



TEXAS TECH UNIVERSITY
Health Sciences Center
Paul L. Foster School of Medicine™

**Texas Tech University Health
Sciences Center
Paul L. Foster
School of Medicine**

Student Affairs Handbook

**Section I. Student Affairs
Section II. Official Policies**

SECTION I. Student Affairs - General Information

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WELCOME



Welcome to Texas Tech University Health Sciences Center Paul L. Foster School of Medicine! As the incoming class of this medical school you will find many exciting challenges ahead of you. The staff of the office of Student Affairs is here to serve you in order to enhance your experience and facilitate communication between students and faculty and student to student.

Please feel free to visit with Dr. Horn, Alex Garcia or any of the staff of the Office of Student Affairs whenever you have concerns, questions or just want to chat. We look forward to working with you.

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MISSION STATEMENT

The mission of the Office of Student Affairs is to provide academic support and career guidance for medical students, and to do so in a supportive environment that enables students to have a positive experience at the Paul L. Foster School of Medicine. The goal of the office is for every medical student to be successful and to develop professional skills and personal relationships that will last a lifetime. The Office of Student Affairs serves as the advocate for students in their academic, career, and personal life.

About This Student Handbook

This handbook contains information that will be helpful to students as they progress through medical school. Students are encouraged to keep this handbook and refer to it often.

The School of Medicine reserves the right to make changes to the information and policies contained herein at such times as it deems appropriate. Students will immediately be informed in writing of any substantive changes in the policies of the School of Medicine. NOTE: All policies in this handbook are subject to approval by the President.

This ***Paul L. Foster School of Medicine Office of Student Affairs Medical Student Handbook*** and the ***Texas Tech University Health Sciences Center Student Affairs Handbook (Code of Professional and Academic Conduct)*** can both be found online.

PLF School of Medicine Office of Student Affairs Medical Student Handbook

<http://www.ttuhsc.edu/fostersom/studentaffairs/>

CAMPUS DIRECTORY

OFFICE	TELEPHONE	ROOM
ADA Compliance Office (Lubbock)	(806) 743-2300	2C410
SBS/Accounting Services (Lubbock)	(806) 743-7826	2C188
EMERGENCY	9-911	
Financial Aid Advisor	(915) 783-5130	MEB 2140
Financial Aid (Lubbock)	(806) 743-2300	2C410
Information Technology	(915) 545-6800	MEB 2160
Legal Assistance (call for appointment)	(915) 783-5130	MEB 1210E
Library	(915) 783-5630	MEB 2100
Medical Education	(915) 783-1700	MEB 2200
Office of Curriculum, Evaluation and Accreditation (adjacent to Founding Deans Office)	(915) 783-1705	MEB 3 rd Floor
POLICE (non-emergency)	(915) 545-6531	HSC RM 228
Registrar (Lubbock)	(806) 743-2300	2C410
Student Affairs	(915) 783-5130	MEB 1210E
Student Health (Family Medicine Clinic)	(915) 757-2581	9849 Kenworthy

COMMUNICATION

It is the student's responsibility to respond appropriately and in a timely manner to all school-related notices sent to them by email, regular mail, or other means.

Class Meetings

The Office of Student Affairs sponsors periodic meetings for each class. These meetings are typically held during lunch and are an opportunity for students to address concerns and questions in a public forum. Important information about USMLE, policy changes, or other topics is often presented. Students are strongly encouraged to attend in order to keep current with issues that affect them.

Mailing Addresses

Students must keep their local mailing addresses updated on WebRaider Student Portal in the Student Information Section click on Student Addresses and Phones.

Student Email

Students are **REQUIRED** to use their school-assigned email addresses to receive official communications from the School of Medicine and the Health Sciences Center and are encouraged to check their email **daily**. Students are responsible for responding promptly to any official emails and are also responsible for any information transmitted via official email. Technical questions concerning email may be directed to the Information Technology Help Desk (915.545.6800).



Website

Current official announcements for medical students and other information about medical school can be found on the Paul L. Foster School of Medicine Student Affairs website as well as the HSC Student Services announcement page. Information regarding class schedules, curriculum changes, and other matters related to ongoing coursework can be found at the Paul L. Foster School of Medicine Student Affairs website <http://www.ttuhsoc.edu/fostersom/studentaffairs> and under Helpful Links in WebCT.

Each student also has their own E-portfolio which is a repository of your unit grades, final grades, projects, reflections and career planning tools. You will receive further orientation from IT about this tool.



SERVICES FOR STUDENTS

Computer Services

Paul L. Foster SOM students have the use of a laptop provided by the school, through your fees. That laptop will be maintained by the IT department on campus. If you have difficulties with the software or hardware, please contact:

PC Support

Medical Education Building Room 2160

Hours of Operation: Monday through Thursday 7:00 a.m. – 7:00 p.m. and

Friday 7:00 a.m – 6:00 p.m..

Telephone: 915 545.6800 Contact: Mary Hickey

A number of services for students are available through the HSC Information Technology department, including free Microsoft software downloads, IT training, student web site hosting, and discounts on Dell products. For more information, please visit the IT website at <http://www.ttuhsoc.edu/IT/>.

A Virtual Private Networking (VPN) account is also available for students at no charge. Visit the IT Help Desk web site at <http://www.ttuhsoc.edu/IT/helpDesk/>.

Assistance is available for computer related problems from the IT Help Desk at 915.545.6800 or helpdesk.elpaso@ttuhsoc.edu

Copier Locations

Self service copiers are located in the Student Affairs Offices in rooms 1012 B and 1012 E as well as in both libraries.

Identification Badge / Name Tag replacements

You must wear your TTUHSC badge at all times while on campus. It identifies you as a member of the community and it also gives you access (Proxy access) to restricted areas such as the student lounge and wellness center in the MEB and the building after hours. Lost photo id badges will be replaced at no charge for the first two times. A third replacement will not be issued unless Student Affairs is contacted. Proxy access may not be granted upon third issue. Students may contact the TTUHSC police department for id replacements at 915.545.6531. Id badges are made on Mondays, Wednesdays and Fridays from 9:00 – 11:00 am and 2:30 - 4:00 pm.

Legal Assistance

Students may receive legal assistance Inc. Pamphlets are available in the contact them directly at their call center located at: 1331 Texas Avenue, El assist with landlord/tenant disputes, consumer matters and other issues.



through Texas RioGrande Legal Aid, office of Student Affairs. You may (1.888.988.9996) or go to their office Paso, TX 79901. They are able to

Library

The TTUHSC Delia Montes-Gallo Library of the Health Sciences is located in two places. The library on the first floor of the Health Sciences Center (HSC) building contains a computer lab, a group study room and mainly clinical resources. The library on the second floor of the Medical Education Building (MEB) houses mainly basic sciences materials. It also has an audiovisual room as well as one small group study room. There are three small group study rooms located outside the MEB library. Please call the library for specific operating hours.



Some of the services offered to students, faculty and staff are:

- Reference services
- Five small group study rooms (four of them with wall-mounted LCD televisions)
- Interlibrary loans
- Training (individual or group)
- Audiovisual resource room
- Large instruction room that may be reserved for use
- PC and Macintosh computers available at both sites

Online resources are also available to students including:

- Exam Master (USMLE prep)
- Anatomy.tv, Netter Presenter
- MICROMEDEX and EMBASE
- Evidence Based Medicine databases (DynaMed, FirstConsult, etc.)
- Ovid databases (Cochrane databases, Medline, PsychInfo)
- Scopus, ISI Web of Knowledge
- Electronic textbooks and online journals

Those persons using the collections and services of the Library of the Health Sciences are reminded that violations of Copyright law (Title 17, United States Code) are criminal activities. This includes the

"pirating," or illegal copying of software. Violators run the risk of arrest, substantial fine, and perhaps incarceration. Students discovered in such activities will be reported to their Deans and will be denied library privileges. Attempts by patrons to coerce or otherwise force library staff to violate copyright law are similarly criminal activities, and will result in the suspension of library privileges for those involved. This library system strictly adheres to copyright guidelines and is a member of the CCC (Copyright Clearance Center, Inc.).

Please visit the library's website at <http://www.ttuhsu.edu/libraries/about.aspx> for detailed information about these and other services at each of the HSC library sites.

Lockers

Each student has an assigned locker in their college. The student will need their own lock. See the college master for assignments.

J Robert and Sherry Brown Student Lounge

The student lounge and wellness center are located on the 1st floor of the Medical Education Building across from the Office of Student Affairs. They are available to medical students 24 hours per day seven days a week by using your ID badge for access. These areas are not open to students outside of the school of medicine. Faculty and residents are also prohibited from its use.



Security

The Texas Tech University HSC Police Department is responsible for maintaining 24-hour security on the El Paso campus. There is also 24-hour security at each of the school's affiliated hospitals. Additionally, 24-hour security is provided exclusively at the Medical Education Building. Students are encouraged to request escorts to parking areas at night. Call the police department if you would like an escort or need assistance (915.545.6531). There are also emergency access points in each parking lot known as the Emergency Blue Phones.

Study Space



A large number of individual and group study rooms can be found throughout the MEB. Both libraries on campus have student study spaces. These study spaces are equipped to accommodate laptop computers as well. Students may also use the J. Robert and Sherry Brown Student Lounge and areas throughout the HSC campus.

Traffic and Parking

Students, staff, and faculty on the El Paso campus are required to have valid parking stickers on their vehicles and must park in the appropriately designated areas. Violators will be ticketed. Students should remember that one of the Health Sciences Center's primary purposes is to provide health care. Many patients who visit the HSC clinics are unable to walk long distances. It is very important that the parking areas designated for patient parking remain available for patients. Students may park in their designated areas only.

Financing Medical School

Student indebtedness is an area of increasing concern for medical educators. Based on figures supplied by the AAMC, the mean indebtedness of the Class of 2009 graduates from LCME accredited medical schools was \$136,374. Nearly 86.2% of students enrolled in public medical schools will graduate with debt. Students are encouraged to borrow only what money is necessary and to budget carefully to avoid accumulating high debt loads during medical school.

Resources: Below are some sources of information about debt management as well as some resources for loans, scholarships and stipends.

- The HSC Office of Financial Aid's professional staff can guide you through the process of applying for financial aid. Visit their website at <http://www.ttuhs.edu/FinancialAid>.
- The Office of Student Affairs has a list of nearly 100 sources of financial assistance for medical students, There are links to the AAMC FIRST for Medical Education, available loans and scholarships, at <http://www.ttuhs.edu/fostersom/studentaffairs/finaid.aspx>.

STUDENT HEALTH ISSUES

Health Insurance

The School of Medicine does not provide health insurance for its students or their dependents but they are required to maintain health insurance throughout their four years of medical school. All of our clinics and hospitals where students receive their clinical training **require** each student to be covered by health insurance as well. Clinic personnel may ask you for proof of coverage at any time. Students will be denied access to clinical experiences if not covered by health insurance. Students are free to purchase health insurance from any health insurance provider. TTUHSC Student Services offers Health Insurance through Academic Health Plans. That information may be found at: <http://www.ttuhs.edu/student-services/studenthealth.aspx>.

