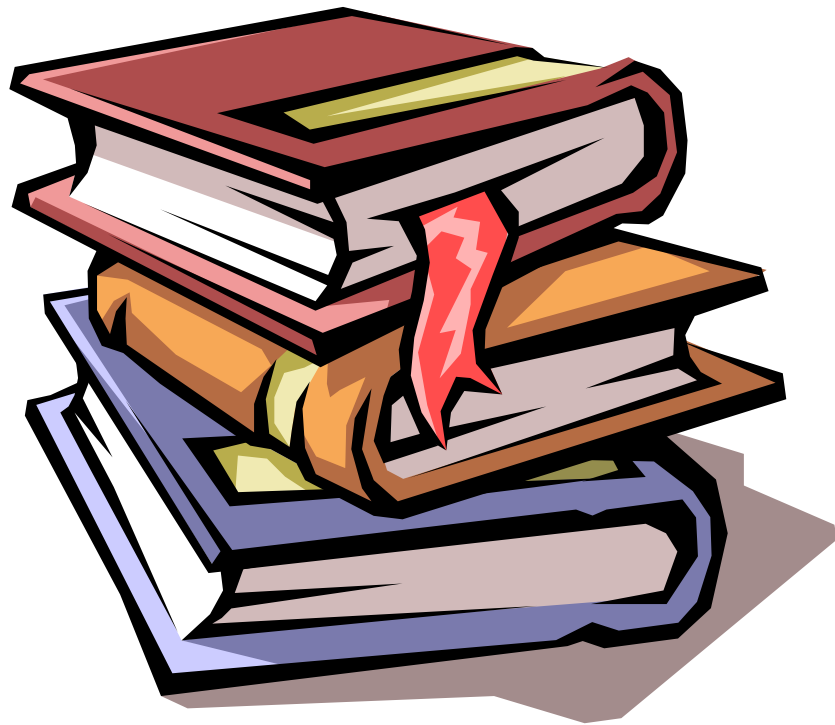




STUDENT ACADEMIC POLICIES AND PROCEDURES MANUAL



School of Graduate Studies and Research

2021

NOTICES

Meharry Medical College is an EOE/AA employer and does not discriminate based on gender, age, race, religion, color, national origin, handicap, veteran or immigrant status in its admissions, employment and education programs or activities. 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 the Affirmative Action Officer, Office of the President, (615) 327-6904.

The information in this manual is current and accurate as of August 2021. The college reserves the right to change prerequisites for admission, programs of study, courses, requirements for graduation, fees, policies, academic programs, lecturers, faculty, teaching staff and any other matter described in the manual without prior notice.

This manual does not constitute a contract, expressed or implied, between any applicant, 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 exhibit the personal or professional qualifications prerequisite for his or her chosen discipline of study.

The college provides the opportunity for students to increase their knowledge by providing programs of instruction in the various 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 represent that any student who completes a course or a 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.

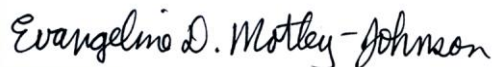
Revised 7/2021 SOGSR

FOREWORD

This Graduate Student Academic Policies and Procedures Manual contains a brief overview of the policies and procedures that govern your admission and matriculation in the Graduate Programs at Meharry Medical College. The procedures and steps for the completion of dissertations, theses, and comprehensive examinations as well as institutional policies on such issues as academic honesty, appeal of academic actions and student refunds are also included. This document is by no means comprehensive, nor does it attempt to deal with special situations that may arise during your matriculation in the Graduate Program. Your mentor, Department Chairperson, Program Director, Director of Graduate Studies (DGS), Assistant Dean, Interim Associate Dean, Senior Associate Dean, and Interim Dean of the School of Graduate Studies and Research (SOGSR) are available to assist in interpreting the rules and regulations of your program. Our aim is to assist in your transition from undergraduate to graduate education and make that transition smooth. In addition, you will find faculty members accessible to discuss academic issues with you.

Please read this manual carefully with special attention to important events such as the formulation of your *Committee on Instruction* for the Ph.D., culminating experiences for the MPH, *Admission to Candidacy* for the Ph.D., and the procedures and deadlines for the submission of your dissertation and final MPH projects. The aforementioned are important benchmarks that are key to the completion of your graduate studies.

I look forward to working with each of you in order to ensure that you maximize your potential to attain your career goals.



Evangelina D. Motley-Johnson, Ph.D.

Interim Dean, School of Graduate Studies and Research

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ACADEMIC REGULATIONS

TRANSFERRING COURSE CREDIT

Doctoral Program

After a doctoral student begins the major emphasis phase, he or she may petition their department to receive credit for graduate work done at other accredited institutions or from this institution for courses taken before admission to the School of Graduate Studies and Research (SOGSR) provided that the total number of credits transferred for both core courses and advanced courses does not exceed nine. Grades earned on transferred work must be equivalent to "B" or better; dissertation credit is not transferable. The Director of Graduate Studies for each program requests in writing to the Dean that the credits be accepted for transfer. After review by the faculty teaching the equivalent course, the Dean then writes a letter to the records office that the credits be applied on the student's Meharry transcript. Grades earned in courses at other schools prior to admission to Meharry are not included in computations of a student's average nor entered on the Meharry transcript; however, grades earned in graduate school courses at Meharry before the student matriculates (e.g., post-bac and, joint programs, etc.) are computed in the student's GPA.

Public Health Master's and MSCI Programs

Students enrolled in the Public Health Master's Program may receive transfer credit after approval by the Director; up to six credit hours of course work may be transferred. The credits must have been earned prior to enrollment at a graduate level with a grade of B or higher. Online courses are accepted, if from a CEPH accredited program. All transfer credit requests should be accompanied with the course equivalency form (Public Health Master's Program Students), course syllabus, a transcript, and a course description. The request must be made by the Add/Drop period of the semester. The Director of the program makes the final decision on acceptance upon recommendation from the Program Curriculum Committee, and will provide the letter of acceptance to the College Registrar.

Students can take a course elsewhere to remediate a failed MMC elective - not core - course.

Other Conditions for Transfer Course Credit:

Correspondence or Extension courses cannot be transferred for credit. Course(s) taken on a Pass-Fail or Satisfactory-Unsatisfactory basis are not eligible for transfer credit. Course credit earned in a Professional School such as a School of Law, Medicine, Dentistry, or Divinity may not be transferred for graduate degree purposes. Exceptions to this rule are courses cross-listed as Graduate School courses which carry graduate credits at the institution where taken. Students seeking the Ph.D. degree in addition to the M.D. degree may receive graduate credit for certain approved courses in the Medical School at Meharry, and a B or better must be achieved in these courses.

ENROLLMENT SPECIFICATIONS**Medical Clearance**

Each new student must submit a completed medical report form to the Office of Admissions and Records. A returning student who has not registered for more than one academic year must submit a new medical report form.

Enrollment Status

A full-time PhD student must register for a minimum of nine semester hours during the fall and spring semesters and for a minimum of six hours during the summer semester. During the dissertation phase of the Ph.D. Program, and in special circumstances, a student may be considered full-time even though he or she has registered for less than nine credit hours of dissertation research.

A student in the MSCI program may be considered full-time by registering for less than nine hours of thesis research, only after having completed the required course work.

Students in the Public Health Master's Program typically register for a maximum of 12 credit hours during the first 3 semesters of the program, and 9 credit hours in the last semester. The Program Director must approve requests to register for more than 12 credit hours in a semester. Health professionals (i.e. medical residents) completing the public health master's degree may exceed 12-credit

hours per semester without prior approval.

The minimum number of credit hours a student can register for and still be considered full-time in the dissertation phase (Ph.D.) or thesis phase (MSCI) is one.

Attendance

No student is allowed to attend a class for which he/she is not officially registered by the Office of Admissions and Records. No credit is given for course work taken before official registration. Unexcused absences in excess of 20 percent of the scheduled classes may result in a failure in the course. A Dean's excuse may be granted for personal illness, death of a close relative, financial exigencies, etc. If a Dean's excuse is granted, the student will not be penalized for work missed during his or her absence from class, although departments may require make-up for the work missed. Requests for Dean's excuses are made in the Office of the SOGSR and appropriate documentation is required at that time. Being on time is considered a professional attribute. Lateness may result in deductions from grade point.

GRADING SYSTEM

Grades for didactic courses taken for graduate credit are A, B+, B, C+, C, F, S, U, IP and I. Grades for thesis research in the Ph.D. program are S and U; grades for thesis research in the MSCI program are letter grades. Grade point averages (GPA) are calculated on the basis of A=4, B+=3.5, B=3, C+=2.5 C=2, F= 0. S and U grades are not computed into students' GPA and are not converted to A, B+, B, C+, C, or F grades when students complete the requirements for degrees. All final grades shall remain on the student's permanent transcript. Students receiving a D grade in an off campus course because of cross-registration will receive a grade of F.

The grade of "I" (Incomplete) indicates that the student has satisfactorily completed at least three-fourths of a course, and may be given at the instructor's discretion to a student when illness, necessary absence, or other reasons beyond the control of the student prevent completion of course requirements by the end

of the academic term. A student cannot receive an "I" if he/she is failing a course. A student receiving an "I" must complete the requirements for the course to remove the "I" by the end of the next semester the course is offered. If the requirements are not completed within the specified time, no credit will be given and the Office of Admissions and Records will automatically record the final grade as "F".

The symbols "WV" and "WA" indicate that the student "Withdrew Voluntarily" or was "Withdrawn Administratively by the Dean." The symbols "WP" and "WF" indicate that the student "Withdrew Passing" or "Withdrew Failing," respectively. These symbols are used only when the student has withdrawn after at least six weeks of attendance in a course during the fall or spring semester or after two weeks during the summer. Whether 'WP' or 'WF', if the student returns to a particular course, he or she must take it over in its' entirety.

