School of Medicine
Student Academic Policies
and Procedures Manual
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### PREFACE

The Academic Policies and Procedures of the School of Medicine are provided in this manual to facilitate their compliance by the faculty, students, and administrative staff. This manual supersedes all previously published or verbal policies. Because of the dynamic nature of the academic process, policies may change and new policies may emerge. Therefore, this manual will be updated as deemed appropriate.

This manual does not constitute a contract, expressed or implied, between any student or faculty member and Meharry Medical College. The College reserves the right to request or require the
withdrawal of any student who does not attain and maintain adequate academic or clinical performance or who does not exhibit the personal and professional qualifications prerequisite for his/her chosen discipline of study.

The College provides an opportunity for students to increase their fund of knowledge by offering programs of instruction in various basic and clinical science disciplines and programs through faculty who, in the opinion of the College, are trained and qualified for teaching at the college level. However, the acquisition of knowledge by any student is contingent upon the student’s desire to learn and the application of appropriate study techniques to any course or program. As a result, the College does not warrant or guarantee that any student who completes a course or program of study will necessarily acquire any specific knowledge or skills or will be able to successfully pass or complete any specific examination for any course, degree, or license.

Meharry Medical College is an EOE/AA employer and does not discriminate on the basis of gender, sexual orientation, race, age, religion, color, national origin, handicap, veteran, sexual orientation, immigrant status in its admissions, employment, and educational programs or activities. Inquiries concerning the Colleges non-discrimination policies may be referred to the Office of the Vice President for Policy Management and Legal Affairs, S. S. Kresge Learning Resources Center (615) 327-6102.

OFFICIAL NOTIFICATION TO STUDENTS

Addresses – Local and Permanent

All students are required to register local and permanent addresses, e-mail addresses, home telephone numbers, and cell phone numbers with the Office of Admissions and Records and the Office of Student and Academic Affairs in the School of Medicine. Any changes must be provided in writing to these offices in a timely fashion.

All official actions concerning individual students will be forwarded to the addresses recorded in the Offices of Admissions and Records and Student and Academic Affairs. All students are expected to utilize School of Medicine issued email addresses.

Blackboard/Internet

All official policies, notices, and student announcements for the School of Medicine will be posted on Blackboard, the internet, and/or through utilization of our alert system. Policies are reviewed during orientation.

Official Repositories

The official repositories of policies of the School of Medicine will be the Offices of the Dean, Student and Academic Affairs, and the Office of Student Enrollment and Management for perusal by students, faculty, and administrative staff, during regular office hours and available intranet. Changes in the policies or procedures will be made as approved by the Dean of the School of Medicine. All students entering the School of Medicine of Meharry Medical College will review these policies and procedures during the orientation period.
MISSION OF THE SCHOOL OF MEDICINE

The School of Medicine of Meharry Medical College pledges to offer a unique, quality health science education to students of diverse origins, especially African Americans, with emphasis on addressing underserved populations. In addition, the School of Medicine will teach and monitor excellence in the delivery of primary or holistic care, provide a foundation for life-long learning, and conduct research relevant to the health of the disadvantaged.

EDUCATIONAL COMPETENCIES

The educational competencies of the medical education program leading to the M.D. degree emphasizes medical knowledge, patient care, interpersonal and communication skills, primary care, professionalism, systems-based practice, and practice-based learning and improvement. The candidate for the M.D. degree will be required to show competence in each of these areas, as follows:

Medical Knowledge

- Normal biological and physiological processes of cells and tissues
- Nature of various agent/mechanisms that produce changes to normal structure/function of cell.
- Mechanism of action of drugs and the metabolic and toxic effects
- Mechanisms of normal growth, development, and aging
- Concepts related to normal behavior and mental illness
- The scientific method and the ability to critically analyze data in the identification of disease/treatment
- Determinants of poor health and the psychosocial, economic, and cultural factors that contribute to the development of common maladies

Patient Care

- To obtain history and perform physical exam
- To order and interpret results of diagnostic tests and evaluative procedures
- To draw conclusions from history/physical exam to identify health problems
- To develop and implement appropriate treatment plan for health problems
- To formulate an appropriate differential diagnosis
- To access and evaluate the correctness of clinical decisions and efficacy of therapeutic interventions
- To adjust/modify treatment plan based on new information
- To perform technical procedures specific to a specialty
- Diagnose and participate in treatment of mental illness
- Apply use of drugs in patient care
- Apply psychosocial principles in delivery of health care
- Apply principles of preventive and health maintenance in the delivery of health care
• Interpret laboratory results in identifying diseases/health problems
• Recognize normal growth and development
• Apply principles of evidence-based medicine and critical data analyses to clinical decision making
• Recognize patients with life-threatening conditions
• Integrate basic sciences knowledge in the clinical assessments/management of patients
• The knowledge, skills, attitudes, and behaviors necessary to perform as generalist clinician.

Interpersonal and Communication Skills

• Effective interpersonal communication with patients, family, and members of the healthcare team.

Professionalism

• The ability to practice in a manner that reflects an outstanding and acceptance of ethical principles and other recognized standards of professional behavior which guide and characterize the actions of physicians
• Knowledge of ethical principles related to research involving human subjects and the responsibilities of the physician
• The ability to interact respectfully and effectively with patients, peers, and other healthcare workers from diverse cultural and religious backgrounds
• The ability to show compassion and respect for the dignity of patients and confidentiality in the delivery of health care

Systems-based Practice

• Demonstrate the ability to work effectively within the larger context and system of healthcare
• Demonstrate knowledge of the various aspects of health care delivery systems including, the social, economic, and political dimensions
• Apply principles of cost containment in the delivery of healthcare
• Work effectively with healthcare teams to enhance patient care and safety

Practice-based Learning and Improvement

• Continuing clinical proficiency and competency in medical practice through the utilization of acquired basic knowledge skills resulting from the process of lifelong learning
• The ability to use information technology to access online information, manage information, and to critically evaluate evidence from the scientific literature in decision making patient care
TECHNICAL STANDARDS OF ADMISSION

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. Thus, admission to medical school is offered to those who present the highest qualifications for the study and practice of medicine. Technical standards presented in this document are prerequisite for admission to and graduation from the School of Medicine at Meharry Medical College. All courses in the curriculum are required in order to develop the essential skills required to become a competent physician.

Graduates of medical schools must have the knowledge and skills to function in a broad variety of clinical situations and to render a wide spectrum of patient care. The School of Medicine at Meharry Medical College acknowledges Section 504 of the 1973 Vocational Rehabilitation Act and PL 11-336, the Americans with Disabilities Act (ADA) 1993, but ascertains that certain minimum technical standards must be present in prospective candidates.

A candidate for the M.D. degree must have aptitude, abilities, and skills in five areas: observation, communication, motor coordination and function, intellectual/conceptual, integrative and quantitative abilities, and behavioral and social attributes. Technological compensation can be made for some handicaps in these areas, but a candidate should be able to perform in a reasonably independent manner, without assistance. The use of a trained intermediary means that a candidate's judgment must be mediated by someone else's power of selection and observation. Therefore, third parties cannot be used to assist students in accomplishing curricular requirements in the six skill areas specified.

Observation: The candidate must be able to observe demonstrations and participate in experiments in the basic sciences including, but not limited to, physiologic and pharmacologic demonstrations in animals, microbiologic cultures, and microscopic studies of microorganisms and tissues in normal and pathologic states. A candidate must be able to observe a patient accurately at a distance and close at hand. Observation requires not only the use of the sense of vision, but other sensory modalities as well. It is enhanced, for example, by the sense of smell.

Communication: A candidate should be able to speak, to hear, and observe patients in order to elicit information; describe changes in mood, activity, and posture; and perceive nonverbal communications. A candidate must be able to communicate effectively and with sensitivity toward patients. Communication includes not only speech, but also reading and writing. The candidate must be able to communicate effectively and efficiently in oral and written form with all members of the healthcare team.

Motor Coordination and Function: Candidates should have sufficient motor function to elicit information from patients by palpation, auscultation, percussion, and other diagnostic maneuvers. A candidate should be able to perform basic laboratory tests (urinalysis, CBC, etc.), carry out diagnostic procedures (proctoscopy, paracentesis, etc.), and read EKGs and X-rays. A candidate should be able to execute motor movements reasonably required
to provide general care and emergency treatment to patients. Examples of emergency treatment reasonably required of physicians are cardiopulmonary resuscitation, the administration of intravenous medication, application of pressure to stop bleeding, opening of obstructed airways, suturing of simple wounds, and performance of simple obstetrical maneuvers. Such actions require coordination of both gross and fine muscular movements, equilibrium, and functional use of the senses of touch and vision.

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

**Behavioral and Social Attributes:** Candidates must possess the emotional health required for full use of their intellectual abilities, the exercise of good judgment, the prompt completion of all responsibilities attendant to the diagnosis and care of patients, and the development of mature, sensitive, and effective relationships with patients. Candidates must be able to tolerate physically taxing workloads and to function effectively when stressed. They must be able to adapt to changing environments, to display flexibility, and to learn to function in the face of uncertainties inherent in the clinical problems of many patients. Empathy, integrity, concern for others, interpersonal skills, interest, and motivation are all personal qualities that should be assessed during the admission and education processes.

Candidates for the M.D. degree must have somatic sensation and the functional use of the senses of vision and hearing. Candidates’ diagnostic skills will also be lessened without the functional use of the senses of equilibrium, smell, or taste. Additionally, they must have sufficient exteroceptive sense (touch, pain, and temperature), sufficient proprioceptive sense (position, pressure, movement, stereognosis, and vibratory) and sufficient motor function to permit them to carry out the activities described in the section above. They must be able to consistently, quickly, and accurately integrate all information received by whatever sense(s) employed and they must have the intellectual ability to learn, integrate, analyze, and synthesize data.

The Meharry Medical College School of Medicine will consider for admission any applicant who demonstrates the ability to perform or to learn to perform the skills listed in this document. Students will be judged not only on their scholastic accomplishments, but also on their physical and emotional capacities to meet the full requirements of the school’s curriculum and to graduate as skilled and effective practitioners of medicine. The following technical requirements apply:

1. The candidate is able to observe demonstrations and participate in experiments in the basic sciences.

2. The candidate is able to analyze, synthesize, extrapolate, solve problems, and reach diagnostic and therapeutic judgments.
3. The candidate has sufficient use of the senses of vision and hearing and the somatic sensation necessary to perform a physical examination and perform palpation, auscultation, and percussion.

4. The candidate can reasonably relate to patients and establish sensitive, professional relationships with them.

5. The candidate can communicate the results of an examination to the patient and to colleagues with accuracy, clarity, and efficiency.

6. The candidate can learn and perform routine laboratory tests and diagnostic procedures.

7. The candidate can perform with precise, quick, and appropriate actions in emergency situations.

8. The candidate displays good judgment in the assessment and treatment of patients.

9. The candidate possesses the perseverance, diligence, and consistency to complete the medical school curriculum, and to enter the independent practice of medicine.

10. The candidate is able to accept criticism and respond with the appropriate modification of behavior.

OVERVIEW OF ACADEMIC POLICIES

• The School of Medicine reserves the right to modify the curricular content, format, and/or academic requirement(s) during the time of a student’s enrollment. At the time of matriculation, students agree to meet all requirements and policies approved by the appropriate academic body.

• The faculty and administration of Meharry Medical College expect full cooperation from the student body in the maintenance of high moral and ethical standards. Meharry Medical College reserves the right to dismiss a student at any time if his/her conduct is considered unsatisfactory. On the other hand, students should expect and receive courteous and helpful assistance from staff and cutting-edge instruction and research methods from the faculty.

• All students are required to complete a minimum of eight (8) weeks hypothesis-driven research activity. Research activity will be anticipated to occur between the first and second year of medical school; however, this experience may be completed prior to the last semester of the senior year.

• Personal honesty is one of the most important attributes of a good professional; therefore, any student involved in an irregularity during an examination will be referred to the College Disciplinary Committee for appropriate action.
• Students may be permitted a maximum of two (2) attempts to successfully pass an individual course in the curriculum, upon the decision of the Student Evaluation and Promotion Committee (SEPC). Failure to pass an individual course after two attempts will result in a student being recommended for dismissal from the School of Medicine.

• Students will be able to take summer courses offered by the Association of American Medical Colleges (AAMC) approved institutions across the nation, with approval of the department chairman and the Office of the Dean, in an attempt to remove failing grades.

• Students are required to participate in all academic support programs prescribed by the Office of the Dean. This is inclusive of all Comprehensive Medical Review Program (CMRP) offerings, such as Kaplan. Kaplan review is mandatory for all students preparing for USMLE Step 1.

• All MS4s are required to take the Objective Structured Clinical Examination (OSCE) during the months of May – July between the third and fourth years.

• All MS4s must pass the required fourth year OSCE prior to taking the USMLE Step 2 CS.

• Students who have not passed the USMLE Step 1 examination cannot progress to the third year nor will they be allowed to participate in the National Residency Matching Program (NMRP).

• All MS4s are required to take USMLE Step 2 CK and CS by December 31. Successful negotiation of both parts of Step 2 is required for graduation and receipt of the M.D. degree.

THE FOUR YEAR CURRICULUM

Policy Statement

The four-year curriculum of the School of Medicine is divided into two (2) phases. Phase I consists of MAPS (Mini-Academic Program for Success) and the first two (2) years—generally referred to as the Basic Sciences Years. Phase II consists of the last two (2) years—generally referred to as the Clinical Years. All students are required to complete all courses included in Phases I and II in a maximum of six calendar years. Successful passage of USMLE (United States Medicine Licensing Examination) Steps 1 and 2 CK & CS is required for receipt of the M.D. degree.

PHASE I:

The Mini Academic Program for Success is a six-week course starting in June of the first year class. Continuing in year one, traditional basic science courses are presented in an integrated manner. The second academic year consists of integrated organ system modules. Principle & Practice of Medicine courses are presented in both, MS1 and MS2 years.
• Students failing one course will be allowed to repeat the course. Failure of two core courses may result in the student repeating the courses or the entire academic year based on assessment of their academic performance. No student will be allowed to repeat more than one academic year during his or her entire course of matriculation. A student failing more than two courses within one academic year is subject to dismissal for poor academic performance.