Immunizations

The Association of American Medical Colleges states that all students should be immunized against a number of infectious diseases for their own safety as well as the safety of others. **All matriculating Paul L. Foster School of Medicine student must be compliant with the school's immunization requirements in order to register for classes.**

Requirements:

- **Tetanus/Diphtheria:** Primary series of Tetanus immunizations, plus one dose of Tdap within ten (10) years of matriculation. (Tdap should be administered if it has been 2 years since the last Td booster.)
- **Measles (Rubeola):** Proof of immunity determined by serologic titer.
- **Rubella (German Measles):** Proof of immunity determined by serologic titer.
- **Mumps:** Proof of immunity determined by serologic titer *OR* physician-documented disease *OR* vaccination
- **Varicella (Chicken Pox):** Proof of immunity determined by serologic titer.
- **Tuberculosis:** TB skin test, within three (3) months of matriculation. If you have ever tested positive, you must provide results of a negative chest x-ray (not older than 6 months prior to matriculation). TTUHSC Occupational Health will provide yearly PPD to all students after matriculation.
- **Polio:** Documentation of basic series of oral or inactivated polio immunization.

- **Hepatitis B:** Series of three (3) *and* serologic proof of immunity. The third dose must be received no later than December 1 of the entering semester. If a student does not develop immunity after the initial series a second series and re titer will be required as recommended by the CDC.
- H1N1 Flu vaccine &/or Seasonal Vaccine if H1N1 combined

Student immunization records are kept on file in TTUHSC Occupational Health. As immunizations are updated, students must provide written documentation to them.

Exposure Events:

Students who have an “exposure event” to human blood or body fluid will report the exposure to their supervisor and receive immediate screening and blood testing. The patient who is the source of the exposure will also be tested. Follow up blood tests are done to check for possible disease transmission. Medications may need to be taken in some cases. The students’ health insurance will be billed. If the insurance does not cover these costs Student Affairs will be contacted. You will receive further orientation to the pertinent policy at orientation and periodically thereafter. The policy can be found at: http://www.ttuhsoc.edu/fostersom/studentaffairs/documents/needle_exposure_safety.pdf

Medical Care

A limited number of health services are covered by Student Health fees and are available to students in the Department of Family and Community Medicine. Spouses or other dependents are not covered by student health fees. These covered services are discussed in detail in a separate brochure available on the http://www.ttuhsoc.edu/fostersom/studentaffairs/documents/health_services_brochure_final09_10.pdf at:

Personal / Psychological Counseling (Program of Assistance for Students)

As a member of the Texas Tech University Health Sciences Center community you are provided with **FREE, CONFIDENTIAL COUNSELING** through the Program of Assistance for Students (PAS). You may self-refer to this program by calling 1.800.327.0328 or 806.743.1327, Monday-Friday, 8:00 am - 5:00 pm. Ask to speak with the PAS Director, who will give you the list of community mental health providers in El Paso to access confidential counseling. The PAS numbers also serve as a crisis hotline. Your student services fee provides up to five free visits per academic year (Sept-Aug) and anyone in your household may use these visits. “If something is bothering you, whatever the issue, call PAS to see how we can help. PAS counselors are trained in addressing all types of problems: *Family and Relationship Problems; Depression; Excessive Stress or Anxiety; Alcohol and Drug Abuse; Other Problems in Living*”

A pamphlet explaining the program further is available on the Student Affairs website at: http://www.ttuhsoc.edu/fostersom/studentaffairs/documents/pas_medical_school_brochure_jun09.pdf

Also, the list of El Paso providers is maintained on the Student Affairs website:

http://www.ttuhsoc.edu/fostersom/studentaffairs/secure/Student.Assistance.Providers2010_2011.pdf

WHAT THE OFFICE OF STUDENT AFFAIRS DOES FOR YOU



The Office of Student Affairs provides a number of services for medical students. The office is located in room 1210 in the Medical Education Building and is open Monday through Friday, 8:00 to 5:00pm. Among the functions of the Student Affairs Office:

- serve as a student advocate and act as a liaison between students and faculty
- works with the student's College Master to meet the student's individual needs
- works with the College Masters to meet the needs of the class as a whole
- ensure that students are treated fairly and in accordance with institutional policies
- provide individual career counseling and hold career workshops
- facilitate activities of the Grading and Promotion Committee and the Student Affairs Committee
- handle requests for leaves of absence
- provide personal counseling and/or refer to outside resources
- administer NBME subject examinations
- handle ERAS (Electronic Residency Application Services)
- handle NRMP (National Resident Match Program)
- handle VSAS (Visiting Student Application Service)
- hold residency workshops
- write Medical Student Performance Evaluations, also known as Dean's letters, for MSIV students
- carry out all student orientations, Match Day activities, Convocation and Graduation
- hold informational class meetings
- work with class officers in meeting needs of students
- monitor academic performance and professionalism
- provide academic assistance as needed
- hold workshops for improving academic performance
- hold workshops for preparing for USMLE Step 1
- authorize USMLE Step applications
- oversee student areas such as the wellness center

WHAT YOUR COLLEGE MASTER DOES FOR YOU

Each student is assigned to a College and to a College Master within that college. The College Master functions to provide:

- advocacy for students and a liaison between students and faculty when needed
- individual mentoring regarding course/clerkship work and career counseling
- monitoring of academic performance and professionalism
- academic assistance as needed
- a mechanism for class officers in meeting needs of students within and between the Colleges
- informational college and intercollege (class) meetings
- oversee the College area

CAREER PLANNING SERVICES

Choosing a medical specialty is a critical but often difficult decision for students to make. Although many students enter medical school with ideas about their future specialty, studies show that 70% of such students will change their minds before graduation.

We have a number of resources available to you to help you make the best decisions possible based on your interests, aptitudes, and competitiveness. Students often don't know where to start, but the AAMC has developed a self-paced program to assist students through the process. This Careers in Medicine Program is a key component in our school's career advising program.

The Careers in Medicine program sponsored by the AAMC is a longitudinal program of career exploration and decision-making that spans all four years of the medical curriculum. The program is designed for students to be able to use it on their own but is enhanced by students working with faculty advisors and Student Affairs officers. Students are given access to the Careers in Medicine website that includes sections entitled ***Understanding Yourself, Exploring Options, Choosing a Specialty, and Getting into a Residency***. A Careers in Medicine timeline found at the end of this list of resources shows you what you should be doing at each step of way.

Career Planning Resources:

- **The Student Affairs Office** also provides career advising. In addition to working with clinical faculty acting as advisors, students are also encouraged to meet with Student Affairs officers to discuss career plans. They will hold special meetings to provide information and instruction to students about the National Resident Matching Program (NRMP) and the Electronic Residency Application Service (ERAS) in the third year as well as career information and residency interview preparation.
- **College Masters** serve as career advisors or can refer you to an appropriate faculty mentor.
- **Clinical faculty members** are available to serve as mentors/advisors, especially for third year students.
- **Student Interest Groups** are a great resource for specific career information. Each of the 19 organizations on campus will have meetings and presentations throughout the year.

Class Year	Careers in Medicine Phase	Suggested CiM Activities and Tasks	PLFSOM Activities
Year 1		<ul style="list-style-type: none"> • Orientation to Careers in Medicine • Seek out an advisor or mentor 	<ul style="list-style-type: none"> • MSI Orientation
	Understanding Yourself	<ul style="list-style-type: none"> • Attend CiM workshops and begin completing self-assessment exercises • Continue self-assessment • Complete self-assessment exercises • Review completed Personal Profile with your advisor 	<ul style="list-style-type: none"> • Attend the Brown Bag Seminar introducing the CiM Website and Self-Assessments • Meet with Alex, Dr. Salazar or Dr. Horn to go over your Personal Profile
Year 2			
	Exploring Options	<ul style="list-style-type: none"> • Begin gathering basic information about specialties of interest through CiM Specialty Pages, other online sites, and library research • Attend specialty panel and information group sessions provided by your school • Compare your self-assessment information to the information you have gathered about specialties. Narrow down your specialty interests to 3-4 top choices • Plan your 3rd year schedule • Take USMLE Step 1 	<ul style="list-style-type: none"> • Attend the Brown Bag Seminar on Exploring Options • Attend Career Tasters in Spring • Meet with Alex, Dr. Salazar or Dr. Horn to go over your options • Get involved in Interest Groups to meet physicians • 3rd Year schedule due in March to Alex
Year 3		<ul style="list-style-type: none"> • Begin clinical rotations - Record your reflections on the Clinical Rotation Evaluation • Review the "Charting Outcomes in the Match" report to assess qualifications and competitiveness for different specialties • Conduct informational interviews and/or participate in preceptorships • Contact associations and specialty organizations 	<ul style="list-style-type: none"> • Meet with Student Affairs & choose an advisor in a specialty you are interested in • Attend the "After the Match" student workshop
	Choosing a Specialty	<ul style="list-style-type: none"> • Meet with your advisor to discuss your top choices • Complete the Specialty Indecision Scale if you're having difficulty making a decision • Complete the "Choosing Your Specialty" exercise 	<ul style="list-style-type: none"> • Attend the Brown Bag Seminar on Choosing a Specialty • Meet with Alex, Dr. Salazar or Dr. Horn to help you choose a specialty • Meet with your advisor at least twice – they'll help

			you plan your Y4 schedule
Year 4	Getting into Residency	<ul style="list-style-type: none"> • Research residency training programs through AMA's FREIDA or the AMA's Graduate Medical Education Directory (Green Book) • Rate your preferences using the Residency Preference Exercise • Begin reviewing and comparing residency programs • Register with ERAS and begin preparing residency applications (CV, letters of recommendation, personal statements, etc) • Register with the NRMP for the Main Residency Match • Register for early Match programs, if applicable • Complete applications and designate programs to which your materials will be submitted • Take USMLE Step 2 • MSPE released October 1 • Interview with residency programs • Rate programs using the Residency Preference Exercise • Early match deadline, early-mid January • Rank-order your selections in the NRMP Main Residency Match • Match Day - third Thursday in March 	<ul style="list-style-type: none"> • Attend the Brown Bag Seminar on Getting Into Residency • Attend the workshop on Writing your CV and Personal Statement • Meet with your advisor • Office of Student Affairs can help you register for ERAS & NRMP • Write your Unique Characteristics for your MSPE • Attend the Interview Workshop • Meet with Alex, Dr. Salazar or Dr. Horn for help with interviewing or making your Rank Order List • Attend Match Day events!

PROGRAM FOR ACADEMIC SUPPORT & ENRICHMENT (PASE)

A major function of the Office of Student Affairs is the Program for Academic Support & Enrichment (PASE). This program provides services that are designed to help each student succeed from their first year to their last. It offers many resources to students that will help them maximize their academic potential and learn more efficiently and effectively. Features of the program include:

- **Individual assistance** in identifying and improving areas such as:
 - Studying
 - Reading
 - Note taking
 - Test taking
 - Time management
 - Stress management
- Group workshops/presentation on above topics
- Learning assessments given to each student with a personalized report of their strengths and weaknesses

- Individualized study plans based on learning preferences
- Workshops aimed at identifying learning styles
- Workshops on residency interview preparation
- Workshops on USMLE Step 1, Step 2, NBME, and OSCE preparation
- Remedial advisement
- Academic support for students with disabilities
- **Peer tutoring** provided in various areas

The PASE Program is available to all students – from those who are having trouble to students who just want to brush up on a particular skill or improve their existing study habits. PASE is led by the Director of Academic Support, Dr. Tammy Salazar. You can set up an appointment either by phone or e-mail: 915.783.5130 x275 or tammy.salazar@ttuhsc.edu or stop by her office in the MEB 2140C. If you are interested in peer tutoring, please contact Dr. Salazar to be connected with a tutor. Information on the PASE Program and the Tutoring Program can also be found on the Student Affairs Website: <http://www.ttuhsc.edu/fostersom/studentaffairs/>

STUDENT ORGANIZATIONS

The Office of Student Affairs will supervise all of TTUHSC PLF SOM student organizations and interest groups. A list of potential new student organizations/interest groups, guidelines, required forms and an overview of a constitution and bylaws is available at the Student Affairs website: <http://www.ttuhsc.edu/fostersom/studentaffairs/> then click on Student Organizations. Upon submission of all required documents and approval from the Office of Student Affairs, the officers from each organization will meet with Student Affairs to discuss budgetary guidelines. The contact person at Student Affairs is Diana Andrade: email Diana.andrade@ttuhsc.edu or phone 915.783.5130 ext 274.