The "IP" (In Progress) is awarded for certain courses that are continuous over more than one semester and, as such, are not finally evaluated until the conclusion of the sequence. Final grades are given in such courses only at the end of the final semester of the course sequence. A record of academic progression, however, shall be reported in the Office of Admission and Records at the end of any given semester using the designation In-Progress (IP). Quality points will be calculated using the total hours of the course.

Academic Standing

A student must maintain a grade point average (GPA) of 3.0 to remain in good academic standing. A student whose GPA falls below 3.0 may be dismissed or given up to one calendar year to raise his or her GPA back to 3.0; during this period the student is said to be on academic probation.

Academic Probation: a report is generated each semester to identify students' performance. If progress is considered unsatisfactory, a student will be informed of this in a letter from the SOGSR with a copy to the Director of Program and the student's advisor. The advisor will meet with the student to develop a written plan of action to govern the student's success in the program. In the Public Health Master's Program: The advisor will turn in the written plan of action with the student's signature and the advisor's signature to the Assistant to the Senior

Associate Dean of Public Health a week after meeting with the student.

A student whose GPA does not reach 3.0 by the end of a designated period of academic probation may be dismissed from the SOGSR per the recommendation of the Evaluation Committee and approval by the Dean. In addition, if, in the judgment of the Evaluation Committee, a student fails to make satisfactory progress towards the completion of the degree or to demonstrate sufficient promise in the discipline, the student may not be allowed to continue in the SOGSR. In any academic year, students must pass 70% of coursework (21hrs) with a grade of "B" or higher. A graduate student may become academically ineligible to continue in the SOGSR if he or she receives a grade of "F", or receives more than three grades of "C", depending on his/her academic standing. Receipt of a second "F" grade will result in automatic dismissal.

If in any semester, a student enrolled in the PH Master's Program: (1) receives a grade of "C" in any public health course, the course must be repeated and a grade of "B" or better must be received, (2) receives a grade of "C" in any two public health courses, the courses must be repeated and a grade of "B" or better must be received in each course (a student may be placed on probation; if this is the case, a written plan of action is to be provided to Director of the Public Health Master's Program, signed by the student and the advisor a week after the student is placed on probation), (3) receives one grade of "F" will result in automatic probation (a written plan of action is to be given to the Director of the Public Health Program signed by the student and the advisor a week after a student is placed on probation), and (4) receives two grades of "F" will automatically be dismissed when his/her GPA is below 3.0 that semester.

First year Ph.D. students who receive a "C" in a core course must repeat the course and receive a "B" or better before being allowed to take advanced courses in their program. When a course is repeated, the first grade will remain on the student's transcript and be calculated as part of the student's grade point average. Students are allowed to repeat a course only once.

Academic Dismissal: All cases go before the SOGSR Student Evaluation and Promotion Committee, which is made up of members from each of the Graduate Programs. Graduate students not meeting the written terms of their academic

probation may be academically dismissed from a program. Such dismissals shall be done in a timely fashion, but no later than three weeks after the completion of the term.

Adding or Withdrawing From Course(s)

If a student wishes to *add or withdraw* from a course(s), he or she should get the appropriate Form from the Office of Admissions and Records. The student is required to get the approval of their respective Department Chairperson or DGS and final approval from the Graduate Dean before returning the signed approval form to the Office of Admissions and Records. A student may add a course prior to the end of the 3rd week of classes and prior to the end of the 1st week of classes during the summer session.

A student may receive a grade of "W" if he/she withdraws from a course prior to the end of the 6th week of classes during the regular semester or prior to the 2nd week of classes during the summer session. However, grades for courses progressed beyond this time period will be recorded on the official record as "WF" or "WP".

First-year Ph.D. students will not be allowed to withdraw from the Core Curriculum.

Leave of Absence and Withdrawal

A *Leave of Absence* is an interruption of the normal course of study requested by a student and requiring prior approval by the Graduate Dean. A student's *Leave of Absence* shall not extend beyond one calendar year. The official date of leave shall not ante date the date of the student's request. An official *Leave of Absence* form must be processed and can be obtained from the Office of Admissions and Records. A student who fails either to register or to obtain an approved *Leave of Absence* by the end of registration during a given semester will be regarded as having withdrawn and must apply as a new student to resume study. A *Leave of Absence* from the college is given only to students who are in good academic standing. Any other interruption in the normal course of study constitutes a withdrawal. At the discretion of the Dean, a student may be required to take an *Administrative Leave of Absence*. A student who has obtained an approved *Leave of Absence* may return to school by informing the SOGSR in writing before the

expiration of the leave. The student will be required to register during the next semester after his/her *leave* expires. If the student does not resume his/her program at this time, has withdrawn from Graduate School or has not registered for two consecutive semesters, he/she must also reapply to the Graduate School. Provided the student left in good standing, in these situations he/she needs only to fill out a new application (fee waived), write a statement that includes why he/she should be reinstated and have his/her former preceptor write a letter of recommendation. These documents will be reviewed by the SOGSR Admissions Committee who will then make a recommendation to the Dean.

A student in the Ph.D. program who has not been approved for a *Leave of Absence* and has not registered for 2 consecutive years will not be considered for reinstatement or be awarded a Ph.D. degree.

A withdrawal is a permanent cessation of graduate study. If a student withdraws, he or she must reapply to Meharry as a new student and be considered for admission by the SOGSR Admissions Committee to resume graduate work (see above). If a student receives a medical withdrawal, he or she will be required to present medical clearance before being readmitted. A student withdrawing without presenting to the Director of Admissions and Records written permission from the Dean forfeits all claims for credit or refund.

Ph.D. Graduate Student Leave

Vacations and holidays. Students will receive 12 vacation days per calendar year. Students shall continue to receive stipends during vacations and Meharry holidays. At Meharry, as at all other academic institutions, the time between semesters is considered an active part of the training period.

Sick leave and other leave. Students may continue to receive stipends for up to 15 business days of sick leave per year. Under exceptional circumstances, this period may be extended by the Dean in response to a written request from the mentor, countersigned by the Chair or DGS. Sick leave may be used for medical conditions related to pregnancy and childbirth.

Parental leave. Students may receive stipends for up to 60 calendar days (or 8 weeks) of parental leave per year for the adoption or birth of each child. Either parent is eligible for parental leave. The use of parental leave requires approval by the mentor and SOGSR Dean.

Terminal leave. A period of terminal leave is not permitted, and payment may not be made from grant funds for leave not taken.

Unpaid leave. Individuals requiring extended periods away from their research training experience, that is, more than 15 business days of sick leave or more than 60 business days of parental leave must seek approval for an unpaid *Leave of Absence* (see section on *Leave of Absence*).

Documentation of leave. Vacation and planned sick leave must be requested in writing to the mentor and DGS at least 5 business days prior to the leave. Notification of unexpected leave (sick or emergency) must be made to the mentor and/or DGS as soon as possible. The mentor and DGS will be responsible for maintaining records and accounts of leave. The College approved *Request for Leave* form will be used for both vacation and sick leave. This form can be found on the Meharry website under Administration. Click on Human Resources (HR) then HR Forms/Tools/Resources then *Leave Request Form*. An example of the form is on the last page of this manual. Failure to comply with these policies will result in reduction of pay, per the unaccounted time.

Graduate Student Business Travel

All graduate students who are traveling on official school business regardless of funding source must submit a *Travel Authorization* form to the SOGSR Dean's Office at least 15 business days prior to travel.

For Public Health Master's Program students, a travel support request form signed by the Director is required prior to submission of the Travel Authorization form. The MPH Program Coordinator will assist with the completion of the Travel Authorization form.

For all graduate students, all required signatures should be obtained on the Travel Authorization form and copies provided to the mentor, PI/Program director, DGS/Department Chair and SOGSR Dean's office at least 15 business days prior to travel.

External Experiences/Externships

Students are encouraged to participate in professional experiences to complement their Ph.D. graduate training. Examples of these experiences may be teaching at Meharry or institutions other than Meharry, participating in externships in industry, legal firms, or enrolling in the Robert Wood Johnson Health Policy Certificate Program. These experiences are best pursued at a certain phase of the program, to minimize graduation delays. To be considered and approved for these experiences the following must occur:

1. The Ph.D. student must be in good academic standing
2. The Ph.D. student must be a candidate for the Ph.D. degree unless the opportunity is restricted to students in the pre-candidacy phase
3. The experience must be approved and signed by the mentor, Director of Graduate Studies (DGS) and the Dean/Associate Dean regardless if this is required by the external site
4. Half (50%) of the work for the degree must be complete
5. If the experience lasts more than 15 continuous business days, the stipend will be suspended by NIH rules
6. Students must complete a professional leave form prior to departing for the experience if applicable.

APPLICATION FOR GRADUATION

All graduate students anticipating graduation must complete a Diploma Application Card. Cards are available during fall registration and may be picked up from the Office of Admissions and Records. The deadline for receipt of the card is shown in the College's Admissions and Records Calendar. Provided that no use of college faculty time and/or facilities is required, a student need not be registered in the semester in which the degree is to be awarded, unless the thesis or dissertation is defended and/or submitted to the SOGSR during the same semester, since submission constitutes a significant use of College's time and facilities. Master's and doctoral degrees are awarded in May, October, and

December. Formal commencement exercises are held in May.

