



2016-2017
STUDENT HANDBOOK

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FOREWORD

The Student Handbook is a compilation of services and other information critical to Morehouse School of Medicine (MSM). It is designed to familiarize students with their rights and responsibilities

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MEDICAL DEGREE (MD)	
Fall 2016 Semester Academic Calendar	
First Year Students	

Orientation

Wed. Jun. 29 – Fri. July 1, 2016 8:30am

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MEDICAL DEGREE (MD)
Fall Semester 2016 Academic Calendar
Third Year Students

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Dates for individual 3rd year rotations are as follows:
12 Week Rotation Schedule
Tues. Jul. 5- Fri. Sept. 23, 2016
Mon. Sept 26-Fri. Dec. 16, 2016
Winter Break- Sat. Dec. 17, 2016- Mon. Jan. 2, 2017
Tues. Jan. 3 - Fri. Mar. 24, 2017
Mon. Mar. 27- Fri. Jun. 16, 2017
8 Week Rotation Schedule
Tues. Jul. 5- Fri. Aug. 26, 2016
Mon. Aug. 29- Fri. Oct. 21, 2016
Mon. Oct. 24 - Fri. Dec. 16, 2016
Winter Break- Sat. Dec. 17, 2016- Mon. Jan. 2, 2017
Tues. Jan. 3 - Fri. Feb 24, 2017
Mon. Feb. 27- Fri. Apr. 21, 2017
Mon. Apr. 24-Fri. Jun. 16, 2017
6 Week Rotation Schedule
Tues. Jul. 5- Fri. Aug. 12, 2016
Mon. Aug. 15- Fri. Sept. 23, 2016
Mon. Sept. 26- Fri. Nov. 4, 2016
Mon. Nov.7 - Fri. Dec. 16, 2016
Winter Break- Sat. Dec. 17, 2016- Mon. Jan. 2, 2017
Tues. Jan. 3- Fri. Feb 10, 2017
Mon. Feb. 13- Fri. Mar. 24, 2017
Mon. Mar. 27- Fri. May 5, 2017
Mon. May 8- Fri. Jun. 16, 2017

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MASTER OF PUBLIC HEALTH (MPH)

Fall Semester 2016 Calendar

Orientation

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Tuition and Fee Payments!

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

Tuition and fees may be paid in two installments. The final installment is due in January or on the date listed on the promissory note. To avoid a finance charge, the final installment must be received by the due date. Delinquent student account obligations may be reported to a credit bureau. Registration will be withdrawn if students fail to satisfy all financial obligations with the school.

Tuition, fees, and account payments carry a service charge of thirty dollars (\$30) if a check is returned for insufficient funds, if payment is stopped, or the account deemed closed. Any returned check must be cleared within seven (7) days.

Finance Charges

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

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

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Refunds

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

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

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

Student Accounts

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Fiscal Year 2016-2017 Tuition and Student Fees for Medical Students

MEDICAL STUDENTS	
YEAR 1	YEAR 2

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Fiscal Year 2016-2017 Tuition and Student Fees for PhD Students

PhD STUDENTS				
YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5

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

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matriculating students. All students are encouraged to talk over any issue of concern with a counseling center staff member.

Location: **National Center for Primary Care, Room 100**

Director: **Shawn Garrison, Ph.D.**

Assistant Director: **Vaugh Gay, M.Ed, LPC, CAMS**

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counseling, addressing such issues as international travel, practical training/off-campus employment, changing status, or planning for future adjustment to permanent residency status.

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

Student Government Association

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

Preamble

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

Mission

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

1. To coordinate and express the concerns of the Student Body, subscribing to the majority viewpoint while protecting the right of dissenting opinion.
2. To work for the continued progress and development of Morehouse School of Medicine and to M Tce () 3 (h) 2 (3(ut) (v)6 (065 Tce) 32 Tm(065 Tce) 32 Tm(065 Tce)91 0 0 41 () -(s) 14

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Article II Composition

Section 1: **Branches**

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

1. **MSM-SGA Executive Board** will be composed of twelve (12) members with representatives from each of the three degree granting programs. Their positions shall be limited to the following:
 - President
 - Vice President Internal Affairs
 - Vice President External Affairs
 - Secretary
 - Treasurer
 - Historian
 - Parliamentarian
 - Administrative Affairs Liaison
 - Co-Chair of Student Advancement
 - Co-Chair of Student Advancement
 - Co-Chair of Community Service
 - Co-Chair of Community Service

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

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3. Coordinate all public documents for the general Student Body to witness in a schoolwide

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Section 11: Administrative Affairs Liaison shall:

1. Serve as designated officer or appoint students for the following committees and any other administrative committees requiring student involvement
 - a. Library Committee
 - b. Curriculum Evaluation Committee member
 - c. Parking Committee
 - d. Information Technology
 - e. Other Committees
2. Make their program aware that they will fill one position of the set students on the