- American Medical Student Association (AMSA)
- Anesthesiology Interest Group (AIG)
- Christian Medical and Dental Association (CMDA)
- Emergency Medicine Interest Group (EMIG)
- Family Medicine Student Interest Group (FMSIG)
- Global and Border Health Society (GBHS)
- Internal Medicine Student Interest Group (IMSIG)
- Medical Ethics and Humanities Society (ME&HS)
- Medical Students for Choice (MSFC)
- Medical Student Government (MSG)
- Obstetrics/Gynecology Interest Group (OB/GYN)
- Ophthalmology Student Interest Group (OSIG)
- Psychiatry Club (PC)
- Pathology Interest Group (PIG)
- Pediatrics Student Organization (PSO)
- Radiology Interest Group (RIG)
- Student Interest Group in Neurology (SIGN)
- Surgery Interest Group (SIG)
- Texas Medical Association (TMA)
- Wilderness Medicine Society Student Interest Group (WMSSIG)
- Jefferson Mentoring Program (JMP)*
- Student Run Clinic (SRC)*

*Off Campus Student Organization

HSC Student Senate

An HSC Student Senate was formed in the Fall of 1987 "to organize and direct the affairs of the Health Sciences Center schools and to provide a source of communication among the students, faculty, alumni, professional organizations, and all other bodies, should such communication be necessary." (Constitution, adopted April, 1987). This student-governing group is composed of representatives from the schools of Nursing, Pharmacy, Allied Health and both schools of medicine: TTUHSC SOM and Paul L. Foster School of Medicine. HSC Senators represent the interests of their schools as well as student interests at large. Paul L. Foster SOM will have one representative to the senate based on the number of students. This will increase as the class sizes increase.

Medical Student Government

The Medical Student Government (MSG) is regarded by faculty and administration as the official voice of the student body. It appoints members to the faculty committees which have student members and it is advisory on an ad hoc basis to the Dean and the various Associate and Assistant Deans. The membership of this group comes from each of the four classes. Each class is represented by its elected president, vice president, secretary, treasurer, parliamentarian/OSR Representative as well as two representatives from each college.

In the MSG Constitution, duties and responsibilities of the officers are mandated and defined. Likewise, the formation of committees is discussed. Also contained within the Constitution are the mechanisms by which proposals and petitions are handled when they are brought before the Student Government. You can see the constitution as well as minutes from all MSG meetings online at <http://www.ttuhsoc.edu/fostersom/sga/>

SPECIAL EVENTS

The White Coat Ceremony



The White Coat Ceremony owes its beginnings to the Arnold P. Gold Foundation, whose mission is to foster humanism in medicine. The Foundation is a public, not-for-profit organization established in 1988 by Drs. Arnold and Sandra Gold, their colleagues at the Columbia University College of Physicians & Surgeons in New York City, and dedicated community leaders and philanthropists. Through funds raised by The Foundation for programs, significant advances have been made in the development, implementation, evaluation and replication of innovative medical educational programs and projects which are influencing the way physicians are trained. One such program is the White Coat Ceremony.

The "White Coat Ceremony" is designed to clarify for students, prior to their entrance into the medical community that a physician's responsibility is to both take care of patients and also to care about patients. In other words, doctors should "care" as well as "cure". It was initiated for the entering class of the College of Physicians & Surgeons of Columbia University in New York City on August 20, 1993.

In the presence of family members and friends, students are welcomed into medical school by their Deans, faculty, alumni and fellow classmates. They hear an inspiring address by an eminent physician role-model; are "cloaked" with their first white coats by distinguished faculty and administrators of the medical school; and recite a revised form of the ancient Oath of Hippocrates, in which they swear to lead lives of compassion, "uprightness and honor."

The White Coat Ceremony is planned to be the highlight of orientation for first year medical students. The event is designed to capture the students' attention at a strategic and impressionable moment; at the very beginning of their medical education. The ceremony stresses the importance of the doctor-patient relationship and fosters a psychological contract in which the student accepts responsibility to be technically excellent, committed to the profession and compassionate with patients.

The first White Coat Ceremony at Texas Tech University Health Sciences Center Paul L Foster School of Medicine in El Paso will be held in August, 2009, for the class that will graduate in 2013. From that point forward, the ceremony will become an integral part of the orientation week and a vital element in the students' introduction into the community of medicine.

Match Day

Senior medical students secure residency positions for post-graduate training through a process called the Match. Students enroll in the National Resident Match Program (NRMP), a program that is similar to the match students participate in for admission to medical school.

Through the Electronic Residency Application Service (ERAS), students apply to various residency programs in the fall of their 4th year. Residencies invite students for interviews and in February, students and residency programs submit their rank order lists to the NRMP. Results of the Match are released the third Thursday in March.

The Student Affairs Office will plan an "envelope opening" event for that day, as well as evening celebration events.

SECTION II. Student Affairs - Policies

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CONDUCT POLICIES

Standards Of Behavior In The Learning Environment

The Faculty of the Paul L. Foster School of Medicine fully supports the AAMC Compact between Teachers and Learners of Medicine which states:

1. AAMC Compact between Teachers and Learners of Medicine

- a. Preparation for a career in medicine demands the acquisition of a large fund of knowledge and a host of special skills. It also demands the strengthening of those virtues that undergird the doctor/patient relationship and that sustain the profession of medicine as a moral enterprise. This Compact serves both as a pledge and as a reminder to teachers and learners that their conduct in fulfilling their mutual obligations is the medium through which the profession inculcates its ethical values.

2. Guiding Principles

- a. DUTY: Medical educators have a duty, not only to convey the knowledge and skills required for delivering the profession's contemporary standard of care, but also to inculcate the values and attitudes required for preserving the medical profession's social contract across generations.
- b. INTEGRITY: The learning environments conducive to conveying professional values must be suffused with integrity. Students learn enduring lessons of professionalism by observing and emulating role models who epitomize authentic professional values and attitudes.
- c. RESPECT: Fundamental to the ethic of medicine is respect for every individual. Mutual respect between learners, as novice members of the medical profession, and their teachers, as experienced and esteemed professionals, is essential for nurturing that ethic. Given the inherently hierarchical nature of the teacher/learner relationship, teachers have a special obligation to ensure that students and residents are always treated respectfully.

3. Commitments Of Faculty

- a. We pledge our utmost effort to ensure that all components of the educational program for students and residents are of high quality.
- b. As mentors for our student and resident colleagues, we maintain high professional standards in all of our interactions with patients, colleagues, and staff.
- c. We respect all students and residents as individuals, without regard to gender, race, national origin, religion, or sexual orientation; we will not tolerate anyone who manifests disrespect or who expresses biased attitudes towards any student or resident.
- d. We pledge that students and residents will have sufficient time to fulfill personal and family obligations, to enjoy recreational activities, and to obtain adequate rest; we monitor and, when necessary, reduce the time required to fulfill educational objectives, including time required for "call" on clinical rotations, to ensure students' and residents' well being.
- e. In nurturing both the intellectual and the personal development of students and residents, we celebrate expressions of professional attitudes and behaviors, as well as achievement of academic excellence.
- f. We do not tolerate any abuse or exploitation of students or residents.
- g. We encourage any student or resident who experiences mistreatment or who witnesses unprofessional behavior to report the facts immediately to appropriate faculty or staff; we treat all such reports as confidential and do not tolerate reprisals or retaliations of any kind.

4. Commitments Of Students And Residents

- a. We pledge our utmost effort to acquire the knowledge, skills, attitudes, and behaviors required to fulfill all educational objectives established by the faculty.
- b. We cherish the professional virtues of honesty, compassion, integrity, fidelity, and dependability.

- c. We pledge to respect all faculty members and all students and residents as individuals, without regard to gender, race, national origin, religion, or sexual orientation.
- d. As physicians in training, we embrace the highest standards of the medical profession and pledge to conduct ourselves accordingly in all of our interactions with patients, colleagues, and staff.
- e. In fulfilling our own obligations as professionals, we pledge to assist our fellow students and residents in meeting their professional obligations, as well.

5. The occurrence, either intentional or unintentional, of any incident that violates the compact results in a disruption of the spirit of learning and a breach in the integrity and trust between teacher and learner. Further, the Paul L. Foster School of Medicine has a policy of zero tolerance for any type of discrimination or harassment. A student who feels that he/she has been the object of inappropriate behavior on the part of a faculty member, a resident, a staff person, or other student, shall report such behavior in a timely fashion to the Associate Dean for Student Affairs.

6. When an incident is reported, the Associate Dean for Student Affairs will coordinate with the student as his/her advocate to ensure that the appropriate policies and procedures of the Health Sciences Center and the Paul L. Foster School of Medicine are invoked in the student's behalf (see Policy on Student-Faculty Disputes and Student-Student Dispute Resolution Policy). The procedures of the Code of Professional and Academic Conduct will also be followed as necessary in this process.

Medical Student Code of Professional and Academic Conduct

Medical professionals are expected, not only by patients but also by society as a whole, to possess certain attributes, which include, but are not limited to:

1. Altruism, whereby they subordinate their own interests to take care of their patients
2. High ethical and moral standards
3. Honesty, integrity, trustworthiness, caring, compassion and respect in their interactions with patients, colleagues and others.
4. Accountability, not only for their own actions, but also for those of their colleagues, which is the basis for the autonomy of the profession.
5. Maintaining confidentiality concerning the patient and the patient's records.



The Paul L. Foster School of Medicine TTUHSC expects medical students to exhibit these attributes.

Medical Student Honor Code

In my capacity as a Paul L. Foster School of Medicine medical student, I will uphold the dignity of the medical profession. I will, to the best of my ability, avoid actions which might result in harm to my patients. I will protect the dignity of my patients and the deceased, and will protect their confidential information in accordance with the prevailing standards of medical practice. I will not lie, cheat, or steal. I will enter into professional relationships with my colleagues, teachers, and other health care professionals in a manner that is respectful and reflective of the high standards and expectations of my profession. I will not tolerate violations of this code by others and will report such violations to the appropriate authorities.

Academic Misconduct

Below is an excerpt from the Code of Professional and Academic Conduct that describes academic misconduct:

Note: The TTUHSC Code of Professional and Academic conduct can be found in its entirety on the TTUHSC Office of Student Services website at:

http://www.ttuhs.edu/studentservices/documents/08-09_Handbook.pdf.

All School of Medicine students should read and be familiar with the contents.