• Upon the recommendation of the Student Evaluation and Promotion Committee, with the concurrence of the Dean, the School of Medicine permits a maximum of three (3) years, to complete the pre-clinical (MS1 and MS2 years) curriculum. Any student not completing the pre-clinical curriculum in its entirety within three academic years will be subject to dismissal from the School of Medicine. The School of Medicine is under no obligation to offer summer courses needed for make-up work.

• No student will be allowed to sit for an administration of the USMLE Step 1 unless they have successfully completed all requirements of the pre-clinical curriculum. All students must take and pass the appropriate Comprehensive Subject Board and institutional examinations prior to sitting for any Step examination. Any student successfully completing all pre-clinical courses and subject boards must have fifty percent attendance for all Kaplan review sessions to be eligible to sit for the USMLE Step 1 examination. Students successfully completing the first two years, but not on time, are required to participate one hundred percent.

• Students may be permitted a maximum number of three (3) attempts to pass USMLE Step 1. Failure to pass in three (3) attempts will result in the student being dismissed from enrollment in the School of Medicine.

PHASE II:

MS3 CLINICAL ROTATIONS AND INTERSESSIONS

Rising MS3s are randomly grouped for assignment to the six clinical rotations. Rotation assignments are made based on student request, availability, or other lottery mechanisms. Students will not be allowed to begin a clerkship more than two days after its starting date without special permission from the Office of the Dean. Such permission requires the existence of extreme extenuating circumstances. Students must also sit for USMLE Step 1 prior to beginning their first clerkship, and provide verification from the NBME to the Office of Student and Academic Affairs prior to first clerkship entry.

The Six Clinical Rotations are as follows:

1. **Internal Medicine** – Must be fulfilled at the Alvin C. York VA Medical Center in Murfreesboro, Tennessee, Metropolitan Nashville General Hospital, or Centennial Medical
Center, Matthew Walker Comprehensive Health Center, and one of numerous ambulatory sites approved by the department. (12 weeks)

2. **Surgery** – Must be fulfilled at Metropolitan Nashville General Hospital, the Alvin C. York VA Medical Center, Vanderbilt University Medical Center, or affiliated sites approved by the department. (12 weeks)

3. **Obstetrics & Gynecology** – Must be fulfilled at Metropolitan Nashville General Hospital, Middle Tennessee Medical Center, Matthew Walker Comprehensive Health Center, or one of the other affiliated sites approved by the department. (8 weeks)

4. **Pediatrics** – Must be fulfilled at Metropolitan Nashville General Hospital, Matthew Walker Comprehensive Health Center, Vanderbilt Children’s Hospital (not available 2013-2014 academic year), or one of the other affiliated sites approved by the department. (8 weeks)

5. **Psychiatry** – Must be fulfilled at the Alvin C. York VA Medical Center, Elam Mental Health Center, Middle Tennessee Mental Health Center, Nashville VA Medical Center, or other affiliated mental health sites approved by the department. (4 weeks)

6. **Family Medicine** – Must be fulfilled at one of the numerous affiliate private practice sites approved by the department. (4 weeks)

7. **Intersessions** – Three one-week sessions in June, September, and March. This serves as a bridge to integrate basic science and clinical science.

**NOTE:** Six clinical rotations are required to complete the MS3 year.

**MS3 CLINICAL ROTATIONS AT AFFILIATED INSTITUTIONS**

Nashville General Hospital (NGHM) at Meharry Medical College serves as the index hospital for the School of Medicine. There are also affiliations with the Alvin C. York VA Medical Center, Centennial Medical Center, James H. Quillen Medical School, Middle Tennessee Mental Health Institute, Middle Tennessee Medical Center (Murfreesboro), Matthew Walker Comprehensive Health Center, United Neighborhood Health Centers, Skyline Medical Center, Nashville VA Medical Center*, Vanderbilt University Medical Center* (*via the Meharry Vanderbilt Alliance), and other sites currently under negotiation.

**CLINICAL ACCESS POLICY FOR ACADEMICALLY DELAYED**

All students will receive annual rotation schedules but delayed students will begin on preassigned schedules upon completion of remediation of USMLE Step 1. Delayed students who become eligible for clinical training will be assigned on the basis of the availability of clinical training positions. Students who complete their academic training on-time will receive priority for rotation placement.
Implementation Procedures

1. After placement of on-time students, each rotation will be codified according to the remaining number of openings.

2. Remaining openings will be distributed across rotation cycles for the entire academic year following the September/October rotations.

3. Delayed students will be re-aligned with academic clerkship rotation schedules.

The above process results in a variable access track for delayed students who re-enter the academic program at the clinical level.

MS4 CLINICAL ROTATIONS

MS4 clinical rotations are divided into clerkships (selectives) and electives. Selectives are required rotations; however, a student can select the specific schedule for the rotations that best fits his/her individual situation. The following are required selectives:

1. **Internal Medicine** – One unit (4 weeks) is required. This unit may be taken on campus and must be a general medicine ward or ICU/CCU experience.

2. **Radiology** – One unit (4 weeks) is required. This unit must be taken on campus.

3. **MS4 Ambulatory** – One unit (4 weeks) is required. This unit may be taken at a designated site in Primary Care, but must be arranged with the selected department prior to the start of the rotation. Selected departments include Family Medicine, Internal Medicine, OB/GYN, and Pediatrics.

4. **Capstone** – One unit (4 weeks) is required. This unit is offered on the campus of Meharry Medical College in February.

5. **Electives** – Four units (16 weeks) are required. These units may be taken on or off campus.

**NOTE:** A MS4 Clinical Unit is equal to four weeks. Eight clinical rotations of four weeks each are required to complete the fourth year.

MS4 clerkships and electives may be taken at Metropolitan Nashville General Hospital, the Alvin C. York VA Medical Center, or at other off-campus sites with the endorsement of the chairperson of the involved department, Office of Student and Academic Affairs, and approval of the Office of the Dean.

An application form for clerkships or electives must be completed prior to beginning any intramural or extramural clerkship or elective. The Office of Student and Academic Affairs has application
forms, brochures, and other materials describing various senior elective and clerkship opportunities at institutions around the country. The application form must be approved and signed by the appropriate departmental chairperson before it is returned to the Office of Student and Academic Affairs for the signature of the Dean or his/her designee. The student must register in the Office of Admissions and Records to receive appropriate credit.

At the beginning of each MS4 clerkship or elective, students must have the department or preceptor complete a clerkship validation form to receive credit for the rotation. These forms are to be returned to Office of Admissions and Records. There must be a clerkship validation form for each clerkship; otherwise, a grade will not be posted to the transcript by the registrar.

**Students who do not receive approval prior to starting a rotation will not receive credit for the rotation under any circumstances.**

The MS4 Elective/Selective form, when appropriately signed, certifies the following:

1. The student is in good academic standing.
2. Tuition is paid at the home institution.
3. Malpractice insurance covers the student at sites other than Meharry.
4. Personal health insurance coverage is in effect.
5. The student is authorized by the Dean of the School of Medicine or designee to take the clerkship or elective.

Students must pick up their registration validation forms from the Office of Admissions and Records before starting a clerkship or elective. This form must be signed by the preceptor at the beginning of the rotation and returned to the Office of Admissions and Records within fourteen (14) days in order to insure proper credit for the rotation.

A Student Evaluation Form and the application will be sent by the Office of Student and Academic Affairs to the specified person or department at the clerkship or elective site. The evaluation form must be returned to the Office of Student and Academic Affairs within two (2) weeks of the completion date of the clinical experience if credit is to be granted.
**Year 2**

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*Family Medicine | Internal Medicine Intensive Care Unit

*Intersession occurs during the orientation for the third year  **Intersession-1 week each at the end of September and March*

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### General Policies and Procedures

#### Student Duty Hours

**Policy Statement**

Student duty hours are limited to **80 hours over a two week time period** during an inpatient service rotation requiring night call. Ambulatory services or all other rotations have restricted duty hours of 40 hours per week. The Clerkship Directors will monitor duty hours at midterm and end of rotation. The Clinical subcommittee will report findings to the Curriculum Committee quarterly.

**Definitions**

Students will have clinic responsibilities 32 hours per week and six to eight hours of educational time per week to a maximum of 40 hours per week. Students on an on-call service work a
maximum of 80 hours in a two week time period and 12 to 16 of those hours consist of educational time.

Procedure

Students are to report violations of this policy to the clerkship director. If there is no resolution, the student is to file a grievance with the chairperson of the department. If still no resolution, then it is addressed by the Associate Dean of Student and Academic Affairs.

MISTREATMENT POLICY

Introduction

Meharry Medical College is an institution rooted in the care of the whole person. Our motto promises the “Worship of God through service to mankind”; interaction between teachers, learners and administrative staff should emulate this founding principle. As such, Meharry is committed to creating and sustaining an educational environment that fosters the values and virtues of:

- Mutual respect
- Trust
- Honesty
- Collegiality
- Compassion
- Accountability

Such values are especially critical to effective relationships between faculty, students, and administrative staff. The medical learning environment is expected to facilitate students’ acquisition 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, based on the presence of mutual respect between teacher, learner and staff. Characteristics of this respect are the expectation that all participants in the educational program assume their responsibilities in a manner that enriches the quality of the learning process.

Purpose

The purpose of this policy is to outline expectations of behaviors that promote a positive learning environment for Meharry Medical College medical students and other learners and to delineate grievance procedures to address alleged violations without fear of retaliation. This policy offers a definition of mistreatment and provides examples of unacceptable treatment of medical students, and describes the procedures available to report incidents of mistreatment in a safe and effective manner.
Definitions/Examples
Mistreatment of students can occur in a variety of forms and may seriously impair learning. Types of abuse include verbal, power, ethnic, physical, and sexual harassment. Examples of student mistreatment include, but are not limited to repeated instances or single egregious instances of:

- Verbally abusing, belittling, or actions that can reasonably be interpreted as demeaning or humiliating
- Assigning duties as punishment rather than education
- Unwarranted exclusion from reasonable learning opportunities
- Threats to fail, give lower grades, or give a poor evaluation for inappropriate reasons
- Asking a student to carry out personal chores or errands
- Pressuring students to exceed established restrictions on work hours
- Committing an act of physical abuse or violence of any kind such as pushing, shoving, slapping, hitting, tripping, throwing objects at, or aggressive violation of personal space
- Unwelcomed sexual comments, jokes, innuendos, or taunting remarks about a person’s protected status as defined by Meharry Medical College’s Nondiscrimination Policy Statement:

Meharry Medical College is an EOE/AA employer and does not discriminate on the basis of gender, age, race, religion, color, national origin, handicap, veteran, or immigrant status in its admissions, employment, and education programs or activities.

Procedure
Medical students who themselves experience or observe other students experiencing possible mistreatment are encouraged to discuss it with someone in a position to understand the context and address necessary action. The individual considering making a report of mistreatment should first, if possible, attempt to resolve the matter directly with the alleged offender. Suggested options for medical students include:

Informal Resolution
Students will be encouraged to utilize any of the informal mechanisms described below whenever possible:

- Direct discussion with the alleged offender
- Conversation with chief resident, attending physician, course coordinator, course/clerkship director

Formal Process
When a student is unable to resolve a situation of abuse or mistreatment using informal mechanisms, he/she will contact the department chair. The student will provide a written
description of the circumstances leading to the complaint to the department chair, who will contact the Associate Dean of Academic Affairs for Student and Academic Affairs. The complainant must be willing to be identified to the person against whom the complaint is directed. A Student Mistreatment ad hoc committee will be appointed by the Associate Dean of Academic Affairs consisting of one faculty member, a chief resident or nurse representative (as appropriate) and one student. Selection will be matched to the specifics of the case (e.g. students on committees with student complainant; residents with resident complainant). The faculty member will serve as the chair. Particular attention will be made to considerations of continuity, experience, sensitivity to the concerns of students and faculty, and gender, racial, cultural and economic diversity when making appointments to the committee.

The ad hoc committee will be investigatory and advisory to the Associate Dean of Academic Affairs in questions regarding conduct of students, faculty, and staff. The recommendations and findings of the ad hoc committee will be reviewed by the Associate Dean of Academic Affairs, who will have the responsibility and authority to determine if the basis exists for referral to a Hospital Director, Dean, Human Resources, or to a committee of the Faculty Senate for further review.

- The ad hoc committee will convene within 10 working days after the chair receives the written complaint. Any member with a conflict of interest will be replaced.

- The ad hoc committee will conduct an investigation by interviewing all parties involved with any witnesses available. Legal counsel is not permitted at this point and the accused or any witnesses have the right to refuse to appear without prejudice against their case.

- All materials will be reviewed by the ad hoc committee and any conclusions regarding the investigation will be reported to the Associate Dean of Academic Affairs within 15 working days of receiving the complaint. The ad hoc committee will determine:
  
  o There is no significant basis to conclude that mistreatment or abuse did occur; or
  o Find that mistreatment or abuse probably did occur

- The Associate Dean of Academic Affairs will review the findings and make a decision on corrective action to take. Notification of the involved parties will occur within 10 working days after receiving the recommendations of the ad hoc committee. The Associate Dean of Academic Affairs will work with the appropriate department chair, section head, dean, etc to assure corrective action is taken. Referral to the appropriate authority will ensue.
• The Dean and ad hoc committee will be notified of the final disposition

If the allegation of mistreatment is against the Associate Dean of Academic Affairs, the Dean will serve in the role specified for the Associate Dean of Academic Affairs.

Medical Students requesting complete anonymity should be made aware that doing so may interfere with the medical school’s ability to investigate the concern and their ability to receive information about the follow-up investigation.

Medical Students may also choose to pursue claims of unlawful discrimination or harassment as noted below as noted by the College’s statement:

Inquiries concerning the College’s non-discrimination policies may be referred to the Office of the General Counsel, S.S. Kresge Learning Resources Center, (615) 327-6102, or to the Affirmative Action Officer, Office of the President, (615) 327-6904.

