

**Texas Tech University
Health Sciences Center**

School of Medicine

Medical Student Handbook

July 2010

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

SECTION I. STUDENT AFFAIRS – GENERAL INFORMATION

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Texas Tech University Health Sciences Center School of Medicine

OFFICE OF STUDENT AFFAIRS

MISSION STATEMENT

The mission of the Office of Student Affairs on all campuses 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 Texas Tech School of Medicine.

The goal of each office is for every medical student to be successful and to develop professional skills and personal relationships that will last a lifetime. As student advocates, the Student Affairs staff work to ensure that the students' rights are protected and that all students are treated fairly.

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. Students are responsible for being aware of school policies and must agree to abide by them.

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.

This ***School of Medicine Office of Student Affairs Medical Student Handbook*** and the ***Texas Tech University Health Sciences Center Student Affairs Handbook*** can both be found online.

School of Medicine Office of Student Affairs Medical Student Handbook

<http://www.ttuhschool.edu/som/studentAffairs/>

TTUHSC Student Affairs Handbook (from the TTUHSC Office of Student Services)

<http://www.ttuhschool.edu/students/current>



IMPORTANT PHONE NUMBERS

LUBBOCK CAMPUS

OFFICE	TELEPHONE	ROOM
ADA Compliance Office	(806) 743-2300	2C410
Bursar/Accounting Services	(806) 743-1880	2C188
Copy / Mail		BA109
EMERGENCY	9-911	
HSC Financial Aid	(806) 743-2300	2C410
HSC Student Services	(806) 743-2300	2C410
Information Technology	(806) 743-2870	BB183
Legal Assistance (call for appointment)	(806) 742-3289	
Library	(806) 743-2203	
POLICE (non-emergency)	(806) 743-2000	BA104
Registrar	(806) 743-2300	2C410
School of Medicine Curriculum Office	(806) 743-5668	2B131
School of Medicine Student Affairs	(806) 743-3005	2B130
Student Health (Family Practice Clinic)	(806) 743-2757	1C143
Student Pharmacy – Thompson Hall	(806) 743-2636	C102
Traffic and Parking	(806) 743-2557	BB097

AMARILLO CAMPUS

Office of Medical Education
Ms. Kristin Stutz, Senior Director

(806) 354-5417

PERMIAN BASIN CAMPUS

Office of Medical Education
Mr. Mike Callaway, Senior Director

(432) 335-5339

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 on each campus sponsor 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

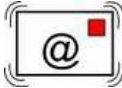
changes, curriculum updates, or other topics is often presented. Students are strongly encouraged to attend in order to keep current with issues that affect them.

Mailing Addresses



Students must keep their local mailing addresses updated with their Student Affairs Office. Students must also provide the Office of Student Affairs with a summer address before the end of the spring semester.

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 **REQUIRED** 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 (743-2875). Students may also obtain free dial-up PPP internet access through the Information Technology Department.

Website



Current official announcements for medical students and other information about medical school can be found on the School of Medicine Student Affairs website as well as the HSC Student Services announcement page. Links include:

- Course / electives descriptions
- Study resources for USMLE
- Preparing for residency
- Alumni and faculty mentor lists
- Numerous PDA resources
- Links to TechSIS, other TTUHSC sites
- Announcements for SOM students
- links to 4th year visiting student programs / residency programs at other schools

Current official information regarding class schedules, curriculum changes, and other matters related to ongoing coursework can be found at the School of Medicine Office of Curriculum website under the WebCT link.

TTUHSC SERVICES FOR STUDENTS

Computer Services



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/>.

In addition, students may obtain free dial-up Internet service from the Information Technology department. To set up an account, please visit the IT department on your campus.

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 - (806) 743-2875 ithelpdesk@ttuhsoc.edu. The Help Desk is available Monday through Friday from 8 a.m. to 6 p.m.

Copier Locations



Numerous self-service copiers are located throughout the HSC campus for use by students. Copy cards may be purchased in the Copy/Mail Center located in room BA109 in the HSC basement. *Indicates a copy machine having a coin vend unit attached and will accept card, coin, or bills.

SELF SERVICE

Academic Classroom Building

*Room 204

HSC Building

Basement, Wing A (across from Purchasing BA121)

First Floor, Wing C (outside Clinic Administration 1C165)

Second Floor, 2B102

Second Floor, 2B118

Second Floor, 2A318 (Inside Communication Disorders)

Second Floor, Wing C (in furthest west hallway)

Third Floor, Between Wing A & B, on the South side

Fourth Floor, Between Wing B & C, on the North side

*Fifth Floor, Between Wing A & B, on the South side

Fifth Floor, Between Wing B & C, on the North side

Preston Smith Library of the Health Sciences

*Room 228 - 2 Copiers

*Room 302 - 2 Copiers

*Room 317 - 1 Copier

Thompson Hall

First Floor (Behind the Pharmacy, next to the vending machines)

Second Floor (On East end, by Ophthalmology)

FULL SERVICE

Copy/Mail

BA109

Phone: 806.743.2094

HSC Printing Center

BC351

Phone: 806.743.2016

Copy Cards

Two types of copy cards are available to access the convenience copiers. Departmental cards which carry numerical values, may be purchased using a valid departmental account number. Cash cards carry dollar values and may be purchased with cash, check, Visa, MasterCard, or Discover. Proper identification is required with check or credit card purchases.

Copy cards are available for purchase in Copy/Mail (both personal and departmental) and by vending machine in the Preston Smith Library of the Health Sciences - Room 258 (cash cards only).

Note: Copy cards have a magnetic strip similar to a credit card and should be treated with care. Protective sleeves are available for \$1.00. No refunds are issued for lost or damaged cards.

Identification Badge / Name Tag replacements



Lost HSC photo ID badges will be replaced at no charge. Students must first obtain a signed requisition form from the Office of Student Affairs. ID badge photos are made from 8:00 a.m. to 5:00 p.m. in BA086. There is a \$7 replacement fee for the plastic name badges. Orders can be placed with the Student Affairs Office.

Legal Assistance



Legal Assistance for students is available through the TTU Student Legal Services. They will be available in HSC Student Services (2C410) on Thursday afternoons from 1 - 5 p.m. They encourage appointments but will see walk-ins. To schedule an appointment, call 743-3289.

The Legal Services attorneys cannot provide representation, but they will advise students on legal matters. They can prepare simple wills and documents for uncontested court cases. They also offer a mediation service.

Library



The Preston Smith Library of the Health Sciences maintains libraries on each of its campuses. Specific operating hours can be found in the Campus Directories elsewhere in this handbook. 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.).

Each of the four campuses of the Health Sciences Center houses a library. The Preston Smith Library of the Health Sciences on the Lubbock campus offers many services for students, staff, and faculty, including:

- Learning Resource Center
- Group study rooms
- Interlibrary loans
- Reference services
- Outreach services

Online resources are also available to students including:

- Exam Master (USMLE prep)
- MD Consult
- MICROMEDIX
- National Library of Medicine (NLM) Gateway
- Ovid
- PubMed
- Online journals

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

Lockers

Lockers in the Academic Classroom Building are available for student use at no charge. Students can contact the Student Affairs Office or the Classroom Support Office (ACB201) for request forms.

Recreation Center



Students enrolled in the School of Medicine have full access to the facilities and services at the Texas Tech University Recreation Center. The Robert H. Ewalt Student Recreation Center opened its doors for the first time in the spring of 1980 and is one of the largest campus recreation facilities in the United States. It offers students, faculty, and staff of Texas Tech University and Texas Tech University Health Sciences Center an outstanding opportunity to participate in almost any indoor recreational activity imaginable. There are 242,000 square feet of activity space in the Recreation Center and eight courts multipurpose flooring to accommodate basketball, volleyball and badminton.

Other facilities include a 6,530 square foot free weight room; a circuit training room with weight equipment; two cardiovascular equipment areas and an Entertainment Exercise Studio with over 100 pieces of cardiovascular equipment total; speed bag room; aerobics/dance studios; large mat room; 12 handball/racquetball courts; elevated 1/8 of mile jogging track; carpeted locker rooms with shower facilities and saunas; and a squash court. Located on the lower level is an Equipment Issue window. The Rec Sports offices, classroom space, and a vending/lounge area with T.V. are housed on the upper level. Located outside the north entrance is the Outdoor Pursuits Center (OPC). The OPC offers students a variety of outdoor activities.

The center is open from 6 a.m. to 10 p.m. Monday through Friday, 10 a.m. to 6 p.m. on Saturday, and 12:00 p.m. to 6:00 p.m. on Sunday. Other features include:

Aquatic Center - The Aquatic Center is 755,000 gallons of programming fun. It includes an eight lane, 25 yard lap swim area, 2 one meter diving boards, a basketball goal, volleyball net, and a large sun tanning area. The Aquatic Center is designed with the country's largest air-supported roof covering a swimming pool. This gives students, faculty and staff the opportunity to swim outside in the summer months and inside during the winter and spring months. The new Leisure Pool complex includes a Lazy River, 15 person hot tub, kid's play area, and more. Year round swimming instruction, water fitness class, and life guard instruction is available. Youth swim programs are also offered in the Spring and Summer.

Fitness/Wellness Center - Wellness is a style of living that encourages you to achieve your highest potential. It is a continuing process that ties together the physical, emotional, intellectual, social, spiritual and occupational well-being. It encourages you to make positive choices and eliminate destructive behaviors. The Fitness/Wellness center offers group exercise classes, massage therapy, personal training and year-round services and special events.

Intramurals - Looking for competitive sports? The Intramural Program offers 50 sporting competitions throughout the year. In some popular team sports, 300 teams compete for the All-University T-shirts. Individual sports fans should note that tennis, bowling and golf are also among the selections. Most team sports are conducted in six separate divisions: (1) Greek, (2) Club, (3) Residence Hall, (4) Open, (5) Campus Community, and (6) Co-Rec.

Outdoor Pursuits Center - The Recreational Sports Outdoor Pursuits Center is specifically designed to provide the university community opportunities to enjoy and create both recreational and learning experiences within the natural environment. These opportunities are provided through workshops and clinics on outdoor topics, cooperative off-campus adventure trips, the outdoor equipment rental shop and the indoor rock climbing center.

Sports Clubs - A sports club is a registered student organization assisted by the Recreational Sports Department, formed by individuals motivated by a common interest and desire to participate in a specific sport activity. The club exists to promote and develop skills, engage in competition, encourage peer leadership, and enjoy the recreational and social fellowship of a specific sport. Generally, clubs are open to all individuals interested in a sport from novice to extremely skilled.

Security



The Texas Tech University Police Department is responsible for maintaining 24-hour security on all of the campuses of the Health Sciences Center. Students are encouraged to request escorts to parking areas at night.

Study Space



A large number of individual and group study rooms can be found in the library on the Lubbock campus. These library study spaces are equipped to accommodate laptop computers. Students may also use the F. Marie Hall Student Synergistic Center and areas in the Academic Classroom

Building. Students can also reserve rooms in the Academic Classroom Building by contacting the Classroom Support Office at 743-2288 or visiting the office (room 201 in the ACB).

Synergistic Center



The Student Synergistic Center is located across from the HSC Student Services Suite and is accessed using the students' HSC ID badge. Amenities include foosball and pool tables, refrigerator and microwave ovens, big screen TV, computers, restrooms, and a weight room.

Traffic and Parking



Students, staff, and faculty on the Lubbock 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.

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 graduates from the Class of 2009 was well over \$150,000. Eighty-eight percent 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 AAMC's program "FIRST for Medical Education" (Financial Information, Resources, Services and Tools) is an excellent resource for information about managing money during and after medical school. This online program can be accessed at www.aamc.org.
- 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.ttuhsu.edu/FinancialAid/default.asp>.
- The Office of Student Affairs has a list of nearly 100 sources of financial assistance for medical students, from loans to scholarships, at <http://www.ttuhsu.edu/som/studentaffairs/sitelinks/medicalschoolfinancialaid.aspx>.

STUDENT HEALTH ISSUES

Health Insurance



All students enrolled in the School of Medicine must have personal health insurance while they are enrolled. The School of Medicine does not provide health insurance for its students or their dependents. 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. The HSC Office of Student Services (2BC410) can provide information on several insurance resources for students.

