
Appropriate business attire typically includes suit jacket, tie, suit pants or slacks, skirts/dresses at knee-length or below and dress shoes that cover all of the foot.

Business Casual Attire:
Appropriate business casual attire typically includes slacks or khakis, dress shirt or blouse, open-collar or polo shirt, optional tie or seasonal sport coat, a dress or skirt at knee-length or below, a tailored blazer, knit shirt or sweater, and loafers or dress shoes that cover all or most of the foot.

Hair:
Hair should be trimmed, well groomed (or tied back if shoulder length) and of a natural human color.
Tattoo and body piercings must be covered at all times. Facial piercings must be replaced with inconspicuous spacers.

Makeup should be natural and suitable for a business environment.

Jewelry should be limited and appropriate for a business environment.

Convocation Attire is defined as follows:

Basic white button down collared-shirt
Blue MPH Blazer
Khaki Bottoms [Pants or skirts which are knee-or ankle length]
Flesh-toned Stockings
Black closed-toe shoes without a platform heel (Heel heights must not exceed 3")
Jewelry must be subtle and conservative

Community Service Attire:

"I am Public Health" T-shirt
Standard Blue Jeans/Denim (No acid-wash, destroyed, ripped, cut-up, or dirty)
Sneakers/Tennis Shoes

Students may receive respectful guidance around (in) appropriate professional conduct and/or attire from MPH administration, faculty and/or staff. It is the expectation that the student will adhere and adopt this guidance/advice.

Unacceptable/inappropriate attire while on campus and/or while representing the program or institution is listed:

- 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) and scrubs are permitted when in classrooms and laboratories
- Strapless, halter tops, tube tops, tank tops, or spaghetti straps
- Bare Midriffs
- Short-shorts
- Mini-skirts
- Undergarments showing
- Emblems, lettering or pictures that pertain profane or derogatory messages
- Spandex pants or other tight fitting clothing

Violation of this dress code will result in dismissal from class/activity and/or written documentation that will be recorded in the student's file. Repeated violations and disregard for guidance/instruction on appropriate attire violates professional conduct and will result in action from the SAPC.

4. Sanctions

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

b. Academic Probation. Academic Probation is a condition 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 and returned to good standing. If contingencies are not met to remove the probationary status, 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 receive a letter from SAPC with the terms and conditions of the probationary period. The terms of the probationary period include ineligibility to hold any elected office and/or limitation of the student's participation in institutionally recognized, organized and/or sponsored extra-curricular activities. Additionally, while on probation, a student cannot serve as 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 or if they earn a C or F in a core, track or pre-requisite elective. Students on academic probation are restricted to a maximum of six (6) hours in the next semester of enrollment. A student must regain good academic standing (3.0 GPA or resolve the C or F) in order to be removed from academic probation. A student on academic probation who continues to make unsatisfactory progress in the subsequent semester will be administratively withdrawn from the MPH program.

5. **Leave of Absence**

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 student in achieving his/her academic goals in a manner that is consistent with his/her individual values and quality of life, and which accommodates, as feasible, extenuating circumstances that may arise during matriculation.

For more specific information regarding the circumstances and processes for a LOA, as well as conditions relevant to returning from LOA, students should speak with the MSM Associate Dean for Student Affairs. Students are responsible for understanding the implications of a LOA for financial aid, health insurance, and progress toward the degree.

The LOA will not be used to resolve academic difficulties or to finish incomplete coursework. A LOA will not be granted for academic failure. Additionally, the LOA 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.

Upon the committee's review of each student's academic record, a student may be required to take a leave of absence. For further details, please see the section on Types of Volunteer and Involuntary LOA, and General Policies on Conditions for all LOAs on page 70 of the Student Handbook.

6. Dismissal and Administrative Withdrawal

A student enrolled in the MSM MPH Program can be dismissed by the SAPC 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.

A student enrolled in the MSM MPH Program can be administratively withdrawn if not enrolled for 2 consecutive semesters.

There are several reasons for a student to be dismissed or administratively withdrawn by SAPC and they include the following:

a. Dismissal

i. 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).

ii. Any student receiving a failing grade (C, F) in a core, track course or pre-requisite elective will be placed on academic probation. The student 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.

iii. 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.

iv. 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.

b. Administratively Withdrawn

i. If a student fails to complete degree requirements within the maximum five (5) years of matriculation.

ii. If a student is not enrolled for two consecutive semesters.

Students who receive correspondence for dismissal or who have been administrative 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. **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 who may be legal counsel. Each of these individuals may submit a written statement OR appear in person, as determined by the student.