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President: Rising 4th year MD, 2nd year MPH, **OR** 2nd year or greater GEBS student
Vice President of Internal Affairs: To be determined by program President *
Vice President of External Affairs: To be determined by program President *
Secretary: GEBS nt *

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- i. Any reported campaigning of a candidate outside of the above

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Article IX Finances

Section 1: Fiscal Year

1. The Student Body fiscal year shall begin July 1 and ends June 30.
2. The Student Body budget shall be approved by the MSM-SGA in its final form no later than September 15th of the fiscal year.
3. Failure to approve the student budget by the specified date for any reason shall automatically signify the allocation of the new budget on the same proportional basis as the previous fiscal year.

Section 2: Student Budget

1. The student budget is prepared by the MSM Financial Officer.
2. Student organizations may submit requests for funding to the current MSM-SGA Treasurer.
3. For release of organizational monies, the MSM-SGA President and Treasurer must authorize.
4. The MSM-SGA President and Treasurer authorize the release of monies from the MSM-SGA budget.
5. In case of emergency, the dean of students may authorize the release of non-organizational monies.
 - a. Emergencies are the situations where the lack of immediate action by the class may cause irreversible harm to the class or one of its members.

Section 3: Budget Amendments

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

Article X Student Organizations

All professional societies and student organizations must officially be chartered with the MSM-SGA by September 1st. The charter shall include the title of the organization, a brief description of the organization and a purpose statement. Subsequently these organizations must be registered each year with the MSM-SGA. The registration form shall include the following information:

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amendments or vote on any questions or motions except during the election process and when there is a tie vote.

2. The vice-president shall: assist the president in the performance of his/her duties; assume the duties and have the full power of the president in his/her absence; perform other duties delegated b 0

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Article VI Elections

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

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

Section C. Nominees will be notified by the secretary, during the second week of April/May (A95p) 495p(o) -1(e)

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

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

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- a. Class President
- b. Class Vice President
- c. Class Secretary

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- d. He/she reserves the right to appoint ad hoc committees as deemed necessary.
 - e. In the event of an emergency meeting, the president must ensure that the class secretary is notified.
2. Class Vice President shall:
- a. Assume the role of Class President in the event that he/she can no longer serve.
 - i. The class shall convene to elect a new Class Vice President
 - b. Oversee standing and ad hoc class committees.
 - c. Coordinate and execute in-class town hall meetings
 - d. He/she may assume one or more of the functions of the president as assigned by the latter.
3. Class Secretary shall:
- a. Record the minutes of the class meetings. Minutes are to be sent to the executive board members within 48 hours of the meeting

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Information Resources, to Division of Information Technology, click on Forms and choose AV Request.

3.

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Professional Societies and Student Associations

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

Alpha Omega Alpha Honor Medical Society (AOA)

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

Student National Medical Association (SNMA)

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

SNMA seeks to raise the levels of black and minority student recruitment, admissions and retention in

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is plagiarism, which is no different from cheating. This behavior will not be tolerated and may lead to administrative termination.

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

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designee may prohibit any forum when there is a likelihood of harm to individuals or damage to property if the event is held. Prior to any such prohibition, the President shall make his or her best effort to consult the student association.

Part 5. Student Publications. Student funded publications shall be free of censorship and advance approval of copy, and their editors and managers shall be free to develop the

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- repeated episodes of psychological punishment of a student by
- a particular superior (e.g. public humiliation, threats and intimidation, removal of privileges)
- grading used to punish a student rather than for objective
- evaluation of performance
- assigning tasks for punishment rather than for objective
- evaluation of performance
- requiring the performance of personal services
- taking credit for another individual's work
- intentional neglect or intentional lack of communication

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

3. Definition—a complaint is a student's allegation that there has been an act or failure to act that violates the standards of behavior in the teacher-learner relationship as defined in this policy.
4. The dean shall appoint a neutral non-administrative faculty member to act as Mediator, and receive complaints of mistreatment.
- 5.