Immunizations



All students are required to be current with the following immunizations and/or documentation of immune status before having any kind of patient contact.

- Tetanus/diphtheria within 10 years of matriculation
- Measles-Mumps-Rubella (MMR), 2 doses at least 30 days apart
- Hepatitis B series OR protective antibody titer

- 2-step Tuberculin skin test (PPD) within 12 months of matriculation OR documented physician diagnosis of disease OR X-ray report following positive test
- Varicella, Rubella, and Rubeola titers: Documentation of immune status by quantitative IgG testing
- Tdap (tetanus/diphtheria/acellular pertussis) – a one time dose. This is NOT the same as a DPT.

Student immunization records are kept on file in the Office of Student Affairs. Copies of these records are forwarded to the students' clinical campuses. As immunizations are updated, students must provide written documentation to the Student Affairs Office. Records are not automatically forwarded to the Student Affairs Office even if they are done in the TTUHSC Family Medicine Clinic. Students must request a copy from their physician and forward the documentation to the Student Affairs Office.

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 on each campus. Spouses or other dependents are not covered by student health fees. These covered services are discussed in detail in a separate brochure. The pharmacy at Thompson Hall on the TTU campus can fill prescriptions for students at a discounted rate. The pharmacy located on the first floor of the Health Sciences Center belongs to University Medical Center; students are not eligible to have prescriptions filled there.

Personal / Psychological Counseling



The Health Sciences Center provides **FREE, CONFIDENTIAL COUNSELING** through the Student Assistance Program. Students in Lubbock may self-refer to this program by calling (806) 743-2800. Appointments can also be made through the University Counseling Center on the TTU campus (806) 742-3674 or through the HSC Student Services Offices (806) 743-2300. Students in Amarillo, El Paso and Permian Basin have access to confidential counseling by community providers. A list of providers and how to contact them is provided to students at third year orientation.

NOTE: Consistent with LCME standard MS-27-A – Any faculty member, resident, or fellow who provides psychiatric/psychological counseling or other sensitive health services to a medical student will have no involvement in the academic evaluation or promotion of a student who receives from them such services. In such an instance, students may expect that the faculty member, resident, or fellow will recuse themselves from such decision making. Students who have any questions or concerns regarding the implementation of this policy should feel free to contact their campus Student Affairs Office.

WHAT THE SOM OFFICE OF STUDENT AFFAIRS DOES...



The School of Medicine Office of Student Affairs provides a number of services for medical students. The Lubbock SOM Student Affairs Office is located in room 2B130 and is open from 7:30 a.m. to 5:30 p.m. Monday through Friday. Among the functions of the Student Affairs Office:

- serve as a student advocate and act as a liaison between students and faculty
- ensure that students are treated fairly and in accordance with institutional policies
- maintain immunization records
- administer NBME subject examinations
- provide individual career counseling and present career workshops
- handle ERAS (Electronic Residency Application Services)
- handle NRMP (National Resident Match Program)

- present residency workshops
- write Medical Student Performance Evaluations, also known as Dean's letters)for MSIV students
- schedule MSIII clerkships and administer MSIV elective/selective program
- facilitate activities of the Student Promotions and Professional Conduct Committee and the Student Affairs Committee
- handle requests for leaves of absence
- provide personal counseling and/or refer to outside resources
- carry out MSI and MSIII orientation, Match Day activities, Convocation and Graduation
- hold informational class meetings
- work with class officers in meeting needs of students
- monitor academic performance and provide academic assistance
- hold workshops for improving academic performance
- hold workshops for preparing for USMLE Step 1
- authorize USMLE Step applications
- maintain library of review books for student check-out
- provide beverages, snacks and a place for students to relax

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 those 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 guide students through the process. The Careers in Medicine Program is a key component in our school's career advising program.

Career Planning Resources

- **Membership in the Student Specialty Clubs** is open to all students in Lubbock. Local clinicians and SOM faculty will make lunchtime presentations to inform students about their particular specialties and answer questions for the students. This will be an ongoing program. Similar presentations by local physicians and faculty also take place on the El Paso and Amarillo campuses.
- **The Student Affairs Officers** on each campus also serve as career advisors. In addition to working with clinical faculty acting as advisors, students are also encouraged to meet with Student Affairs officers to discuss career plans. Third year students are required to meet regularly with the Directors and/or Assistant Deans on each campus for career advising. Student Affairs holds special meetings to provide information and instruction to students about the National Resident Matching Program (NRMP) and the Electronic Residency Application Service (ERAS).

- **Shadowing contact information** for SOM clinical departments is available to all students who wish to shadow a clinician in a particular discipline. This information can be found in the Office of Student Affairs.
- **A clinical faculty mentor** is assigned to each medical student. Students are required to meet with their mentors once per semester.
- **Faculty facilitators** in the Early Clinical Experiences courses also serve as career advisors. One small group session each semester is devoted to career planning discussions.
- **Residency Workshops** are held for MSIII students in June. These workshops include a panel of SOM residency program directors as well as tips on writing personal statements and curriculum vitae, and preparing for interviews.
- **The Student Affairs Office website** contains numerous links to resources for career planning advice and information on choosing a medical specialty.
- **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.*** Below is a Careers in Medicine timeline that shows you what you should be doing at each step of the way.

Careers in Medicine Timeline

Class Year	Careers in Medicine Phase	Suggested Activities and Tasks
Year 1		<ul style="list-style-type: none"> • Orientation to Careers in Medicine • Seek out and advisor or mentor
	Understanding Yourself	<ul style="list-style-type: none"> • Attend CiM workshops • Begin completing self-assessment exercises
Year 2		<ul style="list-style-type: none"> • Continue self-assessment • Complete self-assessment exercises • Review completed Personal Profile with advisor
	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
Year 3		<ul style="list-style-type: none"> • Begin clinical rotations • 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
	Choosing a Specialty	<ul style="list-style-type: none"> • Meet with your advisor to discuss your top choices • Complete the "Choosing Your Specialty" exercise • Research residency training programs through the ACGME website or the AMA's <i>Graduate Medical Education Directory</i> • Begin reviewing and comparing residency programs
Year 4	Getting into Residency	<ul style="list-style-type: none"> • 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 the early Match, if applicable • Complete applications and designate programs to which your materials will be submitted • Take USMLE Step 2 • MSPE released November 1 • Interview with residency programs • Early match deadline early-mid January • Rank-order your selections in the NRMP Match • Match Day - third Thursday in March

<http://www.aamc.org/students/cim/start.htm>

Moving Reimbursement



Limited funds are available to help students assigned to the Amarillo and El Paso campuses defray the cost of moving prior to the beginning of third year. This assistance is in the form of reimbursement and cannot exceed the maximum amount allowed for each student. Current reimbursement rates are:

<u>Moving Rates</u>	<u>Amarillo</u>	<u>Permian Basin</u>
Single	\$270.00	\$270.00
Married/no children	\$390.00	\$390.00
Single/married w/children	\$450.00	\$450.00

Guidelines for reimbursement:

- **You must submit original receipts in order to be reimbursed.**
- Two or more students moving together: Please provide the names of all students who moved together. The maximum allowable moving expenses for each student will be combined. Moving receipts from all parties must be submitted as a unit.
- **Reasonable moving expenses:**
 - Moving van rental cost, minus refund of deposit
 - Fuel and motor oil for moving van and personal vehicle
 - Storage rental unit
 - Moving supplies (boxes, tape, rope, etc.)
 - Rental of appliance dolly and furniture pads
 - Payment of fees for crews loading and unloading moving van
 - Telephone installation fees (listed as *one time only charge* on phone bill)
 - NON-refundable utility hook-up fees (electricity, water, gas) – the receipt must indicate NON-REFUNDABLE
- **The following items will NOT be reimbursed:**
 - Cable hook-up fees
 - Prorated rent on old or new apartment
 - Damage/breakage to furniture or belongings
 - Any moving equipment permanently attached to personal vehicle (trailer hitch)
 - Purchase of equipment or tools
 - Payment for cleaning service to clean apartment at move out
 - Non-refundable pet deposit

Promoting Academic Excellence Program



A major function of the Office of Student Affairs is the Promoting Academic Excellence Program. This program offers many resources to students that will help them maximize their academic potential and learn more efficiently and effectively. Features of the program include:

- Workshops aimed at identifying individual learning styles
- Instruction in techniques for organized study
- Presentations on improving exam performance
- Individualized study plans based on learning preferences
- Organization of small study groups
- Workshops on USMLE Step 1 preparation
- Library of review and study books available for student check-out

Ms. Karen Nelson and Dr. Richard Dickerson (in the Office of Curriculum) are available for individual consultation by appointment. Walk-ins are welcome.

USMLE Preparation



The best time to begin preparing for Step 1 is the first day of class in Year 1. The number one comment from students who took Step 1 is *"I should have studied more during the first 2 years – tell MSIs to start studying during first year."* Questions on the USMLE Step 1 exam have evolved from mainly recall type questions to vignette style questions that require critical thinking and integration of several different topics. The new more integrative systems-based curriculum will require students to approach learning in much the same fashion, so the curriculum delivery system in itself will help prepare students for Step 1. Other resources include:

- Workshops to identify study resources
- Small group study and question analysis
- NBME Comprehensive Basic Sciences Examination
- Student Affairs library
- Individual counseling sessions
- Information about outside prep courses and reviews

STUDENT ORGANIZATIONS



The School of Medicine and the TTU Health Sciences Center have numerous organizations in which students may participate. All student organizations are supervised by the HSC Office of Student Services. The School of Medicine Office of Student Affairs officers are also available to provide assistance and guidance to any of the medical student organizations.

Alpha Omega Alpha



Alpha Omega Alpha (AΩA) is the only national medical honor society. As stated in the society's constitution, "Alpha Omega Alpha is organized for educational purposes exclusively and not for profit, and its aims shall be the promotion of scholarship and research in medical schools, the encouragement of a high standard of character and conduct among medical students and graduates, and recognition of high attainment in medical science, practice, and related fields." Criteria for consideration for membership in AΩA include the number of Honors grades, demonstrated leadership skills, and community service. As per national guidelines, no more than one-sixth of a class may be elected to AΩA. Twenty-five percent of that number may be elected in the third year, with the remaining 75% elected during fourth year. Initial academic eligibility is determined by the number of Honors grades students have received. The top 25% of the class based on Honors grades will receive invitations to submit applications. **The application package includes letters of recommendation, USMLE Step 1 scores, and demonstrated leadership skills and documented community service activities.** For more information, see the Society's website at www.alphaomegalpha.org.

The Gold Humanism Honor Society

The Gold Humanism Honor Society honors senior medical students, residents, role-model physician teachers and other exemplars recognized for "demonstrated excellence in clinical care, leadership, compassion, and dedication to service." The Society encourages and nurtures the values of humanistic medical care to include integrity and sound moral reasoning, respect for others, a willingness to engage in patient advocacy, and the ability to provide compassionate, respectful and holistic medical care. Formal and public recognition of individuals who have developed these values creates an environment that demonstrates to our patients, our community, and our students and faculty that humanism is a major component of the educational philosophy and culture of health care at Texas Tech University Health Sciences Center School of Medicine. For more information, see the Society's website at www.humanism-in-medicine.org. Approximately 10% of the medical school class will be selected for membership. Selection takes place in the spring of year three to allow the members to conduct meaningful activities during their senior year.

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 Medicine, Nursing, Pharmacy, and Allied Health. HSC Senators represent the interests of their schools as well as student interests at large. The HSC Senate submits a comprehensive budget proposal to the TTU Student Senate budget committee each year for funding.

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 as well as two elected, at-large members, for a total of 20 student representatives.

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.

OTHER MEDICAL STUDENT ORGANIZATIONS

AMA/TMA (American Medical Association / Texas Medical Association): The Texas Medical Association Medical Student Section Chapter of Texas Tech University School of Medicine is organized to communicate more thoroughly all information about the federation and especially that which is of specific interest to medical students; to encourage Medical Student Section (MSS) leadership at the local level; to promote greater retention of members and to provide a forum for the establishment of programs; to strengthen the concept of "federation" (County Medical Society, TMA and AMA) membership early and the idea of working within the structure of organized medicine to achieve MSS objectives; and to increase the communication between medical students and county medical societies.