Students who were dismissed who seek to reapply must petition SAPC for approval to reapply. Retake coursework that is more than five years old at the time of admission to the degree program.

The decision of the SAPC will be communicated to the student, the student's faculty advisor, the Registrar, and the Associate Dean for Student Affairs by the Program Director within five (5) working days of the hearing.

7. Student Appeals Procedures

a. Students may appeal a decision for dismissal made by the SAPC Committee.

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

c. In order to appeal the SAPC decision for dismissal, the student must notify the President/ Dean, 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 SAPC Committee Chairperson regarding the SAPC decision.

d. The student must present the basis for the appeal to the President/Dean in his/her notification of the request for an appeal. The only new evidence/grounds for reversal that the student may present to the President/Dean will be:

1) Failure of the SAPC Committee to follow proper procedures

Or

2) Prejudice toward the student by faculty or administrative members of the SAPC committee.

e. Each student appeal will be heard by the President/Dean within 10 working days of receipt of the student's written notification of intent to appeal.

f. The President/Dean will determine the merits of the case based on a review of the information presented to the SAPC Committee. Neither witnesses nor legal counsel will be allowed in the hearing.

The written decision of the President/Dean will be conveyed to the student, the Associate Dean for Student Affairs, and the chair of the SAPC Committee within 5 working days of the appeal hearing.

8. Readmission Policy

Students who desire to continue matriculation after having been administratively withdrawn while in good academic standing may submit a formal written petition to the SAPC for consideration of reinstatement within three (3) months of receipt of the SAPC termination letter. All correspondence must be addressed to the SAPC Chair. Failure to adhere to this time frame will result in the student having to reapply through the regular admissions process. A student who was not in good academic standing at the point of administrative withdrawal or who was dismissed must petition SAPC for approval to reapply. If readmission is granted, the MPH Program will determine which, if any, previous courses will fulfill graduation requirements.

9. Transfer Students

Transfer students applications are accepted from students who are enrolled in a school or program of public health that are accredited by the Council on Education for Public Health. Students must be 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. Specific criteria for transfers into the MPH Program include the following:

Internal Student Transfers

a. There is no application fee for students transferring from other graduate programs at MSM.
b. Required documentation includes: official undergraduate and graduate transcripts, course syllabi, course descriptions, recommendation from Program Director of the current program, and MSM application
c. Student is allowed to transfer up to fourteen (14) elective hours.
d. Grades must be B or higher. For any MSM program that does not give grade letters, only grades of Pass (P) will be considered for possible transfer credit.
e. 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.
f. Student must complete the MPH transfer waiver form.
g. Screening Process
    1. GEPH Admissions Committee reviews student documentation
    2. Program Director and Academic Advisor interview student

External Student Transfers

a. Student must complete the required MSM application and submit the $50 application fee
b. Required documentation includes: MSM application, official undergraduate and graduate transcripts, course syllabi, course descriptions, and two letters of recommendation (with at least one coming from previous graduate school faculty).
c. Student is allowed to transfer up to twelve (12) credit hours from other institutions, to include no more than two CORE courses.
    - Credit by correspondence or by advanced standing examination will not be eligible for transfer.
    - Transferred courses must not be older than five (5) years at the time of admission to the MPH Program.
d. Grades must be B or higher. For any institution that does not give grade letters, only grades of Pass (P) will be considered for possible transfer credit.
e. Rolling admissions from September 1 – April 1
f. Student must complete MPH transfer waiver form.
g. Screening Process
    1. GEPH Admissions Committee reviews student documentation
    2. Student is recommended for interview with Academic Advisor
    3. Student is recommended for interview with Program Director

10. 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. The coursework transferred must represent valid graduate credits earned in graduate level courses from a school or program of public health that is accredited by the Council on Education for Public Health International candidates will be considered on a case-by-case basis.
c. 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 Pass (P) will be considered for possible transfer credit.
d. The course credit must be applicable to the degree program.
e. The transfer credit must not be more than five years old at the time of admission to the degree program.
f. 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.
g. Credit by correspondence or by advanced standing examination will not apply toward a graduate degree. However, distance learning credits completed at a regionally accredited institution may be considered.

11. Transfer of Credit Petitions

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 MPH Program Director no later than July 1, prior to matriculation in the program.
Transfer credit is considered neutral in computing MSM grade point average for the purposes of determining academic status, probation, and graduation honors.