Graduation Clearance

In order to receive a degree, prospective graduates must complete the following steps, prior to being issued a Clearance Form:

- Submit a letter from the Program Director, or DGS informing the Dean that all degree requirements have been completed and submit five error-free copies of the dissertation (Ph.D.) or thesis (MSCI) to the Dean's Office;
- Complete the Graduate Program Self-Assessment Student Questionnaire and return it to the Dean's Office;
- Complete Course Evaluations every semester (Public Health Students) completed by the last day of the semester
- Complete a mid-year survey (Public Health Students)
- Complete a Pre-Competency Survey and Post Competency Survey (Public Health Students)
- Complete an Exit Survey for the Public Health Program (Public Health Students) by April of the semester that you plan to graduate
- Complete annual surveys for the Public Health Program (Public Health Students) every year
- Complete and return to the SOGSR the National Research Council Survey of Earned Doctorates (Ph.D. graduates only); and
- Complete the Exit Survey

The Graduation Clearance Form is given to the student by the Dean's Office after the above paperwork is completed. This form requires the signatures of the institutional personnel listed below who will certify that the student has

cleared their area for graduation.

- Interim Dean/Interim Associate Dean
- Student Services Director
- Supervisor of Postal Services
- Library Director
- Exec. Director of Alumni Relations
- Director of Student Financial Aid
- Treasurer
- Safety and Security

All forms are to be completed before graduation.

All products are to be completed before the actual degree is received.

Ph.D. PROGRAM

Doctoral Program

Beginning with the entering class of 2013, to receive the Ph.D. degree a student must (a) complete at least 32 hours of graduate course work; research courses do not count toward this requirement; not more than nine credit hours of graduate courses taken at other institutions may be credited toward the thirty-two hours (Grades earned in courses at other institutions prior to admission to Meharry are not included in computations of the student's average); (b) pass qualifying examinations prepared by his or her major emphasis program; (c) complete a dissertation which meets the approval of his or her Committee on Instruction, Department Chair, DGS and the Graduate Dean; (d) published or having accepted for publication in a peer reviewed journal, a manuscript based on the dissertation research of which the student is the first author; and (e) successfully defend the dissertation in a public seminar. (Note: The requirements above are the minimal stipulations by the SOGSR; the major emphasis programs may present additional requirements.)

CORE PHASE

The Ph.D. program is divided into three phases: (a) the core phase; (b) the major emphasis; and (c) dissertation phase. The core phase consists of a curriculum of courses that gives the students a basic foundation in Biomedical Sciences and

prepares them for laboratory research. This curriculum occupies the first academic year of graduate work.

Advanced Placement

A student may attempt to obtain an exemption from one or more of the core courses by requesting permission from the course coordinator, in writing, to take an advanced placement examination. If the course coordinator grants the request, the instructors in the course will prepare and administer an examination. If the student's performance meets or exceeds the minimum pass level established by the program offering the courses, the student will be (1) exempted from the core course; (2) receive a grade equivalent to the numerical value of the examination; and (3) receive a number of credit hours equal to the number of credit hours ordinarily awarded for that core course.

Faculty Preceptor

During the core phase the new graduate student should begin the process of selecting a faculty preceptor—the person who will guide the student through the remaining years of graduate school, and in whose laboratory the student will receive research training. The preceptor must be selected by the end of the first semester following completion of the core. The faculty preceptor must be a regular graduate faculty, an appointed or an adjunct faculty member who is active in research. The preceptor has primary responsibility for guiding the student through all phases of graduate study, and should represent the student's best interests in a variety of academic and administrative situations.

RESIDENCE

Graduate students in the Ph.D. program must remain in residence until they successfully complete the candidacy examination. To be in residence a student must register for at least nine (9) credit hours during the fall or spring semester, and at least six (6) credit hours during the summer semester.

TIME LIMITS

Ph.D. Program Milestone Timetable for Completion of the Degree in 5 Yrs

First year	Successfully complete core courses
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Identify lab and preceptor

With preceptor/mentor input, form a Committee on Instruction (COI)

Second Year

Development an Individual Development Plan (IDP) for Year Two

Successfully complete discipline-based courses

Present at Student Research Day

Have a COI meeting in the Fall and Spring

Prepare for candidacy (preliminary) exam

Present journal clubs and departmental seminars

Successfully complete candidacy (preliminary) exam by the end of the Summer

Third year

Develop an IDP for Year Three

Present at Student Research Day

Submit abstract to local or national meeting

Have COI meetings in Fall and Spring

Prepare and submit a F31 pre-doctoral fellowship or other fellowship

Present journal clubs and departmental seminars

Present works-in-progress annually

Have a preliminary draft of a manuscript

Fourth year

Develop an IDP for Year Four

Continue with dissertation research

Present at Student Research Day

Submit abstract to national meeting

Complete experiments and submit a manuscript for publication

Have a COI meeting in Fall and Spring

Present journal clubs and departmental seminars

Present works-in-progress annually

Fifth year

Develop an IDP for Year Five

Have the manuscript(s) accepted in peer-reviewed journals(s)

Present at Student Research Day
Submit abstract to national meeting
Submit applications for post-doctoral position
Present journal clubs and departmental seminars
Present works-in-progress annually
Have a COI meeting in Fall and Spring
Write and defend dissertation

All requirements for the Ph.D. must be completed within seven years after admission to the SOGSR. If a student has been *Admitted to Candidacy* but has not completed his/her studies within the six-year period: (1) the student may be given up to two semesters to finish the Ph.D., or (2) the student may be issued a terminal Master's Degree. If such action is taken and the student does not meet the new deadline, the student may be dropped from the SOGSR. When a student exceeds the seven-year limit the Director of Graduate Studies shall recommend to the Dean which action should be taken. The Dean's decision is considered final. A student's program of study cannot extend beyond eight years.

Beginning with the 2013 entering class, no support for tuition, fees or stipend will be afforded to Ph.D. students in the Graduate School after completion of the sixth year of studies in the program. This includes slots and tuition shortfalls provided by Graduate School Grants.

Procedure for Terminal Masters:

1. If a student fails the qualifying exam after two attempts, he/she can be recommended for a terminal Masters.
2. If a student passes the qualifying exam but fails to progress in the dissertation research phase, he/she can be recommended for a terminal Masters.
3. Students in situation 1 or 2 must complete a body of work equivalent to a Master's Degree Thesis. The research project will typically include one or two specific aims and the work must be completed within three years. Similarly to a Ph.D. student, the Master's student is required to write a thesis and formally present a public seminar during regular working hours. However, the seminar is not a public defense. Approval of the

body of work by the COI is required in order for the Evaluation Committee to recommend receipt of the degree.

MAJOR EMPHASIS PHASE

The major emphasis phase begins immediately after the student completes the core curriculum. During this major phase, the student selects a preceptor and Committee on Instruction, completes program course requirements, and conducts dissertation research. The major emphasis phase ends when the student passes qualifying examinations for *Admission to Candidacy*. The student must accumulate at least 32 hours of graduate course-work, including the credit hours awarded for core courses. Programs may require more than this minimum. Credit for dissertation research courses does not count toward this total.

Committee on Instruction (COI)

The COI consists of five or more faculty members including the faculty preceptor, who chairs the committee. At least two members of the committee must be faculty members from the major emphasis program and at least one must be from another program at Meharry or from an institution other than Meharry. The COI should be broadly representative and include faculty members who work on research problems other than those of the preceptor's laboratory. The COI has broad responsibility to oversee the student's graduate studies and to aid the preceptor in assuring the student's progress. Specifically, the COI monitors the student's progress at its meetings, provides advice on curriculum and research, determines eligibility for the qualifying examination, and approves the completed dissertation for content, style and format conformity. The student, in consultation with the faculty preceptor, assembles an initial list of proposed members of the COI. The members are confirmed and a COI form with their names and signatures is submitted to the Chair of the Department or the DGS who then signs the Form. The form is then given to the Dean for approval. Copies of the form will be kept by the faculty preceptor, other COI members, and the Graduate Dean. The COI must be formulated and approved by the end of the first year; otherwise, the student will not be permitted to register unless the major emphasis Department Chairperson or DGS submits a written request to the Graduate Dean for his/her approval of a one-semester extension. The COI must meet at least once per semester; the faculty preceptor must report to the COI on

the student's academic progress and must submit a plan of study for evaluation by the COI. The plan must include all the required and elective courses identified for the student, and a preliminary plan of research that the preceptor has approved. Written minutes of all COI meetings must be kept by the preceptor who also submits copies to the program DGS, and the Office of the SOGSR each semester.

Individual Development Plan (IDP)

The IDP is a tool to assist in the planning of a student's training to help the student reach his/her career goals. This includes developing a mentoring plan that assesses the needs and goals of each student, describes short- and long-term career objectives, and identifies professional development activities needed to reach them. An IDP should be viewed as a dynamic document that is periodically reviewed and updated throughout an individual's training. The IDP must be submitted as part of each COI report.

Admission to Candidacy

Admission to Candidacy recognizes the achievement of a significant milestone in the career of a doctoral student. A student is *Admitted to Candidacy* after he or she has passed the qualifying examination and has completed all course work (32 didactic credit hours) required by the major emphasis program. The student's GPA must be at least 3.0 to take the qualifying examination. A student may attempt to pass the program qualifying examination not more than twice. If a student does not pass the examination after two attempts the DGS must recommend either (a) that the student be dismissed from the SOGSR; or (b) that the student be permitted to earn a Master's Degree. In either case the DGS must submit the recommendation to the Graduate Dean who will present it to the Evaluation Committee for approval. The Graduate Dean must notify the student in writing of the decision of the Evaluation Committee. A student who is *Admitted to Candidacy* will complete a Candidacy Form, which requires the signatures of the Chair of the COI and the Department Chair or DGS. The transcripts for students *Admitted to Candidacy* will contain the statement "*Admitted to Candidacy date.*" All requirements for candidacy must be completed by the end of the 2nd year. The student who does not achieve candidacy will have six months to address this deficiency. After this time, if the student has not achieved candidacy he/she will be dismissed from the Ph.D. program.