AMWA (American Medical Women's Association): The objectives of the Association are to bring together women medical students and physicians; to promote their education and training; to educate them and the public on health issues of women' to encourage women to study and practice medicine; to ensure them equal opportunity to do so; to cooperate with other organizations having comparable interests and to support medical relief services.

AMSA (American Medical Student Association): The objectives of this organization shall be to: to promote the purposes and principles of the American Medical Student Association (AMSA) at the Texas Tech University School of Medicine (TTUSM) and the areas served by it; to provide a forum for participation in and input into the national AMSA by students at TTUSM; to promote the active improvement of health care and health care delivery to all people, especially in the areas served by TTUSM; to work for the enhancement of the quality of life and education of all TTUSM student; to involve its members in the social, moral, and ethical obligation of the profession of medicine; to assist in the improvement and understanding of local, national, and world health problems; to advance the profession of medicine.

Anesthesia Club: The purpose of this organization is to promote interest in Anesthesiology as a medical profession, and prepare students to enter into this field. Members participate in lectures by faculty and local professionals, as well as hands-on practice clinics.

Biotechnology Club: The purpose of this organization is to provide students of the Health Sciences Center insight into the current trends in biotechnology as it is associated with the present and future states of medicine.



Christian Medical and Dental Association: To aid Christian physicians, dentists, medical and dental students and others in the medical and dental professions to gain mutual strength, encouragements and blessings to be attained in meeting one another, to present a positive witness of God our Father and our Savior Jesus Christ to the medical and dental professions, and to emphasize the essential duty and privilege of every Christian to take a definite interest and share in world-wide evangelism.

Dermatology Interest Group: Provide a forum for communication between students, residents, and faculty physicians on topics pertinent to a career in dermatology, build a network for collaboration on projects and service activities related to dermatology, and foster a supportive environment for students considering a career in dermatology.

Double T Health Services Corps: The purpose is to foster the development of students interested in pursuing careers in rural health practice.

Emergency Medicine Club: The purpose of this organization shall be to promote and enhance the knowledge and understanding of current and future topics and procedures in emergency medicine via lecture, hands on experience, open forum discussion, and newsletters.

FACE AIDS: The purpose of this organization is to mobilize and inspire students to fight AIDS in Africa and well as in the local community through fundraising and education.

Family Practice Student Association: The purpose of this association is to develop insight into the specialty of family practice through lectures, seminars and conventions.

Infections and Inequalities: Book Club: The purpose is to facilitate forums for medical students to explore their moral, political, and philosophical interests with specific and strong emphasis on global humanitarian and human rights issues. These same issues often extend into domestic medical challenges. Each year, specific books will be chosen by the students and officers according to the interests of the med students, but always, the focus should be on increasing student growth as it relates to humanism. The organization will perform the following: 1) identify medical students interested in discussing moral, political, and philosophical issues relating to humanism in forums such as reading groups and journal clubs; 2) provide a meeting place, books, and guest faculty facilitators for the discussions; 3) allow students to collectively choose a service project in response to relevant issues of the current text. This service project will be carried out by all of the students who participated in the reading and discussion: 4) document the discussion topics so that they may be passed down and shared with subsequent reading groups.



Internal Medicine Club: The purpose of this organization is to provide a lecture series to its members in order to educate them about the field of Internal Medicine and its subspecialties, utilizing local and area physicians who speak about their practice.

International Medicine Club: The purpose of this organization is to provide education about and access to opportunities for medical students and residents to study and work in cultures outside their own.

Medical Student Service Organization: The MSSO will organize community service opportunities for health science students; help support and coordinate existing community service projects of other organizations; encourage communication among the individual organizations that have a volunteer committee or chair; promote volunteerism and camaraderie and spread awareness of the medical school to the community.

MMSA (Military Medical Student Association): Its primary mission is to support current military contract students by: 1) providing a network of communication to all military medical students regarding Officer Basic Courses, summer Active Duty Trainings, military residencies / fellowships, and helpful information pertaining to each branch's Health Professions Scholarship Program; 2) providing physical training to prepare students for summer ADT rotations, to promote camaraderie, and to gauge physical performance with a PT test each semester; 3) facilitating a military doctor mentoring program where students can shadow local physicians with military experience to gain helpful insight on their future career; 4) hosting occasional dinners for MMSA members/spouses at military mentors' homes and include discussions such as "Military Medicine", "Specific



Specialties”, “Military Medical Training” and “Military Spouse Issues” from keynote speakers; 5) incorporate nursing and allied health student in our activities, particularly those with military contacts/interests since we will be working together as future team players in the military health care system; 6) act as a source of information for those thinking of joining the military health care team; 7) promote esprit de corps through various activities throughout the year; and 8) participate in service projects each semester in the school and local community.

Multi-Cultural Club: The MHIA will serve as a professional student organization for students at the TTUHSC who are interested in health care issues pertaining to minority individuals.

OB/GYN (Obstetrics/Gynecology Club): The OB/Gyn Club exists: a) to give medical students exposure to the field of obstetrics and gynecology in the early years of their training; b) to encourage interested students to consider a career in OB/Gyn; and c) to educate all students about obstetrics and gynecology.

Orthopaedics Club: The purpose is to educate its members about the field of orthopaedic surgery through interaction with physicians and residents during club meetings.

Pediatrics Club: To familiarize the students with the specials of pediatrics and opportunities in the field, to provide information from professionals in the field of pediatrics on current issues and topics, such as diseases, treatments, problems, and new procedures; to provide opportunities to gain first-hand experience by spending time with physicians in various areas and work situations, such as work rounds and on-call duties; to share and gain information with other representatives of the Pediatric Club in other parts of the country by attending meetings, conferences and workshops; to provide information and recommendations for preceptorships in pediatrics; to help prepare for residency by



gaining exposure to the field and becoming acquainted with the faculty; to sponsor a yearly seminar on recent advances in pediatrics, which will be open to all medical students, academic and community physicians, and allied health personnel; to provide a support group for students attending this medical school; to provide a learning opportunity for students to interact with other professionals in a professional manner; to represent TTUHSC School of Medicine as an active, informative, professional organization, dedicated to the field of pediatrics.

Psychiatry Club: The purpose of the organization is to promote interest in the discipline of psychiatry by providing exposure to various aspects of this field.

Raider Social Alliance: The purpose of this organization is to bring the students of the Health Sciences Center together through activities and socials. This is done by assigning each Recruitment Officer to a specific TTUHSC branch, and having each Activities Officer responsible for hosting one activity or social.

Road Raiders: The purpose of this organization is to provide medical students and faculty an opportunity to spend time running outdoors. In addition, this organization’s purpose is to promote camaraderie, good exercise habits, and to support the Lubbock community.

SIGN (Student Interest Group in Neurology): The purpose of SIGN is to foster medical student interest in Neurology by providing opportunities to participate in clinical, research, and service activities in Neurology, increasing the student’s knowledge of Neurology, and creating an interest in the American Academy of Neurology.

SNMA (Student National Medical Association): The purposes of the Student National Medical Association are: 1) to create an atmosphere wherein professional excellence and moral principles can find fullest expression; 2) to promote the dissemination of information relative to minority issues in the field of medical education; 3) to take necessary and proper steps to eradicate practices in the field of health profession e4ducation that compromise the goal of providing a quality education to minorities and women; 4) to promote the development of workable programs for the implementation of better urban and rural health care; 5) to provide national leadership In the promulgation of legislative policies for the provision of enhanced access to better health care; 6) to promote the sponsorship of programs for minority youth to encourage their entrance into the health professions; 7) to promote increases in the levels of minority student recruitment, admissions, and retention in schools training health professionals; 8) to encourage and promote the development of minority faculty in order to increase the presence of minority mentors and biomedical researchers in academic health centers.

SURGERY CLUB: The purpose of the Surgery Club is to provide a lecture series to its members in order to educate them about various surgical specialties, utilizing local and area surgeons who speak about their personal specialty.

UNITY AMONG US: The purpose of Unity Among Us is to coordinate extracurricular activities and provide a social communication network that includes participation from all schools in the TTUHSC.

WTMSC (West Texas Medical Students for Choice): To promote campus awareness of women's health issues, specifically the need for reproductive health freedom.

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, and alumni. 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 medical studies. 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 School of Medicine was held in August, 1997, for the class that would graduate in 2001. Since that time, the ceremony has 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 Year Four. 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 Offices and the students on each of the Texas Tech campuses plan “envelope opening” events for that day, and students celebrate that evening at activities sponsored by the medical school.

GOLD-HEADED CANE AWARD



The Gold -Headed Cane Award is a long-standing tradition in medicine begun by the Royal College of Physicians in London. The College selected a physician they deemed to be an outstanding practitioner to carry the cane. Dr. John Radcliffe was the first documented physician to carry the Gold-Headed Cane in England from 1689 to 1714. Between 1689 and 1825, the cane was presented to five distinguished British physicians: Radcliffe, Mead, Askew, Pitcairn, and Baille. None of these men made contributions to the medical literature, but all were outstanding clinicians, who exemplified the ultimate in consideration for patient care. The Gold Headed Cane carried by these men now rests in the Museum of the Royal College of Physicians in London.

The American Association of Pathologists and Bacteriologists brought the tradition to America in 1919, presenting the award to Dr. Harold Ernst, Professor of Pathology at Harvard. Soon the Cane tradition was adopted by medical societies in California, Pennsylvania, and Texas. Dr. William J. Kerr, who initiated the awarding of the Gold - Headed Cane at the University of California in 1939, felt that while the **science** of medicine had been appropriately recognized and rewarded, the **art** of medicine “should be more forcibly brought to the attention of students, faculty, and to all those concerned with the care of patients.” A number of medical schools in the United States have since adopted the symbol to recognize excellence in clinical medicine.

The Gold - Headed Cane was first presented at the Texas Tech University Health Sciences Center School of Medicine in 1977. The recipient is selected jointly by students and faculty as the individual who best exemplifies those attributes that are most desirable in the competent and caring physician. A gold band with the recipient’s name is added each year to the shaft of the cane which is kept on display in the Preston Smith Library of the Health Sciences.

The recipient will carry the School of Medicine’s ceremonial cane and lead the other medical school graduates in the procession at the graduation ceremony. This ceremonial cane was a gift to the school from Dr. George Tyner, the second Dean of Texas Tech School of Medicine. The cane was presented to Dr. Tyner’s father, a physician, by the grateful townspeople he served for many years.

CONVOCATION and GRADUATION



Each school in the Health Sciences Center holds separate convocation ceremonies for their students as part of the activities surrounding graduation. There is also a combined graduation ceremony for all five schools of the Health Sciences Center. The School of Medicine typically holds its convocation ceremony the day before the combined graduation ceremony.

Convocation provides a setting for comments from the school administration, the class officers, and a speaker selected and invited by the students. The student with the most outstanding academic record is given the Dean’s Highest Academic Achievement Award. It is during the convocation ceremony that the Gold-Headed Cane nominees and recipient are announced and recognized. Students are also hooded at this ceremony. A reception for the students, their family and friends, and faculty and staff follows.

The Doctor of Medicine degree is officially conferred the following day at the graduation ceremony. Students also receive their diplomas.

Summer Opportunities

Summer preceptorships



in Family Medicine, Internal Medicine, and Pediatrics are available through statewide programs. Information about these programs will be made available in the Spring by the Family Medicine, Internal Medicine, and Pediatrics departments. The Office of Student Affairs does not have information about these programs. Students are covered by malpractice insurance if participating in one of these state-sponsored programs. Students are not covered during out-of-state or other individually arranged preceptorships.

Summer research opportunities



are also available at TTUHSC SOM. For more information, you can contact Dr. Simon Williams at simon.williams@ttuhsc.edu. The Office of Student Affairs also maintains a website of extramural research opportunities. – check it often.

SECTION II. OFFICIAL STUDENT POLICES

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CAMPUS ASSIGNMENTS



Students are initially assigned to a clinical campus prior to matriculation based on stated preference and campus availability. A student who takes a protracted leave of absence or who has to repeat a year for any other reason may be re-assigned to another campus if this is necessary to maintain the balance in student numbers between the campuses. If the student is re-assigned, the student may apply for transfer in the same fashion as any other student.