19. Academic Misconduct

a. A student who witnesses academic misconduct or who is approached with an offer to gain unfair advantage or commit academic misconduct is obligated to report that violation to the appropriate authority (See Part II.F). Failure to do so may result in disciplinary action. Faculty and staff are likewise responsible to report academic misconduct in accordance with Part II.F.

b. "Academic misconduct" involves any activity that tends to compromise the academic integrity of the University, or subvert the educational process, including, but not limited to, cheating, plagiarism, falsifying academic records, misrepresenting facts and any act designed to give unfair academic advantage to the student or the attempt to commit such an act.

c. "Cheating" includes, but is not limited to:

- i. Using any aid, sources and/or assistance beyond those authorized by the instructor in taking a course, laboratory, field work, quiz, test or examination; writing papers; preparing reports; solving problems; or carrying out assignments;
- ii. Failing to comply with instructions given by the person administering the test;
- iii. Using, buying, stealing, transporting or soliciting in whole or part the contents of an examination, test key, homework solution or computer program;
- iv. Seeking aid, receiving assistance from, or collaborating (collusion) with another student or individual during a course, quiz, test, examination or in conjunction with other assignment (including, but not limited to writing papers, preparing reports, solving problems or making presentations) unless specifically authorized by the instructor;
- v. Discussing the contents of an examination with another student who will take the examination;
- vi. Divulging the contents of an examination, for the purpose of preserving questions for use by another, when the instructor has designated that the examination is not to be removed from the examination room, be returned to or kept by the student;
- vii. Substituting for another person, or permitting another person to substitute for oneself to take a course, test or any course-related assignment;
- viii. Paying or offering money or other valuable thing to, or coercing another person to obtain an examination, test key, homework solution or computer program, or information about an examination, test key, homework solution or computer program;
- ix. Falsifying research data, laboratory reports and/or other academic work offered for credit;
- x. Taking, keeping, misplacing or damaging the property of the University, or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct;

- xi. Possession at any time of current or previous test materials without the instructor's permission;
- xii. Acquisition or dissemination by any means, without written permission, of tests or other academic material belonging to a member of the University community;
- xiii. Alteration of grade records;
- xiv. Bribing, or attempting to bribe, a member of the University community or any other individual to alter a grade;
- xv. Falsification, fabrication, or dishonesty in reporting laboratory and/or research results;
- xvi. Submitting substantially the same work to satisfy requirements for one course that has been submitted in satisfaction of requirements for another course, without specific permission of the instructor of the course for which the work is being submitted.
- xvii. Possession during an exam of prohibited materials, including but not limited to study/review materials, class notes, review questions, etc.

d. "Plagiarism" includes, but is not limited to, the appropriation, buying, receiving as a gift, or obtaining by any other means another's work (such as words, ideas, expressions, illustrations, or product of another), in whole or in part, and the submission of it as one's own work offered for an academic credit or requirement. When a student presents the works of another (published or unpublished) in his/her academic work, the student shall fully acknowledge the sources according to methods prescribed by his/her instructor.

e. "Falsifying academic records" includes, but is not limited to, altering or assisting in the altering, of any official record of the University and/or submitting false information or omitting requested information that is required for, or related to, any academic record of the University. Academic records include, but are not limited to, applications for admission, the awarding of a degree, grade reports, test papers, registration materials, grade change forms and reporting forms used by the Office of the Registrar.

f. "Misrepresenting facts" to the University or an agent of the University includes, but is not limited to, providing false grades or resumes, providing false or misleading information in an effort to receive a postponement or an extension on a test, quiz, or other assignment for the purpose of obtaining an academic or financial benefit for oneself or another individual, or providing false or misleading information in an effort to injure another student academically or financially.

g. For additional information relating to the School of Medicine Academic Misconduct procedures, please refer to E.1.d.



CLASSROOM AND CLINICAL POLICIES

Attendance Policy (updated 7.1.11)

During your years at the TTUHSC Paul L. Foster School of Medicine, attendance and participation in all scheduled activities is expected. This is part of the professional commitment to medicine that you assume as a medical student. Our curriculum has many laboratory and small group experiences that would be hampered if members of the group choose not to come to class. As a member of the learning community, your absence can impact your fellow students through your lack of participation, and may adversely affect your own success in medical school. *Each course may*

have specific experiences that require your attendance so each course or clerkship will establish their own attendance policy.

No credit will be given for any graded exercise missed without a valid excuse. See the *Missed Graded Activities Policy*.

1. Clerkship Responsibilities

During the third and fourth year of medical school, attendance to clinical duties and didactics is mandatory. Unexcused absences will not be tolerated and could require a student to repeat a clinical block or rotation. The students have allotted institutional holidays as stated in the student handbook. Excused absences would be for illness, family emergency or a death in the family.

2. Third Year

In the third year, a student may have up to **five (5)** excused absences during a 16 week block without having to make up that time. However, if the clerkship directors of the block feel that the absences have compromised the student's ability to attain the necessary competencies, they may require make up days or assignments even if the student has not exceeded the five days allotted. If the student does exceed five days, they may have to use vacation time to make up those days or complete an assignment as decided by the block directors. Excessive absences, tardiness or unexcused absences can have a negative impact on the student's final grade or professionalism evaluations and may necessitate remediation of the block. Each block syllabus will have the contact information for a student when they are absent.

3. Fourth Year

In the fourth year, a student may have up to **three (3)** excused absences during a four week experience. This is to allow time for interviews as well as the times that students are ill. If a student exceeds three days, they may be required by the course director to make up the time or complete an additional assignment at the course director's discretion. Excessive absences, tardiness or unexcused absences can have a negative impact on the student's final grade or professionalism evaluations and may necessitate remediation of the rotation. Each rotation syllabus will have the contact information for a student when they are absent.

4. How to Report an Absence

All absences must be reported to the Office of Student Affairs via the official reporting email system. Student must email plfabsence@ttuhsc.edu or click on the Report Absences link on the homepage of the Office of Student affairs: www.ttuhsc.edu/fostersom/studentaffairs. We will need the following information: name, date and time of missed activity, college master, and reason for absence. Only illness, personal emergency, or previously approved school-sponsored activities will be excused. If a student is absent more than 2 days, documentation will be required. If the absence is excused, Student Affairs will notify all appropriate faculty and staff of the excused absence. During the third and fourth years, the student must notify the Student Affairs absence email **AND** the appropriate clerkship director or preceptor.

5. Requests to Miss Exams for Planned Activities

No student will be excused from an exam or graded activities for any reason unless due to illness or emergency situation or for an approved university event. This would require a letter from a dean to acknowledge university approval. If a student wishes to be excused from class or clerkship responsibility to attend a professional meeting as a school-related function, he/she must first obtain permission from the Associate Dean for Student Affairs as far in advance of that absence as possible. If permission is granted, the student must then discuss the absence with the course/clerkship director. Occasionally seniors on electives will need a day for an interview that cannot be scheduled at another time. In that case, the student should make the request directly to the Course or Clerkship Director. It remains the prerogative of the course/clerkship director to grant or to deny the request for absence and to set the conditions for making up work that is missed.

6. Religious Holy Days (See TTUHSC OP 77.12)

- a. A student who intends to observe a Religious Holy Day should provide written notice, at the earliest possible date prior to the absence, to the following: (1) the course directors of classes that will be missed and (2) the Associate Dean for Student Affairs. A student will be excused from attending class(es), examinations, or other required activities for the observance of a Religious Holy Day, including travel for that purpose. A student whose absence is excused under this section will be allowed to take an examination or complete an assignment within a reasonable time and as determined at the sole discretion of the instructor of record and/or the Associate Dean for Student Affairs before or after the absence.
- b. A student who is excused under the above provision may not be penalized for the absence; however, the instructor may appropriately respond if the student fails to satisfactorily complete the missed assignment or examination within the time frame set by the instructor.
- c. Any disputes regarding this policy should be submitted in writing to the TTUHSC President or his/her designee. Any decision by the President or his/her designee regarding the dispute shall be final.
- d. This policy does not apply to any student absence for a Religious Holy Day which may interfere with patient responsibilities or patient care.

7. Summary of absence policy:

- a. Year 1 and 2 – as directed by individual course directors in their syllabi
- b. Year 3 – up to 5 excused days in a 16 week block
- c. Year 4 – up to 3 excused days in a 4 week block

Missed Graded Activities Policy

1. If a student is unable to take an exam or other graded activity at the scheduled time due to illness or a personal emergency, they must notify Student Affairs via the official absence email (plfabsence@ttuhsc.edu). In Years 3 & 4, the student must notify Student Affairs AND the clerkship director or preceptor. All activities must be made up within **one week** of the scheduled activity.
2. If the absence from the scheduled exam is due to illness the student must bring a doctor's note to the Course Director or Clerkship Director. Students will also be directed to contact the course or clerkship director of the department in question so that the exam can be made up within one week as stated in the attendance policy.
3. NBME examination make up in the third or fourth year should be arranged with the Office of Curriculum (Dr. David Steele) and will be allowed more than one week.
4. **No credit will be given for any graded or required exercise missed without a valid excuse.** If the student believes this consequence is not appropriate to their particular situation, they may appeal this in writing to the Associate Dean for Student Affairs who will in turn consult with the course/clerkship director responsible for the exam, and one other course/clerkship director from that year to determine if this prescribed course of action is appropriate. In the event that a second exam is missed and again the designated procedures are not followed, the student will meet with the Student Affairs Committee.
5. Students may appeal any decision on absences to the Student Affairs Committee. (Grades are appealed under a separate policy.)

Classroom Behavior Policy

Students are expected to demonstrate professional behavior in the classroom as demonstrated by punctuality, respect for others' opinions, attentiveness, and courtesy.

Dress Code Policy

All students are expected to dress in appropriate professional attire during the entire course of their medical school education at the Paul L. Foster School of Medicine in the classroom, clinic or hospital. Professional dress would include (but not be limited to) clean clothing, no holes, no open toe shoes, no shorts, no sweats.



The student is expected to be compliant with the OSHA guidelines when seeing any type of patients – standardized or real patients - or during any lab experience.

Hats, caps, and other head gear are not permitted in the classroom. Only headgear worn for religious purposes and approved in advance by the Office of Student Services is permissible.

Bluetooth headsets for phones should not be worn in the classroom setting.

Electronic Devices in the Classroom Policy

The use of electronic devices in the classroom setting (i.e., laptop computers, PDAs, etc) is to be limited to that which is necessary for that particular class.

Cell phones are to be turned off or placed in vibrate mode.

Unauthorized use of audio and videotaping is prohibited.



Testing Policy

1. All formative and summative computer testing will be done at a designated location with secure access. The student will not be allowed to bring anything into the room during the testing so they should allow ample time to store their belongings. (Lockers are available in the colleges.) Scratch pads, calculators and other items needed for the test will be provided.
2. Tests are the property of the faculty who have provided questions to assess student knowledge and provide the students with feedback to improve their performance for the unit and course tests as well as the national licensing tests (USMLE). *Any unauthorized reproduction of test items by any method is a serious breach of the Medical Student Code of Professional and Academic Conduct and will result in disciplinary action up to and including dismissal from the School of Medicine.*

Student Work Hours Policy

Preamble: The School of Medicine has the responsibility to develop and implement work hour policies for medical students, especially those on clinical clerkship rotations, in accordance with LCME ED-38. These policies should promote student health and education.

1. Students should not be scheduled for on-call time or patient-care activities in excess of 80 hours per week. Students should not be scheduled for more than 16 continuous hours. Students should have at least one day off each week averaged over a one month period.