A student in the Ph.D. program may apply to Medical or Dental School at Meharry after being *Admitted to Candidacy* and remain in the SOGSR while the application is being processed. If a graduate student has not been *Admitted to Candidacy*, the Office of Admissions and Records will not accept his/her application to Medical or Dental School unless the student withdraws from the SOGSR and waits one calendar year before applying.

DISSERTATION PHASE

The dissertation phase begins after the student has been *Admitted to Candidacy* for the Ph.D. degree. The student is then designated a *Candidate for the Ph.D. degree*. During this phase the student completes his or her dissertation research and writes a dissertation, which describes an original research project carried out by the student that contributes new knowledge to the field of study. A student then defends his/her dissertation in a public seminar once the following requirements have been met. 1) A full-length manuscript based on the student's dissertation research, of which the student is first author, is published or accepted for publication in a peer-reviewed journal aligned with the student's area of specialty. 2) The journal should be indexed in Pub Med. 3) A completed draft of the dissertation is approved for defense by the COI.

Public Seminar and Defense of Dissertation/Thesis

The student must successfully defend the thesis research in a public seminar presented on a weekday between 8:00 a.m. and 5:00 p.m. and it must be widely publicized. The student should allow at least one month for completing the steps involved in preparing for the public defense. This process is as follows:

1. COI members are given at least two-weeks to read the dissertation after the student in consultation with his/her preceptor has agreed upon an acceptable draft for review.
2. The preceptor then schedules a COI meeting for approval of the dissertation for defense by the student, and with information from the Graduate School Office and the student with regards to a tentative defense date and time.

3. The preceptor contacts the DGS a minimum of two-weeks in advance of the proposed student's defense date to:
 - a. Inform the DGS that the student is ready to defend the dissertation by completing and submitting the *PhD Dissertation Defense Application Form* with signatures from all the COI members,
 - i. The date, time and room (Cal Turner Family Center for Student Education) for the defense
 - ii. The title of the dissertation
 - iii. Copy of the dissertation abstract
4. The DGS writes a letter to the SOGSR requesting the student's defense. The information in #3 is included in the letter, which must be received in the Dean's Office at least two-weeks prior to the student's defense.
5. The SOGSR will confirm the availability of the date, time, and room for the defense with the DGS and the preceptor.
6. The Dean's Office will prepare the flyers for advertisement of the defense and coordinate the distribution of the flyers on campus. This should be done at least one week before the scheduled defense date.
7. The student's defense consists of a 35-45 minute presentation followed by questions from the COI first, and then the audience.
8. The COI evaluates the student's defense.
9. The chair of the COI provides the DGS with the *Dissertation Defense Evaluation Form* signed by all members of the COI.
10. A student passes his/her dissertation defense and a dissertation or thesis is accepted only upon approval by at least two-thirds of the members of the COI. If the student fails the defense, he/she will be allowed a retake.
11. The vote of the COI is considered by the SOGSR to be final.
12. After the defense, the DGS must notify the Graduate Dean in a letter and send a copy to the Department Chair stating that the defense was satisfactory or unsatisfactory.
 - a. The *Dissertation Defense Evaluation Form* is submitted with the letter to the SOGSR.

The deadlines for public defenses and their respective graduation dates are listed in the following table:

Public Defense Deadline	Graduation (Degree) Date
April 1*	May
May 1*	June
July 1	October
October 1	December

*Students may participate in Commencement (See below)

Dissertation and Thesis Submission

Regulations concerning the format and style of the dissertation/thesis are described in the *Guide to the Preparation of Theses and Dissertations* available from the SOGSR and must be followed in order to receive the Dean's approval. The SOGSR staff checks the dissertation/thesis for compliance with the *Guide to the Preparation of Theses and Dissertations*, quality of reproduction, and other matters of format and style. The dissertation/thesis may be returned to the student if it does not comply with all requirements.

The student must submit an electronic PDF and three error free copies of the approved final dissertation or thesis on 100% cotton paper to the SOGSR by 5:00 pm on April 30 for May graduation; May 31 for June graduation; July 31 for October graduation; and October 31 for December graduation. The original approval page of each copy must bear the original signatures of the Departmental Chairperson or Program DGS, preceptor or thesis chairperson, COI or thesis committee. The Dean examines the dissertation or thesis and signs it if it meets his/her approval. An approved dissertation or thesis denotes the Committee's approval of content and compliance with the *Guide to the Preparation of Theses and Dissertations*. The candidate has then met all the SOGSR academic requirements for the Doctoral or Master's Degree. The Graduate Dean then presents the candidate's name to the Evaluation Committee and the Board of Trustees for their approval. After the Board of Trustees approves the student for graduation, the Ph.D. or Master's Degree is awarded.

The SOGSR will be responsible for binding the documents, and will distribute the electronic PDF to the medical library via ProQuest, one bound copy to the preceptor, one to the Graduate Dean's office and one to the graduate.

Participation in Commencement

Students in the Ph.D. Program have the option of participating in the May Commencement if they defend their dissertation or thesis after the published deadline of April 1, and no later than May 1 (May and June graduates may participate in Commencement). Students must have a complete written and approved dissertation or thesis.

M.D./Ph.D. PROGRAM

Admission

Students enrolled in the M.D./Ph.D. program matriculate in the School of Medicine for the first two years of their training in the institution. It is expected that students interested in enrolling in the M.D./Ph.D. program participate in summer research with a Meharry Medical College faculty member during the summer between their first and second years and after their second year of Medical School. Students must also have an overall B average in Medical School courses. During their second year in the School of Medicine, they will complete a formal application to the Graduate School which will be reviewed by the Admissions Committee of the Graduate School. After successful performance on the United States Medical Licensing Exam (USMLE) Part I, students will begin their research training inclusive of graduate level courses.

Course of Study

M.D./Ph.D. students will follow a Ph.D. curriculum inclusive of core courses. M.D./Ph.D. students may be given an opportunity to test out of the first semester core curriculum at the beginning of their first-year of graduate training.

Program Completion

To satisfy the Ph.D. phase requirements, M.D./Ph.D. students must:

- 1) complete 32 hours of graduate coursework (beginning with students entering the program in 2013). Medical School courses will be accepted when:
 - a) they are part of the core curriculum of their Ph.D. program of choice;
 - b) at the discretion of the training program and the COI.
 - i) The COI decides which School of Medicine courses are

appropriate to be transferred according to each student's training, after the M.D./Ph.D. student completes the core curriculum. The chair of the COI must write a letter to the Graduate School listing the following for all of the courses:

- 1) Course name
 - 2) Course number
 - 3) Number of credits
 - 4) Grade in the course (must be a B or better)
-
- 2) successfully pass a Ph.D. comprehensive exam at the end of the second year of the PhD portion of the program, at which time they will become a Candidate for the Ph.D. Degree
 - 3) have a first-authored paper of their original research accepted or published in a peer-reviewed journal
 - 4) write and defend a dissertation

Once these requirements are completed, the M.D./Ph.D. students are allowed to return for their clerkships to finish their Medical Degree requirements. M.D./Ph.D. students will receive their dual degrees during Commencement.

Stipend and tuition support for MD/PhD students is restricted to six (6) years (matriculation after 2013) for the PhD portion of the program and for two (2) years after students return to their clerkships. Students may continue in the program at the discretion of their COI (PhD phase) and medical school administration (clinical phase) but they will not receive financial support from the College.

D.D.S./Ph.D. PROGRAM

Admission

Students enrolled in the D.D.S./Ph.D. program matriculate in the SOGSR for at least the first two to three years of study before they start their D.D.S. training. It is expected that students will achieve candidacy before entering the dental program.

Course of Study

D.D.S./Ph.D. students will follow the Ph.D. curriculum and once the students achieve candidacy, they will begin the D.D.S. curriculum.

Program Completion

To satisfy the requirements for the D.D.S./Ph.D., students must complete the course of study for both programs. This includes completing the dental program, then completing their research and publishing a manuscript before successfully defending a dissertation. D.D.S./Ph.D. students will receive their dual degrees during Commencement.

FINANCIAL ASSISTANCE

The SOGSR and the Departments of the College offer financial assistance in the form of fellowships, traineeships, service appointments such as teaching assistantships, graduate assistantships, and research assistantships for students enrolled in the Ph.D. Program. All inquiries concerning the availability of such assistance should be addressed to the Dean, the Departmental Chairperson and/or advisors of the intended major area.

Ph.D. training is a full-time activity. Therefore, students receiving a stipend or fellowship are not permitted to hold outside employment. Violation of this regulation could lead to loss of the fellowship.

Emergency Loan Program

Graduate students may receive emergency loan assistance from the college's loan funds and the Graduate School's emergency funds. Please contact the Office of Financial Aid at 615/327-6826 or the Graduate School Dean at 615 327-6533 for additional information.

PUBLIC HEALTH MASTER'S PROGRAM
Division of Public Health Practice (DPHP)

Public Health Master's Program

To receive a Public Health Master's degree, students must complete a 45 credit hour curriculum. The curriculum consists of didactic courses and two culminating experiences: a 200-hour Applied Practice Experience [APE, also known as a externship] and an Integrated Learning Experience [ILE, also known as a capstone project].

Length of Study

For a full-time student, completion of this curriculum usually takes 2 years. However, all of the requirements for the Public Health Master's Program degree must be completed within 5 years after admission.