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discussions are encouraged between student and teacher. Should a complaint of mistreatment arise,

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

Conflict Resolution Council

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

A quorum of the Council will consist of five members, with at least one member from each representative group. The Mediator is not a member of the Council. The Council membership shall include appropriate gender and minority representation. The Student Government Association (SGA) nominates student representatives, faculty representatives by the dean's Council, and the resident representative by the GMEC. Nominations for Council members are submitted to the dean, who

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5. The accused has the right to be present whenever the Mediator, the accuser, or any witnesses are presenting statements. Similarly, the accuser has the right to be present during statements by the Mediator, the accused, or witnesses.
6. Witnesses will be present only when they are called to give information. After speaking, they will be asked to leave, in order to protect the confidentiality of the parties involved. Both the accused and the accuser can be harmed by a breach of confidentiality, and all that are involved in the process of responding to allegations must maintain confidentiality.
7. In some situations, the Mediator or Council might be justified in communicating ordinarily confidential information to other MSM officials, provided there is a legitimate "need to

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Nondiscrimination and Anti-Harassment Policies

General Information

Morehouse School of Medicine is committed to providing academic and employment environments

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STUDENT CONSUMER INFORMATION

The Morehouse School

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

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

Health Insurance

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COMPUTER USE POLICIES

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content from the device. Enrollment will also allow MSM to set basic security policies on participating devices to restrict unauthorized access. Each user is allowed to enroll a maximum of 2 devices. Enrollment is voluntary, however, devices not enrolled will be unable to access MSM email, contacts and calendar information. As an alternative, users can access webmail from their mobile devices by going to <http://webmail.msm.edu>.

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

Student Laptop Policy

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

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

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

Microwave ovens are located in the Lounge Area, near the second floor elevator in the Hugh M. Gloster Building. Please observe all precautions in heating food in this facility. (Metal pans and utensils should not be placed in the oven). Please clean spills, splatters, etc. from the oven floor, walls

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

Drug Free School Policy Guidelines

1. It is the Policy of Morehouse School of Medicine that the unlawful manufacture, distribution, dispensation, possession, sale, processing or 2 (i) 4oran 2(s)ora aaieaoo e., tal,e.

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Admissions Policy & Selection

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

Admission to each degree program is decided by separate Admissions Committees for students entering the Morehouse School of Medicine. Each program maintains its own admissions criteria and

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Doctor of Medicine (MD) Program

Admission Standards

New Students

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

Applicants who have completed coursework at, or hold a bachelor's or advanced degree from an institution of higher learning outside the United States must have their transcript(s)

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the second year. Therefore, admission to the third and fourth year medical classes is not possible.

Technical Standards for Medical School Admissions and Graduation

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

Graduates of medical school must have the knowledge and skills to function in a broad variety of clinical situations and to render a wide spectrum of patient care.

MSM acknowledges Section 504 of the 1973 Vocational Rehabilitation Act and PL 101-336, the Americans with Disabilities Act (ADA), but ascertains that certain minimum technical standards must be present in the prospective candidates.

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

Blood Borne Pathogen Policy For Students

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

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

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

- All students with known BBP Infections are required to register with the MSM Office of Disabilities (ODS) to ensure reasonable accommodations are provided for the student, as appropriate to enable them to complete their medical education. An accommodation will be made on a case-by-case basis.
- MSM will take reasonable efforts to make sure the student's confidentiality is maintained as required by applicable law and to facilitate their medical educational needs with privacy.
- The student will be required to sign a confidentiality waiver/release for the student's treating healthcare provider in order to provide information to the ODS.
- All students must follow Universal Precautions as set forth by the U.S. Centers for Disease Control and Prevention and any other up-to-date infection control measures required at all clinical sites and

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MSM uses a variety of clinical sites. Professional standards of infection control processes, training,

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THIRD YEAR CURRICULUM

Course	Semester	Credit Hours
Internal Medicine	(12 weeks)	15.0
Pediatrics	(8 weeks)	10.0
Obstetrics/Gynecology	(8 weeks)	10.0
Psychiatry	(6 weeks)	8.0
Surgery	(8 weeks)	10.0
Family Medicine/Rural Health	(6 weeks)	8.0
Fundamentals of Medicine III		<u>2.0</u>
		63.0

FOURTH YEAR CURRICULUM

Course	Semester	Credit Hours
Senior Selective	(4 weeks)	5.0
Elective Rotations	(6-4 weeks electives)	<u>30.0</u>
		35.0

Total Credits for MD Program: 191.00

***Senior selective. The senior selective requirement may be fulfilled by completing any of the following courses at MSM (grading for this required course is LETTER grade):*

An MSM intensive inpatient experience with overnight and weekend call duty. This would include:

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

****Ambulatory Adult Medicine and Rural Health are included in the Senior Selective list of electives.*

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

This unique Medical Scientist Training Program (MSTP) was developed through collaborative efforts of the University of Washington (UW) and Morehouse School of Medicine (MSM). Both institutions bring unique strengths to a program that will provide exceptional biomedical research training at one of this nation's premier research institutions for students enrolled at an HBCU medical school

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authority. The student is alert during the presentation and demonstrates attentiveness by taking notes and asking appropriate questions.