12. Remediation of B-

A grade of B- is failing. If a B- is earned in a core course, students must meet with the Academic Advisor to obtain the remediation form. The remediation form and timeline must be completed with the instructor and must be signed by the student, instructor, and Academic Advisor. The remediation should not exceed one semester after the initial grade was submitted. A student may only remediate core courses twice during their matriculation in the program. If a student earns a B- in a core course for the third time, the student will be dismissed

It is not required that a grade of B- in an elective course be remediated. However, a student may choice to seek the option to remediate.

13. Repeating a Course

Students who earn an "F" or "C" grade in a core course are required to repeat the same course during the next semester the course is offered. Students who earn an "F" or "C" grade in an elective course are not required to repeat the same course.

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. A student who fails a core course for a second time will not be allowed to re-enroll in that course for a third time and the student will be considered for dismissal.

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.

14. Withdrawal Policy

W This symbol indicates that a student was permitted to withdraw from the course without penalty after the drop/add period and before the withdrawal deadline.

WF WF indicates that the student withdrew from the course while doing failing work ("C" or "F") and did not withdraw from a course before the last day to withdraw from a course deadline.

15. Withdrawal from classes

The withdrawal deadline is scheduled at the beginning of each academic year and is reflected in the academic calendar. To withdraw from a course following drop-add, a student must submit a withdrawal form to the Registrar, which has been signed by the Course Director and Academic Advisor.

E. 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 administrative withdrawal from the MPH Program.

F. Delta Omega/Graduation Honors

Students who complete all the degree requirements and uphold the highest professional conduct while earning one of the two highest cumulative GPAs among their graduating class will be inducted into the Delta Omega Honorary Society in Public Health. Students who complete all the degree requirements while earning one of the five highest cumulative GPAs among their graduating class will graduate with honors.

G. Grading Systems for Masters 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	**69 or below**	0.0
P	Pass		*
W	Withdraw without penalty		*
WF	Withdraw while failing		0.0
IP	In Progress		*
I	Incomplete		*

"D" is not a letter grade used in the MPH Program system.
* - Indicates grades not included in the calculation of a student's grade 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, or I. No course credits are given for C or F in a core course.

H. In Progress and Incomplete Definitions

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. A student receiving an IP grade is still actively engaged in the particular project or activity. If the project or activity is not satisfactorily completed within one semester of receiving the IP, the student will receive a final grade of "F".

When assigned work is not completed during a prescribed period for an acceptable reason (i.e., illness, family emergency), the notation I (Incomplete) may be given with consent of the instructor. When an instructor gives an "I" the missing work and a reasonable timeline for the completion must be submitted to the Academic Advisor. Under no circumstance should an "I" 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".

Online Executive MPH (E-MPH)

Proposed Course Sequence

Fall – Year 1	**Course Title**	**Credit Hours**
MPH 500/16 Weeks	Biostatistics	3
MPH 502/16 Weeks	Epidemiology	3
MPH 505/1st 8 weeks	Fundamentals of Public Health	1
MPH 501/1st 8 weeks	Environmental Health	3
MPH 504/2nd 8 weeks	Social and Behavioral Aspects of Public Health	3
Fall Subtotal		13
Spring – Year 1		
MPH 506/16 weeks	Research Methods	3
MPH 509/8 Weeks	Global Health Systems	3
MPH 510/8 Weeks	Health Program Planning & Evaluation	3
MPH 503/8 Weeks	Health Administration, Management & Policy	3
MPH 508/8 weeks	Community Health Assessment & Improvement	3
Spring Subtotal		15
Summer – Year 2		
Four Electives (TBD, each 2 credit hours)		
Summer Subtotal		8
Fall – Year 2		
Three Electives (TBD, each 2 credit hours		6
MPH 691	Integrative Learning Experience	3
MPH 690	Applied Practicum Experience	3
Fall Subtotal		12
E-MPH Total Credit Hours		48

ACKNOWLEDGMENT

I hereby acknowledge that I have received the Morehouse School of Medicine (MSM) 2018-2019 Student Handbook. I accept responsibility for reading and understanding the policies, procedures, rules and benefits in the Student Handbook and I agree to abide by its contents which set forth the terms and conditions of my enrollment and subsequent matriculation as an MSM student.

I understand that if I have questions about the Handbook or its contents, I am to discuss them with the Dean of Students or the Dean's designee.

Circumstances may require that the policies, procedures, rules and benefits described in this Handbook change as MSM deems necessary or appropriate. I understand that I will be notified of such changes and dates of implementation by my MSM e-mail account or through other appropriate means.

_____

Student's Name
(Print or Type)

_____ _____

Date **Student's Signature**