Advisor

Prior to the start of a student's first academic semester, Public Health students are assigned a faculty academic advisor. The assignments are made by the Program Director after reviewing a student's interests and career goals. The faculty academic advisor will serve as the student's primary consultant for his/her degree plan, as well as the student's primary career mentor. The advisor will work with the student to ensure that all degree requirements are met by the end of the second academic year. A student meets with his/her academic advisor at least twice per semester, or as deemed necessary by the student and/or advisor to review progress towards the student's degree. A student on academic probation is required to meet with his/her advisor monthly. The Public Health Program Coordinator and Instructors will be available to help a student with administrative matters pertaining to the program. This may include support for Blackboard facilitated coursework and other administrative issues, the Integrated Learning Experience (ILE), as well as APE opportunities, fellowship openings, and campus and community connections. Faculty advisors who assist students can be viewed as role models and mentors to the students. Program Instructors will be assigned to students to serve as registration advisors and will be available at the beginning of each semester to assist and distribute registration PIN numbers.

Student

All graduate students at MMC are subject to the general standards, code of conduct, and requirements of the College, its various departments and the specific requirements of the Graduate School. The student is expected to assume the initiative in completing all requirements of the program within the time specified. It is the responsibility of the student to be informed concerning all regulations, conduct and procedures required. In no case will a regulation be waived or an exception granted because a student pleads ignorance of the regulation.

Students are expected to complete all assignments as per each course's syllabus. Students are expected to participate in providing service to the community in which we live or study. Students are expected to be professional in conduct and appearance. Students are expected to follow the chain of command for grievances, and appeal issues. Students are expected to be punctual to all classes and events, courteous, appropriate and abide by the SOGSR Honor Code.

Conditional Admission (Division of Public Health Practice)

A Public Health student may be granted admission with conditional status. Conditional status means that the student exhibits qualities that are desirable for the Public Health Master's Program, but he/she has an area of weakness that could impact his/her success. A student with conditional admit status must pass all of his/her classes the first year with a B, and maintain a cumulative grade point average of at least 3.0. A student is removed from probation by the recommendation of his/her advisor after fulfilling all requirements.

The advisor will meet with the student to develop a plan of action to govern the student's success in the program. The student will submit the plan signed by the student and the advisor to the Director a week after the initial meeting with the student.

CURRICULUM PHASES

The curriculum for the Public Health Master's Program consists of three phases:

Phase I generally consists of those semesters in which the student completes all the Public Health core courses and begins his/her otherwise required or elective courses. The faculty academic advisor and/or registration advisors will inform the student about all core courses. For a full-time student, core classes are completed during the first two semesters. The completion of this phase provides the student with the essential courses to prepare him/her for the culminating activities (APE and ILE).

Phase II involves the completion of the 200-hour Applied Practice Experience (APE externship). It is preferred that students complete a minimum of 200 hours during the summer. However, the APE can be completed any time after the core courses are completed. Alternative plans for completion of the APE must be approved by the Director.

APE is an opportunity for students to apply the knowledge, skills, and theories learned in the classroom to real-world public health issues outside of the classroom. Students will demonstrate attainment of key public health competencies through these experiences. Students have the opportunity to learn from Public Health professionals in a variety of settings including governmental, non-governmental, non-profit, and for-profit organizations. One of the student's experiences must be an interprofessional education experience where the student will collaborate with professionals outside of Public Health. During their APE, students will also build their professional network, collaborate with interprofessional teams, and learn more about the type of Public Health career they would like to pursue after graduation. As part of the APE, students are expected to complete meaningful deliverables as determined by the organization, the class instructor and the Program Director. An APE may include research, policy formulation, health service delivery improvement plans, white papers, community needs assessments, etc. Students may refer to the APE manual for additional details. Students must have passed their core classes comp exam at the end of the first year, and must have successfully completed Parts 1 and 2 of the APE class. APEs will be completed during the second year of study.

Applied Practical Experience Site Approval

The Division of Public Health Practice maintains relationships with numerous community-based organizations that may host students APE placements.

However, students are responsible for identifying potential sites for their APE. Final sites must be approved by the APE course instructor and the Program Director. The APE sites cover the spectrum of public, private and volunteer agencies. APE opportunities include community-based search, including needs assessment planning and execution, health services delivery, policy evaluation, and community health services. To be approved, a site must satisfy the required list of expectations including: (1) providing a suitable preceptor with a Master's degree or above within the organization who is willing to work with a student for the 200 hours required for the APE assignment, (2) determining whether there is an appropriate fit between the Organization's goals and the Department's goals for the student, and 3) meet the standard requirements set by the Meharry Legal team.

The approval process for a new APE site may take up to 3 months to complete, Students should begin the process well in advance of their desired start date to ensure timely completion. APE sites must be external to the SOGSR and Meharry. The preceptor, however, must be actively engaged in community based activities that have a Public Health reach.

Phase III consists of the Integrated Learning Experience (ILE). The ILE is an opportunity for students to demonstrate mastery of the Public Health competencies and learning objectives. There are several options for the ILE. A high-quality written product and deliverables are required. The document is meant to organize and synthesize thoughts and information. While type of the high-quality written product may vary, the requirement that the ILE be assessed by faculty applies to all final products. Example deliverables may include white papers, policy briefs, needs assessments, or other reports.

The ILE must be supervised by a Meharry faculty member. This includes public health faculty as well as faculty in other work units under the Meharry Medical College umbrella.

Academic Requirements Fulfilled

When the student has completed his/her academic requirements which include courses, their Applied Practice Experience, and their Integrative Learning Experience, and have achieved the minimum required grade point average, the candidate has then met all the SOGSR academic requirements for the Public Health Master's degree. The Program Director presents the candidate's name to the Evaluation Committee and the Board of Trustees for their approval. After the Board of Trustees approves the student for graduation, the Master's degree is awarded. A student will not be submitted as a candidate for graduation with any pending Incomplete grades.

Participation in Commencement

Students in the Public Health Master's Program are expected to complete all program requirements to participate in the May Commencement. If they are unable to do this, they will not be able to participate in Commencement nor be considered as a May graduate. If a student misses the deadlines to be a May graduate, he/she will work with the academic advisor to ensure he/she qualifies for a June graduation. There is no June Commencement.

M.D./PUBLIC HEALTH MASTER'S PROGRAM

Admission

Students enrolled in the M.D./Public Health Master's Program matriculate in both programs concurrently. It is expected that students interested in enrolling in this program state their interest in Public Health once they are accepted into medical school. The students are interviewed by the Public Health Admissions Committee and two students per year are allowed to matriculate in this dual degree program.

Course of Study

M.D./ Public Health Master's Program students will follow the M.D. and Public Health Master's Program curriculums concurrently, beginning with the summer semester prior to matriculation in Medical School.

Program Completion

To satisfy the requirements for the M.D./Public Health Master's Program, students must complete the course of study for both programs. M.D./Public Health Master's Program students will receive their dual degrees during Commencement.

FINANCIAL ASSISTANCE

The Student Financial Aid Office at Meharry Medical College helps students obtain resources to finance their education. Financial assistance comes from federal, state, private and institutional sources, and may be awarded in the form of loans, scholarships, grants or work-study. A Student Financial Aid Handbook giving the types of financial assistance available along with the requirements, limitations and obligations for each program is available in the Office of Student Financial Aid.

Students must apply annually for financial assistance and can obtain application materials from the Student Financial Aid office after January 1. All application materials must be received in the Student Financial Aid office by the deadline date of the year to secure funds by the beginning of the next academic year (August). To apply, applicants must complete the Meharry Medical College Application for Student Financial Assistance and the Graduate and Professional School Financial Aid Service (GAPSFAS) form.

To be eligible for financial assistance, a student must be accepted for enrollment as a full-time student and demonstrate satisfactory academic progress through graduation. To receive federal funds, students must also demonstrate financial need and meet citizenship requirements.

Emergency Loan Program

Graduate students may receive emergency loan assistance from the college's loan and the graduate school emergency funds. Please contact the Office of Financial Aid at (615) 327-6826 or the Graduate School Dean's Office (615) 327-6533 for additional information.

**MASTER OF SCIENCE DEGREE IN CLINICAL INVESTIGATION (MSCI)
Clinical Research Education for Career Development (CRECD) Program**

MSCI Program

The program known as the Clinical Research for Education and Career Development (CRECD) focuses on training minority candidates and awards a Master of Science Degree in Clinical Investigation (MSCI) after completing the two-year program. The goal of the Program is to expand the cadre of well-trained minority investigators devoting their careers to clinical research especially for projects focusing on health disparities. Trainees accepted into the Program originate from current Meharry faculty and doctoral students along with a defined national recruitment effort to attract additional skilled trainees to the Institution.

Program candidates must be doctoral candidate or have a doctoral degree and be able to have sufficient time to commit to the course of studies. Candidates must also be suitable to receive funding from the NIH and thus must be citizens or permanent U.S. residents.

PROGRAM LEADERSHIP

A full-time Director assisted by a Co-Director and Curriculum Advisory Committee (CAC) administers the CRECD/MSCI Program. The CAC reviews the curriculum, the progress of each trainee and serve to evaluate applications for matriculation. An External Advisory Board (EAB) meets yearly to provide oversight to the Program.

THE CURRICULUM

The Program is designed to implement a curriculum combining core didactic and elective classes along with an intensive research project overseen by each trainee's Mentoring Committee. The curriculum efficiently integrates selected courses from the Meharry Master of Science in Public Health (MSPH) program and the Vanderbilt University Master of Science in Clinical Investigation (MSCI) and Master in Public Health (MPH) programs. A unique program identity has been created for the Meharry CRECD program to foster interest in research addressing

health disparities and health issues disproportionately affecting minority and underserved populations. This has been accomplished by the development of new core courses and seminars. They include: Health Disparities (3 hours); Culture and Health: An Ethnographic and Qualitative Approach (3 hours); Research Ethics (2 hours); and Clinical Research Methodology (3 hours). These courses are offered as electives in the Meharry MSPH program and Vanderbilt MSCI and MPH programs.