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Non-Cognitive Evaluation form

Student _____

Date _____

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

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

Professionalism

Acceptable

Unacceptable

- Responsibility
- Ethical behavior
- Maturity
- Personal Appearance

Comments

Interpersonal and Communication Skills

- Communications
- Demeanor
- Authority

Comments

Life-long learning
(practice-based learning)

- Attentiveness
- Inquisitiveness

Comments

Teamwork
(systems-based practice)

- Cooperation
- Future potential
- Adherence to laws and standards
(moral turpitude)

Comments

Faculty name _____

Signature _____

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

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Breaches of Professionalism on Clinical Services

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

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

In particular, the following actions are unacceptable:

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

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

Class Attendance and Conduct during Examinations

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Criminal Background Checks and Drug Screening Tests for Medical Students

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Committee Review Standards

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

Confidentiality and Recordkeeping

- A. Background check reports and other submitted information are confidential and may only be reviewed by school's officials and affiliated clinical facilities in accordance with the Family

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subject exams in year 3 must be repeated within 3

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- n. When action is taken following a review of a student's academic progress, students are informed verbally by the Associate Dean of Student Affairs

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Academic Probation is a condition other than in good standing, which shall be established for a specified period of time with specified contingencies that must be met before the student is removed from the probationary status. Academic Probation implies that if these contingencies are not met, a recommendation for dismissal from the School of Medicine will follow. A student may be placed on Academic Probation for deficiencies in Academic Performance, Professional Behavior and/or Academic Honesty. Any student placed on probation will meet with the Associate Dean of Student Affairs to discuss the terms of the probationary period. The terms of the probationary period include ineligibility to hold any elected office, limitation of the student's participation in institutionally recognized, organized and/or sponsored extra-curricular activities, participation in intra or extramural summer programs or/and to be a n146le (p) -1(n146le(es) 1 (en) -1 (t) 3 (at) 3 (i) 3(v) -1 (e) - 1(o) -1 (f -1(e) -4'

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student's academic record, any one or more of the following may also be considered or recommended:

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

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

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

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

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

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Clinical-Third and Fourth Year Issues

MSM Work Hour Rules for Clinical Clerkships and Electives

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

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break begins at 5pm on Wednesday prior to Thanksgiving Day. “Spring” break is Good Friday, Saturday, and Easter Sunday.

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during the clerkship. A maximum of two (2) days for residency interviews may be permitted during any clerkship (contingent on approval by the Course Director); however, makeup work may be required by the Course Director for time missed due to interviews. The scheduling of this makeup is at the discretion of the Course Director.

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

Credit for Fourth Year Rotations

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

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

Elective Rotations

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The National Resident Matching Program (NRMP)

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

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

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

Details of the application process for the NRMP will be distributed to students by the end of the third year. Additional instructions will be available for students participating in the Couples MATCH or

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Graduation

a. Requirements for the Degree Doctor of Medicine

The course of medical education for the Doctor of Medicine degree consists of a minimum of four years of study. Students recommended for the degree of Doctor of Medicine shall have completed an entire course of instruction as matriculated medical students, and must have demonstrated the knowledge, skills, maturity, emotional stability and integrity judged by the faculty to be essential to an effective physician. Each student must pass both Step 1 and Step 2 (CS & CK) of the USMLE as a requirement for graduation. Passage of the MSM standardized patient exam is also a requirement for graduation. Upon completion of the curricular requirements the degree is awarded following the recommendation of the SAPP Committee, the Faculty, the Dean and the approval of the Board of Trustees. Candidates must have discharged all current indebtedness to the School to qualify for graduation.

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

Exceptions to this rule will be reviewed by the SAPP Committee and presented to the APC for final approval. In most cases students must fulfill all requirements for receipt of their degree prior to being allowed to participate in the commencement ceremony. A recorded passing score on the USMLE Step 2 (Clinical Knowledge and Clinical Skills) is **REQUIRED** of all students participating in the Commencement Ceremony.

b. Licensure

The entrance requirements and the curriculum of the School of Medicine meet the provisions of the Composite State Board of Medical Examiners of the State of Georgia. The Certificate of the National Board of Examiners is accepted as adequate qualification for the medical license by the licensing authorities of most states. The School of Medicine

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to determine what the student's career plans are and to help them decide whether the M.D./Ph.D. pathway is the most appropriate. For instance, students interested in becoming a physician and pursuing research have a number of options open to them one of which is the dual M.D./M.S. in Clinical Research degrees that we offer. Another alternative would be that after obtaining an M.D., an

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of their junior year. To qualify, students must have greater than a 3.0 grade point average and have had a year of undergraduate chemistry and physics. Undergraduates fulfilling these minimal requirements can be invited to take the first course in the program (Essentials in Neuroscience I) after which a final selection of acceptance to the program will be made.