Requests for Campus Assignment Change

Students may submit requests for campus reassignment during the second academic year. At that time, the Chair of the Student Affairs Committee will instruct students in how to submit their requests via email. The faculty members of the Student Affairs Committee and the Vice Presidents of the third year class from each clinical campus serve as the committee to consider and prioritize all requests for transfer.

Each request is assigned a number and any identifying data are removed, so that there is no opportunity for personal consideration or bias. Committee members consider each request and compile their own rank order lists. Each member submits his/her individual rank list to the Associate Dean for Academic Affairs. The final priorities reflect the means of the individual rankings. The priority order established by the committee will be kept confidential. As a position is available, the student with the highest priority for that particular campus will be offered the slot. **VERY FEW ARE AVAILABLE ON THE LUBBOCK CAMPUS.**

It must be noted that some positions that become available on any campus do so at the very end of the academic year when final grades are determined. Thus, some applicants for transfer will not know their final status until the very end of Year 2. If a slot opens earlier, the student with the highest priority for that campus will be offered the position at the time.

Any student attempting to influence a committee member will be automatically disqualified for transfer. Such action is subject to review and disciplinary action under the Code of Personal/Professional and Academic Conduct.

Transfer to Another TTUHSC Campus

It is expected that a student assigned to a clinical campus will complete all third year clerkships on that campus. There will be no campus transfers except under the most extenuating circumstances. A request for change in campus or in any clerkship must be originated in writing with justification for the request to the Associate Dean for Academic Affairs. He will, in turn, discuss the request with the Assistant Dean of the regional campus and with the appropriate Chair/Associate Chair. Upon agreement, transfer may be made. If a request for transfer in campus or in clerkships is denied, the student may appeal in writing to the Dean who will make the final decision.

There are no campus transfers during Year 4. However, the curriculum is designed such that most of the 4th year requirements may be completed on a different TTUHSC campus.

It is expected that each student will complete the Neurology Clerkship on his/her third year campus. Ambulatory and critical care selectives and subinternships may be completed at any of the TTUHSC campuses, although one of those three must be completed on the third year campus. Exceptions must be approved by the appropriate clerkship directors on both affected campuses. The fourth year elective proposal for a student requesting transfer must be approved by the clerkship directors of the student's third year campus.

CLASSROOM POLICIES



Attendance

In Years 1 and 2 class attendance is not mandatory except as specified for certain components of individual blocks. Attendance is strongly encouraged, however. In addition to scheduled examinations, unannounced quizzes or other graded exercises may occur during the course of formal educational activities. **No credit will be given for any graded**

exercise missed without a valid excuse. See the *Illness or Personal Emergency on Exam Days Policy*. In Years 3 and 4, students are required to be present each day and for all exams and to be present to carry out all clerkship duties and responsibilities as scheduled.

A third or fourth year student who is seriously ill or has an emergency at the time of an examination or at any time he/she has clerkship responsibilities shall call the Office of Student Affairs **EVEN IF ABSENT FOR ONLY ONE DAY**. For seniors on electives, the preceptor shall be notified directly. In the event of personal or family emergency, the student shall notify the appropriate office if possible prior to leaving town. If this is not possible, he/she shall ask a classmate to call as soon as possible. In either event, it is necessary to leave a telephone number where the student can be contacted.

Third year students who miss department oral or written exams will make arrangements with the clerkship director to schedule a make-up exam. Students shall contact the Office of Student Affairs regarding an NBME make-up exam.

If a student wishes to be excused from class or clerkship responsibility to attend a professional meeting or other school-related function, he/she must first obtain permission from the Office of Student Affairs as far in advance of that absence as possible. If permission is granted, the student shall contact the course or clerkship directors to request permission for leave and for making up work missed. 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 preceptor. 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.

The following attendance guidelines will be in effect for Years 3 and 4:

- There are no unexcused absences for clerkships or electives.
- Any absence for any reason must be reported to the Clerkship Director. If an absence for illness is for more than one day, documentation of the illness and/or a diagnosis from the student's physician must be given to the Clerkship Director/Preceptor and forwarded to the student's campus Student Affairs Office for inclusion in the student's file.
- Any other absence must be cleared in advance with the Clerkship Director/Preceptor and the absence shall be documented in the campus Student Affairs Office for inclusion in the student's file.
- In the event of an emergency, the student must contact the campus Office of Student Affairs as soon as possible.
- If a student misses more than 4 working days in an eight-week clerkship, more than 2 working days in a four-week selective or elective, or more than 12 working days during the year, then the student will meet with the Clerkship Directors to discuss the circumstances of the missed days. As a result of this discussion, it is possible that a student could:
 - be required to repeat a clerkship or elective; OR
 - be required to repeat the year; OR
 - be dismissed.
- Absences will be reported as part of the final clerkship grade.

If a student disagrees with a decision regarding absences or missed days, he/she may appeal in writing to the Associate Dean for Academic Affairs who will convene the Student Affairs Committee to hear the grievance and to make a determination. If the student disagrees with the Student Affairs Committee's decision, the student may appeal in writing to the Dean who will make a final determination.

CONDUCT POLICY

STANDARDS OF BEHAVIOR IN THE LEARNING ENVIRONMENT

The medical learning environment should facilitate students' adoption of the professional and collegial attitudes necessary for effective, caring and compassionate health care. The development and nurturing of these attitudes is enhanced and, indeed, is based on the presence of mutual respect between teacher and learner. Characteristic of this respect is the expectation that all participants in the educational program assume their responsibilities in a manner that enriches the quality of the learning process.

While these goals are primary to a school's educational mission, it must be acknowledged that the social and behavioral diversity of students, faculty, residents, and staff, combined with the intensity of the interactions between them, will, from time to time, lead to alleged, perceived or real incidents of inappropriate behavior or mistreatment of individuals. Examples of mistreatment may include but are not limited to sexual harassment; discrimination or harassment based on race, religion, ethnicity, gender, sexual orientation, physical disability or age; humiliation, psychological or physical punishment and the use of grading and other forms of assessment in a punitive manner.

The occurrence, either intentional or unintentional, of such incidents results in a disruption of the spirit of learning and a breach in the integrity and trust between teacher and learner. Further, TTUHSC 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 Academic Affairs or the Assistant Dean for Student Affairs.

The School of Medicine has adopted a Code of Personal/ Professional and Academic Conduct that governs the behavior of medical students. The purpose of this Code is to reaffirm the importance of appropriate professional behavior on the part of students and to establish guidelines for dealing with inappropriate behavior.

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

Medical Student Honor Code and 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:

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

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

Medical Student Honor Code

In my capacity as a Texas Tech University Health Sciences Center 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.

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.ttuhscc.edu/student-services/>. All School of Medicine students should read and be familiar with the contents.

IMPAIRED STUDENT POLICY

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER 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.

PURPOSE: This Policy is designed to:

- 1) Identify and adequately address the needs of medical students with ongoing impairment,
- 2) 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,
- 3) promote educational programs and other methods of primary prevention of impairment of all medical students,
- 4) provide treatment and monitoring of students identified as impaired,
- 5) take administrative actions as necessary, and
- 6) preclude non-treatable or unresponsive individuals from achieving professional status necessary to practice medicine.

REVIEW: The Student Affairs Committee will review this SOM policy annually and submit recommendations to the Dean, School of Medicine (hereinafter "Dean").

POLICY/PROCEDURES:

A. DEFINITIONS:

1. 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.

2. Student Health and Rehabilitation Committee (SHRC):

- a. An SHRC shall consist of two medical students (appointed as set forth below), and three faculty members from the Physicians Health and Rehabilitation Committee (PHRC). The SHRC shall be responsible to carry out actions under this policy.
- b. Separate SHRCs will operate on the Amarillo, El Paso and Lubbock campuses.

3. Physician Health and Rehabilitation Committee (PHRC) of the School of Medicine:

- a. The PHRC is defined under the TTUHSC Policy for Evaluation and Treatment of Impaired Physicians or House Staff (Section XXV of the School of Medicine Faculty Handbook).
- b. There is a PHRC on each campus, and each is composed of five members, one of who will be a psychiatrist or a psychologist and one of who shall be house staff.
- c. PHRC members are appointed by each regional MPIP Regional Policy Committee pursuant to Article 3 of the MPIP Bylaws.

B. COMMITTEE STRUCTURE AND OPERATION

1. Appointments:

- a. All appointments will be for the academic year and made in August each year.
- b. **Students.** For the first year, the Dean and/or Regional Dean shall appoint a junior medical student to serve a two-year term and a senior medical student to serve a one-year term. In subsequent years, one medical student beginning the junior year on that campus will be appointed annually by the Regional Dean and will serve a two-year term.
- c. **Faculty.** For the first year, the Regional PHRC shall appoint three faculty members from among its members to serve one-, two- and three-year terms on the SHRC. In subsequent years, one new member will be appointed each year. Faculty members may be reappointed to no more than two additional consecutive terms without rotating off the committee for one year.

2. Officers:

- a. The SHRC shall elect its Chair and Chair-Elect 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.

3. Meetings:

- a. Committee meetings will be scheduled at regular quarterly intervals beginning in September.
- b. Special meetings may be called at any time to address issues brought forward by Committee members.

4. 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 the 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.

C. PROGRAM

1. 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.

- i. 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.

2. 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

3. 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.

4. 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. Additionally, the Program Director of the Employee Assistance Program and/or Medical Director of the Department of Neuropsychiatry Southwest Institute of Addictive Diseases Program will be available to assist any campus SHRC intervention.
- 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.

5. 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.

6. 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.

7. 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 TTUHSC 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 TTUHSC SOM Student Handbook.

8. 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.

9. 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.

10. 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.

11. Student Participation:

- a. The input of students is vital to the realization of the SHRC goals.

- b. Participation is not obligatory, but it will be encouraged and should be considered the responsibility of each student.

LEAVES OF ABSENCE

Administrative Leaves of Absence.

Administrative leaves of absence for periods not to exceed one academic year may be granted by the Associate Dean for Academic 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 Student Promotions and Professional Conduct Committee for consideration and disposition. If the need for decision is urgent, the Associate Dean for Academic Affairs, the Assistant Dean for Student Affairs, the Chair, and the Chair-elect of the Student Promotions and Professional Conduct 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.

A student assigned to a regional campus for clinical rotation will submit a written request for leave first to the Regional Campus Assistant Dean who will forward the request, together with his recommendation, to the Associate Dean for Academic Affairs. At the time the student wishes to return, he/she will submit a letter of intent to the Associate Dean.

Need for an extended leave of absence beyond one year necessitates withdrawal of the student from the School of Medicine. Application for re-admission shall be to the Admissions Committee in its regular process for consideration of applicants for medical school.

Short Term Leaves-of Absence.

Short term leaves of absence for acute illness or other emergency may be granted by the Associate Dean for Academic Affairs, the Assistant Dean for Student Affairs, or the appropriate Regional Campus Assistant Dean. 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.

Requests for non-emergency short term leaves to delay the start of third year must be made in writing to the Assistant Dean for Student Affairs no later than April 15 of Year Two.

Medical Leaves of Absence.

Medical leaves of absence may be granted by the Associate Dean for Academic 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 Academic 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 upon at 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.

If the student is not in good academic standing, the Associate Dean for Academic Affairs will consult with the Assistant Dean for Student Affairs and the Chair and Chair-elect of the Student Promotions and Professional Conduct Committee, and they will either deliberate as a group or refer to the Student Promotions and Professional Conduct 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 Academic Affairs, the Assistant Dean for Student Affairs, and where applicable, the Chair and Chair-elect of the Student Promotions and Professional Conduct Committee, and/or the Student Promotions and Professional Conduct 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.

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 Student Promotions and Professional Conduct 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.

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.

Appeal for Denial of Leave

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.

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.

PROMOTIONS POLICIES & PROCEDURES

Revised by Student Promotions and Professional Conduct Committee May 2008

Reviewed and Approved by SOM Faculty Executive Committee with effective date June 3, 2008.

Introduction

The responsibility for evaluation of students rests with the faculty of the Texas Tech University Health Sciences Center 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. For purposes of this policy, the term "course" includes the basic sciences blocks, clinical clerkships, and other clinical rotations (selectives, electives) which must be successfully completed for promotion and graduation. 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 give a passing grade to a student 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 recommending students for promotion and graduation. This responsibility is administered through the Student Promotions and Professional Conduct Committee (SPPCC) 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.