No Retaliation
Retaliation is strictly prohibited. Individuals who believe they are experiencing retaliation are strongly encouraged to contact the Associate Dean for Student and Academic Affairs and/or the Associate Dean of Academic Affairs. Alleged retaliation will be subject to investigation and may result in disciplinary action up to and including termination or expulsion.

Appeals
Students have the right to appeal to the Dean of the School of Medicine.

ADA POLICY

Students with Disabilities

Meharry Medical College is committed to the provisions of the Rehabilitation Act of 1973 and Americans with Disabilities Act in creating an inclusive community for students with disabilities. Students seeking accommodations for any type of disability are encouraged to contact the Office of Student and Academic Affairs in their respective schools. Services include, but are not limited to, extended time for testing, assistance with locating sign language interpreters, audiotaped textbooks, physical adaptations, note takers and reading services. Accommodations are tailored to meet the needs of each student with a documented disability. Specific concerns pertaining to services for people with disabilities or any disability issue should be directed to the ADA officer or the Office of the General Counsel.

STUDENT DRESS CODE

General
Students in the School of Medicine, at all levels of education and training, are expected to maintain a proper professional image in their behavior and personal appearance at all times. Hair is to be neatly groomed and clean. Nails are to be neatly trimmed and clean. No artificial nails are allowed. Males are not to wear hats or bandanas inside any Meharry or affiliate facility.

Personal attire should be reflective of professionalism, and in accordance with institutional, departmental and course director mandates. Attire during both preclinical and clinical training should be consistent with that which would instill a patient’s confidence in the student’s competence to practice medicine.

Preclinical Guidelines

During the preclinical years, medical students are expected to wear clean, appropriate apparel (shirts, pants, knee length shorts, dresses, skirts, etc.) and shoes to all academic activities and when visiting any of our affiliate healthcare facilities. **Unacceptable attire** for students includes short (mini) skirts, tee shirts with inappropriate inscriptions, halter tops, midriffs, excessively low-cut necklines, leggings, sweat bands, over-sized sagging pants/jeans/shorts, and rubber thongs. Bermuda length shorts and skirts are acceptable. The entire foot must be covered during all laboratory activities, especially while in gross anatomy, in conformance with safety regulations.

**Scrub Suits**

Students are not to wear scrub suits belonging to any of the affiliate hospitals outside of the healthcare facility. Not only is this practice considered theft, it adds to the overall cost of health care.

During the first semester of the MS1, while in gross anatomy, students may wear scrub suits to class. Otherwise, scrub suit wear is considered unacceptable classroom attire.

While on call in affiliate hospital facilities, during the MS3 and MS4 year, students may wear scrub suits to class. Students should wear their own scrub suits unless they are involved in an obstetrical or surgical procedure. Hospital scrubs must be worn in instances where sterility is an issue.

Clinical Guidelines

The hospital and school dress codes are designed to establish regulations governing attire conducive to good public relations and the welfare of patients and hospital personnel. It also reinforces dress standards that meet safety, infection control, and sanitary requirements of health care institutions.

During **clinical** exposures, and at any time students have contact with patients or are in patient care areas, shorts are not to be worn. Men should wear shirts and ties and women should wear dresses or appropriate slacks and blouses. Also, white lab coats with name tags are to be worn by all students. **Unacceptable attire** for work in the hospital or clinic include jeans, halter tops, tank tops, tee shirts, mesh or see-through garments, short pants, leggings with appropriate
covering (such as tunic length blouses), excessively low cut necklines, vests alone, short tops, or other clothing revealing the abdomen and/or lower back and unapproved footwear. **Healthcare institutions will not assume responsibility for any injury sustained as a result of not wearing the proper type of shoes.** Males are not to wear earrings on clinical services. Nor is jewelry in pierced facial areas or tongue to be worn by anyone at any time while in class or during clinical duties.

Medical students are to wear clean, pressed, short, white jackets. Proper identification badges and name tags are to be worn at all times. Males are encouraged to wear freshly laundered and pressed shirts and ties. Blouses worn by females should not have excessively low cut necklines, or expose the abdomen, and should be freshly laundered. The wearing of canvas top shoes, sandals, and mesh shoes during the performance of clinical duties is discouraged. Bare feet are not allowed and bare legs are discouraged. Hospital personnel request that students wear stockings or socks when on duty.

**Enforcement of Guidelines**

It is the responsibility of every faculty member to monitor adherence to the above guidelines. If problems cannot be resolved at this level, then referrals should be made to the Office of Student and Academic Affairs.

Students will be suspended from clinical or classroom activities until such time as they comply with college dress code policy.

**General Institutional Policies**

- Meharry picture identification tags (IDs) must be worn at all times while on campus and at affiliated sites.

- Smoking is not allowed. Meharry Medical College is a smoke-free campus.

**Class Attendance**

- No student is allowed to attend a class for which he/she is not officially registered by the Office of Admissions and Records. Without proper official registration, no retroactive credit will be given.

- One of the behavioral objectives of the institution is to help the students acquire the discipline and motivation necessary to attain their maximum professional development. In order to facilitate this, students are expected to attend all classes. Attendance requirements will be the purview of the departments. Since experience is basic to clinical competence, punctual attendance is expected **one hundred percent (100%)** of the time during clinical rotations.

- The class instructor should notify the chairperson of the department giving the name, classification, and the last date of attendance for a student with excessive absences (non-attendance after **three (3) days**) in clerkships. The chairperson should report the
student’s absence to the Associate Dean for Student and Academic Affairs. The Associate Dean for Student and Academic Affairs will make every effort to contact the student, determine the student’s situation, and provide counseling.

Absences

- Requests for **Dean's Excuses** must be made in advance of anticipated absences. If an emergency arises after regular working hours or during the weekend, a telephone call should be made to the Office of Student and Academic Affairs **(615) 327-6413** explaining the nature of the emergency by the end of the next working day. Retroactive excuses will not be granted.

- Dean’s Excuses will be issued in the Office of Student and Academic Affairs for absences or other specific reasons, i.e., personal illness, death of relative, etc. Documentation must be presented at the time of application, i.e., doctor’s statement confirming absence because of illness, etc.

- The Dean’s Excuse means that a student **will not be penalized** for work missed during his/her absence; however, departments have the right to **require a student to make-up** any work missed.

Examinations and Grading System

Examinations are scheduled and coordinated centrally by the appropriate sub-committees of the Curriculum Committee.

The **definitive** evaluation of the student’s work is expressed by A, B+, B, C+, C, F, P, S, or U which appears on his/her official transcript and on the report form given to each student at the end of each semester. All preclinical and clinical departments are required to provide a narrative evaluation along with a letter grade for all students. All grades are to be submitted to the Office of Student and Academic Affairs within three weeks following receipt of subject board scores by the department.

The grade of **incomplete** (“I”) indicates: (1) that the student has satisfactorily completed at least three-fourths of the course, but, for legitimate reasons, a small fraction of the work remains to be completed; or (2) that the student’s records indicate that he/she can obtain a passing grade, but that he/she lacks a specific requirement, such as the final examination, due to illness or some other unique or extraordinary circumstance beyond the student’s control.

A student receiving an “I” grade must complete all requirements prior to the end of the next semester so that a **Change of Grade Form** can be submitted to the Registrar by the due date for grades. If the requirements are not completed within the specified time, no credit will be given and the “I” grade will revert to an **F**.
For **preclinical courses**, the student is required to remove the ‘Incomplete’ grade within a length of time equal to the length of the course or the beginning of the next academic year. All incomplete grades received in **clinical courses** must be removed before the end of the next semester.

For **clinical courses**, upon receiving a second ‘Incomplete,’ the student will not be allowed to take additional clerkships until satisfactory grades are achieved in **BOTH courses**.

Any department submitting a **Failing or Incomplete grade** must submit a written description describing the nature of the deficiency. The faculty member/department awarding the “I” grade must complete the **Agreement for Awarding/Removing “I” Grades Form**. The form will specify what the student is to do to remove the “I” grade, as well as the dates for removal. The department chairman may elect, however, to submit a letter to the student in lieu of completing the form.

The faculty member and the student must sign the form. Both parties should retain a copy of the form with other copies transmitted to the department chairman, Associate Dean of the Office of Student and Academic Affairs, and Registrar. A copy of this form should also accompany the submission of grades.

*Failure to remove the “I” grade within the prescribed time frame, or failure to comply with the conditions for removal will result in an “F” grade.*

**Change of Grade**

A change of grade can be made only upon recommendation of the departmental chairperson with approval of the **Associate Dean of Academic Affairs** for Student/Academic Affairs. A recommendation for change of grade must include appropriate reasons for the change requested.

**GRADE APPEAL POLICY**

**Purpose**
To provide students an opportunity to appeal a final grade.

**Procedure**
If a student wishes to appeal a final grade, he/she can do so through the following process:

First, address any question or concerns with the course/clerkship director. If this discussion does not resolve the issue, or if the course/clerkship director is no longer in residence or is otherwise unreachable, the student may then, appeal in writing to the chair of the department providing the final grade to attempt to mediate a resolution and make a recommendation. A chair cannot change a grade. If discussion among the student, course/clerkship director, and chair does not lead to a resolution, the student may appeal in writing to the **Associate Dean of Academic Affairs** of Student and Academic Affairs. The **Associate Dean of Academic Affairs** of Student and Academic Affairs may elect to mediate or to empanel an Ad Hoc Appeals Committee to investigate whether the grade should remain the same or be changed.
The Ad Hoc Appeals Committee shall be composed of three to five faculty members of the School of Medicine. The Committee will proceed under the assumption the course grade was justified; the burden of proof shall lie with the student and begins with the student submitting to the Committee a written statement delineating an argument supporting a change of grade. If the Committee members find the grade was not based upon academic and professional performance, they may submit a new grade to the Dean. In all cases, the Ad Hoc Committee’s recommendation shall be conveyed, in writing, within 10 days of the Committee’s decision to the student who initiated the appeal, the course/clerkship director involved, the Associate Dean of Academic Affairs for Students and Academic Affairs, and the Dean. The Dean's decision in all such matters is final.

**PRECLINICAL GRADING**

**“I” Grade Policy Statement**

During the first academic year, the awarded grade will be based upon the performance on internal examinations. The “I” grade will not be utilized for unsuccessful performance on the subject board. Students with a passing grade, but not passing the subject board will be allowed to progress to the next academic year, **but will have to pass the subject board(s) before taking USMLE Step I.** All repeat subject boards will be administered at the end of the second year following the Kaplan Review, if given. The passing level of all subject boards, course associated and course-unassociated, is a standard score of 65.

**Grades for Off Campus Courses**

Students taking courses away from Meharry for remediation or for selectives/electives will be governed by the grading system (scale) of our institution or course. The grade will be accepted as submitted by the away institution and transposed to Meharry's evaluation system. No more than two (2) preclinical courses can be remediated during the summer at an away institution. In the case of preclinical courses, students who pass a course taken away must also pass the respective subject board of that discipline at the level required by the Meharry department. Thus, if the student passes the away course and the NBME subject board at Meharry, the grade received will be that awarded in collaboration with the away institution.

**SUBJECT BOARDS**

In the preclinical years, all students must score **a minimum of 65** (or a higher passing score as determined by the department, and if approved by the Curriculum Committee) on each NBME Subject Board offered in the preclinical years. Student eligibility to sit for subject boards in the preclinical years is determined by the department. Students failing the internal department
examination component of a course, while passing the subject board, still fail the course. Successful passage of subject boards is not required for the completion of preclinical course requirements, but is required to sit for the USMLE Step 1 examination.

In the clinical years, all students must score a minimum of 60 (or a higher passing score as determined by the department, and if approved by the Curriculum Committee) on each NBME Subject Board offered in the clinical years. Successful passage of all subject boards is required for satisfactory completion of all MS3 clerkship requirements. Students failing to obtain a passing score on the clinical subject board will be given one (1) additional opportunity to take the examination after remediation. The type of remediation is at the discretion of individual departments. All incomplete grades must be removed prior to sitting for any of the USMLE Step examinations.

UNITED STATES MEDICAL LICENSING EXAMINATION

USMLE Step 1

The faculty of the School of Medicine utilizes the USMLE Step 1 as one of several variables in determining the academic progress of students.

Students will be permitted to take USMLE Step 1 only after successful completion of all preclinical (basic science) courses of the medical curriculum. Students who have registered but have not finished all pre-clinical course requirements including passage of all subject board examinations will be administratively withdrawn from the examination.

All students are required to sign a Memorandum of Understanding Registration Attestation from the Office of Student and Academic Affairs for verification to register and sit for the USMLE Step 1 examination. Each student will be verified to register for the examination under the following conditions:

- No eligibility period will be confirmed prior to June; June 1-30th is suggested
- Students must satisfactorily complete all internal exams and assignments prior to sitting for the Step 1 exam
- Students must pass all NBME subject board examinations prior to sitting for the Step 1 exam
- You must sign this acknowledgement of the Policies and Procedures related to student eligibility for taking USMLE Step 1

Any student who does not comply with this agreement will be subject to dismissal from the School of Medicine at Meharry Medical College. This agreement is necessary due to the time sensitive nature and availability factor that goes along with registering for this examination.

All students must pass USMLE Step 1 with the minimum national passing score before graduation. Any student withholding scores will not be allowed to continue their rotations(s) until official documentation of the passing score has been received from the National Board of Medical Examiners. Individual student scores will not be released to anyone unless prior written
(notarized) approval is provided to the Associate Dean, Office of Student Academic Affairs. No scores will be communicated by telephone to anyone.

- Students will be allowed to take **USMLE Step 1** for the first time by **June 30th** following completion of the second year and will be allowed to register and commence third year clerkships in July once registration confirmation has been submitted. If the student passes the **USMLE Step 1** at the national passing level, he/she will be allowed to progress through all clinical rotations.

- If a student does not sit for the USMLE Step 1 examination before June 1-30th, matriculation dates may be delayed due to third year clerkship availability.

- If a student **fails to pass** the **USMLE Step 1** at the national passing level in June, the student will be required to retake the examination upon completion of the first rotation and follow an individually prescribed review program.