GEBS General Admission Policies and Procedures

Selection Criteria

Selection of applicants for GEBS Programs is competitive. Applications are reviewed by GEBS Admissions Committees based on undergraduate and other graduate performance in general and on performance in the natural sciences in particular. In addition, performance on the Graduate Record Examination (MCAT for MSMS program) and letters of reference from former or current instructors and/or research supervisors are important in judging a student's preparedness for graduate study. Although not a requirement, the extent and nature of previous research experience and achievement receive careful consideration. Applicants must demonstrate the capability to complete these rigorous programs in a timely fashion. The program's mission is another important factor guiding the selection

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

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

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then begin gaining research experience in the advisor's laboratory. Students must select an advisor and have advisor approval before taking any elective courses.

Qualifying Examinations

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

1. The Core Comprehensive Exam (CCE): Ph.D. students must have earned at least a B in each of their core science courses (Graduate Biochemistry and Lab, Human Biology and Lab, Integrated Biomedical Sciences, and Biomedical Genetics and Lab) to qualify to sit for the CCE. Those having met this requirement must take this examination within one month of completing their core courses. The exam consists of four closed-book essay examinations covering the core coursework followed by individual oral examinations conducted by core-course faculty. Students are advised to schedule meetings with the core course directors for information on the nature of the exam questions well in advance of the examination.

Exam schedule

The examination is administered during late May or early June each year. Scheduling for students who fail to qualify to take the exam because of grade deficiencies and for re-examination of students who fail to achieve a passing score during the initial sitting of the exam will be carried out on an ad hoc basis by the Associate Dean for Graduate Studies based on the recommendations of GEBS Academic Progress (GEBSAP) Committee. Ph.D. students must pass Part I within eighteen (18) months of entering the program unless granted a special exception by GEBSAP. Students who cannot pass the exam within this time period are subject to dismissal.

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

Grading

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

Oral examination

Course directors and faculty from each core course will conduct combined oral examinations of each student covering the material in their respective courses. The faculty will develop questions that require integration of information in the individual GEBS core science courses. Generally, two or

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Grading

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

Passing or Failing the CCE

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

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

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

2. The Elective Competency Assessment (ECA): Once students have passed the CCE, they must select an advisor (if they have not already done so) who will help them select their elective courses, their dissertation research project, and their dissertation committee. The

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- a. Selecting a research project and dissertation committee: The student must select, with the aid of the research advisor, a dissertation research project and a dissertation committee. That committee must include the advisor and at least three additional professional scientists with relevant expertise, two of whom must be members of the MSM Graduate Faculty. Any full member of the MSM Graduate Faculty may chair this committee, but it is typically the research advisor. Additional committee members (i.e., more than the required four) may be included based on appropriate expertise. A committee with more than five or six members may be unwieldy and actually slow a student's progress.
- b. Proposing the research project and the dissertation committee: The student must submit to the Associate Dean for Graduate Studies a completed form (available on Blackboard) indicating 1) the title or topic of the proposed dissertation research, 2) the names of the research advisor and dissertation committee members, 3) the area of expertise for which each committee member was selected, and 4) the signatures of the advisor and each

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

- All academic requirements for the PhD degree must be completed and documented on the student's transcript (i.e., no incomplete credit requirements or courses shown as IP [in progress] or with grade of I [incomplete]).
- The dissertation must be completed and a complete electronic copy and four (4) hard copies on correct paper, with original signatures from all members of dissertation committee, must be received by the Office of Graduate Studies (GEBS Office).

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An electronic copy of the complete dissertation in Microsoft Word® format and a minimum of four copies of the unbound dissertatio

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

SECOND-YEAR CURRICULUM

Course	Semester Credit Hours
Research Data Analysis	3

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and 514: Laboratory Rotation I and II and submit the completed Lab Rotation Agreement (found in the student resource on Blackboard) to the GEBS office for each of their rotations. The Lab Rotation Agreement must be completed and signed by the student and the graduate faculty research advisor (the laboratory PI) prior to beginning each lab rotation to receive credit. Upon completion of the rotation the student must submit a description of the techniques learned experiments undertaken during the rotation to the GEB

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Grading

Copies of the answers to each question will be distributed to each grader. Students' names will be replaced with tracking numbers on the copies sent for grading. A minimum of two (2) faculty members will grade each answer. Each answer will be graded separately and without discussion between the graders. The graders will award a score, from 0-100%, for each answer.

Oral examination

Course directors and faculty from each core course will conduct combined oral examinations of each student covering the material in their respective courses. The faculty will develop questions that require integration of information in the individual GEBS core science modules. Generally two

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communication between the student and others (particularly faculty and students) regarding the exams is considered a breach of professional honesty and grounds for dismissal. After receipt of the letter, students may discuss their performance on the individual questions with the Associate Dean, and with the course directors and graders at the discretion of these faculty members.