2. This policy applies to all clerkships in the third year as well as required and elective fourth year courses at the Paul L. Foster School of Medicine.
3. The clinical departments will determine the frequency of overnight call, but it should not be more frequent than every 4th night.
4. It is anticipated that student attendance at clerkship seminars, conferences, and other didactic sessions will be facilitated by this policy and that provisions in this policy are not the basis for missing these sessions. Requests for excused absences from these sessions should be submitted to the clerkship director or his/her designees on an individual basis.
5. Variances from this policy must be approved by the Associate Dean for Student Affairs.

Grading and Promotion Committee Policies and Procedures

GRADING POLICIES

1. Introduction



The responsibility for evaluation of students rests with the faculty of the Texas Tech University Health Sciences Center Paul L. Foster School of Medicine. Faculty have an obligation to the students, to the school, and to the larger society to award passing grades only to those students who have demonstrated mastery of the course material. In addition to evaluation of students' knowledge and skills, the faculty has the obligation to determine whether students' behavior or conduct is suitable for the practice of medicine. It is inappropriate to allow a student to progress or graduate when unacceptable behavior or conduct in the treatment and

care of patients and/or in relationships with staff and peers have been established, even if grades on tests or other forms of evaluation have been satisfactory.

The faculty of the School of Medicine has the responsibility for making decisions regarding students for promotion and graduation. This responsibility is administered through the Grading and Promotion Committee (GPC) that represents the faculty at large. Every attempt will be made to apply principles of fairness and due process when considering actions of the faculty or administration that might adversely affect the students. Comments, questions, and concerns should be directed to the Office of Student Affairs.

2. Students covered by this policy

These grading and promotions policies apply to students enrolled in the courses necessary to complete the requirements for the Doctor of Medicine degree in the TTUHSC Paul L. Foster School of Medicine. These policies do not cover the course work done for the other degree programs in which the student may be enrolled.

3. Responsibilities for monitoring of student progress:

The Associate Dean for Student Affairs in conjunction with the College Masters and the Senior Associate Dean of Medical Education is responsible for monitoring the progress of medical students during their course of study in order to provide or refer students to the appropriate academic or personal counseling services, if applicable. The office of Student Affairs will provide staff support to the GPC and will maintain permanent minutes of GPC actions. The Associate Dean for Student Affairs serves as advocate for due process for students.

4. Responsibilities of the GPC

The GPC is a committee of the faculty appointed by the Dean with recommendations by the Faculty Council and is charged with the responsibility to review and evaluate the academic and behavioral progress of each medical student enrolled at TTUHSC Paul L. Foster School of Medicine. It is not a policy making body but rather applies the policies that are approved through the Curriculum Education Policy Committee and the Faculty Council.

5. Responsibilities of the Dean

The Dean, as the Chief Academic Officer, has the final responsibility for actions taken regarding a student. The initial decision and subsequent action for each student are performed by the GPC. The Dean is responsible for executing the appeals process in which a final decision is made.

6. Grading and Promotion Committee

- a. The voting members of the Grading and Promotion committee consists of nine faculty, three basic scientists involved in teaching in the first and second year, three clinicians involved in teaching in the first and second year and three clinicians involved in teaching in the third and fourth year.
- b. Each member will serve a three year term but may be serve two terms consecutively. After a second term, the member would need to take a one year hiatus before returning to the committee.
- c. The Associate Dean for Student Affairs serves as an ex-officio member.
- d. The chair and chair-elect are elected by the committee from its members.
- e. The proceedings of all meetings are held confidential in accordance with the Family Educational Rights and Privacy Act of 1974. The proceedings and decisions of the GPC are privileged information. GPC members may not discuss particular cases or the outcome with anyone outside the GPC.
- f. All committee decisions requiring a vote are determined by a simple majority vote with the Chair as a voting member. Five members of the committee constitute a quorum at a regular or called meeting. The Chair and Chair-elect may, in urgent cases, consult with the Associate Dean for Student Affairs regarding an emergency leave of absence for a student in academic difficulty. The Chair, Chair-elect, and Associate Dean will set the conditions for return from a leave of absence, with approval of the Dean.

7. Review of Year 1 and 2 coursework (revised 6.20.11)

All courses for the first two years at TTUHSC Paul L. Foster School of Medicine are Pass/Fail. Please consult the individual course syllabi for specific grading policies for each course.

Progress of a student will be reviewed by the GPC at least at the end of each semester in the context of all course work, student's professionalism, evidence of progressive improvement and personal circumstances.

a. Semester Review – January of each year

Committee will consider all students after completion of the fall semester.

- i. If a student has passed all courses satisfactorily – no further discussion.
- ii. If a student is considered “at risk” but has had no failures in the semester, a proposed learning plan will be devised in order to strengthen identified deficiencies.

Definition of “at risk”:

- a. Incomplete on any semester course
- b. Course director identifies the student at risk based on performance on given disciplines or low test scores
- c. College master concern

iii. Failure of any semester course at the semester – consideration by committee:

- a. One semester course failure – consideration for either remediation as recommended by the course director or restarting the year at the next academic year

- b. Two semester course failures – consideration for restarting the year at the next academic year or dismissal
 - c. Three or four semester course failures –Dismissal
- b. Year Review of Progress – June of each year
Committee will consider all students after completion of the spring semester.
 - i. Year 1 students
 - a. If a student has passed all courses satisfactorily and passed the CEYE - promotion to second year.
 - b. If a student is “at risk” as defined below remediation may be required :
 - Incomplete on any semester course
 - Course director identifies the student at risk based on performance on given disciplines or low test scores
 - College master concern
 - Failure on CEYE first attempt
 - c. Failures – consideration by committee
 - One semester course in year – repeat of year or individualized remediation
 - Two or more semester courses in year – repeat of year or dismissal
 - Failure of CEYE on 2 attempts – repeat of year or individualized remediation
 - Failure of three or more semester courses – dismissal
 - c. Year 2 student
 - i. If a student has passed all courses satisfactorily they are eligible to sit for Step 1 and promotion to third year.
 - ii. If a student is “at risk” as defined below remediation may be required :
 - a. Incomplete on any semester course
 - b. Course director identifies the student at risk based on performance on given disciplines or low test scores
 - c. College master concern
 - iii. Failures – consideration by committee
 - a. One semester course in year – repeat of year or individualized remediation
 - b. Two semester courses in year – repeat of year or dismissal
 - c. Failure of three or more semester courses – dismissal
 - d. Failure of Step 1 on three attempts – dismissal
 - iv. Timeline – completion requirement for remediation:
 - a. Year 1 students - July 1 after completion of Year 1
 - b. Year 2 students - June 1 to complete the semester work, June 30 to complete Step 1 in order to begin Year 3 on schedule; one calendar year after completion of year 2 to complete the three attempts of Step 1. (See 3d for GPC action if fails Step 1.)
 - c. Student must be available for scheduled remediations and may not attend off campus school related activities (SARP, other research) until they have successfully completed their requirements.
 - d. Students repeating a year – The Grading & Promotion requirement for a repeat year may be more restrictive than that for a first time student. The requirements will be defined in the individual student’s letter from the committee and must be adhered to.
 - e. The first 2 years of medical school must be completed within three years including leaves of absences or repeating of the year.

Notes:

Discipline = could be a basic science discipline or a component as defined by the course director
Remediation is recommended by the course director and agreed to by the GPC.

8. Grading & Promotions Committee (GPC) Review of Year 3 and 4

All courses for the Year 3 and 4 at TTUHSC Paul L. Foster School of Medicine are Honors/Pass/Fail. Progress of a student will be reviewed by the GPC twice per year in the context of all course work, student’s professionalism, evidence of progressive improvement and personal circumstances.

a. Grading and Promotion Committee Review for Year 3

If	Then
Failure of one clerkship: a. Fail clinical component OR b. Fail Professional component OR c. Fail 2 attempts at the NBME OR d. Fail 2 attempts at the OSCE	a. One month remediation in the fourth year in that discipline without receiving elective credit OR b. Repeat of third year OR c. Dismissal
Failure of two clerkship (same definition as above)	a. Remediation OR b. Repeat of year OR c. Dismissal
Failure of the NBME in three different clerkships (on first attempt)	a. Remediation OR b. Repeat of the third year OR c. Dismissal
Failure of three clerkships	a. Repeat of third year OR b. Dismissal

b. Grading and Promotion Committee Review for Year 4

- i. Failure of a required or elective experience in the fourth year – review by GPC for remediation, repeat of year or dismissal.
- ii. Failure of more than one month in year 4 – review for remediation, repeat of the year or dismissal.
- iii. Failure of Step 2 CK or CS on first attempt – no review required by GPC but student must log a pass of CK and CS by May 1 in order to graduate in May.
- iv. Failure of Step 2 CK or CS on the second attempt – discussion by GPC of remediation and delay of graduation.
- v. Failure of Step 2 CK or CS on the third attempt - Dismissal.

9. Transcript notation

When a student receives a failing grade in a semester course that does not require a repeat of the year a grade of “F” (Fail) will be entered in the transcript with a notation of “Successfully Remediated” when the remediation is complete. If a student repeats a year, the transcript will list both attempts at the course with a “RP “(repeat) notation after the courses from the first attempt and the final grade of the second attempt at the course.

10. Documentation of Student Academic Performance

All grades will be recorded in Web-Raider for each student and will be available in the student’s electronic portfolio. TTUHSC Office of the Registrar in Lubbock maintains the official transcript of all students.

11. Promotion Policies

Normal progression through the School of Medicine curriculum requires that a student demonstrate a consistently satisfactory level of performance and professional behavior. Students will be expected to complete the medical school curriculum within four (4) years of the initial date of matriculation.

The curriculum may be extended due to 1) a leave of absence, 2) academic difficulty requiring repetition of an academic year as per this policy. However, inability to complete Years One and Two of the curriculum in three years and/or the entire curriculum within six (6) years will result in dismissal.

12. General Issues

- a. The committee is not bound by categorical or arithmetic assessment of student performance but rather reviews each student in the context of his/her academic achievement and any other circumstances that may influence performance. If a student exhibits conduct or behavior inconsistent with a potential physician, a course or clerkship grade of Fail may be given. In that case, the student will be referred for disposition of the case under the Code of Professional and Academic Conduct in the TTUHSC Paul L. Foster SOM Student Affairs Handbook.
- b. For a course being remediated, a transcript notation of "successfully remediated" will be attached to the original failing grade when successful remediation is accomplished.
- c. Failure to successfully remediate a course in Years 1 and 2 according to course standards before the start of the next academic year will result in repetition of the entire year in which the failure occurred.
- d. Students who are repeating an academic year will take all courses required for other students in that academic year.
- e. Final grades will be reviewed at the end of each semester. Students who receive a grade of Fail may meet with the GPC to discuss their academic performance and possible actions by the committee. For deliberations not delegated to the Chair and Chair-Elect, the Committee will be convened.
- f. If a student repeats an entire academic year, the new grades are recorded on the transcript in addition to the original ones.
- g. Students who are required to repeat an academic year may not take courses from the next academic year during the period of repetition.
- h. Students reviewed by the GPC will be notified in writing of the GPC decision with any stipulations for continuation in the curriculum.
- i. A final grade in each course or clerkship may be derived from the component scores. The components for evaluation are defined by each course or clerkship.
- j. Repetition of the clerkship and remedial work, as defined and prescribed above, will not be counted as elective time in satisfying the conditions for graduation.
- k. The completion of the medical school curriculum within the above standards and the approval of overall performance by the GPC are required for graduation. The Student Affairs Office will annually present to the Dean and HSC Registrar a list of candidates for receipt of the Doctor of Medicine Degree based on the above.