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 School of Medicine. These policies do not cover the course work done for the other degree programs in which the student is enrolled, for instance the joint

degree programs with the Graduate School of Biomedical Sciences (M.D./PhD program), TTU Rawls College of Business Administration (M.D./M.B.A program), or TTU School of Law (MD/JD program).

Responsibilities of the SPPCC

The SPPCC is appointed by the Executive Committee of 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 School of Medicine. It determines the conditions for promotion, reinstatement, or dismissal for each student in accordance with the policies and procedures described herein.

The SPPCC is charged with responsibility for formulation and modification of promotions policies that are subject to approval by the Executive Committee of the Faculty Council and referred to the Dean of the School of Medicine for final approval.

Responsibilities of the Office of Student Affairs

The Office of Student Affairs 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. It will provide staff support to the SPPCC and will maintain permanent minutes of SPPCC actions. The Associate Dean for Academic Affairs serves as advocate for due process for students.

Responsibilities of the Dean

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

1. Committee Policies

- 1.1 The voting membership of the SPPCC is constituted only from TTUHSC School of Medicine full-time faculty. The Committee is comprised of twelve members elected by the Executive Committee of the Faculty Council. Six are faculty members from the pre-clinical departments and six are faculty members from the clinical departments. Three members each are elected from the Amarillo, Permian Basin, and El Paso campuses to serve as a regional subcommittee to serve if needed as specified under section 6.2.
- 1.2 Each year one-third of the membership is elected to the SPPCC for a three-year term.
- 1.3 The Associate Dean for Academic Affairs and the Assistant Dean for Student Affairs will serve as ex-officio members.
- 1.4 The Chair is elected from the membership of the SPPCC as provided by the Faculty Council Bylaws.
- 1.5 Although the SPPCC normally meets at the end of each block and the academic year to review the academic progress of each medical student, additional meetings are convened by the Chair as needed during the academic year.
- 1.6 The proceedings of all meetings are held confidential in accordance with the Family Educational Rights and Privacy Act of 1974. The proceedings and recommendations of the SPPCC are privileged information. SPPCC members may not discuss particular cases or the outcome of its recommendations with anyone outside the SPPCC.
- 1.7 All Committee decisions requiring a vote are determined by a simple majority vote with the Chair as a voting member of the SPPCC. Six members, other than the chair, are required for a quorum at a regular or called meeting. The SPPCC may delegate to the Chair and Chair-Elect the review of student academic performance and the application of the prescribed course of action as set forth by the policy. The Chair and Chair-Elect may, in urgent cases, consult with the Associate Dean for Academic Affairs and Assistant 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.

2. Grading Policies

2.1 Students are assigned a grade at the completion of each course. A grade, once recorded, cannot be changed without written approval of the course director.

2.1.1 Students may be required to remediate a failed NBME Subject Examination by repeating the NBME exam. Passing the exam on the second attempt will serve to remediate the incomplete grade, but the original final grade will not change. Students who receive a passing grade on an NBME Subject Exam may not repeat the exam in an attempt to improve a final grade.

2.2 Grades are recorded on the transcript as follows:

2.2.1 Honors High Pass, Pass, Marginal, and Fail.

2.2.2 Credit (CR) for students who have fulfilled the equivalent of required medical courses at another school or as a graduate student at TTUHSC. This may require placement testing in addition to the prior course work experience. Transfer of credits toward the Doctor of Medicine degree is made by recommendation of the appropriate course directors through The Office of Student Affairs.

2.2.3 In Progress (PR) is recorded only when a student has been unable to complete the full course of study in the allocated time. It is not used as a substitute for an earned failing grade. The Office of Student Affairs will request reasons for the grade and for a description of the work remaining to be done.

When a "PR" remains for one year without action on the part of the student, it will be changed to a failing grade.

2.3 Course credit is expressed in credit hours.

3. Documentation of Student Academic Performance

3.1 Copies of grade reports for all courses are forwarded to the Office of Student Affairs as soon as possible after course grades are determined.

3.2 The Clinical Student Rating Form is required for each student at the completion of each clerkship rotation. This form or a summary narrative is included in the student's permanent file.

3.3 The Clinical Elective Grading Form is required for each student at the completion of each clinical elective. This form is completed by the elective supervisor and the final elective grade is submitted to the Office of the Registrar. The elective form is submitted to the Office of Student Affairs for inclusion in the student's file.

3.4 Block or clerkship directors (or their designees) will enter final grades into the institution's Banner computer system.

4. Promotion Policies

4.1 Normal progression through the School of Medicine curriculum requires that a student demonstrate a consistently satisfactory level of performance. Course grades generally serve as indicators of performance. Students will be expected to complete the medical school curriculum

within four (4) years of the initial date of matriculation. This does not include time spent in course work for other degree programs, for example the joint degree programs with the Graduate School of Biomedical Sciences (M.D./PhD program), the TTU Rawls College of Business Administration (M.D./M.B.A. program), or the TTU College of Law (MD/JD program).

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, or 3) request for decompression of the medical school curriculum related to an established disability as noted in the Standards for Curricular Completion. 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 consideration of dismissal by the SPPCC.

An additional criterion for promotion from Year Two to Year Three of the curriculum is achieving a minimum equivalent score of 185 on the NBME Comprehensive Basic Sciences Exam (CBSE). The CBSE will be administered three times: once in March, once following the end of Spring semester, and once in June. Any student who fails to achieve the requisite score in three attempts will be referred to the Student Promotions and Professional Conduct Committee for review and disposition.

- 4.2** The progress of each student in Years One and Two will be reviewed by the SPPCC. Prescribed courses of action and decisions by the SPPCC will be based on the cumulative performance of the student.

4.2.1 General Issues

4.2.1.1 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 Student Affairs Handbook.

4.2.1.2 For students who request and are granted a leave of absence after the mid-point of each course, course averages up to the point of leave will be considered in the same way as final course grades for purposes of this policy. Exceptions to considering course averages in this manner must be requested in writing within five (5) business days of the leave being granted and will be considered on an individual basis.

- 4.2.2** Guidelines for action by the SPPCC are as follows:

ACADEMIC CONDITION	COURSE OF ACTION
<ul style="list-style-type: none"> All final grades of Pass, High Pass or Honors for the year and, For Year Two, receipt of the requisite score on The NBME Comprehensive Basic Sciences Exam. 	<ul style="list-style-type: none"> Advance to next academic year
<p>Guidelines for years 1 and 2</p> <ul style="list-style-type: none"> One or two grades of Marginal with all others Pass or above for the academic year. 	<ul style="list-style-type: none"> Advance to the next academic year after meeting with the SPPCC Executive Committee
<ul style="list-style-type: none"> One grade of Fail with all others Honors or Pass for the academic year. 	<ul style="list-style-type: none"> Advance to the next academic year upon successful remediation of Failing grade and meeting with the SPPCC
<ul style="list-style-type: none"> Three grades of Marginal for the academic year OR One grade of Fail with one or two grades of Marginal for the academic year OR Failure to successfully remediate a Failing grade prior to the start of the next academic year 	<ul style="list-style-type: none"> Review by the SPPCC. Options include but are not limited to remediation, repetition of the academic year, or dismissal.
<ul style="list-style-type: none"> Two grades of Fail for the academic year OR Four grades of Marginal for the academic year OR One grade of Fail with Three grades of Marginal for the academic year OR One grade of Fail or 2 grades of Marginal during repetition of an academic year OR Inability to complete Years One and Two of the curriculum within three years or the entire curriculum within six years 	<ul style="list-style-type: none"> Automatic dismissal or appeal to the SPPCC.
<ul style="list-style-type: none"> Accumulation in clerkships of three exam or component scores of Fail, inclusive of all work undertaken after initial matriculation into the third year OR Failure to pass USMLE Step 1, Step 2 Clinical Knowledge (CK) and Step 2 Clinical Skills (CS) as specified in Sections 9 and 10. 	<ul style="list-style-type: none"> Dismiss

4.2.2.1 For a course being remediated, the block or clerkship director will send a memo to the Registrar requesting that a transcript notation of "successfully remediated" be attached to the original failing grade when successful remediation is accomplished.

Failure to successfully remediate a block 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.

Any final course grades of Fail will be considered under Section 4.2.3 below.

- 4.2.3** Students who are repeating an academic year will take all courses required for other students in that academic year unless otherwise specified by the SPPCC. If a student has received a prior grade of Honors in a particular course, that course director has the option of requiring repetition of the course or substituting other work in that discipline. If the course director opts for the latter, that decision must be communicated in writing to the SPPCC and a grade will be given for this work.
 - 4.2.4** Final grades will be reviewed at the end of each course. Students who receive a grade of Fail will meet with the SPPCC 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.
 - 4.2.5** If a student repeats an entire academic year, the new grades are recorded on the transcript in addition to the original ones.
 - 4.2.6** Students who are required to repeat an academic year may not take courses from the next academic year during the period of repetition.
 - 4.2.7** Students reviewed by the SPPCC will be notified in writing of the SPPCC decision with any stipulations for continuation in the curriculum.
- 4.3** A final grade in each clerkship will be derived from the component scores. The components for evaluation are defined by each clerkship and include, but are not limited to:
- 1. Clinical performance
 - 2. Oral, written and/or departmental examinations, including OSCE
 - 3. NBME subject exams
 - 4. Other components as defined by the clerkship

Progression through Years Three and Four of the curriculum requires that all components of each clerkship be satisfactorily completed.

- 4.3.1** A final grade of Pass or better is considered a satisfactory level of performance for a clinical clerkship. Each component of the clerkship (clinical assessment; oral, written, and/or departmental exam; NBME subject exam, etc.) must be passed with a minimum score of Pass or better.
- 4.3.2** Each department determines the relative weights of each component (clinical assessment; oral, written, and/or departmental exam; NBME subject exam, etc.) score in arriving at the overall grade for a student. The weight assigned each component shall be communicated in writing to the students at the beginning of the clerkship and shall be the same for that department across all campuses.
- 4.3.3** If a student is required to take a "PR" (In Progress) in a clerkship (failure of one component or final grade), the transcript will show "PR" until the student meets the standards for successful completion. At that time, the "PR" will be removed and the transcript will show the initial grade. If a student fails a total clerkship with an overall grade of Fail, the grade will be shown on the transcript and the notation "successfully remediated" will be added if and when the clerkship is successfully remediated.

4.3.4 If a student experiences academic difficulty in a single clerkship as defined in the chart below, the initial course of action will be as described in the following chart:

ACADEMIC CONDITION	COURSE OF ACTION
<ul style="list-style-type: none"> ● Fail on single component other than clinical performance (i.e., exam) with final grade of Pass or better 	<ul style="list-style-type: none"> ● Repeat component (i.e., NBME exam). A 4-week elective <i>for credit</i> in Year 4 concluded by repeat of component is recommended.
<ul style="list-style-type: none"> ● Fail on clinical performance, or ● Fail on two or more components, or ● Fail on final grade 	<ul style="list-style-type: none"> ● Regard clerkship grade as Fail and refer for review by campus clerkship directors as per Section 6.2 with options for courses of action as per Section 4.2.2.

4.3.5 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.

4.4 The completion of the medical school curriculum within the above standards and the approval of overall performance by the SPPCC 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.

5. Notification of Students with Satisfactory Progress

5.1 The Office of Student Affairs will notify both Year One and Year Two in writing students regarding satisfactory progress and promotion to the next academic year.

5.2 Students in Year Three and Year Four are evaluated on a continuous basis. Unless problems arise, students will proceed through the clinical curriculum with no formal notice of promotion.

6. Deliberations of SPPCC

6.1 Each student who has demonstrated unsatisfactory progress in the curriculum as defined by Sections 4.1, 4.2, and 4.3 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 SPPCC may also take into account a prior history of sanctions for misconduct in making a recommendation to the Dean.

At a hearing with the SPPCC, 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 SPPCC may then vote to recommend to the Dean a course of action. With a quorum present, the committee action will be determined by a majority vote.