- If a **second failure** should occur, the student will be required to participate in the institutionally based board review program, or choose an approved external review program after completion of their scheduled clinical rotation. **No student will be allowed to take any further clinical rotations after a second failure until passage of USMLE Step 1.**

- If a student chooses an approved external review program, he/she must sign an institutional release document and provide documentation of external review program participation. Failure to provide documentation or to fully participate in the Meharry's Pamela C. Williams Tutorial Society Program will result in administrative withdrawal from the **USMLE Step 1** and/or dismissal.

- Students who have not passed **USMLE Step 1** cannot progress through the third year nor can they participate in the National Residency Matching Program.

- Students may be permitted a maximum number of **three (3) attempts to pass USMLE Step 1.** Failure to pass in three (3) attempts will result in the student being dismissed from enrollment in the School of Medicine

**USMLE Step 2 CK and CS**

All students planning to participate in the NRMP must sit for the **USMLE Step 2 CK and CS** at least once by **December 1st** of their fourth year.

Only those students who have successfully passed **USMLE Step 1** and have completed all required MS3 clerkships will be allowed to take **USMLE Step 2 CK and CS.** The student must pass the **MS4 OSCE** prior to taking the **USMLE Step 2 CS.** Any student who sits for **USMLE Step 2** without fulfilling the preceding requirements will be recommended for dismissal from the institution and/or withdrawn from the examination.
If a student is unsuccessful in passing either part of USMLE Step 2 after two attempts during their fourth year, he/she will be placed on an administrative extension of matriculation, for a maximum period of one (1) year. The student will be required to participate in either the institutional Pamela C. Williams Tutorial Society Program or an approved Board Review Program of his/her choice in preparation for USMLE Step 2 CK and/or CS. Upon passage, the student must present official documentation that he/she has passed USMLE Step 2 CK and/or CS to be eligible to receive the M.D. degree from Meharry Medical College.

Failure to present official documentation of the successful passage of USMLE Step 2 CK and/or CS by the end of the one year period of approved administrative extension of matriculation will result in the ineligibility to receive the M.D. degree from Meharry Medical College (i.e., no student who has failed to pass the USMLE Step 2 CK and/or CS after four (4) attempts will be eligible to receive the M.D. degree from this institution).

In order to participate in Commencement exercises, all students must have passed USMLE Step 1 and will have completed all course requirements no later than December 31st of the calendar year in which they participate. Receipt of the M.D. degree, however, is contingent upon official documentation of successful passage of USMLE Steps 1, 2 CK and CS.

ACADEMIC STANDING

A student at Meharry Medical College is in good academic standing if he/she is properly registered with the Office of Admissions and Records and is unencumbered by pending action of the Office of the Dean pursuant to recommendations from the Student Evaluation and Promotion Committee arising from academic or other difficulties.

Satisfactory Academic Progress

In order to remain in good standing, a student enrolled in the School of Medicine must maintain a cumulative grade point average of a minimum of 2.0 (C average). Any student who fails to maintain a cumulative academic average established by the School to be considered in good academic standing will automatically be placed on probation.

No student may remain on probationary academic status any longer than one (1) semester and must be counseled when any probation status is established by the Associate Dean of Academic Affairs for Student and Academic affairs. No student will be allowed to remain on probation for more than two (2) semesters throughout his or her entire matriculation without being considered for dismissal by the Student Evaluation and Promotion Committee.

Depending on whether or not the student is permitted to enroll in the next regular semester or a subsequent semester, the time permitted for achieving the minimal cumulative grade point average or good academic standing will be limited to one academic year. Any exception to this policy must be justifiable and approved by the Student Evaluation and Promotion Committee and Dean of the School of Medicine with stated reasons for such exception. The academic policies established by the School of Medicine for evaluation of a student’s academic progress and
standing, along with the judgment of the Dean as to the student’s aptitude and suitability for continued enrollment, will be weighed in arriving at a policy exception decision.

Dean’s List

This list is compiled by the Student Evaluation and Promotion Committee for approval by the Dean. A student shall be eligible for the Dean’s List at the end of each academic year if he/she uniformly does outstanding work. Students achieving a weighted grade point average between 3.50 and 4.00 for a given year’s curriculum shall be eligible for the Dean’s List for that year.

Honors

The Student Evaluation and Promotion Committee will choose students to be recommended for graduation with honors based on their entire scholastic record. A minimum cumulative GPA of 3.445 is required for consideration for graduation with honors. The Dean reviews the recommendations and determines the recipients of the honors and awards. The Committee’s action shall be based upon (a) the rules of the College, (b) the regulations of the School of Medicine, and (c) the conditions set forth by the donors of prizes.

An honor is designated by the Office of Admissions and Records and is only for graduation ranking.


Students may designate grades receiving “A” on Curriculum Vitae to denote they have excelled in a course.

LEAVE OF ABSENCE

A leave of absence is an interruption of the normal course of study requested by a student, requiring prior written approval by the Dean or his/her designee. A student’s leave of absence shall not extend beyond one calendar year. The official date of leave shall not antedate the date of the student’s request. An official leave of absence form must be processed and can be obtained from the Office of Student and Academic Affairs.

A leave of absence may be granted upon receipt of a written request for reasons of illness, personal and/or family exigencies, financial straits, emotional states, and other similar type situations. The Associate Dean of Academic Affairs for Student and Academic Affairs may require documentation to accompany a request. If the situation is appropriate, the Associate Dean of Academic Affairs for Student and Academic Affairs may place a student on an Administrative Leave of Absence. A student must request in writing termination of Leave of Absence for reinstatement to active status. Extensions may be requested not to exceed one additional year. Failure of such requests will result in automatic dismissal.

WITHDRAWALS AND TRANSERS
Withdrawal from a Course

When a student wishes to withdraw from a course, he/she shall obtain the appropriate form from the Assistant Dean in the Office of Student and Academic Affairs.

A student will not be permitted to withdraw from a course except for unusual or extenuating circumstances beyond the student’s control which make it impractical or impossible to complete the course. The Associate Dean for Student and Academic Affairs may require documentation to accompany a request for withdrawal. Poor academic performance alone does not constitute sufficient basis for withdrawing from a course.

Students permitted to withdraw from a course for medical reasons or other extenuating circumstances before sixty percent (60%) of the course is complete will have a “WA” (Withdrawal Administrative) entered on their transcript. The student must obtain the approval of the appropriate department head, the Associate Dean for Student and Academic Affairs, and file the approved form in the Office of Admissions and Records.

Withdrawal from the College

A student may withdraw from Meharry Medical College after filing an official Withdrawal Form with the Office of Student and Academic Affairs, and then having the form properly executed, by the Office of Admissions and Records. The student’s total performance in all courses will be evaluated at the time of the requested withdrawal in accordance with the policies of the School. Grades for completed courses shall be recorded on the official transcript. Should the student seek to return to Meharry following withdrawal, a formal application must be filed with the Office of Admissions and Records and the regular application process followed.

Student Dismissal

The School of Medicine reserves the right to dismiss a student at any time for violation of the student conduct policy, inadequate academic performance, and upon determination that a student is, for any reason, unfit to continue as a student or as a potential practicing physician. When a student is recommended for dismissal by action of the Student Evaluation and Promotion Committee, the Associate Dean of Academic Affairs for Student and Academic Affairs, will inform the student in writing within seven (7) working days of receipt of the Student Evaluation and Promotion Committee’s decision.

Request for Transfer from the School of Medicine, Meharry Medical College

All activities regarding transfers must occur through the Office of Student and Academic Affairs. Requests for letters of recommendation required for a transfer must be made in writing with a clear statement of the reasons for considering the transfer. Students must have a conference with the Associate Dean of Academic Affairs for Student and Academic Affairs. Students must present written certification by the Treasurer’s Office that no outstanding indebtedness to the College exists, before any letters of recommendation will be forwarded. Letters of recommendation will reflect the academic standing of the student only. Failure to comply with the requirements for transfer will result in non-concurrence with the transfer.
STUDENT PROMOTION AND GRADUATION

The Student Evaluation and Promotion Committee is responsible for monitoring the academic progress of all students. The Chairperson and members of this committee are appointed by the Dean.

The Committee meets at regular intervals during the academic year and monitors the progress of all students in concert with the Academic Support Services Committee. At the end of the academic year, the Student Evaluation and Promotion Committee reviews the annual progress of all students. Decisions are made concerning promotions and dispositions of students who encounter difficulty in their medical studies at that time.

After the completion of each semester and summer session, course grades are to be submitted within three weeks following receipt of the respective NBME Subject Board scores. Grades are submitted to the Office of Student and Academic Affairs and forwarded to the Office of Student and Academic Affairs. The Registrar provides the chairperson of the Student Evaluation and Promotion Committee with the appropriate grades for all students for all courses during that academic year. The chairperson of the Student Evaluation and Promotion Committee will convene a meeting of the membership of the Evaluation and Promotion Committee to review student progression records.

Every student’s record will be reviewed in detail. The review will include any known and significant extenuating circumstances that may have led to poor performance. After these reviews, the Committee will make its final decisions utilizing the guidelines that follow. The Student Evaluation and Promotion Committee’s decision need not be restricted solely to academic performance.

POLICIES FOR ACTION OF THE STUDENT EVALUATION AND PROMOTION COMMITTEE

• If at the completion of one academic year, a student has received a passing grade in all courses, the student will be promoted to the next level.

• No student will be promoted to the next academic level until completing requirements for the year in which he/she was enrolled.

• No student will be allowed to repeat an entire academic year more than one time throughout matriculation.

• If a student receives a grade of F in one or more courses which have total credit hours less than or equal to 11 credit hours within a given academic year, the student will be required to repeat the course(s) failed in either the summer or the academic year immediately following the failure.
• Any student receiving a grade of F courses totaling greater than or equal to 12 credit hours in the same semester will be recommended for dismissal from the School of Medicine due to poor academic performance.

• Any student receiving a grade of F in courses totaling 11 credit hours, but less than 22 credit hours in an academic year will be required to repeat the courses failed in the academic year following receipt of the failures, or, will be required to repeat the entire academic year based upon an assessment of the student’s academic record and the recommendation of the evaluation committee. During the subsequent academic year, the student will be placed on academic probation, counseled, and reevaluated at the end of that academic year for removal of probationary status.

• Any student receiving a grade of F in courses totaling greater than or equal 22 credit hours in a single academic year will be recommended for dismissal from the School of Medicine due to poor academic performance.

• Any student receiving a grade of F in a course taken a second time will be recommended for dismissal from the School of Medicine due to poor academic performance.

• Any student failing to pass USMLE Step 1 after three (3) attempts will be recommended for dismissal from the School of Medicine.

**STUDENT EVALUATION AND PROMOTION COMMITTEE PROCEDURES**

The student will be notified in writing at regularly designated evaluation periods of any academic deficiencies by the Associate Dean of Academic Affairs for Student and Academic affairs and the final grade(s) will be recorded in the Office of the Registrar.

Any department submitting a final grade of less than C for a student will be required to also submit to the Chairperson of the Student Evaluation and Promotion Committee a statement describing the details of the student’s failure and recommendation(s) for remediation.

In addition to the alphabetical grades which appear on all students’ transcripts, Student Evaluation Forms are required for all students and the completed forms must be submitted to the Office of Student and Academic Affairs at the conclusion of each course/clinical rotation along with the alphabetical grade, and a narrative statement regarding medical knowledge, professionalism, interpersonal/communication skills, and clinical performance/competency.

**PROCEDURES FOR REVIEW AND APPEAL OF ACADEMIC ACTIONS**

A student’s academic status is determined by the appropriate Student Evaluation and Promotion Committee.

The process is as follows:
**Adverse Action:** Once the student evaluation and promotion committee (SEPC) or disciplinary committee decides that an adverse action should be taken against a student, the student is notified, and given an opportunity to respond, and has the right to appeal a decision. The policy summarizes the overall due process protection. The policy provides due process procedures including timelines, committees and administrators, governing academic actions involving medical students.

A student’s academic status is determined by the student evaluation and promotion committee. If an adverse action is recommended, the process is as follows:

1. The responsible faculty awards definitive grades. The instructor or course director designates a grade for the student and is reviewed by the chair, followed by the Associate Dean of Academic Affairs and then submitted to the office of the registrar.
2. The registrar (or his/her designee) receives all grades for the School of Medicine and provides the grades to the SEPC which consists of members of the teaching faculty appointed by the dean. The dean determines the number and mix of each SEPC.
3. The SEPC recommends an academic status for each enrolled student based on the school’s academic policies.
4. If SEPC makes a dismissal recommendation, the co-chairs of the SEPC will notify the Associate Dean of Academic Affairs of the office of student and academic affairs of the committee’s recommendation within 24 hours.
5. The associate dean of student and academic affairs will then notify the student of the dismissal recommendation, in person and in writing, within three (3) working days.
6. The student is required to sign for the letter recommending dismissal.
7. If a student is recommended for dismissal, the student will be invited to appear in a dismissal hearing with the dismissal committee where they can present their case and respond to questions from the committee.
8. The Associate Dean of Academic Affairs, in consultation with the dean, will establish the dismissal committee’s membership.
9. The dismissal hearing must occur within ten (10) working days of the date of the written notification to the student. Failure to appear for the hearing will be interpreted as acceptance and confirmation of the dismissal recommendation.
10. For the hearing, the committee will accept, either in person or in writing, up to three expressions of support for the student. This is not a legal proceeding. Therefore, representation by legal counsel is not permitted.
11. The committee will deliberate and make a decision detailing specific curricular and/or behavioral requirements and stipulations, if the student is allowed to continue.
12. The Associate Dean of Academic Affairs will communicate the committee’s decision to the student and dean within twenty-four (24) hours, with the student required to pick-up and sign for the written decision letter within three (3) calendar days.
13. If a student is dismissed, they may appeal the dismissal decision to the dean.
14. A student must notify the dean’s office within five (5) calendar days of the date of the dismissal notification letter if they wish to appeal.
15. The dean will hear the appeal based on the claim of compelling reasons, bias or failure to follow due process within ten (10) calendar days.
16. The dean will not rehear the case itself, but will evaluate the merit of the appeal claim.
17. The dean can either uphold or overturn the dismissal decision.
18. All decisions at the dean’s level are final and must be communicated to the student, Associate Dean of Academic Affairs, general counsel, associate vice president for student services and enrollment management, office of the registrar, treasurer’s office, and financial aid within five (5) calendar days.