Course Requirements

Courses will be scheduled over the two-year period, with most of the core courses in year 1. The basic research skills provided by the core curriculum will be augmented by elective courses that allow trainees to differentiate into specific areas of clinical research. These additional skills are necessary for success as an independent investigator. Two tracks, one for Patient-Oriented Research involving the mechanisms of human disease, and another for Health Services Research (HSR)/Epidemiology have been outlined. In these tracks, elective courses will be recommended (selected) to meet the individual knowledge and skill requirements of the trainee and allowing for pursuit of a wide variety of areas of scientific inquiry.

The total course curriculum with core courses, elective courses, and individual tracks are listed below with a minimum of 36 hours required for graduation.

Track 1

(Patient-oriented Research)
 Core Courses (27 hours)
 Pharmacokinetics [4 hours]
 Measuring P & P Results [2 hours]
 Genetic Analysis [2 hours]
 Additional Electives (1 hour)

Track 2

(Health service research/Epidemiology)
 Core Courses (27 hours)
 Biostatistics II (4 hours)
 Epidemiology II (4 hours)
 Additional Electives (1 hour)

CORE Curriculum

The Clinical Research Education and Career Development (CRECD) program at Meharry Medical College provides a core didactic curriculum that is rigorous, scientifically sound, and grounded in adult learning theory. The curriculum initiates required core courses in the first year. The core curriculum teaches the

fundamentals of clinical research including biostatistics (introductory), epidemiology (introductory), molecular medicine and grant writing. Additional core classes, designed for this program, address health disparities and related issues and include: *Health Disparities*, *Clinical Research Methods*, *Research Ethics* and *Culture and Health*. The aim is to provide the essential skills needed to develop solid hypotheses, conceptualize research ideas and methodology and understand fundamentals of data interpretation and statistical analysis. It also allows trainees to comprehend new concepts in cellular and molecular medicine needed for translational research and develop skills needed for grant writing and manuscript preparation.

Electives

The elective courses allow the trainees to select areas of study necessary for their specific interest and include: Biostatistics (advanced), Epidemiology (advanced), Medical Writing for Clinical Investigators, Drug and Device Development, Environmental Health, Behavioral Methods, Health Economics, Health Finance, Clinical Economics Decision Analysis, Genetic Analysis of Complex Human Traits, Pharmacokinetics, Measuring Pharmacological and Physiological Results, Program Policy Evaluation, Cancer Epidemiology, Maternal and Child Health, Pharmacoepidemiology, Infectious Diseases and Vaccines and Clinical Trials.

Research Experience

All CRECD trainees are required to participate in an on-going, mentored clinical research project to gain research experience and insight into the collaborative processes involved in being a part of a research team Meharry Medical College and Vanderbilt University (through the Meharry-Vanderbilt Alliance). A list of on-going clinical research opportunities and NIH biosketches for principal investigators are presented to trainees early in the first year of the program and opportunities provided for them to meet with principal investigators. These meetings allow for discussion of details of the clinical research study, the stage of project development and the trainees' potential role and goals from participation in the project. Efforts are made to match on-going clinical research experience with the trainees' area of clinical research focus and interest.

Trainees are encouraged to attend the numerous seminars at both Meharry Medical College and Vanderbilt University.

Clinical Research Project

All CRECD trainees are required to develop and design a clinical research project to gain research experience and insight into the collaborative processes involved in being a part of a research team. During the first year, each trainee designs a research project and subsequently performs the clinical research after contemplating an area of research, and outlining a proposed research study with the assistance of the Director and the Mentoring Committee. Mentors are selected from the wealth of faculty at Meharry Medical College and Vanderbilt University. The Program Director assists the trainee to obtain mentors that have expertise in clinical research and interest in a pertinent discipline of medicine. The members of this Committee meet with the student on a frequent basis to provide expertise in the conduct of clinical research, provide specific resources such as statistical methodology and serve to review the continuing conduct of the trainee's research activities.

Mentoring Committee

The mentoring process is considered a key component for the development of successful and independent clinical investigators through the Meharry CRECD program. The Program Director and Co-Director assist trainees with designation of a mentoring committee by the end of the third month. The committee consists of three individuals chosen from program faculty, clinical research principal investigators, members of the Curriculum Advisory Committee, Advisory Council, and other ad hoc experts (in research content and/or methodology) as required.

The committee structure is designed to provide the trainees with mentors who have the appropriate expertise to support and nurture the trainees' research content areas, research methods, and general academic career. These mentors facilitate and reduce barriers toward successful implementation and completion of the research project. They improve the potential cultivation of long-term relationships and optimize accomplishment of mentoring objectives.

Thus, the key roles of the mentors and specific objectives of the mentoring process are: 1) Professional Socialization (obtaining access to key people and resources, understanding local and national academic environments, and developing role clarity), 2) Role Modeling (teaching by example in the areas of research, clinical care, and administration), 3) Nurturing (generation of

enthusiasm and confidence, serving as a sounding board, short and long term career planning, reality testing, counseling, providing professional and personal moral support, 4) Teaching (developing specific knowledge and/or skills, providing constructive feedback and motivation) and 5) Advocacy (sponsorship/opening doors, protecting time, and collaboration or association with a proven track record).

All potential mentors are given a CRECD program description, mentoring objectives and guidelines, and requested to submit a letter *of* commitment should they be chosen by the trainees. Opportunities for interaction with potential mentors are arranged during the first two months *of* the program. Those identified as mentors receive further orientation to the goals and objectives *of* the program and a system for on-going communication with the Program Director and/or Co-Director is developed.

GRADUATION REQUIREMENTS

The following requirements are necessary for successful completion of the Meharry CRECD Program leading to a Master's of Science in Clinical Investigation (MSCI):

- 36 credit hours (27 hours core curriculum and 9 elective hours)
- Endorsement of mentoring committee
- Scientific presentation of research project at local or national meeting
- Participation in on-going clinical research project
- Develop and conduct original, mentored research project
- Preparation of manuscript suitable for submission to a peer-reviewed medical journal
- Endorsement by Program Director

For graduation, each trainee must successfully complete a minimum of 36 credit

hours of work. The culmination of the Program and a requirement for graduation is a formal public seminar together with a research paper, suitable for publication, that is reviewed and approved by each candidates Mentoring Committee and by the Program Director.

FINANCIAL ASSISTANCE

Trainees are provided a stipend for partial salary with the remaining covered by their Department. Trainees commit substantial time to the program but can still continue their routine clinical work although on a reduced level. This may vary depending upon the year of the student, and also whether they are in Phase 1 or Phase 2 of the program.

SELECTED COLLEGE POLICIES

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). Documentation of a tuberculosis skin test (PPD-purified protein derivative) within the last year should also be provided.

Existence of 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.

Graduate students do not receive TB test on an annual basis. However, when circumstances dictates, those at risk may be required to have a skin test for tuberculosis. This testing will be at the student's expense.

ACADEMIC HONESTY

All students are subject to the regulations of the college's Honor Code. Instances of suspected plagiarism, cheating on examinations, or other violations of the Student Honor Code, should be reported either to the office of the General Counsel or the Office of the Dean, SOGSR.

Plagiarism consists of presenting the writing, data, or ideas of another, as one's own without acknowledgment by citation or other appropriate and accepted means. Plagiarism constitutes a grave and fundamental violation of personal integrity and professional ethics. The Student Disciplinary Committee reviews allegations of plagiarism. When an instructor determines that a student has committed plagiarism he or she informs the Program Director, DGS and department chair. In consultation with the instructor and chair, the graduate dean then writes a letter to the president outlining the charge and summarizing the evidence. The college president decides whether to refer the matter to the Disciplinary Committee. If the president decides not to submit the charge before

the committee, he or she instructs the graduate dean and the chair how to proceed. If the president does place the charge before the Disciplinary Committee, the chair of that committee arranges a hearing. The committee's recommendation is transmitted to the president, who decides to accept, modify, or reject it; the president informs the student, graduate dean, chair, and instructor of that decision. Appropriate penalties for plagiarism may include assigning an automatic C or F grade in a course and/or dismissal from the SOGSR. Also, altering data to make them confirm or contradict a hypothesis or fabricating results for an experiment without ever conducting it constitute grave and fundamental violations of personal integrity and professional ethics. Allegations of fraud are reviewed and acted upon by the Disciplinary Committee. Appropriate penalties for fraud include dismissal from the SOGSR and, if the data has been published, a published retraction.

All of the following is considered plagiarism:

- turning in someone else's work as your own
- copying words or ideas from someone else without giving credit
- failing to put a quotation in quotation marks
- giving incorrect information about the source of a quotation
- changing words but copying the sentence structure of a source without giving credit
- copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not
- *figures and figure legends and for tables and table legends which you copy into your text*

Accidental or Unintentional

- You may not even know you are plagiarizing. It is your responsibility to make certain that you understand the difference between quoting and paraphrasing, as well as the proper way to cite and delineate quoted material.

Blatant

- Here, students are well aware that they are plagiarizing. Purposefully using someone else's ideas or work without proper acknowledgment is plagiarism. This includes turning in borrowed or bought research papers

as one's own.

Self

- Turning in the same term paper (or substantially the same paper) for two courses without getting permission from one's instructor is plagiarism.

Data Gathering, Storage, Retention

A common denominator in most cases of alleged scientific misconduct has been the absence of a complete set of verifiable data. The retention of accurately recorded and retrievable results is of utmost importance for the progress of scientific inquiry. A scientist must have access to his/her original results in order to respond to questions including, but not limited to, those that may arise without any implication of impropriety. Moreover, errors may be mistaken for misconduct when the primary experimental results are unavailable.

POLICY ON STUDENT STATUS AND REFUND

Determination of a Student's Status

A student is classified as full-time if he/she is properly registered in the Office of Admissions and Records and is pursuing a course of study which will lead to a terminal degree or certificate from Meharry Medical College in accordance with College Policies and Procedures.