2. The Thesis Proposal: This involves a number of steps, all of which lead to the approval of the

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Only students who have officially identified a research mentor are eligible to receive credit for thesis research. During the conduct of their thesis research, candidates are expected to convene regular meetings of the thesis committee (a minimum of once per semester to report progress and receive direction). The students themselves are responsible for convening these meetings to fit the schedules of their committee members. At each meeting, a progress report form must be completed by the committee and submitted to the MSBR Program Director. Awarding of semester hours of credit for Thesis Research is dependent on submission of these completed reports with the signatures of the student's advisor and committee members.

Student Residence Requirement

Although some work and training toward the M.S. may take place at other sites, students are required to be in residence at MSM for a minimum of eighteen (18) months to earn an M.S. in Biomedical Research from this institution.

Presentation Requirements

All M.S. students beyond their first year of study are required to present their work annually at

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placement in the MSM Library. Another must be printed on at least 25% cotton paper for placement in the GEBS Office. Two copies printed on any high-quality, acid-free paper must also be provided. These last two copies will be bound and delivered to the student and his or her major advisor. The GEBS Office will cover the binding costs of the four required thesis copies. Additional bound copies are often distributed by the student to members of the thesis committee, parents, and others the

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SECOND YEAR CURRICULUM

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

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

Proposing a technical apprenticeship program and technical advisory committee

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

Core Training Areas

Animal Care and Use

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experts in their use and have provided excellent hands-on training for many students and investigators over the years.

Molecular Biology & Genomics

MSM's Molecular Biology & Genomics (MAG) program is a 15-credit program that provides students with a strong foundation in molecular biology and genomics. The program is designed to prepare students for careers in research, industry, and education. MAG students will gain hands-on experience in the laboratory and develop critical thinking and problem-solving skills. The program is offered as a minor and is available to students in all majors.

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Preparing the technical apprenticeship proposal

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

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

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Although some work and training toward the M.S. may take place at other sites, students are required to be in residence at the Morehouse School of Medicine for a minimum of eighteen (18) months to earn an M.S. in Biomedical Technology from this institution.

Presentation Requirement

All M.S. in Biomedical Technology students beyond their first year of study are required to conduct a public seminar or workshop covering the methodology in which they have obtained training.

Completion of Degree Requirements

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

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

M.S. in Biomedical Technology Program

Requirement	Target date for completion
Core course work	December of first academic year
Qualifying Core	
Comprehensive Exam	January of first academic year

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

SECOND-YEAR CURRICULUM

Fall Semester	Semester Credit Hours
Mentored Research Project (L/G)	5
Ethics of Clinical Research in Vulnerable Populations	2
Clinical Research seminar (Pass/Fail)	0

Spring Semester

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Curriculum Committee. The proposal will form the basis for the mentored research project. A final oral presentation of this research is required. Other requirements are noted below.

Outcomes of Mentored Research Project

Grant submission

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

Presentation at a national meeting

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

Publication

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

Entrance requirements vary

Doctorate level non-MSM faculty should follow the same guidelines below; however, the GRE is not required. If you are NOT a doctorate level applicant, please submit all of the following documents:

- Three individual letters of recommendation from persons who are capable of speaking to your professional skills and goals. (Two letters for undergraduate/master level graduates.)
- Two to three page research abstract or narrative.
- Fully completed online application.
- GRE scores (Required for undergraduate/master level applicants ONLY).
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- Two to three page research abstract or narrative.
- Fully completed online application.
- Transcript of doctorate degree.
- Entrance Requirements for dual degree candidates (must be current MD or PhD students).
- Must have completed the requirements for the 1st year of the PhD program.
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Master of Science in Medical Sciences Curriculum Outline

FIRST YEAR CURRICULUM

Fall Semester

Semester Credit Hours

Basic Biochemistry	3
Principles of Anatomy & Physiology I	3
Critical Thinking and Problem Solving I	4
Fundamentals of Public Health	2
Survey of Medical Terminology	1

Spring Semester

Semester Credit Hours

Principles of Anatomy & Physiology II	3
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science and public health curriculum and to conduct an independent research-oriented project using secondary datasets related to a specific health issue. The final project illustrates the student's

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degree requirements and other programmatic issues should be sought from the B.S/M.S. program

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The Core Comprehensive Exam

The Core Comprehensive Exam (CCE): Undergraduate students accepted to the B.S./M.S. program must have earned at least a B (3.0) average overall in their core neuroscience courses at the end of their junior year (Essentials in Neuroscience I and II) to qualify to sit for the CCE. Students having maintained the required B average must take this examination at the end of their first summer in the program (August between junior and senior years). The exam is a

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Selecting a Research Project and Thesis Advisory Committee

The student must select, with the aid of their research advisor, a thesis advisory committee and a thesis research project. That committee must include the advisor and at least two additional professional scientists with relevant expertise, at least one of who must be a member of the Neuroscience Institute and the MSM graduate faculty. Any full member of the MSM Graduate Faculty may chair this committee, but it is generally the research advisor. Additional committee members may be included based on appropriate expertise. It is recommended that one member of the committee be from a field of Neuroscience outside the immediate field of the proposed research project. A committee with more than four members may be unwieldy and actually slow the progress of the student candidate.