13. Notification of Students with Satisfactory Progress

The Office of Student Affairs will notify students in writing if they need to meet with the GPC and the outcome of their deliberations. All other students will proceed through the curriculum with no formal notice of promotion.

14. Deliberations of GPC

- a. Each student who has demonstrated unsatisfactory progress in the curriculum as defined above will be subject to the courses of action as previously set forth in this policy. When meeting with a student on an issue related to academic performance, the GPC may also take into account a prior history of sanctions for misconduct in making a determination.
- b. At a hearing with the GPC, the student will be expected to discuss their academic performance and to propose a course of action to address the academic deficiencies. Following the hearing with the student, the GPC may then vote for a course of action. With a quorum present, the committee action will be determined by a majority vote.
- c. The determination and stipulations arising from the actions of the GPC will be communicated in writing by the Chair of the GPC to the student and the Dean. The student may appeal a decision by the GPC under Section 15 and 16.

- d. Following the final decision of the GPC (and exhaustion of the appeal process if applicable), the Offices of Accounting Services, Financial Aid, Registrar and other pertinent HSC offices are to be notified in writing by the Office of Student Affairs of the dismissal of a student or repetition of a year by a student.

15. Dismissal and Appeals Policies

- a. A student shall be dismissed if the GPC determines that the student has not performed satisfactorily in academic pursuits, is not competent to pursue the assigned course of study, or has been deemed by the GPC, for just reason, unfit to continue the study of medicine. The student shall be notified in writing of the action of the GPC.
- b. A student may appeal the decision of the GPC. This appeal must be made to the Dean of the School of Medicine within five (5) business days, must be in writing, and must cite grounds for the appeal. An appeal may only be based on a claim that due process of GPC policies and procedures was not followed.

16. Appeals Procedure

- a. A student shall appeal a decision by the GPC within five (5) business days of notification of the decision by submitting to the Dean through the Associate Dean for Student Affairs a written notice of appeal containing a detailed basis for the request.
- b. The Dean may issue the decision alone or may appoint an Appeals Committee comprised of three members of the senior faculty to determine whether a basis for appeal exists. c. The Appeals Committee will be convened by the Associate Dean for Student Affairs within five (5) business days after appointment to consider the student's appeal.
- d. The student shall notify the Associate Dean for Student Affairs in advance if he/she is to be accompanied by an attorney or other representative. An attorney or representative may appear only in an advisory capacity and may not address the Appeals Committee. Should the student be accompanied by an attorney or representative, the School of Medicine shall be represented by the Office of General Counsel. If necessary, the appeal hearing may be delayed up to **five (5)** business days of the scheduled date if needed to allow personnel from the Office of General Counsel to attend.
- e. The student may present a statement to the Appeals Committee relative to the appeal. Collection of additional information to resolve the issue may be pursued. Both the Appeals Committee and student may call witnesses relevant to resolution of the appeal. Should information or witnesses be either repetitious or not relevant, the Appeals Committee shall take action to expedite the proceedings. At the conclusion of the hearing, the Appeals Committee shall forward its recommendation to the Dean. If the recommendation is not unanimous, a minority view will be appended.
- f. Unless suspended for some justifiable reason, the student shall remain on the class roll and may pursue appropriate course work until the appeal is resolved.
- g. After reviewing the Appeals Committee recommendation (if applicable) the Dean will make a decision. The decision of the Dean is final. The student and the Chair of the GPC Committee will be notified in writing by the Dean.

17. Policy Regarding USMLE-Step I Exam

- a. In order to become fully licensed to practice medicine in the United States, individuals must have passed all 4 USMLE Step exams – Step 1, Step 2 Clinical Knowledge, Step 2 Clinical Skills, and Step 3. Each state's medical licensing board determines the number of attempts individuals may make at each Step in order to remain eligible for licensure. In Texas individuals are limited to 3 attempts on each Step.
- b. Students are expected to take Step 1 of USMLE by June 30th prior to the start of Year Three. Students may request a delay in taking Step 1 if they are retaking the CBSE or have other circumstances or concerns regarding their readiness to take Step 1 and proceed with Year Three. A written request must be made to the Associate Dean for Student Affairs prior to the June 30th deadline before the start of their third year.

- c. All students who take the USMLE Step 1 prior to the scheduled start of Year Three will be eligible to start the Year Three clerkship rotations. Passage of USMLE Step 1 is required for students to proceed in Year Three beyond the end of the first clerkship block.
- d. Students who fail USMLE Step 1 on their initial attempt will then be assigned to Independent Study to prepare for and retake Step 1. Students may return to the Year 3 curriculum upon passage of Step 1.
- e. Inability to pass Step 1 by June 30 of the subsequent year following completion of the second year (or one year after the completion of Year 2 coursework) or three unsuccessful attempts will result in review by the GPC and possible dismissal (see grid). Appeals regarding this issue will be handled as outlined in Sections 15 and 16 of the Promotions policy.

18. Policy Regarding USMLE Step II Exam

- a. Passage of Step 2 Clinical Knowledge and Step 2 Clinical Skills will be required for graduation. Initial attempts at Step 2 exams must be taken by December 31 of the year preceding graduation. Students who fail to do so will not be allowed to participate further in clinical rotations until these exams are taken.
- b. Passing scores must be documented no later than May 1 of the year graduating. Failure to document a passing score by May 1 will result in a delay in graduation.

19. GPC Role Regarding Allegations of Student Misconduct

- a. If allegations of misconduct arise, an Ad Hoc committee (Student Conduct Board per TTUHSC Student Affairs Handbook Code of Professional and Academic Conduct) will be appointed by the Associate Dean of Student Affairs.
- b. When the Ad Hoc committee issues its findings and recommendations related to these specific complaints to the Dean, the Chair of GPC will be included in the reporting line.
- c. Upon receipt of the ad hoc committee findings and recommendations, the Chair of the GPC will then act as follows:
 - i. If there are no findings of misconduct by the Ad Hoc committee, the GPC will not act further on the matter.
 - ii. If the Ad Hoc committee finds misconduct has occurred the GPC will consider further action.
- d. Following these deliberations by the GPC, the Chair of the GPC will submit the decision from the GPC to the Dean related to the current complaint in light of the prior history of sanctions related to academic or misconduct issues. The Dean may then take this decision into account along with the recommendations of the Ad Hoc committee in making a final determination regarding the present matter of misconduct.

20. Procedure for Amending of GPC Policies and Procedures

- a. A proposal to amend the policies and procedures may be submitted in writing to the Chair of the Curriculum and Education Policy Committee by any person or group who believes a need for revision exists. The proposal shall be considered by the full CEPC for review and discussion. If the CEPC approves the amendment, it shall then be submitted to the Faculty Council for review and approval
- b. Clarification or non-substantive rewording of policy may be performed by the GPC. The clarification will be reviewed by the Office of General Counsel and copies forwarded to the CEPC.

Year review	Student Performance	Committee action
Year 1	Passed all courses both semesters	Proceed in curriculum
	AT RISK – see narrative in policy	Discuss remediation as recommended by course director
	Failure in one semester course	a. Repeat of year OR b. Individualized remediation
	Failure in two or more semester courses	a. Repeat of year OR b. Dismissal
	Failure of CEYE on second attempt	a. Repeat of year OR b. Individualized remediation
Year 2	Passed all courses both semesters	Proceed in curriculum
	AT RISK – see narrative in policy	Discuss remediation as recommended by course director
	Failure in one semester course	a. Individualized remediation OR b. Dismissal
	Failure in two semester courses	a. Repeat of year OR b. Dismissal
	Failure in three or more semester courses	Dismissal
	Failure of Step 1 on three attempts	Dismissal

Year 3		Student Performance	Committee Action
	Failure of one clerkship: e. Fail clinical component OR f. Fail Professional component OR g. Fail 2 attempts at the NBME OR h. Fail 2 attempts at the OSCE		d. One month remediation in the fourth year in that discipline without receiving elective credit OR e. Repeat of third year OR f. Dismissal
	Failure of two clerkship (same definition as above)		d. Remediation OR e. Repeat of year OR f. Dismissal
	Failure of the NBME in three different clerkships (on first attempt)		d. Remediation OR e. Repeat of the third year OR f. Dismissal
	Failure of three clerkships		c. Repeat of third year OR d. Dismissal
Year 4		Student Performance	Committee Action
	Failure of one or more required rotations or electives		a. Remediation b. Repeat of year c. Dismissal
	Failure of Step 2 CK or CS on first attempt		No review required by GPC but student must log a pass of CK and CS by May 1 in order to graduate in May.
	Failure of Step 2 CK or CS on the second attempt		Discussion by GPC of remediation and delay of graduation.
	Failure of Step 2 CK or CS on the third attempt		Dismissal

Challenging Student Records or Grades

Students have the right to challenge records, grades, and information directly relating to them.

1. An initial meeting will be informal and participants will include: the custodian of the challenged records or information, and the student,
2. If a student still wishes to challenge records, grades, or information directly relating to him or her they must notify the custodian of the record, grade, or information. The notice must be in writing and specifically identify the item challenged and the basis for the challenge. The custodian must respond in writing to the student within seven (7) SOM working days and forward a copy of the challenge and response to the Associate Dean for Student Affairs.
3. If the written response is unsatisfactory to the student, a formal hearing will be conducted in accordance with the procedures described below.
 - a. The hearing will be conducted within five (5) working days following the request for the hearing.
 - b. The hearing will be conducted by an institutional official or other party who does not have a direct interest in the outcome of the hearing. The appointment of the official or party will be made by the Associate Dean for Student Affairs.
 - c. The student will be afforded a full and fair opportunity to present evidence relevant to challenging the content of the educational records in order to ensure that they are not inaccurate, misleading or otherwise in violation of the privacy or other rights of the student. The hearing also provides an opportunity for correction or deletion of any inaccurate, misleading or otherwise inappropriate data contained in the records, and/or for insertion into the records, a written explanation of the student respecting the content of the challenged records.
 - d. The decision of the hearing must be rendered in writing to all involved parties within five (5) working days after the conclusion of the hearing.

ADMINISTRATIVE POLICIES

Leaves Of Absence

1. Administrative Leaves of Absence

- a. Administrative leaves of absence for periods not to exceed one academic year may be granted by the Associate Dean for Student Affairs upon written request by a medical student in good academic standing. The Associate Dean will specify in writing the conditions for return and the student will indicate understanding by signing and returning a copy of the written letter. If the student is in academic difficulty, the request for leave of absence will be forwarded to the Grading and Promotions Committee for consideration and disposition. If the need for decision is urgent, the Associate Dean for Student Affairs, the Chair, and the Chair-elect of the Grading and Promotions Committee may make a joint decision. They will determine and present in writing the conditions for re-entry. Reasons for administrative leave may include, but are not limited to: financial distress necessitating full-time employment; educational endeavor at another institution of higher education; and reasonable personal reasons.
- b. At the time the student wishes to return, he/she will submit a letter of intent to the Associate Dean. If a student requests an extended administrative leave beyond one year, he/she would be withdrawn from the curriculum and would need to reapply for admission unless he/she is granted an extension by an appeal to the Dean as described below. (See **Appeal for Denial of Leave**) Application for re-admission shall be to the Admissions Committee in its regular process for consideration of applicants for medical school.