6.2 The SPPCC delegates to the SPPCC regional campus subcommittee at each campus the responsibility of taking action at their respective campus. In that capacity the SPPCC regional campus subcommittee monitors the progress of students through the clinical curriculum and prescribes appropriate remedial work or courses of action. The Associate Dean for Academic Affairs (or designee) chairs these committees. A quorum requires presence of five of the six clerkship directors.

6.2.1 In the event the SPPCC regional campus subcommittee determines by majority vote that a student should repeat the academic year or should be dismissed from school, such recommendation automatically goes to the SPPCC for a definitive recommendation.

6.3 Voting on individual students by the SPPCC shall be by secret ballot to be verified by the Committee Chair.

6.4 The recommendations and stipulations arising from the actions of the SPPCC will be communicated in writing by the Chair of the SPPCC to the student and the Dean. If a student elects to appeal a decision by the SPPCC under Section 7 and 8, the Dean will await the outcome of the appeals process. If the student does not elect to appeal the recommendation of the SPPCC, the Dean may affirm or amend the recommendation of the SPPCC. If the SPPCC recommendation is amended, the Dean will review this with the Chair of the SPPCC and the Associate Dean for Academic Affairs. The final decision will then be communicated in writing to the student.

6.5 Following the decision by the Dean, 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.

7. Dismissal and Appeals Policies

7.1 A student shall be recommended for dismissal if the SPPCC 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 SPPCC, for just reason, unfit to continue the study of medicine. The student shall be notified in writing of the action of the SPPCC.

7.2 A student may appeal the recommendation of the SPPCC. 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 SPPCC policies and procedures was not followed.

8. Appeals Procedure

8.1 A student shall appeal a decision by the SPPCC within five (5) business days of notification of the decision by submitting to the Dean through the Associate Dean for Academic Affairs a written notice of appeal containing a detailed basis for the request per Section 7.2.

8.2 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. The Associate Dean for Academic Affairs and the Chair of the SPPCC (or designee) will serve as ex officio members of the Committee.

8.3 The Appeals Committee will be convened by the Associate Dean for Academic Affairs within five (5) business days after appointment to consider the student's appeal.

8.4 The student shall notify the Associate Dean for Academic 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.

8.5 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.

8.6 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.

8.7 The decision of the Dean is final. The student and the Chair of the SPPCC Committee will be notified in writing by the Dean.

9. Policy Regarding USMLE-Step I Exam. 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.

9.1 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 remediating a bloc, do not have the requisite score on the NBME Comprehensive Basic Science Exam, or have other circumstances or concerns regarding their readiness to take Step 1 and proceed with Year Three.

9.2 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.

9.3 Passage of USMLE Step 1 is required for students to proceed in Year Three beyond the end of the July – August rotation.

9.4 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.

9.5 Inability to pass Step 1 within 12 months of the completion of Year Two is grounds for dismissal and will result in review by the SPPCC per Section 4.2.2. Appeals regarding this issue will be handled as outlined in Sections 6, 7, and 8 of the Grading and Promotions policy.

10. Policy Regarding USMLE Step II Exam

10.1 Passage of Step 2 Clinical Knowledge and Step 2 Clinical Skills will be required for graduation. Passing scores must be documented no later than May 1 of the year graduating. 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. Failure to document a passing score by May 1 will result in a delay in graduation.

11. SPPCC Role Regarding Allegations of Student Misconducts

11.1 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 Chairs of Student Affairs and Faculty Hearing Committees.

11.2 When the Ad Hoc committee issues its findings and recommendations related to these specific complaints to the Dean, the Chair of SPPCC will be included in the reporting line.

11.3 Upon receipt of the ad hoc committee findings and recommendations, the Chair of the SPPCC will then act as follows:

- a. If there are no findings of misconduct by the Ad Hoc committee, the SPPCC will not act further on the matter.
- b. If the Ad Hoc committee finds misconduct has occurred but there is no history of prior sanctions related to academic or misconduct issues, the Chair of SPPCC will so notify the Dean. The SPPCC will not act further on the matter.
- c. If there is a history of prior sanctions related to academic or misconduct issues, the Chair of the SPPCC will so notify the Dean and the SPPCC will meet with the student who will then have the opportunity to comment and/or respond to further inquiry from the SPPCC regarding the present complaint and/or prior history of sanctions related to academic or misconduct issues. Following these deliberations by the SPPCC, the Chair of the SPPCC will submit recommendations from the SPPCC 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 these recommendations into account along with the recommendations of the Ad Hoc committee in making a final determination regarding the present matter.

12. Procedure for Amending of SPPCC Policies and Procedures.

A proposal to amend the policies and procedures may be submitted in writing to the Chair of the SPPCC by any person or group who believes a need for revision exists. The proposal shall be considered by the full SPPCC for review and discussion. A two-thirds majority vote of members present will be required for approval of the proposed amendment. The proposed amendment shall then be submitted to the Executive Committee of the Faculty Council for review and approval. If approved, it shall be submitted to the Dean for final approval, rejection, or return to the committee for modification.

Clarification or non-substantive rewording of policy may be performed by the SPPCC. The clarification will be reviewed by the Office of General Counsel and copies forwarded to the Executive Committee of the Faculty Council and to the Dean.

SEXUAL HARASSMENT POLICY

The objective of TTUHSC is to provide an environment in which faculty, staff and students may pursue their careers and studies with a maximum of productivity and enjoyment. Behavior or conduct which interferes with this goal will not be tolerated.

It is the policy of TTUHSC to maintain a work place and a learning environment free of sexual harassment and intimidation. **SEXUAL HARASSMENT IS ILLEGAL.** Harassment of students on the basis of sex is a violation of Section 106.31 of Title IX of the Education Amendments of 1972.

Definition. Sexual harassment is defined as:

Sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- (1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, participation in a TTUHSC sponsored educational program or activity or in return for a grade or other consideration;
- (2) Submission to, or rejection of, such conduct by an individual is used as the basis for an academic or employment decision affecting such individual; or

(3) Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance or of creating an intimidating, hostile or offensive working or educational environment.

Examples of inappropriate behavior often cited in sexual harassment complaints include, but are not limited to the following: sexual teasing, jokes, remarks, or questions; sexual looks and gestures; sexual innuendoes or stories; pressure for dates or sexual favors; gifts, letters, calls, e-mails, or materials of a sexual nature; unwelcome physical contact (touching, patting, stroking, rubbing); sexually explicit visual material (calendars, posters, cards, software, internet materials); catcalls or whistling in a demeaning manner with sexual overtones; and/or inappropriate comments about dress or physical appearance.

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 students' files in the Office of Student Affairs.

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.

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.

COMPLAINT PROCEDURES.

(1) 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.)

(2) 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) 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).

(3) 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.

(4) 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.

(5) 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.

(6) 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.

(7) 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.

(8) 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.

STUDENT MISTREATMENT POLICY

It is the policy of The Texas Tech University Health Sciences Center 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. 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.

Procedures

Early Resolution

1. Prior to filing a request for a hearing, the student shall attempt to resolve the issue directly with the individual(s) involved or, if uncomfortable with directly pursuing the matter with the faculty member(s) involved, the student may meet with the Associate Dean for Academic Affairs, or the Associate Dean's designee, to voice their concerns. The student shall address the issue and initiate action under this policy within ten (10) business days of the event giving rise to the grievance.
2. If the student is not satisfied with the outcome of their or the Associate Dean's meeting with the faculty member(s), 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 (10) business days to respond. Every effort should be made to resolve the issue without going beyond this level.
3. If the grievance is against the Chair of the Department, the student should meet with the Associate Dean for Academic Affairs, or their designee, who will attempt to facilitate resolution before proceeding with a hearing as described below.

Filing a Hearing Request

1. 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 for Academic Affairs, or their designee. 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.
2. If the student files a request for a hearing, the Student Hearing Committee as defined below must convene within 15 working days.

Hearing Procedure

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

1. Each party will propose in writing a list of four faculty members to serve on the Hearing Committee. The Associate Dean for Academic Affairs or their designee will appoint one faculty member from each list in order of the parties' preference to serve on the committee pending confirmation of their willingness to serve. The two faculty members will then select a student member by mutual agreement and these three individuals will comprise the Hearing Committee. This group will select a chair from among the two faculty members.
2. The Office of Student Affairs will provide technical assistance and support to this committee.

3. 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.
4. At least three days prior to the meeting, all parties will provide to the Chair of the Hearing Committee a list of the names of any witnesses or counsel who will attend the hearing. If legal counsel is in attendance for either/both parties, a representative from the TTUHSC Office of General Counsel will also be present. 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.
5. 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.
6. 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, duplicated materials) introduced.

Committee Decision

1. 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 five (5) business days.
2. Either party may appeal the hearing committee's decision by filing a written request for review by the Dean of the School of Medicine within five (5) business days from receipt of the committee's decision. The Dean of the School of Medicine will review the grievance resolution and render a decision. The decision of the Dean is final.

STUDENT DISPUTE RESOLUTION

Purpose. 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.

Initiating the process. 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 Academic Affairs and the Assistant 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.

The process may also be initiated if the Associate Dean and the Assistant Dean agree 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.

The process. 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. It is

expected that the Office of Student Affairs will constitute the Committee within 14 calendar days of receipt of the preference list. The committee will be expected to meet with the students within 7 calendar days of being constituted.

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.

Upon completion of these resolution sessions and any committee deliberations, the committee will, within 7 calendar days, submit a written proposal for conflict resolution to each party and the Office of Student Affairs, each of which will have 7 days to respond to the proposal in writing to the committee. The committee will then have 7 calendar 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.

SECTION III. CURRICULUM POLICIES

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COMPACT BETWEEN TEACHERS AND LEARNERS OF MEDICINE

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. This Compact was developed by the American Medical Student Association and has been endorsed by the Educational Policy Committee, the Faculty Executive Council, and the faculty of TTUHSC School of Medicine.

GUIDING PRINCIPLES

DUTY

Medical educators have a duty not only to convey the knowledge and skills required for delivering the profession's contemporary standard of care but also to inculcate the values and attitudes required for preserving the medical profession's social contract across generations.

INTEGRITY

The learning environments conducive to conveying professional values must be suffused with integrity. Students learn enduring lessons of professionalism by observing and emulating role models who epitomize authentic professional values and attitudes.

RESPECT

Fundamental to the ethic of medicine is respect for every individual. Mutual respect between learners, as novice members of the medical profession, and their teachers, as experienced and esteemed professionals, is essential for nurturing that ethic. Given the inherently hierarchical nature of the teacher-learner relationship, teachers have a special obligation to ensure that students and residents are always treated respectfully.

COMMITMENTS OF FACULTY

We pledge our utmost effort to ensure that all components of the educational program for students and residents are of high quality.

As mentors for our student and resident colleagues, we maintain high professional standards in all of our interactions with patients, colleagues, and staff.

We respect all students and residents as individuals, without regard to gender, race, national origin, religion, or sexual orientation; we will not tolerate anyone who manifests disrespect or who expresses biased attitudes towards any student or resident.

We pledge that students and residents will have sufficient time to fulfill personal and family obligations, to enjoy recreational activities, and to obtain adequate rest; we monitor and, when necessary, reduce the time required to fulfill educational objectives, including time required for "call" on clinical rotations, to ensure students' and residents' well-being.

In nurturing both the intellectual and the personal development of students and residents, we celebrate expressions of professional attitudes and behaviors, as well as achievement of academic excellence.

We do not tolerate any abuse or exploitation of students or residents.

We encourage any student or resident who experiences mistreatment or who witnesses unprofessional behavior to report the facts immediately to appropriate faculty or staff; we treat all such reports as confidential and do not tolerate reprisals or retaliations of any kind.

COMMITMENTS OF STUDENTS AND RESIDENTS

We pledge our utmost effort to acquire the knowledge, skills, attitudes, and behaviors required to fulfill all educational objectives established by the faculty.

We cherish the professional virtues of honesty, compassion, integrity, fidelity, and dependability.

We pledge to respect all faculty members and all students and residents as individuals, without regard to gender, race, national origin, religion, or sexual orientation.

As physicians in training, we embrace the highest standards of the medical profession and pledge to conduct ourselves accordingly in all of our interactions with patients, colleagues, and staff.

In fulfilling our own obligations as professionals, we pledge to assist our fellow students and residents in meeting their professional obligations, as well.