Proposing the Research Project and the Thesis Advisory Committee

The student must submit a completed form (available on Blackboard) to the Office of Graduate Studies indicating: 1) the title or topic of the proposed thesis research, the names of the research advisor and thesis advisory committee members, 2) the area of expertise for which each committee member was selected, and 3) the signatures of the advisor and each committee member confirming his/her willingness to serve. If any proposed committee members are not members of the MSM Graduate Faculty, their curriculum vitae (CV) must accompany the form on submission. The CV must provide evidence that such individuals hold a Ph.D. and/or M.D., are active in biomedical research, and have expertise appropriate for their role on the committee. A copy of this form must also be submitted to the B.S./M.S. director for approval prior to submission to GEBSC. Any conflicts which may arise between the B.S./M.S. director and the student and research advisor over the composition of the thesis advisory committee will be resolved by the Associate Dean for Graduate Studies and GEBSC.

Approval of the Research Project and the Thesis Advisory Committee

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Cover Page

The Cover Sheet for Thesis Proposal (found in the student resources material on Blackboard) should be used. This includes the title of the project proposed; the name of the student, the research advisor, and the thesis committee members; and the date of submission. The cover sheet should be taken to the

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approval of the research proposal, the thesis advisory committee will advise the student of the steps needed to have the proposal approved.

To maintain adequate progress and thus avoid academic probation, the proposal must be approved by the thesis advisory committee within 4 months of entry into the Master year and may be discussed and worked on prior to formal entry into the Master year.

Thesis Advisory Committee, Meetings, and Credit for Thesis Research

Only students who have officially identified a research mentor are eligible to receive credit for thesis

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Grading System for the Graduate Program

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

Percent Score	Letter Grade	Grade Point Equivalent
90-100	A (superior)	4.0
80-89	B (satisfactory)	3.0
70-79	C (unsatisfactory)	2.0
0-69	F (failing graduate work)	0
75-100	P (pass in Pass/Fail course)	0
0-75	F (fail in Pass/Fail course)	0

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

Transfer of Credit

Students may apply to have graduate credit they earned through another accredited graduate program applied to their degree requirements. Students may apply for transfer of up to four (4) semester hours of graduate credit for the M.S. and eight (8) for the Ph.D. Students having recently completed a Master's or Doctoral Program may apply to have additional graduate credit honored on a case

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The course director may, at his or her discretion, administer a comprehensive

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student's transcript. Beyond that period, withdrawing before the first examination results in a grade of W. Withdrawing any time after the first exam will result in a grade of WP if the student's grade at the time of withdrawal is a C or better; or a grade of WF if the grade is below seventy percent (70%). Withdrawal is never permitted beyond the time point at which two-thirds or more of the course has been completed, as judged by the course director. Withdrawal from any course requires the written permission of the Associate Dean for Graduate Studies, and, in the case of Ph.D. students, may result in stipend suspension. In all cases, reducing the course load below 9 semester credit hours per semester makes the student ineligible for student financial aid.

Core Course Remediation and Retake

Ph.D. students, who earn a final grade of C in any core course, will be required to remediate the core course in which a C was earned. Remediation is intended to resolve specific and focal deficiencies as

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indication that the student will face dismissal if the situation is not rectified immediately. The student must immediately arrange a joint meeting with the Associate Dean and the temporary or research advisor to develop a plan of action to remove the probationary status. If a student receives less than a

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5. The student and/or course director will submit, in writing, a request for arbitration by the Associate Dean for Graduate Studies. The request must be accompanied by the written document describing the student concerns and faculty recommendations provided to and by

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decision is to uphold the charge, the Associate Dean will instruct the GEBSAP committee to proceed with scheduling a dismissal hearing.

Withdrawal from the program

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

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

Leave of Absence

Permission for a maximum one-year leave of absence from the graduate program must be requested in writing to the Associate Dean for Graduate Studies and is subject to approval by GEBSAP. An

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- Breach of ethics or integrity.

Dismissal Triggers (PhD, MSBR and MSBT)

Automatic dismissal recommendations will occur for the following reasons:

- Failing to achieve at least 80% in a core course while on probation.
- Failing to qualify to sit for the Core Comprehensive Exam (CCE, QE part 1) at the regularly scheduled time.
- Failing to achieve a passing grade on a Core Comprehensive Exam within 18 months of entering the degree program.
- Failing to achieve a passing grade on a retake of a component of the Core Comprehensive Exam (if retake is allowed by GEBSAP).
- Engaging in outside employment while receiving stipend support.