- c. The Paul L. Foster School of Medicine has a policy that requires that a student complete the curriculum within a six year time frame to include any leaves of absence (administrative or medical).

2. Short Term Leaves-of Absence

- a. Short term leaves of absence for acute illness or other emergency may be granted by the Associate Dean for Student Affairs. The Office of Student Affairs will inform the appropriate departments of such leave. The student will be responsible for arranging to complete any missed work.

3. Medical Leaves of Absence

- a. Medical leaves of absence may be granted by the Associate Dean for Student Affairs. Request for a medical leave must include a written statement from a physician that such a leave is indicated in the best interest of the student. The written request by the student and substantiating information from the physician will be considered by the Associate Dean for Student Affairs. If the student is in good academic standing, the Associate Dean may grant a medical leave for a period of up to one academic year. He will notify the appropriate departments of the student's leave and set the conditions for return upon termination of the leave. Granting of the leave and conditions for re-entry will be furnished in writing to the student and a copy will be placed in his/her Student Affairs file.
- b. If the student is not in good academic standing, the Associate Dean for Student Affairs will consult with the Chair and Chair-elect of the Grading and Promotions Committee, and they will either deliberate as a group or refer to the Grading and Promotions Committee the decision on granting of leave, duration of leave, and conditions for re-entry. Granting of the leave and conditions for re-entry will be furnished in writing to the student and a copy will be placed in his/her Student Affairs file. Upon completion of a medical leave, the Associate Dean for Student Affairs, and where applicable, the Chair and Chair-elect of the Grading and Promotions Committee, and/or the Grading and Promotions Committee itself will determine whether the criteria or conditions for re-entry have been met. They may require a written report from the student's physician and/or may require an independent assessment of the student's condition by another physician of their designation.
- c. If a student in poor academic standing requests a second medical leave of absence within two years of the first leave, the student must again produce a written request along with a written statement by a physician supporting the request. The leave may then be granted as per the procedure noted above for up to one year. However, granting of a second leave under these circumstances will not guarantee that a student may return to the medical curriculum. At the time the student wishes to return, the student will produce a written request to do so along with a letter from an appropriate physician that supports that request. The Grading and Promotions Committee will then deliberate as to whether or not the student will be allowed to re-enter the curriculum. This decision will be based on a review of the entire academic record, history of medical leaves, and documentation of progress in treatment. If a student is allowed to re-enter, the conditions for re-entry will be specified at that time.
- d. A request for an absence longer than one year will necessitate the withdrawal of the student. The student will make application for readmission through the regular admissions process.

4. Appeal for Denial of Leave

- a. In the event a student's request for leave is denied, the student may submit a written appeal to the Dean of the School of Medicine. The Dean may hear the matter directly or he may appoint a 3-member faculty committee to hear the matter and make recommendations to him. The Dean's decision will be final.
- b. In the event a student on medical leave of absence is denied re-entry, the student may appeal in writing to the Dean of the School of Medicine. The Dean may hear the matter directly or he may appoint a 3-member faculty committee to hear the matter and make recommendations to him. The Dean's decision will be final.

Student - Faculty Dispute Resolution Policy



It is the policy of Paul L. Foster School of Medicine to affirm the right of its students to a prompt and fair resolution of a complaint or grievance involving allegations of inappropriate behavior by faculty toward students. We are committed to an environment as supported in the AAMC document: Compact between Teachers and Learners of Medicine. The Office of Student Affairs will administer the School's policies regarding student grievances and will insure that due process is afforded to all concerned. This policy does not apply to grading disputes.

Procedures:

1. Early Resolution

- a. Prior to filing a request for a hearing, the student shall attempt to resolve the issue with the individual(s) involved. If the student is not satisfied with the outcome after meeting with the individual or doesn't feel comfortable talking to the faculty member involved, the student may meet with their college master, the Senior Associate Dean for Medical Education or the Associate Dean for Student Affairs to voice their concerns. Whomever the student chooses to voice their concerns to may counsel the student to discuss the issue with the involved faculty member or recommend that the student proceed to #2 below. The student shall address the issue and initiate action under this policy within 30 days of the event giving rise to the grievance.
- b. If not satisfied with the outcome of the #1 above, the student shall contact the Department Chair. The Department Chair will investigate the complaint, attempt to reconcile differences, and find an acceptable solution. The Department Chair will provide a written statement of his/her recommendation to all parties, who will then have ten working days to respond. Every effort should be made to resolve the issue without going beyond this level.
- c. If the grievance is against the Chair of the Department, the student should meet with the Associate Dean for Student Affairs, who will attempt to facilitate resolution before proceeding with a hearing as, described below.

2. Filing a Hearing Request

- a. If the student is not satisfied with the Department Chair's recommendation, he/she may file a request for a hearing by submitting a written request to the Associate Dean of Student Affairs. The hearing request must include a specific statement of the student's complaint, an explanation of what remedy the student seeks, and a copy of the Department Chair's recommended resolution.
- b. If the student files a request for a hearing, the Student Hearing Committee as defined below must convene within 15 working days.

3. Hearing Procedure

Upon receipt of a written request for a hearing, the Associate Dean for Student Affairs will appoint a Hearing Committee according to the following procedure:

- a. Each party will propose in writing a list of four faculty members to serve on the Hearing Committee. The Office of Student Affairs will contact one faculty member from each list in order of the party's preference to determine their willingness to serve. The faculty will then be selected. The two faculty members will then select a third faculty member and these individuals will comprise The Hearing Committee. This group will select a chair from among themselves.
- b. The Office of Student Affairs will provide technical assistance and support to this committee.
- c. As soon as the hearing is scheduled, a written notice will be sent to all involved parties. The notice will specify the time, place and nature of the hearing, plus a brief description of the grievance. The notice will also confirm the right of all involved parties to present witnesses and evidence and to be accompanied by counsel for advisory purposes only.
- d. At least three days prior to the meeting, all parties will provide to the Chair of the Hearing Committee a copy of all documentary evidence the parties intend to introduce at the hearing and a

list of the names of any witnesses or counsel who will attend the hearing. The student and the involved individuals(s) shall have access to all information to be considered by the Hearing Committee, including the names of all persons giving evidence.

- e. The student and the involved parties shall attend the hearing and be offered an opportunity to state their positions, and present testimony and other evidence relevant to the case. The responsibility of establishing the validity of the grievance rests with the student.
- f. The Hearing Committee Chair shall keep an audio taped record of the hearing, which shall include date, time and location of the hearing, names of those present, and any evidence (e.g., records, written testimony, and duplicated materials) introduced.

4. Committee Decision

- a. After completion of the hearing, the Hearing Committee shall meet in closed session and prepare written recommendations. Copies of the Hearing Committee Chair's report shall be forwarded to the involved parties within 5 working days.
- b. The student may request a reconsideration of the case in instances where he or she is dissatisfied with the decision of the Student Hearing Committee. The appeal must be made, in writing, within five working days, to the Dean of the School of Medicine.
- c. The Dean of the School of Medicine will review the grievance resolution and render a decision. The decision of the Dean is final.

Student – Student Dispute Resolution Policy

On occasion, disputes may arise between students which are disruptive to the learning environment and which are unresolved by usual means. In such instances, this policy provides a means to address such unresolved disputes between students and to provide a mechanism to attempt to mediate and reach resolution to such issues when they emerge.



Procedures

1. Initiating the process

- a. Any party may file a request in writing with the Office of Student Affairs. The request should include the reasons for pursuing this process and what the party or parties seek to achieve through this process. If, in the opinion of the Associate Dean for Student Affairs, the dispute is disruptive to the learning environment and not likely to be resolved by other means, the process as described below will proceed.
- b. The process may also be initiated if the Associate Dean decides that an existing conflict between students warrants such action. In this instance, the Associate Dean will notify the parties in writing that they will be required to participate in the process as described below. Failure by the student to participate in this process under these circumstances will subject the student(s) to a hearing and possible sanctions under the Code of Personal/Professional and Academic Conduct.

2. The process

- a. Upon receipt of a written request for dispute resolution, the Office of Student Affairs will appoint a Dispute Resolution Committee according to the following procedures. Each party will propose in writing a list of four faculty to serve on the committee, listed in order of preference. The Office of Student Affairs will contact the faculty from each list in order of preference to determine their ability and willingness to serve. Two faculty will thus be selected. These faculty will then select a third faculty member and the three will comprise the Dispute Resolution Committee. They will select a chair among themselves. The Office of Student Affairs will constitute the Committee within 10 working days of receipt of the preference list. The

committee will be expected to meet with the students within 5 working days of being constituted.

- b. Each party in the dispute will meet separately with the committee for up to 1 hour to present its point of view regarding the dispute and the course of action requested. Following these individual meetings, the committee will then jointly meet with all parties to review the information and proposed resolutions from each side. This joint discussion will last up to 1 hour and will only be extended by a majority vote of the committee.
- c. Upon completion of these resolution sessions and any committee deliberations, the committee will, within 5 working days, submit a written proposal for conflict resolution to each party and the Office of Student Affairs, each of which will have 5 working days to respond to the proposal in writing to the committee. The committee will then have 5 working days further to submit a final resolution plan to the parties and the Office of Student Affairs. This final resolution plan will be binding on all parties. Failure to abide by the plan or maintain the confidentiality of the committee proceedings will be considered a violation of the Code of Personal/Professional and Academic Conduct and will subject the student(s) to a hearing and possible sanctions under the Code.

Impaired Medical Students Policy

Paul L. Foster School of Medicine hereby establishes this policy to identify and provide assistance, within ethical and legal parameters, for students who previously have been or are currently impaired.

1. Purpose

This Policy is designed to:

- a. Identify and adequately address the needs of medical students with ongoing impairment,
 - b. enhance awareness among faculty and students of the typical characteristics of the impaired medical student in an effort to identify students in need of help,
 - c. promote educational programs and other methods of primary prevention of impairment of all medical students,
 - d. provide treatment and monitoring of students identified as impaired,
 - e. take administrative actions as necessary, and
 - f. preclude non-treatable or unresponsive individuals from achieving professional status necessary to practice medicine.
2. Review The Student Affairs Committee will review this SOM policy biannually and submit recommendations to the Faculty Council.

Policy/Procedures

3. Definitions

a. Impaired student

A medical student who demonstrates behavior that interferes with normally expected performance as a medical student in the healthcare delivery system, whose actions endanger the public or himself/herself, and/or who violates the rules, regulations, traditions and ethics of the School of Medicine.

b. Student Health and Rehabilitation Committee (SHRC)

The SHRC shall consist of two medical students (appointed as set forth below), and three faculty members appointed by the Dean. The SHRC shall be responsible to carry out actions under this policy.

4. Committee structure and operation

a. Appointments

- i. All appointments will be for the academic year and made in June each year.

- ii. **Students.** Three students will be nominated by the College Masters and approved by the Associate Dean for Student Affairs to serve on the committee. There will be one student from the second, third and fourth year classes. (In the initial year of this policy 2011-2012, the fourth year student will be from the TTUHSC SOM.) The terms shall be as follows: for the second year student – three years; for the third year student – two years, for the fourth year student – one year.
- iii. **Faculty.** The Dean will appoint three faculty to serve as members of the SHRC. Each faculty will serve two years.