Office of Curriculum: Mission and Goals

The mission of the Office of Curriculum is to implement and execute a functional and dynamic curriculum that prepares students with the knowledge, skills, behaviors, and attitudes necessary to effectively provide medical care to increasingly diverse patient populations. The goals of the Office of Curriculum are to:

- Maintain the highest educational standards for the design, delivery, and evaluation of the curriculum
- Update the Educational Policy Committee (EPC) on AAMC, LCME, and other national standards for undergraduate medical education and ensure alignment of the curriculum with these standards
- Implement EPC educational policies and curricular initiatives
- Maintain a centralized curriculum management system and website to facilitate curriculum management, evaluation, and scholarship in medical education
- Provide administrative and operational staff support, data, and reports to the EPC with respect to evaluation and outcomes for learning and teaching in courses and clerkships, including the triennial review
- Report regularly to the EPC, the Dean, course and clerkship directors, faculty, and students on issues and needs related to educational policy and curriculum evaluation and on the EPC triennial evaluation of courses

The Office of Curriculum website contains valuable curricular information which includes updates on exam schedules, academic calendars, book list, etc. You can access the website by navigating to <http://www.ttuhsu.edu/som/curriculum/>.

Educational Technology (available through the Office of Curriculum website)

The Educational Technology (ET) group is located in the Office of Curriculum. ET conducts a computer orientation each year for the first year medical students. ET coordinates with TTUHSC Information Technology to help prepare all student laptops for use in the curriculum. ET also provides computer support to all medical students, faculty, and staff. ET staff provides support for the following applications used in the medical curriculum:

- WebCT
- Online student and faculty evaluations and surveys
- Online examinations include Years 1 & 2 Block final exams
- Online Patient Logs
- CurrMIT (Curriculum Management Information Tool)

Office of Curriculum and Campus Education Offices Contacts

Lubbock

- Simon Williams, Ph.D., Associate Dean for Academic Affairs
Simon.williams@ttuhsc.edu
- Richard Dickerson, Ph.D., Assistant Dean for the Basic Sciences Curriculum
Richard.dickerson@ttuhsc.edu
- Robert Casanova, M.D., Assistant Dean for the Clinical Sciences Curriculum
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- Victor Gonzales, MSCIS, Sr. Director for Educational Technology
Victor.gonzales@ttuhsc.edu
- Tracie McClaran, Senior Administrator for Curriculum Grant Programs
Tracie.mcclaran@ttuhsc.edu
- Sophia Pena, Senior Administrative Assistant
Sophia.pena@ttuhsc.edu
- Nick Schoppa, Programmer/Analyst II
Nick.schoppa@ttuhsc.edu
- Lauren Findley, Programmer/Analyst I
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Amarillo

- Marita Sheehan, M.D., M.P.H, Assistant Academic Dean
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- Kristin Stutz, Senior Director
Kristin.stutz@ttuhsc.edu

El Paso

- Kathryn Horn, M.D., Associate Dean for Student Affairs
Kathryn.horn@ttuhsc.edu
- Alex Garcia, Director
Alex.garcia@ttuhsc.edu

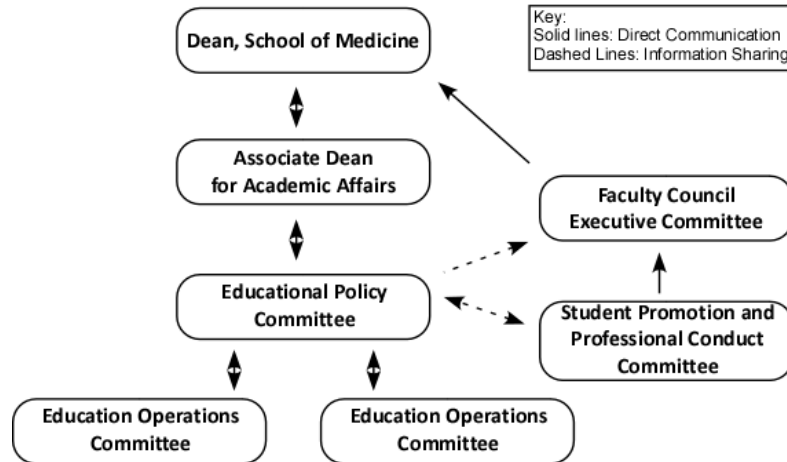
Permian Basin

- Ramona Burdine, M.D., Assistant Dean of Education
Ramona.burdine@ttuhsc.edu
 - Mike Callaway, Senior Director for Medical Education
Mike.callaway@ttuhsc.edu
-

Management of the Medical School Curriculum

The curriculum of the TTUHSC School of Medicine is approved by the Dean of the School of Medicine. The Associate Dean for Academic Affairs is responsible for liaison between the Dean and SOM committees responsible for establishing educational policies and operations within the four years of the medical school curriculum. The organization of these committees is shown in the figure below. Each committee, and the point(s) of access to these committees for students, is described briefly below.

SoM - Curriculum Management Organization Diagram



Educational Policy Committee (EPC): The EPC is charged with establishing those policies necessary to maintain a contemporary and effective undergraduate medical curriculum that promotes excellence in the continuum of medical education. Thus the EPC establishes policies relevant to curriculum content, curriculum management, grading and evaluation. The EPC for 2010-2011 is comprised of 22 voting members of whom sixteen are members of the SOM faculty and six are medical students. Thus each class in the SOM is represented on the EPC to ensure that student views and concerns can be addressed in an efficient manner. All student members are elected by the student body and distributed as follows:

1. One (1) MSI student and one (1) MSII student in Lubbock.
2. One (1) MS3/MS4 student each from the Amarillo, El Paso, Lubbock and Permian Basin campuses.
3. An alternate for each student representative is also elected to serve, as needed.

Policies established by the EPC are submitted to the Dean of the School of Medicine for final approval. The Associate Dean for Academic Affairs provides liaison between the EPC and the Dean, keeps the EPC informed of AAMC, LCME, and other national standards for undergraduate medical education and ensures alignment of the curriculum with these standards. The Associate Dean for Academic Affairs also implements EPC recommended policies and curricular initiatives, performs evaluations of the curriculum and promotes educational scholarship in the School of Medicine. Other non-voting members of the EPC include the Associate Deans Educational Programs (Amarillo), Educational Affairs (Permian Basin), Student Affairs (El Paso), Faculty Development and Affairs and Admissions. The EPC interacts with other committees associated with the educational mission of the SOM, including the Faculty Council Executive Committee and the Student Promotions and Professional Conduct Committee (SPPCC). Specifically, the Chair of the SPPCC is a non-voting member of the EPC and the Chair of the EPC is a non-voting member of the FCEC. The SPPCC and FCEC report directly to the Dean of the SOM.

Education Operations Committee (EOC) and Clinical Education Operations Committee (CEOC): The EOC and CEOC are responsible for management and operations of the curriculum in MSI/MSII (EOC) and MSIII/MSIV (CEOC). The EOC is comprised of the ten block directors from MSI and MSII under the direction of a Chair and Associate Chair. The Associate Deans for Curriculum and Assistant Dean for Student Affairs are non-voting members, as are the Chairs of the EPC and SPPCC. The CEOC is comprised of the Lead Clerkship Chairs for each of the MSIII clerkships, one Clerkship Director for each

MSIII clerkship, one Year 4 Director from each campus, Directors of other required experiences, Regional Education Deans and Directors from each campus, the Associate Dean for Academic Affairs, and the Associate Deans for Educational Programs (Amarillo), Educational Affairs (Permian Basin), Student Affairs (El Paso). Both the EOC and CEOC can make proposals for policy revisions for consideration by the EPC. Operational issues are directly transmitted by each committee to the Associate Dean for Academic Affairs.

Student Promotion and Professional Conduct Committee (SPPCC): The SPPCC is responsible for recommending students for promotion and graduation (see **PROMOTIONS POLICIES & PROCEDURES** section above). The Chair of the SPPCC is a non-voting member of both the EPC and EOC. Promotion policies developed by the SPPCC are approved by the **Faculty Council Executive Committee (FCEC)**. The Chair of the EPC is a non-voting member of the FCEC to ensure that efficient communications are maintained between all committees associated with educational issues in the SOM.

Key Personnel

- Educational Policy Committee, Chair: Andrew Dentino, M.D., Departments of Family & Community Medicine and Internal Medicine (Lubbock). Email: Andrew.dentino@ttuhsc.edu
- Education Operations Committee, Chair: Vaughan Lee, Ph.D., Department of Cell Biology & Biochemistry (Lubbock). Email: vaughan.lee@ttuhsc.edu
- Student Promotions and Professional Conduct Committee, Chair: John Marchbanks, M.D., Department of Surgery (Lubbock). Email: john.marchbanks@ttuhsc.edu
- Faculty Council Executive Committee, Chair: Michael Blanton, Ph.D., Department of Pharmacology and Neurosciences (Lubbock). Email: michael.blanton@ttuhsc.edu

CURRICULUM POLICIES

Electronic Devices in the Classroom

- 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.

Unofficial use of audio and videotaping is prohibited unless it is audio recording by a student of the current class for personal use, only with permission of the faculty or instructor, with the understanding that it is not permitted to be shared with anyone other than members of that current class. Any violation of this policy will be considered unprofessional conduct. Official use of audio taping includes the scribe service if used as advertised and sold to students and anything that Texas Tech records for official use of the school. The Audio Visual room will remain unlocked but will be monitored and students other than the scribe will be asked to leave.

School of Medicine Computer Requirements for 2010 – 2011.

Registration Requirements for entering MSI students

- Incoming students must attend a mandatory setup/orientation session and have available a **PC-based laptop** on Wednesday July 28 2009. Power cord and network cable are also required during this session.
- Student computers must meet or exceed technical specifications determined by the Information Technology (IT) division of Texas Tech University Health Sciences Center (see below).

Background Information

- The majority of course lecture notes, daily class schedules, and other curriculum related information are provided through a software portal called WebCT. These resources include lecture presentations, streaming media, audio lecture recordings and online assignments.
- Most Year 1 & 2 exams are computer based. Computerized examinations in subsequent years will be introduced based on the capabilities of national examination groups, such as the National Board of Medical Examiners.
- The School of Medicine Educational Technology division employs three full-time educational technology staff members, who are located in the Office of Curriculum. These individuals are available to help the School of Medicine students, faculty, and staff with day-to-day technology usage. A primary goal of the Educational Technology division is to ensure that all students receive timely support, especially for exams.
- The School of medicine Educational Technology division continually reviews computer platforms for compatibility with software applications utilized in the presentation and dissemination of educational material and the performance of examinations. Policies related to computer requirements are established by the Educational Policy Committee under advisement from the School of Medicine Educational Technology division.
- Unfortunately, some applications used in the School of Medicine, particularly those used for online examinations, are not compatible with the Apple Operating system. This includes Apple systems running parallel operating systems or cross-platform applications. As a consequence, the School of Medicine cannot permit students to take computer-based examinations on Apple computers.
- Although the School of Medicine Educational Technology division is capable of providing technical assistance for all PC-based platforms, the staff is most familiar with Dell systems.
- The School of Medicine is only capable of providing replacement computers to students whose personal PC-based laptop computers are non-functional at the time of an examination. Replacement computers will not be made available to students who ignore the technical requirements described herein.

GENERAL RECOMMENDATIONS FOR LAPTOP COMPUTER CONFIGURATIONS

- Intel or AMD processor, 2.0 GHz or greater
- Windows XP Professional or later
- 2 GB of system memory or greater
- 160 GB SATA hard drive or greater
- 128 MB video card or greater, or integrated graphics media accelerator
- 10/100 network card onboard
- 56K modem (for dial-up - optional)
- Built-in LAN and 802.11g Wi-Fi
- CD-RW/DVD combo drive or DVD+/-RW drive
- USB Memory Key/Flash Storage Device (recommended instead of floppy drive)

Special pricing on Dell computers will be available to you through the TTUHSC Information Technology website (<http://www.ttuhs.edu/it/dell/>) once you have received your eRaider account information. In June the TTUHSC Information Technology Department will set up an eRaider account for you. eRaider is an account management system which makes it possible for students, faculty, and staff to obtain and access electronic resources at Texas Tech using a single username and password. Your eRaider account allows you to send and receive email, update your online directory information, create and manage an email alias, access the Internet, access the web portal for registration and information, enroll in computing short courses, take advantage of online training, create a personal website, and download free software. Once you have received your eRaider account information you will be able to access the Dell computer discounts. **Any questions about these computer requirements should be directed to Mr. Victor Gonzales, Senior Director for Educational Technology in the School of Medicine at victor.gonzales@ttuhsc.edu.**

EXAMINATION POLICIES

Years One and Two Written Examination Policy

The following policy applies to examinations for students (examinees) in the Texas Tech University Health Sciences Center (TTUHSC) School of Medicine. Any questions of interpretation or application regarding this policy shall be referred to the Chair of the Education Operations Committee or his/her designee for final determination. The School of Medicine reserves the right to interpret, change, modify, amend, or rescind this policy in whole or in part. This policy is not intended to be exhaustive.