19. A student will continue to be enrolled, or eligible to be enrolled, throughout the dismissal hearing and appeals process until all appeal rights have been exhausted. Financial aid and training grant directors (such as T32 training grants in graduate school) will closely monitor the potential financial impact on the student to ensure their needs are met and reserves the right to establish a special disbursement schedule for living expenses. Financial aid and training grant directors will also protect the college’s interests and compliance with federal regulations to ensure that if the dismissal recommendation is upheld, the student will not have been awarded financial aid.

20. If the dismissal recommendation is upheld, the effective date of the dismissal will be the hearing or final appeal date, whichever is later, and the college’s refund policies would apply effective the date of the final appeal.

Failure to comply with these requirements shall waive and terminate any further rights the student may have under this procedure.

**GRADUATION REQUIREMENTS FOR STUDENTS**

All graduation requirements, including the successful completion of all requisite course work and attainment of passing scores on the USMLE Step 1 and Step 2 CK and Step 2 CS must be completed and grades received in the Office of Student and Academic Affairs and recorded in the Registrar’s Office before graduation. Students then will be eligible to receive the M.D. degree. Fourth year students with questions about the anticipated date of completion of requirements should consult the Office of Student and Academic Affairs and the Office of Admissions and Records.

Names of all students who have satisfactorily completed all requirements for graduation shall be presented to the faculty who shall vote on whether to recommend to the Dean that the degree of Doctor of Medicine be granted to each student. Students who attain a cumulative grade point average of 3.44 or better may be eligible to graduate with honors.

In voting on candidates for graduation, the faculty will also consider the suitability of the student to function as a practicing physician as well as other noncognitive aspects of importance to a medical practitioner.

An affirmative vote of the faculty of the School of Medicine with concurrence of the Dean is required for candidacy for the Doctor of Medicine Degree.

All fourth year students who anticipate graduating during a given academic year must fill out a Diploma Application Card. The deadline date for submission of this card is October of each academic year. Cards are available in the Office of Admissions and Records.
Students who do not complete graduation requirements prior to commencement will receive diplomas when requirements are completed.

Cap and gown orders are taken in the Office of Admission and Records. The Admissions Office should be contacted for the prices, deadline dates, and other necessary information. It is the student’s responsibility to meet ALL deadlines in a timely manner.

Institutional Clearance

A Graduation Clearance Form obtained from the Office of Student and Academic Affairs must be processed by MS4 students after all academic work has been completed. This form must be completely processed and final disposition recorded in the Office of Admissions and Records before receipt of the diploma. The clearance procedure includes getting official signatures from the following areas:

1. Student and Academic Affairs Office
2. Student Financial Aid
3. Collections Management Department
4. Office of the Treasurer
5. Library
6. Post Office/Mailroom
7. Alumni Affairs Office

Students can participate in the May commencement if all academic requirements will be completed by December 31st of that year. Diplomas will be received when academic requirements are completed.

Signature of the Dean or Associate Dean of Academic Affairs can only be affixed if the student has met all academic requirements, including passage of USMLE Step 1, Step 2 CK and Step 2 CS. All grades must be recorded on the student’s transcript, and the financial aid exit interview must be completed before Admissions and Records will release diplomas for the graduation ceremonies.

STUDENT RECORDS POLICIES AND PROCEDURES

Accountability

By direction of the President, the Office of Student and Academic Affairs shall ensure compliance with this policy.
Policy

Students’ rights of privacy and access regarding their educational records are articulated in the Family Educational Rights and Privacy Act of 1974 (FERPA), commonly known as the Buckley Amendment. This Act helps protect the privacy of student records by requiring that institutions limit the disclosure of information from these records to third persons. The Act applies to all Colleges and Universities that are the recipients of federal funding. The privacy act provides the opportunity for past and enrolled students to access and review their records. Students are notified of their rights under FERPA annually by publication in the student handbook, at registration through an information bulletin published by the Office of Admissions and Records, and on the Office of Admissions and Records website.

Definitions

For the purposes of this policy, Meharry Medical College has used the following definitions or terms:

Applicant: an individual who seeks admission to Meharry Medical College

Student: any person who attends or has attended Meharry Medical College

Educational Record: any record [in hand writing, print, taped (video and audio), film or other medium] maintained by Meharry Medical College, which is directly related to a student, except:

• A personal record kept by a staff member if it is kept in the sole possession of the originator of the record and is not accessible or revealed to any other person except a temporary substitute for the originator of the record.

• An employment record of an individual, whose employment is not contingent upon the fact that he or she is a student, provided the record is used only in relation to the individual's employment.

• Records maintained by Meharry Medical College, if the record is maintained solely for law enforcement purposes, is revealed only to law enforcement agencies of the same jurisdiction, and the Unit does not have access to educational records maintained by Meharry Medical College.

• Medical, personal counseling, and cognitive assessment records maintained by the College’s health and counseling professional, if the records are used only for the purposes of evaluation, treatment of a student and counseling, and these records are made available only to those persons providing the evaluation, treatment, or counseling.

• Alumni records which contain information about a student after he/she is no longer in attendance at Meharry Medical College and which do not relate to the person as a student.
**TYPES, LOCATIONS, AND CUSTODIANS OF EDUCATIONAL RECORDS**

The following table provides a list of the various records that the College maintains, their locations, and their custodians.

<table>
<thead>
<tr>
<th>Type</th>
<th>Location</th>
<th>Custodian</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admission</td>
<td>Office of Admissions &amp; Records</td>
<td>Director/Associate Director</td>
</tr>
<tr>
<td>Cumulative Academic Records</td>
<td>Student and Academic Affairs</td>
<td>Assistant/Associate Dean</td>
</tr>
<tr>
<td>(Current Students)</td>
<td>except School of Graduate Studies &amp; Research</td>
<td></td>
</tr>
<tr>
<td>Cumulative Academic Records</td>
<td>Office of Admissions &amp; Records</td>
<td>Director/Registrar</td>
</tr>
<tr>
<td>(Former students; After graduation or withdrawal)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Financial Records</td>
<td>Office of Student Financial Aid and Treasury Services</td>
<td>Director/Treasurer</td>
</tr>
<tr>
<td>Academic Progress Records</td>
<td>Office of Student and Academic Affairs</td>
<td>Assistant/Associate Dean</td>
</tr>
<tr>
<td>Disciplinary Records</td>
<td>Office of Student and Academic Affairs</td>
<td>Assistant/Associate Dean</td>
</tr>
<tr>
<td>Disabled Student Services File</td>
<td>Office of Student and Academic Affairs/ADA Office</td>
<td>Assistant/Associate Dean ADA Officer</td>
</tr>
<tr>
<td>Alumni Records</td>
<td>Office of Alumni Relations</td>
<td>Executive Director</td>
</tr>
<tr>
<td>Official Transcripts</td>
<td>Office of Admissions &amp; Records</td>
<td>Director/Registrar</td>
</tr>
</tbody>
</table>

**PROCEDURE TO INSPECT EDUCATIONAL RECORDS**
Meharry Medical College requires written consent from students (current and past) prior to allowing third parties access, including faculty members, to review the student’s educational records. This written consent must specify the records that may be disclosed, the purpose of the disclosure, and to whom the disclosure may be made.

The disclosure must be on the condition that the party to whom the information is being disclosed will not itself disclose the data to any other parties and will use the information only for the purpose intended.

Applicants who were not admitted to the College have no right of access to their educational records and applications maintained by the College. Upon admission to the College all information used for the purpose of evaluation for entry to the College is destroyed.

Institutions must allow students to inspect their transcripts, but are not allowed by FERPA to issue students copies of transcripts in their files from other colleges or universities. A student’s request to exercise these rights must be honored within a reasonable period of time and in any case no more than 45 days after the request has been made. FERPA states that:

An educational agency or institution may not charge a fee to search for or to retrieve the educational records of a student. However, a reasonable fee may be charged for copies, unless the imposition of a fee effectively prevents exercising the right to inspect and review records.

When a record contains information about more than one student the student may inspect and review only the records which relate to him/her.

The College may refuse to issue an official copy of a student’s transcript or copies of records not required to be made available by FERPA for students who defaulted on loans, have not met their financial obligations to the College, or have an unresolved disciplinary or academic action against them.

Permissible disclosures without consent include the following:

- Data used for studies conducted on behalf of educational institutions for the purpose of developing, validating, or administering predictive tests and improving instruction

- Accrediting agencies and on occasion, for a lawfully issued subpoena or judicial order

- Prior consent is not required for school officials, specifically deans and/or their designee, within the institution, whom the school has determined to have legitimate educational interests

- Data sent to officials of another school, upon that school’s request, in which a student seeks or intends to enroll
• Data needed in connection with a student’s request for financial aid, as necessary to
determine the eligibility, amount, or condition of financial aid, or to enforce the terms and
conditions of the aid

• Data requested by parents of an eligible student who claim the student as a dependent for
income tax purposes

Meharry reserves the right to refuse permission of a student to inspect the following records:

• Financial records and statements of the parents

• Confidential letters and statements or recommendation letters for which the student has
waived his/her right of access or which were placed on file before January 1, 1975

• Confidential records connected with an application to attend Meharry or a component unit
of Meharry if admission is denied

• Records that fall outside the FERPA definition of educational records

DISCLOSURE OF EDUCATIONAL RECORDS

Meharry Medical College will disclose information from a student’s educational records only with
the written consent of the student except:

1. To school officials who have legitimate educational interests in the records. Such officials
are deemed to have “legitimate educational interests” if it is necessary or desirable for
them to obtain it in order to carry out their official duties and/or implement the policies of
the College, or if it is in the educational interest of the student in question for such officials
to have the information.

2. To officials of another school, upon request, in which a student seeks or intends to enroll.

   Note: FERPA requires a college or university to make a reasonable attempt to notify the
   student of the transfer unless it states in its policy that it intends to forward records
   on request.

3. To certain officials of the U. S. Department of Education, the Controller General, and state
and local educational authorities, in connection with state or federally supported
educational programs.

4. In connection with a student’s request for receipt of financial aid, as necessary to
determine the eligibility, amount or conditions of the financial aid, or to enforce the terms
and conditions of the aid.

5. When organizations are conducting studies for, or on the behalf of the College for the
purpose of assisting in accomplishing the College’s stated goals, when such information
will be used only by such organizations and subsequently destroyed when no longer needed for the intended purpose.

6. To accrediting organizations to carry out their functions.

7. To parents of an eligible student who claims the student as a dependent for income tax purposes.

8. In compliance with judicial order or subpoena, provided that the student is notified in advance of the compliance unless the issuing court or agency has ordered that the existence or contents of the subpoena or the information furnished not be disclosed.

9. Appropriate persons in connection with an emergency; if such knowledge is necessary to protect the health or safety of a student or other persons.


11. If the College initiates legal action against a student or a student’s parent, the College will disclose the student’s relevant educational records in connection with the legal action, without a court order or subpoena. If the student or his/her parents initiates legal action against the University, the College will disclose to the court, without a court order or subpoena relevant education records in order to defend itself.

NOTE: With the exception of Meharry Medical College officials and staff who have been determined by the College to have legitimate educational interests, all individuals and agencies who have requested or obtained access to a student’s record (other than directory information) will be noted in a record which is kept with each student’s Educational Record. A request must be in writing, stating the purpose of the request. This record will also indicate specifically the legitimate interest that the persons or agency had in obtaining the information.

CORRECTION OF EDUCATIONAL RECORDS

Students have the right to request records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. The following are the procedures for the correction of records:

1. A student must ask the appropriate records custodian of Meharry Medical College (as listed in the Table of Custodians) to amend a record. In so doing, the student should identify the part of the record they want changed and specify why they believe it is inaccurate, misleading, or in violation of his or her privacy or other rights.

2. Meharry Medical College may comply with the request or it may decide not to comply. If the Custodian decides not to comply, Meharry Medical College will notify the student of the decision and advise them of their right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student’s rights.
3. Upon request, Meharry Medical College will arrange for a hearing and notify the student, reasonably in advance, of the date, place, and time of the hearing.

4. The Student Evaluation and Promotion Committee will conduct the hearing. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student’s educational records.

5. The Student Evaluation and Promotion Committee will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.

6. If the Student Evaluation and Promotion Committee decides that the challenged information is not inaccurate, misleading, or in violation of the student’s right of privacy, it will notify the student that they have a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.

7. The statement will be maintained as part of the student’s educational records as long as the contested portion is maintained. If Meharry Medical College discloses the contested portion of the record, it must also disclose the statement.

8. Meharry Medical College decides that the information is inaccurate, misleading, or in violation of the student’s right to privacy, it will amend the record and notify the student, in writing, that the record has been amended.

DIRECTORY INFORMATION

Meharry Medical College designates the following items as Directory Information: student name, major field of study, dates of attendance, degrees, and awards received. The College may disclose any of those items without prior written consent, unless notified in writing to the contrary by the student.

STUDENT CODE OF PROFESSIONAL CONDUCT: HONOR CODE

Purpose

The Student Code of Professional Conduct and Honor of Meharry Medical College is promulgated so that student academic affairs are conducted under the highest standards of individual responsibility. The Student Code of Professional Conduct and Honor promotes personal honor and integrity, in the best traditions of the health sciences professions. The Honor Code promotes academic honesty and integrity in the classroom, laboratory, clinics, and other academic endeavors. The Honor Code requires students to uphold its principles of fairness, professionalism, and ethical behavior; and it also provides procedures to adjudicate alleged violations. By their pledge to subscribe to and uphold this Honor Code, Meharry Medical College students assume the responsibility for the implementation of the Honor Code, and their own
academic and professional honesty and integrity. Students are required to sign the honor code pledge at Meharry Medical College. Faculty and staff also have a responsibility to participate in the implementation, enforcement, and application of the Honor Code.