Full fees and appropriate tuition are due and payable on or before the day of registration. However, the Dean may defer a student's payment of tuition on the day of registration if the following conditions have been met: 1). The student has been awarded a loan, 2). The student presents proof of pending scholarship aid (in an amount equal to or greater than the tuition due) that has been processed through the Office of Student Financial Aid prior to the day of registration. 3). The student signs a promissory note agreeing to a specific payment plan. Deferred tuition must be paid prior to subsequent registration.

Students who are allowed to register under the deferment provision are required to pay tuition upon notification of his/her check in the Treasurer's Office.

Students who are required by the faculty to repeat a course(s) must pay full fee charges during the fall semester in question, but their tuition will be prorated in accordance with the number of hours repeated for the year. Students enrolled during the summer session will pay on a prorated basis only if the course(s) they take is/are being repeated; such charges are payable when the student registers for the summer session. Students who fail to register and pay the appropriate charges shall not be awarded credit for the course(s) in question.

A student who is not repeating any courses, but who is required to pursue a modified program of study will do so by approved direction from the respective Dean of the School concerned. Such students must pay all appropriate fees, but his/her tuition will be prorated in accordance with the number of hours carried.

Students who are admitted to take specific predetermined courses are not in pursuit of a degree or certificate from Meharry Medical College and shall not receive credit for courses taken toward a degree/certificate from Meharry. Their enrollment shall automatically terminate upon completion of the course(s) concerned. Such students will pay a prorated tuition appropriate to the number of hours taken and their payable fees shall be designated based upon their circumstances or enrollment.

Student Refund Policy (Excluding Post-2 Clinical Year Students)

Meharry Medical College will refund tuition and fees according to the following schedule if the student 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 refund of tuition or fees paid by third parties- such will be refunded to the agency concerned.

Tuition

Refundable tuition for each semester shall be governed by the following schedule if a student officially withdraws from the college, from official registration in a course(s), or takes a leave of absence; except that students on third party payments shall not be entitled to tuition refunds. Such will be refunded to the

agency concerned.

Period of Enrollment Percent of Refund

First and Second week	90%
Third and Fourth Week	70%
Fifth and Sixth Week	50%
Seventh and Eighth Week	25%
Ninth and over	0%

Eligibility for and Disbursement of Refunds

Before refunding any tuition or fees, the Office of the Treasurer shall examine all student financial obligations to the College, i.e., tuition, fees, rent, dental storeroom, bookstore, library, etc., as well as matured and/or past due loans.

Promised student financial aid cannot be considered in determining eligibility for refunds; therefore, requests for refunds can be approved only for the amount of cash receipts and/or other credits in excess of charges as shown in the student's account.

Disbursement forms are prepared by the Office of the Treasurer upon official notification from the Office of Admissions and Records that a student has withdrawn from the College. Ten working days after an application for refund has been made, the check should be in the Treasurer's Office for distribution.

PROCEDURES FOR REVIEW AND APPEAL OF ACADEMIC ACTIONS

(Effective: December 9, 2008)

(This document supersedes all previously published procedures governing academic actions involving students)

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

The process is as follows:

1. The responsible faculty awards definitive grades. The instructor or course committee designates a grade for the student and submits it electronically to the Office of the Registrar.
2. The Registrar (or his/her designee) receives all grades from each of the Schools and provides them to the appropriate Student Evaluation and Promotion Committee (SEPC), which consists of members of the teaching faculty appointed by the Dean. The Dean of the School concerned determines the number and mix of each SEPC.
3. The appropriate SEPC recommends an academic status for each enrolled student based on the School's academic policies. The Office of the Registrar records the recommendations. If SEPC makes a dismissal recommendation, the Associate Vice President (AVP) for Enrollment Management will notify the appropriate Academic Affairs Dean of the SEPC recommendation within 24 hours. The Academic Affairs Dean will then notify the student of the dismissal recommendation, in person and in writing, within three (3) working days. The student will be required to sign for the letter.

4. The AVP for Enrollment Management will also notify the Financial Aid Office of the dismissal recommendation for closer monitoring of future disbursements and continued eligibility for federal financial aid.
5. If a student is recommended for dismissal, they will be invited to appear in a dismissal hearing with the appropriate School's Ad Hoc Dismissal Committee where they can present their case and respond to questions from the Committee. The School's Dean in consultation with the Academic Affairs Dean will establish the Ad Hoc Dismissal Committee's membership. 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. 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. The Committee will then deliberate and make a decision. The Dean can decide to dismiss or allow a student to return detailing specific curricular and/or behavioral requirements and stipulations. The Dean's decision will be communicated by phone within twenty-four (24) hours, with the student required to pick-up and sign for the written decision letter within three (3) calendar days.
6. If a student is dismissed, they may appeal the dismissal decision to the Dean of their respective School. However, the basis for the appeal must be a compelling reason such as 1) bias or 2) failure to follow due process on the part of the SEPC or Ad Hoc Dismissal Committee. 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. 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. The Dean will not rehear the case itself, but will evaluate the merit of the appeal claim. The Dean can either uphold or overturn the dismissal decision. The Dean will inform the Executive Vice President/Provost

and General Counsel of their final decision before it is communicated to the student. All decisions at the Dean's level are final and must be communicated to the student, appropriate School Academic and/or Student Affairs Dean, Office of the Registrar, Treasurer's Office, and Financial Aid within five (5) calendar days.

7. 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 over-awarded financial aid.
8. 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 as of that date.

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

PROCEDURES FOR REVIEW AND APPEAL OF DISCIPLINARY ACTIONS

Effective: November 17, 1993

This document supersedes all previously published policies governing disciplinary actions involving students)

1. The Student Discipline Committee and its chairperson shall be appointed by the President. Appointments of members of the committee shall be for a two-year term, except the student member who shall be appointed annually by the President of the Pre-Alumni Association.
2. The Student Discipline Committee reviews charges or breaches of the rules, regulations, policies and procedures of Meharry Medical College by a student relating to all non-academic matters.
3. Any person may inform any member of the Student Discipline Committee of an allegation of a breach of a rule, regulation, policy, and/or procedure of Meharry Medical College within the jurisdiction of the Student Discipline Committee.
4. The Student Discipline Committee shall determine whether the allegation or charge is governed by the procedures for Review and Appeal of Disciplinary actions governing non-academic matters. If the Student Discipline Committee determines that the allegation or charge is governed by the Procedures for Review and Appeal of Disciplinary Actions, the chair shall send to the accused student a written notice of a hearing before the Student Discipline Committee.
5. The student shall receive notice of the scheduled hearing no later than 72 hours before the hearing. The student may request additional time, which will be considered by the Discipline Committee. In any case the hearing must be held within 10 working days after notification.
6. In the event of a challenge of whether a matter should be governed by the procedure for review and appeal of academic actions, procedure for review

and appeal of disciplinary action, the Vice-President for Academic Affairs shall have sole responsibility for determining which procedure shall govern. Any such challenge must be submitted in writing to the Vice President for Academic Affairs no less than 24 hours before the scheduled hearing.

7. The student shall have the right to be present at the hearing, to present witnesses, and to rebut the evidence against him/her or to have a Meharry Medical College student or faculty member accompany him/her. Legal counsel may be present but may not participate in the hearing
8. The hearing will be an informal one, not governed by technical rules of evidence as employed in a court of law, but the Student Discipline Committee may accept any information it deems pertinent to the charges made.
9. The Student Discipline Committee shall render its decision based upon the evidence presented at the hearing.
10. The standard for determining whether the student has breached a rule, regulation, policy or procedure and is therefore subject to a disciplinary action shall be whether there is a preponderance of the evidence to support the Committee's decision. The burden of proof shall be upon the College.
11. The Student Discipline Committee shall maintain a record of the hearing pending final determination of the charges against the student.
12. The Student Discipline Committee shall notify the student of its decision in writing by certified or registered mail at the address as maintained in the Office of Admissions and Records, within fifteen days.
13. A student may appeal the decision, on the grounds as set forth in the following paragraph, by writing a letter of appeal to the President or Dean no later than 72 hours from receipt of the decision of the Student Discipline Committee.
14. The President or his designee reviews the decision of the Student Discipline

Committee, and notifies the student by certified or registered mail at the student's address as recorded by the Office of Admissions and Records. The President shall also inform the Dean of the student's school and the Office of Admission and Records.

15. At his discretion, the President may request that the student and/or the Student Discipline Committee provide additional information prior to issuing a final decision.
16. The decision of the President or his designee is final. The student shall be notified of the President's decision in writing no later than fifteen days from the receipt of the student's appeal.
17. The student shall be allowed to continue in the academic program during the proceedings unless circumstances exist that poses a threat to himself/herself or others.
18. Breach of rules, regulations, policies and procedures governed by the disciplinary procedure shall include but are not limited to:
 - a. furnishing false information to the College with the intent to deceive;
 - b. knowingly giving false information or testimony during the investigation or hearing of a disciplinary matter;
 - c. forgery, alteration, destruction, damage or misuse of College documents, records, or identification;
 - d. physical abuse of any person on College - owned or controlled property; or conduct that threatens or endangers the health or safety of any person;
 - e. theft;
 - f. unauthorized use of or entry to College facilities and/or unauthorized possession of keys to College facilities;

- g. failure to comply with directives of College officials acting in the performance of their duties;
 - h. violation of written College policies and regulations as stipulated herein or as announced by authorized personnel;
 - i. violation of the terms of probation;
 - j. an attempt to commit or to be accessory to the commission of any act in violation of other standards of conduct Academic Policies & Procedures;
 - k. breach of any municipal, state or federal laws, rules, regulations, ordinances on college property;
 - I. breach of rules of any institution while on rotation at that institution;
and
 - m. breach of recognized ethical and professional standards applied to student area health professional schools.
19. The Student Discipline Committee's sanctions may include expulsion, suspension from one or more classes for a specific or indefinite period of time, probation, reprimand, and restriction of privileges. The Student Discipline Committee may use its discretion in requiring alternative disciplinary actions.