- 1) **FACULTY MEMBER(S) RESPONSIBLE FOR THE EXAM:** At least one (1) faculty member must be present and in charge of the administration of the exam. If multiple rooms are used for an exam, at least one (1) faculty member must be present in each room, with the exception of exam rooms used for a single examinee taking the exam under accommodations previously approved in accordance with the Standards for Curricular Completion in the School of Medicine Student Handbook.
- 2) **EXAM PROCTORS:** For each exam room there will be a minimum of one proctor for every 35 students. All proctors are expected to circulate around the room.
- 3) **COVER PAGE OF THE EXAM:** The Academic Honesty Statement, followed by a restatement of portions of this policy applicable to examinees, will be on the cover page of all exams prepared by the School of Medicine. Each examinee will be required to sign that he/she has read and agreed to these statements. In addition, the faculty member responsible for the exam or his/her designee shall read these statements to the examinees prior to the beginning of the exam.
- 4) **ITEMS ALLOWED IN THE EXAM ROOM:** Unless otherwise approved by the instructor of the course, examinees may only bring the following items into the exam room: keys; photo ID; pens; pencils; erasers; watches without alarms; and ear plugs. No boxes, pencil cases, eyeglass cases, or other opaque containers are allowed in the exam room.
- 5) **PROHIBITED ITEMS:** No cellular phones, beepers, radios, pagers, PDAs or communication devices of any kind are allowed in the exam room. Briefcases, backpacks, wallets, purses, hats (for males or females), watches with alarms, calculators, (unless required and/or allowed for specific exams by the bloc director), cameras, and study/review materials (e.g., class notes, exam questions, textbooks, etc.) are prohibited on the student's person or in restrooms or hallways adjacent to the exam room during any bathroom breaks. These items are to be left in lockers, cars, or at home and may not be taken into the examination room. TTUHSC is not responsible for the security of these items. Each examinee must be prepared to demonstrate that his/her pockets do not hold prohibited items. Possession of prohibited items during an exam will be regarded as academic misconduct and pursued under applicable policies.
- 6) **COMMUNICATIONS:** Examinees are not allowed to use the telephone or other communication device during an exam, nor communicate with anyone other than the faculty member(s) responsible for the exam or the proctor(s) during the exam. This prohibition includes even casual conversation to other examinees in the exam room, or the restroom, hall or other room during any bathroom breaks.
- 7) **ASSIGNED SEATING:** For an exam given where all examinees are in the multi-disciplinary lab (ACB 200), examinees will sit in pre-assigned seats. Seat assignments will be posted fifteen (15) minutes prior to the beginning of the exam. Prior to the beginning of the exam, the faculty member responsible for the exam and/or a proctor will then pass out the exams, which are numbered, according to the seat/station assignments. A minimum of two (2) versions of the exam, with questions in different order, will be used. Examinees shall not change seats without permission from a faculty member responsible for the exam or a proctor. Proctors will then randomly ascertain that the correct examinee is at the correct seat/station during each exam.

- 8) **EXAM MATERIALS:** Examinees are to keep answer sheets and test booklets flat on the desk top. If the examinee must leave the room for any reason, the examinee must take his/her test materials (all question books, answer books, etc.) to the faculty member responsible for the exam or the proctor. No exam materials may leave the room. See below for bathroom breaks.
- 9) **DIVIDERS:** For exam rooms where dividers define the individual exam station, examinees should be cautioned regarding excessive leaning back, placing chairs close to the divider line, and looking toward the exam station on either side.
- 10) **BATHROOM BREAKS:** If bathroom breaks are allowed due to the length of the exam, no more than one (1) examinee at a time may be out of the room and must be escorted. Prior to leaving the exam room for a bathroom break, the examinee must take his/her test materials (all question books, answer books, etc.) to the faculty member responsible for the exam or the proctor. No exam materials may leave the room. Prohibited items (see above) are not allowed on the examinee's person or in restrooms or hallways adjacent to the exam room during bathroom breaks. Each examinee must be prepared to demonstrate that his/her pockets do not hold prohibited items. A log of the bathroom breaks with the examinee's name as well as leave and return times will be kept by the faculty member responsible for the exam or the proctor.
- 11) **EXAM SECURITY:** All testing materials must be accounted for before examinees leave the room. Prior to the ten (10) minute warning, examinees will leave the room one at a time and leave the second floor of the Academic Classroom building for exams in ACB 200. After the ten (10) minute warning, no one will leave the room before all exams and answer sheets are picked up and accounted for, and examinees will be required to remain quietly in their seats until all exams and answer sheets are collected and accounted for.
- 12) **POSSIBLE ACADEMIC MISCONDUCT:** If behavior occurs which prompts a faculty member responsible for the exam or the proctor to be concerned about academic misconduct, the faculty member's or the proctor's response may include, but is not limited to, as follows:
- i) The faculty member or the proctor may issue a general caution to the class regarding the behavior in question.
 - ii) The faculty member or the proctor may ask other proctors to also monitor the behavior in question and, as appropriate:
 - (1) Caution the examinee individually in a manner as discrete as possible, if deemed warranted by the proctor(s).
 - (2) Document the alleged behavior, including, but not limited to, the name of any examinee involved with the alleged behavior, circumstances surrounding the alleged behavior, date and time of the alleged behavior, and pursue the matter as specified under the Code of Professional and Academic Conduct in the TTUHSC Student Affairs Handbook.
- 13) **NBME SUBJECT EXAMS:** NBME Subject Exams for courses and clerkships will be administered by the Office of Student Affairs. At certain times of the year, when clerkship, block, and/or final exams coincide, the Office of Student Affairs may call upon course directors to assist with proctoring in order to insure that appropriate conditions for NBME Subject Exams are met.
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Computerized Examination Policy

These policies and Procedures apply to all computerized examinations unless otherwise specified by the Block Director.

- I. **Student Responsibilities for Laptops.** All students are responsible for ensuring that his/her laptop is in good working order. This includes the following:

- Running University-supported anti-virus and spy ware programs at least 4-5 days before an exam;
- Making sure that they can connect to the Internet using an Ethernet cable;
- Arriving at the exam at least 30 minutes early to resolve any computer problems
- Plugging their laptops into a power outlet while taking an exam (i.e., bringing a charged battery, but not relying on it);
- Making sure that the wireless connection is disabled;
- Making sure that cookies are enabled;
- Making sure that all pop-up blockers are disabled;
- Making sure that the IE browser language is set to US, English;
- Waiting until the scheduled exam time to log in.

II. Student Responsibilities for Pre Exam Procedures

- **Health Check Dates and Policies.** Each student is responsible for completing the online Health Check (<http://www.ttuhsu.edu/IT/IS/pchealthcheck/site/>) on the dates listed and posted prior to the exam. The first check should be completed 14 days prior to the exam. The second check should be completed 7 days prior to the exam. Health Check takes about one minute and can be done at home or in the building. Education Technology (ET) reports will verify that each student has completed both Health Checks on the two dates prior to each exam.

Students needing computer support must follow the steps on the web site or risk losing time on their exam. ***Each student must run these checks before each exam even if their computer has previously passed these checks. Frequently, automatic updates to programs such as Java can create conflicts with test taking software.***

- **PC Users with Known Computer Problems: Required Laptop Requests.** PC users with known computer problems must contact the Office of Curriculum ET Director to request a PC laptop seven days before a scheduled exam.
- **Apple Computers.** Apple computers will not be allowed for any online exams. PC laptops will **NOT** be provided for Apple Computer users.

III. Day of Exam Procedures

- **Laptop Requirement.** Students are required to bring their personal PC laptop computers to computerized exams.
- **Please Read the Common Policy Regarding Administration of Written Examinations which applies to all online exams** (these are posted on WebCT for each Block in Years 1 & 2). Students will be allowed to enter the examination room with their laptop carrying cases. These cases will NOT be allowed near the student's assigned seat but will be placed at the back of the room prior to the start of the exam.
- **PC Health Check: Students are Required to Find on the PC Health Check Web Site the Link Labeled "Make My Computer Ready to Take a Test (Day of Test Only)".** The "Make my computer ready to take a test (Date of test only)" link on the PC Health Check web site will only be used if the online exam is administered through WebCT. Students must access the link prior to the start of the exam. Once the exam is complete, students must access the link again to release their laptop from secured settings.
- **ET Assistance and Length of Exam Time.** Students who have followed the steps above and web site instructions will have **priority** for help from ET for resolving computer problems

on exam days. Students who have not followed these steps will receive assistance only after the first group of students has had their computer problems resolved. Although the actual exam begins when a student logs onto the test, **the exam room is only available for a limited time**. The exam administrator controls the length of time for taking exams and may end on time even if some students have started late.

Example: The exam room has been reserved from 1 to 4 (180 minutes). The actual exam length is 150 minutes from the moment of logon. A student who arrives late or has computer problems starts the exam one hour late. This student will only have 120 minutes to finish the exam.

Post Exam Review Policy

- All examinations will have an “Examinee Acknowledgement/Question Review Request Form” incorporated as part of the exam.
 - All students, whether or not they stay for the post-exam review, may fill in the Question Review Request Form; simply leave the “correct answer” column blank and provide the reason you believe a review of the question is necessary.
 - A post-examination review will be offered immediately following the end of the exam. Students who desire to attend the review must remain in the exam room and seated until the end of the allotted exam time. Students who leave the exam room will not be allowed back for the review.
 - This is an INDIVIDUAL exam review. There will be no discussion of the questions or answers among the students or by the faculty.
 - Students will be allowed to view questions and correct answers for an appropriate amount of time as determined by the Block Director. Exam proctors may release students who have finished their review at an intermediate time point during the review.
 - At the end of the allotted review time, all test materials will be collected by the proctors and students will be allowed to leave.
 - Any student may make an appointment for a discussion of the exam topics with the Block Director or one of the faculty.
 - The Block Director will review the “Question Review Request Forms” and provide feedback to students regarding changes to questions.
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Missed Exams

Illness or Personal Emergency on Exam Days

1. If the student is unable to take an exam or other graded activity at the scheduled time due to illness or a personal emergency, the student must contact the Office of Student Affairs by telephone prior to the exam so that appropriate notice can be given to the course director. Email is not acceptable. If extreme circumstances such as severe illness or the need to leave town immediately prevent the student from calling personally, a classmate or immediate family member may call on behalf of the student.
2. If the absence from the scheduled exam is due to illness and the student has not yet seen a physician, the student will be directed to proceed to the Department of Family Medicine or the Emergency Center to ensure that appropriate health care is delivered and to provide documentation regarding illness as the basis for the missed exam.

3. Students will also be directed to contact the course director of the department in question so that the exam can be made up, as specified elsewhere in this Handbook, within one week of the originally scheduled exam.
4. **No credit will be given for any graded 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 Academic Affairs who will in turn consult with the Assistant Dean for Student Affairs, the block/clerkship director responsible for the exam, and one other block/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 Associate Dean and the Assistant Dean to discuss what further administrative action may be taken.

Requests to Miss Exams for Planned Activities

Student Travel Policy (approved by the Education Operations Committee May 7, 2008)

No student will be excused from an exam or graded activities for any reason unless due to illness or emergency situation. Key meetings that would require students to travel will be identified, and Block leaders will try to avoid scheduling exams during those meetings.

Copyright Policy (TTUHSC OP 57.02)

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 on the SOM Office of Curriculum website at <http://www.ttuhs.edu/som/curriculum/copyright.aspx>.