5. Officers

- a. The SHRC shall elect its Chair from among the faculty members at its first meeting after appointments have been made. No member may be elected to serve in an office for a period starting after the expiration of his or her current appointment.

6. Meetings

- a. Committee meetings will be scheduled at regular quarterly intervals beginning in August.
- b. Special meetings may be called at any time to address issues brought forward by Committee members.
- c. If a student case is to be discussed, the student representative from that year will be recused from all discussions and subsequent votes regarding that case.

7. Presentations

- a. To promote prevention of impairments, the SHRC Chair, or designee, shall make a presentation each year at Freshman Orientation to promote awareness of this policy by:
 - i. discussing this policy with the entering class,
 - ii. introducing the members of the SHRC, and
 - iii. distributing other helpful, applicable educational literature which will be developed by the SHRC and made available to all medical students.

Program

8. Reporting possible impairment

- a. **Self-reporting.** Any medical student who is concerned that he/she might be impaired or likely to become impaired should contact a member of the SHRC who will bring the matter to the SHRC to formulate a plan of action to provide appropriate assistance resources to the student.
- b. **Report by others.** Any person (i.e., student, faculty, staff, or administrator) who has reasonable cause to suspect that the ability of a medical student to perform may be impaired shall, in good faith, report the student to a member of the SHRC.
- c. If a report is determined to be made in bad faith or malicious, that person will be reported to the Dean and may be subject to action under applicable institutional policies and/or laws and regulations.

9. Basis for intervention

Behavior that may be associated with, but not limited to, the following conditions:

- a. Demonstrated ineffectiveness in handling the stress of school and/or other outside personal problems
- b. Psychoactive substance abuse or dependence
- c. A psychiatric disorder
- d. A physical illness with pathophysiological and/or psychological manifestations
- e. Self-reporting by consulting with a member of the SHRC
- f. Concern expressed to the SHRC by a faculty member, administrator or another student

10. Verification

- a. Reports of impairment will be reviewed by the SHRC, and the SHRC will decide whether to go forward under this policy based on the evidence presented, or document the file that no further action is warranted.
- b. The SHRC may consult with representatives of the Texas Medical Association Physician Health and Rehabilitation Committee at the local or state level.

11. Early intervention

- a. The SHRC will appoint an intervention team in appropriate cases. This team will generally consist of two faculty members, one of whom will be selected by the SHRC to receive information and to monitor outcomes as noted below, and one student member from the SHRC.
- b. The person reporting the student in question should be encouraged to attend the intervention. Other people beneficial or critical to the intervention, such as spouse, family members and close friends may also be asked to attend.
- c. If the intervention team is successful and encourages the individual to seek treatment, the appropriate treatment facility and modality will be recommended. Inpatient and outpatient facilities will be identified and recommended from a list approved by the Texas Medical Association Physician Health and Rehabilitation Committee.
- d. Costs of treatment will be the student's responsibility.

12. Evaluation and Treatment

- a. If the student agrees to the recommended treatment, the student may then be evaluated by the Medical Director or Staff Physician of the selected facility.
- b. The student must sign a release form agreeing to the release of all treatment information to the designated faculty member of the intervention team who will report in confidence to the other SHRC intervention team members.
- c. If the facility evaluator recommends therapy, the student must, within a reasonable time, and in no event later than two weeks, begin the therapy.
- d. The therapist will meet with the designated faculty member prior to onset of treatment to advise them of the treatment plan and the approximate amount of time required. The therapist will make periodic progress reports to the designated member. At the end of the projected treatment period, the therapist will report to the designated member that a) treatment has been completed successfully, b) further treatment is required and likely to produce a favorable outcome, or c) treatment was unsuccessful.

13. Monitoring

- a. The student successfully completing the treatment obligation will be monitored by the designated faculty member of the intervention team. The faculty member will prepare a report of the anticipated scope and time frame of monitoring which the student will acknowledge by signature, and a copy will be given to the student.
- b. Monitoring may include, but is not limited to, random drug and alcohol testing, after-care therapy sessions and formal or informal meetings with the selected SHRC faculty member.
- c. If post-graduate monitoring is recommended, the appropriate Impaired Health Professions Committee (i.e., TMA) will be notified.

14. Leave of Absence and Re-entry

- a. An impaired medical student will be allowed a leave-of-absence in accordance with the policy set forth in this Paul L. Foster SOM Student Handbook.
- b. If the student requests a medical leave-of-absence, the designated faculty member described above may provide the written statement from a physician as required in the Student Handbook.

15. Unresponsiveness to intervention

- a. If the SHRC determines that evaluation, treatment and/or monitoring are warranted and the student does not responsibly cooperate or respond, the SHRC, by majority vote of the Committee, may refer the student to school officials for administrative action, which may include, but is not limited to, administrative leave of absence, suspension, or dismissal.

16. Confidentiality

- a. All Committee activities shall remain confidential.
- b. Representatives of administration will not be notified of specific cases unless the impaired student refuses or is unresponsive to the appropriate treatment, the student's actions endanger the public or himself/herself, or a leave-of-absence is sought by the SHRC and/or student.
- c. Although specific cases will be presented to the SHRC, confidentiality will be maintained to the extent reasonably possible.

17. Files

- a. All files will be kept by the Chair of the SHRC and destroyed when the student graduates.
- b. For those who require post-graduate monitoring, the file will be transferred to the appropriate Impaired Health Professionals Committee in the state where the individual resides in accordance with laws and regulations governing such actions.

18. Student Participation

- a. The input of students is vital to the realization of the SHRC goals. Participation is not obligatory, but it will be encouraged and should be considered the responsibility of each student.

Sexual Harassment Policy

When sexual harassment occurs at Paul L. Foster School of Medicine, the standards of the community are violated. Sexual harassment of any student, faculty member or employee by any other student, faculty member or employee will not be tolerated. Paul L. Foster School of Medicine believes that ideas, creativity and free expression can only exist in an atmosphere free of sexual harassment or coercion.

1. Definition:

- a. Sexual harassment includes, but is not limited to, unwelcome behavior such as sexual advances, requests for sexual favors, and verbal and physical contact of a sexual nature.

2. Examples: Examples of sexual harassment include, but are not limited to:

- a. Actions indicating that benefits will be gained or lost based on response to sexual advances (i.e. higher grade, promotion, etc.);
- b. Promises of reward or threats of reprisal associated with submission to sexual advances;
- c. Sexually explicit or sexist comments, questions, or jokes;
- d. Inappropriate touching, pinching, hugging, and brushing against a person's body;
- e. Sexual comments about a person's body, clothing, sexual activity, experience, or ability;
- f. Unwelcome sexual flirtation, advances, or propositions for sexual activity;
- g. Pressure for sexual activity;

If a student is sexually harassed, the student should state their objections to the behavior at the time it occurs. Express objections about the undesirable behavior clearly and firmly.

3. Consensual Sexual Relations

- a. Consensual sexual relations between faculty and student are strongly discouraged. Most professional associations forbid professional-client sexual relationships in their code of ethics. In the educational setting, the professor-student relationship is one of professional and client.

Consensual sexual relationships between a staff member and a student are discouraged whether or not the staff member has authority or control over the student.

4. Response and Procedure: TTUHSC Paul L. Foster School of Medicine, in an effort to prevent and eliminate sexual harassment, will direct resources and energy to the following:
 - a. **Education:** We encourage persons to know their rights. Sexual harassment is a violation of university policy (OP 70.14 found at <http://www.ttuhsu.edu/HSC/OP/>) and the Code of Student Conduct. It is also prohibited under Title VII of the Civil Rights Act of 1964, as amended, and Title IX of the Educational Amendments of 1972. All people have a right to an education and work environment that is free of bias, intimidation, or hostility. The university publishes this policy in pamphlet form and makes it available to every student, faculty member, and employee. Educational programs and training sessions on the subject of sexual harassment are available to students, faculty, and staff.
 - b. **Counseling and Support:** The university provides counseling services that may be used by persons who believe they have been sexually harassed. Students may seek counseling through the Student Assistance Program, while faculty members and other employees may use the Employee Assistance Program.
 - c. **Sexual Harassment Prevention Training:** All students must receive such training at matriculation and supplemental training every two years. Students are required to sign a statement which verifies attendance at this training. Signed attendance statements will be recorded in the student's file in the Office of Student Affairs.
 - d. **Non-Retaliation:** Retaliation is strictly prohibited against a person who files a complaint of sexual harassment in good faith, opposes a charge or testifies, assists or participates in an investigative proceeding or hearing.
 - e. **Confidentiality:** Confidentiality of both complainant and accused will be honored to such extent as is possible without compromising TTUHSC's commitment to investigate allegations of sexual harassment. The willful and unnecessary disclosure of confidential information by anyone, including the alleged victim, regarding a sexual harassment complaint to any person outside of the investigation process may result in appropriate disciplinary measures against the offending party.

5. Complaint Procedures for Students
 - a. Sexual harassment complaints must be filed within 180 days after the incident occurs. (Title VII of Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972.)
 - b. Students believing they are the targets of sexual harassment in the academic environment by faculty, staff, or other students should report their complaint (see Attachment A of HSC OP 70.14 at <http://www.ttuhsu.edu/hsc/op/op70/op7014a.pdf>) to the dean of the school in which they are enrolled. If the complaint involves the dean's office, the complaint should be filed with the Office of Equal Employment Opportunity (EEO).
 - c. Students complaining of sexual harassment in their employment capacity should proceed directly to the Office of EEO as provided in Section 2.b. of this policy. If the complaint involves the Office of EEO, the complaint should be filed with the dean of the school in which the student is enrolled.
 - d. When a signed complaint is filed, an investigation will be conducted by either the dean of the appropriate school or the Office of EEO, whichever is applicable. Although the Office of EEO will undertake no official action on behalf of the employee without a filed, signed complaint, it may informally notify key personnel with a need to know about the allegation. However, other action may be taken by the Office of EEO as deemed appropriate. Such action may include conferring with supervisors or other administrators concerning inappropriate behavior occurring within their area of responsibility, informing alleged offenders of TTUHSC's policy and educating departments and supervisors as needed on this and other policies. Investigation of a complaint of sexual harassment will include, but not be limited to, conferring with the complainant, the accused, and the supervisor of the accused and may also involve

examination of relevant documentation and interviews with other pertinent individuals. The appropriate vice president or dean will be notified of the complaint.

- e. The investigation will be conducted as quickly as possible and the results reported in writing to the complainant, the accused and the appropriate vice president and dean.
- f. In the event a finding of sexual harassment is made, the accused will be subject to disciplinary action, as determined by the appropriate vice president or dean.
- g. In the event a complaint filed is against a member of the senior administration, the next senior level administrator shall be notified of the complaint by the dean or the EEO Officer. In such events, that administrator shall also be responsible for any disciplinary or corrective action required as a result of the investigation and shall be the first level administrator for any appeal filed.
- h. Appeals by either party may be directed to the appropriate dean, vice president or the next higher level administrator. Appeals must be made within 10 working days of the parties being notified of the finding.

Copyright Policy

Students shall not transfer copyrighted material onto a computer for any use other than personal study. Students may not act as distributors of copyrighted material to others, including the dissemination of copyrighted material by any means without written permission from the copyright holder. Some of the material provided to you on WebCT will be "printable" from your personal computer for your use only. The complete TTUHSC Copyright Policy can be found at <http://www.ttuhs.edu/HSC/OP/>. (HSC OP: 57.02, Guidelines for the Educational Use of Copyrighted Works)