Accountability

By direction of the President, the Vice President for Policy Management and Legal Affairs shall ensure compliance with this policy.

Definitions

**Code of professional conduct**: A series of principles and rules that govern professional interactions. Such principles include both obligatory and desirable components. Obligatory behaviors refer to necessary professional behaviors which are required by ethical principles and which form the foundation of professional practice, teaching, and learning. Desirable professional behaviors refer to components which enhance professional excellence. Honesty is a central element of each component.

**Exoneration**: Committee clearance of alleged violations.

**Suspension**: Temporary exclusion from academic, research and/or clinical activities.

**Probation**: Period of time in which behavior must remain free of violations prior to reinstatement or removal of restricting conditions.

**Reprimand**: Written censure for specified college regulatory violations.

**Restriction of Privilege**: Loss or diminution of academic, research and/or clinical activities for a prescribed period of time.

Policy

Meharry Medical College reserves the right to reprimand, require withdrawal, or to dismiss any student for unprofessional conduct or behavior. Among the behaviors which may lead to disciplinary action are: cheating, deception, sexual harassment, fraud, destruction of property, substance or alcohol abuse, and criminal activity.

Specifications

Accusations involving students will be transmitted in writing to the College’s Student Discipline Committee. Any individual may inform any committee member of alleged violations. Immediate action may be taken for emergency infractions/violations until a formal disciplinary hearing can be conducted. The Committee will review referred cases and take appropriate action. Students may appeal any discipline committee action by written communication to the President of the College.
The procedures for review and appeal of disciplinary actions are published in the Policies and Procedures Manual of each school/division.

As members of the College academic community, students are subject to the obligations and responsibilities which accrue to them by virtue of this membership. The demonstration of appropriate conduct and exercise of applicable responsibilities is expected.

Students, faculty, staff, and/or test administrators must report observed violations to a member of the school Honor Council, in accordance with Honor Code procedures. Any alleged violation shall be immediately reported by the President of the Honor Council or Faculty Advisor to the principal clinician or scientific investigator, after the alleged violation is received.

Breath of rules, regulations, policies and procedures governed by the disciplinary procedure shall include, but is not limited to:

1. Furnishing False Information

It shall be a breach of conduct for any student to intentionally:

- Furnish false information to the College with the intent to deceive, forge, or in any way alter or falsify documents or evidence required for admission to the College.
- Give false information or testimony during the investigation or hearing of a disciplinary matter.
- Forge, alter, destroy, damage, or misuse College documents, records, or identification.
- Present the work of another individual or source as one’s own concepts or ideas.
- Submit for credit any academic work for which credit has previously been obtained or that is being submitted to another course or assignment.
- Falsify or alter any institutional, research, and/or academic record or make use of such forged or altered records.
- Remove or destroy information related to patient treatment or one’s own academic or clinical work.
- File false charges or accusations against another individual

2. Theft or Misappropriation of Funds

It shall be a breach of conduct for any student to intentionally engage in the following:

- Theft, destruction, or damage of intellectual or informational property of the College or an affiliate’s property.
- Theft or misappropriation of school funds.
- Theft, destruction, or damage of College property.
- Theft, destruction, or damage of the property of another person.
- Theft of supplies, property, equipment, or examinations.

3. Breach of Rules
Breach of recognized ethical and professional standards applicable to health professional schools includes, but are not limited to, the following:

- Unauthorized entry to College facilities and/or possession of keys to College facilities.
- Failure to comply with directives of College officials acting in the performance of their duties.
- Violation of written College policies and regulations.
- Violation of the terms of probation.
- Attempt to commit or to be accessory to the commission of any act in violation of this or other standards of conduct.
- Breach of any municipal, state, or federal laws, rules, regulations, ordinances on College property.
- Breach of rules of any institution while on rotation at that institution.

4. Physical Assault

Physical assault of any person on College-owned or controlled property, or conduct which threatens or endangers the health or safety of any person will be considered a breach of conduct.

5. Examination Dishonesty

Any use of unauthorized assistance during an examination constitutes dishonesty and represents unacceptable examination behavior. Examples of examination dishonesty include: communication with another student in any manner during an examination; copying material from another student’s examination; permitting a student to copy from an examination; use of unauthorized books or notes; falsification/misrepresentation of academic or clinical performance; impersonation of another student at any examination or other form of academic work; interference with an instructor’s administration of an examination, giving and/or receiving aid during an examination.

6. Improper Patient Care

Improper patient care includes, but is not limited to, the following:

- Failure to provide care for assigned patients or to carry out assigned activities.
- Failure to respect patient and/or professional confidentiality.
- Unsupervised patient care.
- Provision of patient care or conduct of professional activities when physical, mental, or emotional factors may compromise adequate care or results.
- Willful disregard of patient care/other directives from supervising faculty.
- Rendering of patient care or other professional activities when under the influence of alcohol or other drugs.

7. Sexual Harassment
Sexual harassment is prohibited by college policy and by law. The complete policy on sexual harassment is presented on page 54 of this Manual, and each year the policy is distributed to all students and employees of the College.

8. Substance/Alcohol Abuse

The following behaviors constitute conduct code violations:

- Possession of illegal drugs/substances.
- Sale of illegal drugs/substances.
- Drunken or disorderly conduct on the campus or affiliate site.

HONOR COUNCIL

Composition

The Honor Council shall consist of at least two voting representatives and one alternate from each class of his/her respective school. The alternate will have a voice but no vote except when serving in the absence of a voting representative from their particular class. Both voting representatives and alternate representatives shall attend regular Honor Council meetings. The Honor Council president shall preside over all regular meetings and Honor Council hearings. The executive officers (president, vice president, secretary, and treasurer) of each class are governed by the Honor Code, and those of the Pre-Alumni Association Council, are ineligible to be members of the Honor Council.

Election of Members

Each class shall elect its Council representative within four weeks of the first day of the beginning of classes in the first academic term. Council members shall serve a term of one academic year and may be re-elected at the discretion of a class. It is recommended that Honor Council representatives be re-elected, if their previous performance has proven satisfactory, to provide continuity.

The School of Graduate Studies & Research consists of students pursuing a Master of Science Degree in Public Health or a Doctorate of Philosophy. The enrollment period of M.S.P.H. students is two years, and five to seven years for Ph.D. students. This differs from the enrollment period of medical and dental students (four years), thus the class designations for the School of Graduate Studies & Research differs from those assigned in the School of Medicine and the School of Dentistry. Due to this fact, two representatives and one alternate shall be elected from the M.S.P.H. students and two representatives and one alternate shall be elected from the Ph.D. students to serve on the Honor Council.

An Honor Council representative or their alternate from a particular class may be removed at the discretion of that class, and a new representative or alternate shall be elected from that class to
serve on the Honor Council. It is recommended that Honor Council representatives be retained throughout an academic year.

Vacancy

If any Council member is, for any reason, unable to sit in judicial capacity at a hearing, the respective class shall be represented by their elected Honor Council alternate representative, who assumes all the regular powers of a Council member for the duration of that hearing.

In the event of a vacancy occurring in the Honor Council, the particular class in which the vacancy occurs shall elect a replacement within four weeks of the vacancy. To provide continuity, it is recommended that the alternate representative be selected to fill a vacancy and that a new alternate be elected.

Faculty Advisor

One faculty advisor, with voice but no vote, shall be selected annually by the Dean of the respective school. The advisor attends all proceedings of the Honor Council unless the accused student requests the absence of the faculty advisor during the hearing.

Quorum

A quorum of two-thirds of the currently elected representatives, or their designated alternate, will be required to be in attendance for proceedings concerning an honor code violation. A quorum may be established regardless of class distribution or alternate status.

Voting

Each representative, or an alternate that has assumed the responsibilities of a representative, shall have one vote. A majority vote of the panel is required for each decision. The president of the council may not vote except when it is necessary to break a tie.
PLEDGE OF THE HONOR CODE

All Meharry Medical College students are bound by this Honor Code and pledge to act in accordance with the highest principle of ethical and professional conduct. These principles condemn any act of dishonesty relating to the academic, clinical, research, and professional program at Meharry Medical College.

I have read carefully the honor code of Meharry Medical College and understand its meaning and significance. I agree to abide by this Honor Code while a student at the College and agree to accept all of its implications without reservation.

Name (Print) ____________________________ SS# ____________________________

City ____________________________ or ____________________________ Town
State ____________________________

School ____________________________ Dept. ____________________________

Signature ____________________________ Date ____________________________
GENERAL FINANCIAL INFORMATION

Student Financial Services

Meharry Medical College recognizes the importance of funding a professional school education. The primary responsibility of the Student Financial Services team is to manage all federal student loan programs, and to receipt and disburse student aid in an accurate, efficient, and timely manner while complying with regulatory requirements. The offices of Student Financial Services are committed to serving each student by assisting to meet his or her financial needs in any way possible.

The Office of Student Financial Services consists of three units that provide a broad range of financial and related administrative support service to students. These units are: Student Financial Aid, Student Accounts Receivable, and Student Campus-Based Loans.

Student Financial Assistance

Meharry Medical College offers grants, scholarships, loans, and federal work study to eligible students. Meharry participates in the student financial aid programs funded by the U.S. Department of Education, the U.S. Department of Health and Human Services, as well as state and regional funding agencies. The College selects student aid recipients based on established criteria and demonstrated financial need. Most of the College's institutional scholarships are awarded based on outstanding academic performance.

Degree candidates that are U.S. citizens or eligible non-citizens are eligible for most federal student aid programs. Contact the Office of Student Financial Aid (615-327-6826) for additional information regarding the financial aid programs that are available at Meharry Medical College.

The Student Accounts Receivable unit is responsible for the collection and reconciliation of student tuition and fees for the College.

Payment of Tuition and Fees

Every student who registers at Meharry Medical College incurs a financial obligation to the College. Tuition and fees are assessed at the point of registration and are the financial responsibility of the student. Tuition and fee schedules are located in the school sections of this catalog. Students ineligible for financial assistance in the form of Federal aid, Institutional aid, or Scholarships are considered as “Self-Pay” students.

Self-Pay students are expected to pay in full at the point of registration for the Fall semester and on or before the first business day of the Spring semester. Payment may be made by cash, credit card, check, or money order payable to Meharry Medical College. Payments should be remitted to the Office of Student Financial Services 1005 Dr. D. B. Todd, Jr. Blvd. Nashville, TN 37208. Monthly invoices are mailed by the 15th, to the student address provided to the Office of
Admissions and Records. Meharry assesses late registration fees of $100.00 for the first late day and $25.00 per day each day thereafter.
Student accounts delinquent more than 90 days may also be placed with an outside agency for collection and are subject to additional costs of collection expenses and reasonable attorney fees.

Meharry offers a Deferred Payment Contract plan. The contract is semester based and must be approved by the Dean of the respective school. The deferred contract requires an initial payment of one-fourth of the balance due plus a $25.00 contract service fee. Contract participants who fail to make timely payments are assessed a $50.00 monthly late fee.

Students whose accounts are delinquent may become ineligible to register for subsequent semesters or receive grades, and transcript; and may also be subject to the withholding of diploma upon completion of degree requirements.

**Disbursement of Aid/Funds**

Financial Aid funds are disbursed (posted) to the student’s tuition & fee account ten days prior to the first day of classes each semester.

Funds received in excess (living expenses) of the total tuition and fee charges for the semester will be disbursed (refunded) to the student within five (5) business days after the first day of class each semester. Disbursements may be in the form of a direct deposit or a check payable to the student. Direct deposit authorization must be submitted to the Office of Student Financial Aid.

**Tuition Refund Policy**

A student is entitled to a refund of tuition and fees by Meharry Medical College according to the following schedule if he/she meets the eligibility requirements.

**Fees**: Fees are refundable in full on or before the last day of registration if a student officially withdraws from the College. After the last day of registration, there is no refund of fees. Students are not entitled to a refund of fees paid by third parties; such will be refunded to the agency concerned.

**Tuition**: Refundable tuition for each semester shall be governed by their Academic School schedule if a student officially withdraws from the College, from official registration in a course(s), or takes a leave of absence. Students on third party payments shall not be entitled to tuition refunds; such will be refunded to the agency concerned.

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**Refundable Tuition Timeline**

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<tr>
<th>School of Medicine</th>
<th>Term</th>
<th>Enrollment Period</th>
<th>Refundable Tuition Percentage</th>
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<td>Term 130 Days</td>
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**Eligibility for Disbursement of Refunds**

Before refunding any tuition and fees, the Office of Student Financial Services shall examine all student financial obligations to the College, i.e., tuition, fees, rent, bookstore, library, etc., as well as matured and/or past due emergency loans. Promised student financial aid cannot be considered in determining eligibility for refunds; therefore, refunds can only be processed for the amount of cash receipts and/or other credits in excess of charges as shown on the student’s tuition & fee account.

**Student Campus-Based Loans**

The Meharry Medical College Student Loan Office is responsible for managing all federal campus-based loan programs. The Loan Office is responsible for the management and collection of federal
Perkins- National Direct Student Loans (NDSL), Health Professions Student Loans (HPSL), Loans for Disadvantaged Students (LDS), and Primary Care Loans (PCL).

The Office of Student Financial Aid determines eligibility for all federal financial aid awards. Students awarded campus-based loans are required to complete an entrance interview packet in the Student Loan Office. Once the student completes all required documentation, and signs the promissory note, the campus-based loan funds are disbursed directly to the student's tuition & fee account. Loan funds will not be disbursed to the student's account until the entrance interview has been completed.

Prior to separating from the College, a student is required to participate in an exit interview for these loan programs. Students who participate in any federal loan program are required to complete an exit interview.

The Loan Office is also responsible for the collection of all campus-based loans. Once the borrower enters repayment, information and applications for deferment, forbearance, and cancellation can be obtained from our office. Loan Coordinators are available to provide repayment assistance including information about consolidation, and loan rehabilitation.

For more information contact:

Office of Student Financial Services
Division of Finance
Meharry Medical College
Suite 505, Kresge Learning Resources Center
1005 Dr. D. B. Todd, Jr. Blvd.
Nashville, TN 37208
(615) 327-6220
AIDS POLICIES

A. Employees with AIDS

1. When an employee (which includes all faculty and staff) is symptomatic of AIDS, the employee will not be involved in direct patient care.