Dismissal Process

A student's registration at MSM can be terminated by the GEBSAP committee or by administrative action if any student's performance or behavior is not consistent with his or her ability or abt ab 2 () 6 ()

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All Ph.D. students are expected to apply for individual fellowships from extramural funding sources during their second year of enrollment. Assistance in submitting such applications will be provided by the faculty in the course Predoctoral Fellowship Proposal Preparation as well as the student's faculty advisors, the Associate Dean for Graduate Studies and the Ph.D. Program Office. If the student cannot obtain extramural grant support, tuition and fees may be waived.

Ph.D. student support, whether for tuition and fees or stipend, constitutes an earned privilege and not

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

Historical Perspective and Program Goals

The Master of Public Health (MPH) Program at MSM was established in 1995 to address the increasing shortage of underrepresented minorities in leadership positions in the field of public health. MSM trained public health professionals are prepared for a career that will engage them in addressing and protecting the health of people of color, minorities, and underserved communities that are disproportionately affected by preventable chronic conditions and illnesses. The MPH curriculum ensures that all MSM MPH degree recipients are proficient in the community focused work that undergirds the social mission of the institution while still meeting or exceeding the accreditation standards set forth by the Council on Education for Public Health (CEPH). The curriculum offers the

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Selection Criteria

The first level of screening is completed by the Office of Admissions. Only complete applications advance to the first level of screening. After the first level of screening, qualified applicants are invited to MSM for a panel interview with MPH faculty, alumni & community partners serving on the Admissions Committee.

The second level of screening consists of the applicant's interviews and Admissions Committee review process. After the interview and Admissions Committee review, three decision options are possible – Admit, Alternate List, or Reject. All applicants will receive a decision notification letter in April/May after all candidate deliberations have been completed by the Committee.

B. Student Status

Degree Seeking Students

Full-time Study (Degree completion in four semesters)

MPH students who register for 12 or more credit hours in the Fall or Spring semester are considered full-time students. A minimum of 12 credit hours per semester is required to complete the degree in four semesters. Students who wish to register for more than 15 credits per semester must obtain permission from their Academic Advisor and Mentor. All full-time students are billed a flat rate. Academic progress and standards apply to all students.

Part-time Study (Degree completion in five or more semesters)

MPH students who register for 11 credits or less are considered part-time students within the MPH program. Six credit hours per semester are needed to be eligible for financial aid. The Admission procedures for part-time students are the same as those for full-time students. Academic progress and

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unsatisfactory progress in the subsequent semester will be administratively withdrawn from the MPH program.

5. Leave of Absence

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

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the SAPC Committee are not subject to appeal outside of the SAPC Committee.

- c. In order to appeal the SAPC decision for dismissal, the student must notify the President/ Dean, in writing, of his/her intent to do so. This notification must be received within 10 working days of receipt of the letter from the SAPC Committee Chairperson regarding the SAPC decision.

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- e. Grades must be B or higher. For any MSM program that does not give grade letters, only grades of Pass (P) will be considered for possible transfer credit.
- f.

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15. Withdrawal from classes

The withdrawal deadline is scheduled at the beginning of each academic year and is reflected in the academic calendar. Following drop-add, a student must submit a withdrawal form to the Registrar, which has been signed by the Course Director and Degree Seeking Advisor & Mentor. A student has not officially withdrawn from a course if this process is not completed.

A student seeking to withdraw from a course without penalty after the drop/add period and after the withdrawal deadline due to an acceptable reason (illness, family emergency) must submit a written request to SAPC.

E. Preventive Medicine Residents

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

F. Delta Omega/Graduation Honors

Students who complete all the degree requirements while earning one of the two highest cumulative GPAs among their graduating class will be inducted into the Delta Omega Honorary

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

The GPA is computed by:

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

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

H. In Progress and Incomplete Definitions

Two provisional notations may be given- IP (In Progress) or I (Incomplete). When a course, seminar, or research activity is intended to last more than one semester the notion IP (In Progress) is made at the end of each grade period until the final grade is given. To receive the In Progress (IP) grade means that you are actively engaged in the particular project or activity. If the project or activity is not satisfactorily completed within one year of receiving the IP, the student will receive a final grade of "F".

When assigned work is not completed within the specified time frame, the student will receive a final grade of "F".

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ACKNOWLEDGMENT

I hereby acknowledge that I have received the Morehouse School of Medicine (MSM) Student Handbook (updated June 10 2016). I accept responsibility for reading and understanding the policies,