2. Each asymptomatic AIDS employee (HIV positive) shall be considered on a case by case basis, with intervention by the Chief of Infectious Diseases, as well as the individual’s private physician. It shall be determined that:
   a. the employee in the conduct of their normal duties is free from transmissible infection, and
   b. the employee is not duly susceptible to infections he/she might come in contact with, in the line of performing patient care duties.

3. Patient care responsibilities shall be assigned according to an ongoing clinical evaluation of the AIDS employee’s status.

4. Meharry Medical College reserves the right to evaluate and determine appropriate action on a case by case basis instances involving an AIDS employee’s refusal (or restriction by their personal physician) to perform his/her duties.

B. Employees Working with AIDS Patients/Employees

1. Pregnant employees must not engage in direct care of patients with AIDS because of the possible risk of acquiring cytomegalovirus.

2. Employees sustaining a needle puncture associated with the care of AIDS patients shall be treated according to the protocol for needle puncture exposure for potential hepatitis.

3. Meharry Medical College reserves the right to evaluate and determine appropriate action, on a case by case basis, instances involving an employee’s refusal to perform his/her work duties which require interaction with an AIDS patient and/or employee.

C. To prevent the risk of transmission of AIDS from the employee to the patient, the patient to the employee, and/or employee to employee:

1. Employees diagnosed by their personal physician (or other treating physician) as having AIDS or indicating the probability of its development, or are HIV positive, have a responsibility to notify one of the physicians on the Employee Health Services staff. The notified physician shall collaborate with the Chief of Infectious Diseases and the employee’s personal physician in determining whether the employee can continue to carry out their normal work responsibilities and what, if any, reasonable accommodation can be made.
2. Employees who believe they are at high risk for infection from AIDS patients because of their immune status, shall be (and are) encouraged to discuss their work responsibilities with their personal physician, along with their immediate supervisor. The nurse epidemiologist should also be notified, should a circumstance such as this arise.

3. If the above-referenced physicians determine that there are certain assignments, positions, or duties which are inappropriate for the employee, this shall be communicated in writing to the appropriate parties, and a determination made whether reasonable accommodations would permit the employee to continue employment in a currently open position for which the employee is otherwise gratified.

D. Student AIDS Specific Provisions

1. Admission of students: The existence or diagnosis of HIV infection shall not be a factor in decisions regarding admission to Meharry Medical College, so long as the individual’s physical condition is such that he or she can participate fully in the required activities of the school to which application is made. It is recognized, however, that this later proviso might prevent acceptance of certain infected persons, particularly those with clinically evident AIDS. Meharry Medical College at this time does not undertake programs of routinely screening students for antibody to HIV.

2. Managing Students with Positive Antibody Tests for HIV: During the student orientation process all students shall be informed of their responsibility, if they know themselves to be antibody positive, to report this fact to a physician on the Health Services staff, in order to obtain medical treatment and consultation for their protection and that of others. This same responsibility is applicable to students who are diagnosed as HIV positive or develop symptomatic AIDS infection at any time during the course of study. Every effort will be made to preserve the confidentiality of the student’s medical record. Information concerning a student’s positive HIV antibody status shall be limited to those with a demonstrable need to have such information.

3. Curricular Implications of HIV Infection: Any student known to have a positive HIV antibody test shall be counseled regarding the transmission of this virus and the means to minimize risk of such transmission. All health science professionals and students must scrupulously observe the recommendations of the U.S. Public Health Service regarding prevention of HIV transmission. Students known to have asymptomatic HIV infection or AIDS shall be counseled as to the potential risks to themselves posed by exposure to certain infectious agents, such as Mycobacteriumtuberculosis. The need, if any, for restrictions of clinical assignments will be made on a case by case basis. Given the implications of a diagnosis of AIDS – as regards physical vigor, mental acuity, and longevity – strong consideration may be given to granting the student who develops this disorder an indefinite leave of absence. Because of their special curriculum needs, health professional students may be required to obtain and process the blood and other body fluids of patients. Persons responsible for teaching laboratory techniques will establish guidelines for safe
conduct of experiments involving blood and body fluids when such experiments are part of the curriculum.

Meharry Medical College subscribes to the safety guidelines proposed by the Public Health Service for protection of personnel in its hospitals, clinics, clinical laboratory techniques, and day care facilities. The appropriate infection control committees or other responsible groups in college-operated health care facilities will establish guidelines and procedures to assure the protection of students and patients against the possible transmission of HIV virus.

Faculty responsible for educational training activities for students in hospitals, clinics, and day care facilities will establish guidelines to assure that students in training are required to perform possible hazardous procedures only if appropriate to their level of training and experience.

In general, all statements made here with regard to students also apply to other trainees at higher levels, e.g. residents and fellows. However, because the duties of residents, unlike students, vary greatly with the particular department with which they are associated, it is required that each department establish its own discipline specific written guidelines.

4. IN ADDITION TO SPECIFIC PROVISIONS LISTED IN THIS SECTION, ALL HIV/AIDS POLICIES LISTED UNDER EMPLOYEES AND PATIENT CARE PROCEDURES ARE GENERALLY APPLICABLE TO STUDENTS AND TRAINEES.

EVALUATION OF OCCUPATIONAL EXPOSURE, ILLNESS, AND INJURY

Students who are accidentally exposed to blood and body fluids via needle stick, mucous membranes, or exposure of non-intact skin; or become ill or injured, as the result of a clinical assignment, will be evaluated at the Meharry Student Health Center during the Center's normal operating hours. Students must also notify the Office of Student and Academic Affairs of such injury. A reportable event form must be completed in addition to individual affiliate hospital or clinic forms. If the Student Health Center is closed, the student will be referred to Nashville General Hospital Emergency Room.

The Student Health Center staff will triage the student and record the following information on the referral form:

- Student's current immunization status with regard to Hepatitis B and tetanus vaccines and any other pertinent laboratory information;
- Type of injury, when and how the injury occurred, and any pertinent information regarding the patient involved and/or incident.
If the student is located at a distant site, or in cases of dire emergency, the student should first contact the designated administrator at the work site. Any necessary emergency medical and/or nursing care should be made available to the student through the regular procedures in effect at the facility to which the student is assigned. The morning following discharge, the student must report to the Meharry Student Health Center for evaluation and clearance for return to duty. The student is to bring copies of the discharge instructions and any other information describing the treatment that was rendered. The student will be referred for further follow-up/management if indicated.

Preceding the initial clinical exposure of all students, educational sessions are given which deal with the occupational exposures to infectious and environmental hazards anticipated in the day to day practice of medicine. These sessions are mandatory and cover instruction in the prevention of occupational exposures; procedure for evaluation after exposure; and the effects of infectious and/or environmental disease or disability on student educational activities. These sessions are incorporated into the Principles and Practice of Medicine courses and are mandatory for any student who rotates to any affiliate hospital or clinical site. Any student who has not attended these sessions will not be allowed to begin or participate in any clinically related activities.

**TUBERCULOSIS SKIN TESTING**

Tuberculosis skin testing is required annually for all students enrolled in the School of Medicine. Any student who has not been appropriately immunized or who has failed to receive such annual screening will not be allowed to continue clinical rotations.

Any student who becomes tuberculosis skin test positive during the course of their medical training will be evaluated and followed routinely in the Student Health Center without charge. The student must notify the Office of Student and Academic Affairs of such occurrence to facilitate appropriate follow-up and documentation for payment of charges incurred. Students may opt, however, to receive treatment from their private physician at their own expense. The student must provide documentation of such treatment both to the Office of Student/Academic Affairs and the Student Health Center in order for the student to be cleared to return to duty.

The School of Medicine will assume responsibility for the cost of the initial chest X-ray(s) and such medication as deemed appropriate by Meharry Student Health.

**IMMUNIZATION POLICY**

At the time of registration, students must present proof of immunity to measles, mumps, rubella, varicella, and polio as well as an updated Tetanus-diphtheria (Td) booster within the last six years (good for ten years in usual circumstances). Proof should also be provided documenting a tuberculosis skin test (PPD-purified protein derivative) within the last year.

Existence of a positive PPD may require a chest x-ray. Immunization against Hepatitis B must also be presented at the time of matriculation or may be obtained through the Meharry Family Practice Center. Students that do not provide proof of documented immunity must obtain the
proper immunizations to continue matriculation. Costs for all immunizations are provided at the student’s expense and are not covered by most insurance policies.

It is mandatory that all students, on an annual basis, receive skin testing for tuberculosis. This testing will be at the student’s expense.

**SUBSTANCE ABUSE POLICY**

**Purpose**

Drug and alcohol abuse jeopardizes the success of the College’s programs and negatively impacts operations in terms of productivity, safety, and attendance. It is the purpose of this policy to address the risk of substance abuse in the workplace and to make certain that our high quality of education and service are maintained. Each employee has a responsibility to our students, residents, patients, and visitors to impart education and services in a safe and conscientious manner. In order to ensure that this responsibility is met, employees must be able to work free from the effects of alcohol and other performance impairing substances.

**Accountability**

By direction of the President, the Senior Vice President for Business and Finance and the Vice President for Policy Management and Legal Affairs shall ensure compliance with and implementation of this policy.

**Definitions**

**College Premises:** All areas in which the College (including its various programs, departments or services) operates, including, but not limited to its property, College owned or leased equipment, privately owned vehicles entering, leaving or parked on College property, or in use on its property (lockers, desks, sidewalks, buildings, equipment, work space, land, storage facilities, etc.)

**Employees Affected:** All persons who are employed by the College or who the College is considering for employment on a regular, part-time, or temporary basis are subject to testing. If an employee is found to have identifiable traces of a prohibited drug or substance in his or her system, regardless of when and where the drug or substance entered the employee’s system, he or she will be considered in violation of this policy, may be removed from the College premises, and will be subject to disciplinary action(s), up to and including discharge.

**Illegal Drugs:** For the purpose of this policy, illegal drugs include such things as narcotics, hallucinogens, depressants, stimulants, or other substances which can affect or hamper the senses, emotions, reflexes, judgments; or other physical or mental activities; and controlled medication not prescribed for current personal treatment by a licensed physician in a medical setting to address a specific physical, emotional, or mental condition.
**Medication or Prescribed Drugs:** Medication or prescribed drugs, for the purposes of this policy, are drugs an individual may be taking under the direction of a licensed physician in a medical setting to address a specific physical, emotional, or mental condition.

**Drug Paraphernalia:** Illegal or Unauthorized Drug Paraphernalia

1. Blenders, bowls, containers, spoons, mixing devices used or intended for use in compounding controlled substances.

2. Capsules, balloons, envelopes, and other containers used or intended for use in concealing or packaging small quantities of controlled substances.

3. Hypodermic syringes, needles or other objects designed or intended for injecting controlled substances into the human body.

4. Objects used, intended for, or designed for use in inhaling or ingesting marijuana, cocaine, hashish, hashish oil, etc. into the human body, such as: metal, wooden, acrylic, glass, stone, plastic or ceramic pipes with or without screens, hashish heads or punctuated metal bowls; water pipes, carburetion tubes and devices; smoking and carburetion masks; roach clips or other objects used to hold smoking materials, such as a marijuana cigarette that has become too small or too short to be held by hand; chariber pipes; electric pipes, air-driven pipes; chillunst; bongs; ice pipes; rolling paper not associated specially with tobacco products.

5. Literature specifically related to illegal or unauthorized substances or paraphernalia.

**Background**

This policy is intended to support the 1988 Drug-Free Workplace Act (Public Law 100-690) and the 1989 Drug-Free Schools and Communities Act (Public Law 101-226), which require that, as a condition of receiving funds or any other form of financial assistance under any federal program, the College must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by all students and employees on College premises or as part of any College activity.

**Policy**

No student, faculty member, resident, staff member, or volunteer is permitted to unlawfully manufacture, use, distribute, dispense, or possess a controlled substance in any Meharry Medical College Facility or while conducting official College business. Individuals who violate this policy will be subject to appropriate disciplinary action.

**Policy Implementation**

Any employee who reports for work in an intoxicated condition or becomes intoxicated while acting in the course and scope of employment as a result of the illegal use of drugs or alcohol consumption, shall be subject to appropriate disciplinary action(s), up to and including discharge.
Employees “acting in the course and scope of employment” include, but are not limited to, employees on paid travel time to and from the College, and employees conducting College business on other premises.

The off-the-job use of alcohol or illegal drugs which results in impaired work performance, including, but not limited to, absenteeism or tardiness, may be grounds for discipline according to the provisions of this policy.

Independent Contractors who perform work for the College, on or off the premises, or other third parties on College premises, are subject to this policy. Any such individual found in violation of this policy will be subject to immediate removal from the premises. Furthermore, violation of this policy by Independent Contractors may cause the cancellation of the contract between Meharry Medical College and the contractor.

The illegal use, sale, or possession of narcotics, drugs, or controlled substances while on College premises or while acting within the scope of employment are grounds for discharge. The illegal sale of narcotics, drugs, or controlled substances while off the job, or otherwise outside of the scope of employment, and away from the premises is also grounds for discharge. The College regards such activities performed off-the-job as severely as if they were performed within the scope of employment because of the potential adverse effects on the employee’s job performance and because such activities undermine the public confidence in our institution.

**Procedure:**

**Drug and Alcohol Testing and Other Procedures**

The College reserves the right, within limits prescribed by law, to test employees and prospective employees for the illicit use of drugs and alcohol. The College also reserves the right to investigate and search employees and their personal effects while on College premises when there is reason to suspect drug use or alcohol misuse under the terms of this policy.

Employees are subject to clinically accepted physical or behavioral tests (urinalysis, blood tests, etc.) which may be deemed appropriate by the College to detect the presence of alcohol, illegal drugs, or other prohibited substances.

Any employee who, as a result of testing, is found to have identifiable traces of prohibited or unreported drugs or other intoxicating substances in his or her system, regardless of when or where these substances entered his or her system, will be considered in violation of this policy and subject to disciplinary action including discharge.

Employee consent will be sought before personal effects will be searched. Employees refusing to cooperate in any investigation, search, screening test, or found to be in possession of illegal drugs or other prohibited items, will be subject to immediate discharge.

Independent Contractors and visitors found to be in violation of the College rules in these matters will be banned immediately from the College premises and will be prohibited from having future access to
College premises. This provision should not be construed to apply to patients or other individuals receiving treatment at the College.

College representatives shall coordinate and be in charge of all investigations and testing procedures within the scope of the specific guidelines herein. The College may delegate the responsibility for any or all portions of this policy to other qualified individuals or firms.

**Pre-Employment Testing**

Applicants and Independent Contractors may be required to consent to a pre-employment physical examination as requested. As part of this examination, the individual must successfully pass a drug/alcohol screening test prior to working for the College. Prospective employees who are to undergo a physical examination will be asked to carefully read and sign an authorization and release form.

The Medical Review Officer will review the laboratory findings of each applicant along with the applicant’s voluntary consent form and will rely upon authorities knowledgeable on the scientific aspects of drug testing to determine if a positive test result is associated with the authorized drug use listed by the applicant on the consent form. Alcohol and drug testing results will be deemed privileged and confidential information and access to test results will be restricted to uses which are consistent with this policy.

Candidates whose tests result in a positive finding for drug or alcohol abuse will receive no further consideration for employment for a period of two (2) years beginning with the date of the test.

**Each Employee's Responsibility**

It shall be the responsibility of each employee who observes or has knowledge of another employee in a condition which impairs their ability to perform their job duties, or who poses a hazard to the safety and welfare of others or is otherwise in violation of this policy, to promptly report that fact to their immediate supervisor.

**Reasonable Suspicion Testing**

Whenever the College has reason to suspect that an employee is using illegal drugs, or alcohol illegally, or otherwise is in violation of this policy, it reserves the right to require the employee to submit to a breath, blood, or urine test. Refusal to submit to such a test when requested shall be grounds for immediate discharge. Grounds for reasonable suspicion include, but are not limited to, an employee’s involvement in an accident or an incident resulting in damage to College property or personal injury.

Where there is reasonable suspicion of a violation of this policy, and at the discretion of the College, any and all College premises and personal items on College premises may be searched without prior notice to ensure a work environment free of illegal drugs or alcohol. Any employee found to have illegal drugs and/or drug paraphernalia in their locker, vehicle, or personal area; or to be responsible for the placement of drugs anywhere on College premises, will be subject to immediate disciplinary action up to and including discharge.
Random Testing

The College reserves the right to require any employee to submit to a drug or alcohol screening test at any time. Employees will be selected individually, in teams or work areas, or based on position classification, on a random basis as determined by the College in an effort to control the use or presence of alcohol, illegal drugs or other prohibited substances.

The moderate, non-intoxicating use of alcohol at College-approved meetings, in connection with business meals, travel, or entertainment, or in an appropriate social setting is not prohibited by this policy.

Regulation

Legally prescribed drugs and over-the-counter medications may be allowed in the workplace provided the supply does not exceed the prescribed amount required for the duration of the normally appropriate work day or other work cycle. Any employee undergoing medically prescribed treatment with a controlled substance which may limit the employee’s ability to perform on the job must report that treatment to his/her supervisor just prior to beginning work, or immediately upon prescription of such drug. This information will be treated confidentially. Failure to report this to the supervisor shall be cause for appropriate disciplinary action. It is the employee’s responsibility to determine from his/her physician whether a prescribed drug may impair job performance. Without limitation, this would include drugs such as muscle relaxants (valium, etc.), pain medication (darvon, perconol, etc.), and anti-depressants.

Legally prescribed drugs and over-the-counter medications may be allowed in the workplace for reasonable uses not inconsistent with this policy.

Employees may use only those prescription drugs or medications which have been personally prescribed to them.

Drug Treatment Program

Employees found in violation of this policy may be provided an opportunity, at the College’s sole discretion, to participate in a treatment program (at the employee’s expense) as a condition of continued employment. Following successful completion of a treatment program, the employee will be permitted to return to active employment.

Following rehabilitation and the return to active employment, the employee must agree to be subjected to additional drug screening for a period of two years. Any subsequent violations of this policy or refusal to submit to subsequent screening will result in immediate termination of employment.
SEXUAL HARASSMENT AND COMPLAINT RESOLUTION POLICY

Purpose

This policy is intended to ensure that Meharry Medical College provides and maintains an environment that is appropriate to its educational mission and free from harassment and intimidation. This policy also ensures that the College is in compliance with its legal and ethical obligations, that policies exist to respond to allegations of sexual harassment, and that all persons are provided information about this policy. Teaching and learning can best be accomplished in an environment of understanding and mutual respect for the dignity and rights of each individual. Thus, this sexual harassment policy applies to all administrative officers, faculty, staff, residents, students, persons seeking admission to or employment at Meharry Medical College, vendors, consultants, independent contractors, and all others acting on the College’s behalf.

Accountability

Responsibility for implementing this policy is delegated by the President, to the Director of Policy Management and Legal Affairs, and the Affirmative Action Officer (AAO) for managing all complaints of sexual harassment and for insuring that all are investigated fully and fairly, regardless of the manner in which they are made or the individuals involved.

Definitions

**Sexual harassment**: is defined as a continuing pattern of unwelcome sexual solicitations, sexual advances, remarks, or actions that are demeaning or intimidating. Requests for sexual favors, or other verbal or physical conduct of a sexual nature when: (1) submission of such conduct is made explicitly or implicitly the terms or condition of an individual’s employment or academic standing; (2) submission to or rejection of such conduct by an individual is used as a basis for employment or educational decision affecting an individual; or (3) such conduct unreasonably interferes with an individual’s work or academic performance, or of creating an intimidating, hostile, or offensive environment for working, teaching, and/or learning.

**An informal complaint**: is one that does not require an investigation and can be resolved between the Affirmative Action Officer and the parties involved.

**A formal complaint**: is one that requires a written complaint from the complainant and an actual in-depth investigation, including interviews with complainant, alleged harasser, and witnesses.

Policy

Sexual harassment of any kind is unacceptable behavior and will not be tolerated at Meharry Medical College. When the College has notice of possible sexual harassment it will take immediate and appropriate steps to investigate and take action to resolve the matter in a serious, objective, and confidential manner. Where necessary, a range of disciplinary measures may occur up to and including dismissal or expulsion.
Disciplinary action for violation of this policy shall include, and not be limited to, any of the following courses of action, as appropriate, based upon the severity of the violation: Written warning and reprimand, with letter being placed in official file, appropriate counseling; suspension; termination of employment or contractual relationship, or expulsion.

Every effort shall be made to protect the privacy of all parties involved. Such efforts are intended to protect the complainant and any witnesses from retaliation and to assure that the rights of the accused are protected. All parties involved in sexual harassment complaints should be cautioned about discussing the case outside of the resolution process.

Procedures

General

Faculty members or other instructional personnel shall not engage in an amorous relationship with a student who is enrolled in a course being taught by the faculty member or whose academic work is being supervised by the faculty member, even when both parties involved appear to have consented to the relationship. Relationships between faculty and students outside the instructional context may also prove problematic, particularly when the faculty member participates in decisions that may reward or penalize students. Relationships between residents/students and patients, during treatment or after termination of treatment, may lead to negative consequences; therefore, such relationships are discouraged.

Dissemination

The College’s sexual harassment policy shall be explained during new faculty and staff orientations and faculty/staff development workshops. A copy of the institution’s policy shall also be submitted to the campus library for display.

Vendors, consultants, independent contractors, and all others acting on behalf of the College shall receive a copy of this policy upon commencement of their contracts. Violation of this policy may result in Meharry’s termination of such contracts.

This policy is also reissued on an annual basis, through payroll distribution, and other official College publications printed such as: Faculty Handbook, Personnel Policy, and Procedures Manual, and Student Services Handbook.

Complaints

Complaints of a violation of this policy shall be brought to the attention of the Affirmative Action Officer, a member of the President’s Council, or to any other appropriate member of the College community. The person receiving the complaint shall counsel the complainant as to the options available under this policy, including referral to the AAO for help in resolving the complaint informally; or help in drafting a formal complaint. The College encourages all complaints, informal and formal, be immediately forwarded to the, AAO who will determine the appropriate method for investigating the complaint.
Investigation

The purpose of the investigation is to, without bias or premature judgment, ascertain whether an actual violation of this policy has occurred. The person investigating the complaint will take steps to ensure confidentiality of all parties involved. Investigations shall include the following:

- An interview with the complainant to determine the facts upon which the complaint is based. This meeting should be used to find out the “who, what, when, and where” of the complaint. Any evidence of, or witnesses to, an alleged incident should be obtained during the interview.

- An interview with the accused to inform him/her that a complaint has been made against him/her. The complainant should not be identified, but if the alleged harasser knows the identity of the complainant, it should be made clear that no retaliatory action will be tolerated.

- In a formal complaint, interviews with any other persons believed to have pertinent/factual information or knowledge of the alleged policy violation.

- If it is concluded that there is a reasonable basis for believing that a policy violation has occurred and a negotiated settlement cannot be reached, formal action will be taken. The AAO will inform the complainant and the accused of the results of the investigation and actions to be taken to resolve the complaint. The accused shall have a full opportunity to respond to all allegations.

- Upon completion of the investigation, a written notice of disposition shall be forwarded to the accused as well as to the complainant.
# EXECUTIVE & ADMINISTRATIVE OFFICES*

**Office of the President**  
James E. K. Hildreth, PhD, MD

President & CEO  
S.S Kresge, LRC  
5th Floor  
327-6904

**Office of the Dean**  
Marquetta L. Faulkner, MD, MBA, FACP, FASN  
WBS, Suite 1221  
327-6204

Acting Senior Vice President for Health Affairs  
Interim Dean, School of Medicine

**Office of Student & Academic Affairs**  
Millard D. Collins, MD  
WBS, 1st Floor  
327-6413

Associate Dean

Brenda R. Merritt, MPA  
WBS, 1st Floor  
327-6731

Assistant Dean

Sharon Turner-Friley  
WBS, 3rd Floor  
327-5966

Assistant Dean

James Ensley  
WBS, M208  
321-2984

Jo Ann Pettus-Mayes  
WBS, 1st Floor  
327-6959

Lynette Watkins  
WBS, 1st Floor  
327-6769

Charles Wilson  
WBS, 1st Floor  
327-6965

Louis Wilson  
WBS, 1st Floor  
327-6498

**Office of Medical Education**  
Digna S. Forbes, MD  
WBS, 3rd Floor  
327-6429

Associate Dean

**Office of Academic & Clinical Affiliations**  
Frank S. Royal, Jr., MD,MBA  
LH, 2nd Floor, Suite 208  
327-6078

Associate Dean of Academic Affairs

Susanne Tropez-Sims, MD  
HH, 2nd Floor  
327-6924
EXECUTIVE & ADMINISTRATIVE OFFICES (continued)

Office of Clinical Affairs
Chike Nzerue, M.D. 
HH, 3rd Floor, Suite 3114 327-6248
Associate Dean

Office of Curriculum Evaluation and Effectiveness
Cassandra S. Ward, EDD 
WBS, Suite 3120 327-2850
Associate Dean

Center for Educational Development and Support
Jacqueline “Dee” Gardener 
CEDS, 1st Floor 327-6760
Pamela Rucker 
CEDS, 1st Floor 327-6530

Other Administrative Offices
Academic Computing 
WBS, 2nd Floor 327-6265
Admissions and Records 
CTFC, 1st Floor 327-6223
Alumni Affairs 
LRC, 6th Floor 327-6266
College Bookstore 
CTFC, 1st Floor 327-6269
Lifelong Learning 
WBS, 4th Floor 327-6235
Counseling/Student Services 
HH, 3rd Floor 327-6792
Financial Aid 
CTFC, 1st Floor 327-6826
Human Resources 327-6336
Library 
LRC, 2nd Floor 327-6318
Office of the Treasurer 
LRC, 5th floor 327-6928

Basic Science Departments/Divisions
Biochemistry & Cancer Biology 
WBS, 2101 327-6345
Microbiology & Immunology 
WBS, 4101/4102 327-6281
Pathology, Anatomy & Cell Biology 
WBS, 3101 327-6663
Neuroscience & Pharmacology 
WBS, 3201 327-6510
Physiology 
WBS, 2202 327-6288
Professional & Medical Education 
WBS, B101 327-6944
Division of Clinical Skills & Competency 
HH, 2nd Floor 327-5932
Division of Integrated Didactics 
WBS, B101 327-6944

Clinical Departments
Family & Community Medicine 
HH, 309/304 327-6572
Internal Medicine 
HH, 306 327-6277
Obstetrics & Gynecology 
HH, 4645-E 327-6284
Pediatrics 
HH, 2666 327-6332
Psychiatry & Behavioral Sciences 
EMHC, 202 327-6606
Radiology 
HH 232 327-5617
Surgery                      HH, 4718                      327-6342

**Special Services**

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<thead>
<tr>
<th>Service</th>
<th>Location</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Campus Security</td>
<td>Campus Safety</td>
<td>327-6254</td>
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<tr>
<td>Computer Center</td>
<td>CC, 2nd Floor</td>
<td>327-4357</td>
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<tr>
<td>Dental Clinic</td>
<td>DS, 4th Floor</td>
<td>327-6669 Student</td>
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<tr>
<td>Health Services</td>
<td>MCCH, 3rd Floor</td>
<td>327-5757</td>
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<tr>
<td>Postal Services</td>
<td>DS, 1st Floor</td>
<td>327-6278</td>
</tr>
</tbody>
</table>

*Office Codes:*

CC: Computer Center  CEDS: Center for Educational Development Services  CTFC: The Cal Turner Family Center for Student Education  DS: Dental School  EMHC: Lloyd C. Elam Mental Health Center  HH: Hubbard Hospital  LRC: Stanley S. Kresge Learning Resources Center  MCCH: Meharry Clinic Comprehensive Health  WBS: West Basic Science Building