GENERAL POLICIES AND PROCEDURES

DRESS CODE

Personal attire should be reflective of professionalism. Students in the School of Graduate Studies, at all levels of education and training, are expected to maintain a proper professional image in their behavior and personal appearance at all times. Tardiness, drawing attention to oneself, or any other display of behavior which is likely to disrupt a lecture or the learning experience is impermissible. Hair is to be neatly groomed and clean. Nails are to be neatly trimmed and clean. Males are not to wear hats or bandanas inside any Meharry or affiliate facility. Students are expected to wear clean, appropriate apparel (shirts, pants, dresses, skirts, etc.) and shoes to all academic activities and when visiting any of our affiliate institutions. **Unacceptable attire** for students include short (mini) skirts, tee shirts with inappropriate inscriptions, halter tops, midriffs, excessively low-cut necklines, tank tops, spaghetti straps, sweat bands, over-sized sagging pants/jeans/shorts caps or hats, and rubber thongs.

CLASSROOM ETIQUETTE

No food, drinks, or chewing gum is allowed during class time. This policy differentiates class time (when a room is been used for lecture and teaching) from classroom (when a room is been used for presentations, thesis defense etc). In an authorized recreational event, all trash is to be placed in appropriate receptacles. No unauthorized furniture or tables should be brought into the room except for demonstrations/laboratory purposes.

Cell Phones

All cell phones or other electronic devices that generate sound and/or pictures must be silenced during class time and placed out of sight. During break time, you can check your messages. Use of cell phones or other electronic devices that store or transmit information are not permitted during examinations.

Lap Tops

Lap tops can be used for class activities or taking notes at the discretion of the instructor. Otherwise, lap tops are not to be used for email or surfing the internet during class.

CLASSROOM BEHAVIOR

Attendance: Students are expected to attend all classes and other scheduled activities and should arrive on time for all sessions. Institutional policy applies regarding attendance (lectures and small group activities, missed quizzes, exams, small group assignments, etc.).

Students who come in late will **NOT** be given extra time to complete quizzes/exams whether announced or unannounced (pop quizzes). Students who leave early and miss quizzes/exams will **NOT** be given another opportunity.

Unless it is an emergency, appointments with doctors during class time are NOT allowed.

Excused absences must be confirmed in writing. For example, if serious illness, family emergencies, or other crises occur during the term, you should contact the Director of your program and the Graduate School as soon as possible, who can assist you in notifying faculty and in validating for your instructors what has happened.

It is the responsibility of the student to contact the course coordinator or instructor within 72 hours of returning to school regarding work missed by absences of any sort.

Ethical conduct: Students are expected to conduct themselves in a professional and responsible manner. Cheating or any other form of academic dishonesty will not be tolerated. Students caught cheating/ academic dishonesty will be reported to the Director of Your Program and the Dean of the Graduate School and a grade of zero will be awarded for that quiz/exam. School policy on cheating will be followed.

Cheating includes, but is not limited to:

- submitting material that is not yours as part of your course performance, such as copying from another student's exam

- allowing another student to copy from your exam
- using information or devices not allowed by the faculty
- unauthorized materials, such as a copy of an examination before it is given
- violating procedures prescribed to protect the integrity of an assignment, test, or other evaluation
- collaborating with others on assignments without the instructor's consent
- cooperating with or helping another student to cheat
- communicating with anyone other than a proctor or instructor during an exam

Disruptive behaviors during class are not permitted.

Disruptive behaviors include, but are not limited to the following:

- receiving cell phone calls during class
- leaving class habitually early or coming to class habitually late (more than 20% of time)
- eating in class
- talking out of turn especially in a disturbing manner
- doing assignments for other classes
- engaging in other activities that detract from the classroom learning experience

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 Dean's Office. Students will be suspended from classroom activities until such time as they comply with these policies.

POLICY ON DISCRIMINATION

Meharry Medical College prohibits discrimination against and harassment of any student because of race, color, national or ethnic origin, age, religion, disability,

sex, sexual orientation, gender identity and expression, veteran status or any other characteristic protected under applicable federal or state law. All members of the institution are charged to support this effort and to respond promptly and appropriately to any concerns that are brought to their attention.

In instances of suspected or asserted discriminatory behavior or treatment on the basis of race, gender, age, religion, disability, or national origin, contact the Affirmative Action Office or the Dean.

POLICY ON SMOKING

As an institution committed to providing quality in its health care services and health professional education, Meharry tries to provide an environment, which is conducive to good health. Accordingly, as of January 1, 1989 all campus buildings are considered "smoke free". No smoking will be allowed inside any building on campus. Smoking will be allowed outside of buildings as long as it does not create a hazardous condition.

The only exception to this policy will be when a physician determines that smoking is a necessary part of a patient's therapy. In such cases, the patient will be allowed to smoke within the confines of his/her assigned room, subject to reasonable supervision by the nursing staff. Permission for smoking in these cases must be documented by the attending physician on the patient's chart.

The sale of any and all tobacco products is prohibited on the campus of Meharry Medical College.

POLICY ON SUBSTANCE ABUSE

Introduction

Much has been written in the press recently about the prevalence and effects of substance abuse in our society today. While we are not aware of widespread alcohol or drug abuse at Meharry Medical College, it would be naive to assume that no problems exist. Each student has a responsibility to pursue his/her academic endeavors in a safe and conscientious manner. In order to ensure that this responsibility is met, students must be free from the effects of alcohol and other performance impairing substances. The institution has instituted this policy to address the risk of substance abuse at the college and to make certain

that high quality academic achievement and integrity are maintained.

Purpose

Meharry Medical College regards substance abuse (alcohol and chemical dependencies) as an illness, which responds to medical treatment. Hence, the policy on substance abuse seeks to allow a student suffering from this illness the opportunity to receive careful consideration and referral for treatment of alcoholism and/or chemical dependency.

Definition

College Premises are 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.).

Illegal Drugs include, for the purpose of this policy, such things as narcotics, hallucinogens, depressants, stimulants or other substances that 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.

Alcohol and chemical dependencies are defined as illnesses in which a student's use of alcohol or other chemicals interferes with his/her academic, and/or clinical performance, interpersonal skills and relationships.

Policy

1. When a student is suspected of having an alcohol or chemical dependency problem, it will be discussed with the Student Affairs Office in the respective school and/or the Counseling Center. As with any apparent medical problem, the student should be referred to a physician. A professional evaluation will determine whether or not the student has an abuse problem and requires treatment.

2. When a student's performance is unsatisfactory and it has been medically

determined that alcohol or chemical dependency is at least partly the cause, the student must accept referral and agree to a program of treatment. Continued unsatisfactory performance may result in the student being relegated to an administrative leave of absence with re-evaluation required prior to reinstatement.

3. Failure to follow through with referral for medical evaluation and/or treatment shall be cause for appropriate disciplinary action. Information will be treated as confidential.

4. It shall be the responsibility of each student who observes or has knowledge of another student who is in a condition which impairs his/her ability to perform academically, 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 the Student Affairs Office in the respective school and /or Counseling Center.

5. Any student who is present on campus or at an affiliated institution in an intoxicated condition as a result of the illegal use of drugs or due to alcohol consumption, shall be subject to appropriate discipline, up to and including dismissal.

6. The off campus use of alcohol or illegal drugs which results in impaired academic performance, or interpersonal relationships, may be grounds for discipline up to and including dismissal.

7. The illegal use, sale or possession of narcotic or controlled substances while on college and/or hospital premises are grounds for discipline up to and including dismissal. The criminal conviction for the illegal sale of narcotics, drugs or controlled substances while off campus, is also grounds for discipline up to and including dismissal.

8. Where there is reasonable suspicion of violation of the policy, and at the discretion of the institution, vehicles, lockers, pocketbooks and/or related personal items may be searched without prior notice to ensure an environment free of illegal drugs or alcohol. Any student found to have illegal drugs in their

possession, will be subject to immediate disciplinary action up to and including dismissal.

The College reserves the right, within limits prescribed by the 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.) that 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 rule 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.

The institution earnestly solicits the understanding and cooperation of all students in implementing the policies set forth herein. Questions regarding this policy and its application should be directed to the Student Affairs Office in the respective school and/or the Counseling Center, with assurance that inquiries will be kept confidential.

STUDENT COMPLAINT POLICY

Students are encouraged to address their concerns with the individual involved, at the earliest possible time and on an informal basis. If no satisfaction is gained from the informal meeting, then a formal complaint should be filed. If it is an issue that falls under Honor Code Violations, Student Mistreatment, Sexual Misconduct, or Grade Appeal, the policies for these specific issues will take precedence. These policies, as well as this policy are addressed in this manual. A copy of this manual is distributed to entering graduate students, is located in the School of Graduate Studies and Research (SOGSR) Office, and can be retrieved on the SOGSR website.

If the complaint is an issue that will affect the class, the students can be heard in an open forum at Town Hall Meetings, which are called by the Graduate Student Association (GSA) officers, or the complaint can be presented to the GSA President. The GSA President will then address the matter with the administrative leadership and take back a report to the class. If the issue is not resolved, the GSA President can file a formal complaint on behalf of the class. If it is an individual matter, the student may have a one-on-one meeting with staff or administration in the SOGSR Office. If the complaint involves the SOGSR staff or administration, and has already been addressed informally with that office, the student may take the complaint to the Dean of the SOGSR or to the President of the College, if there is no resolution.



There is a form for reporting complaints that can either be picked up in the Graduate School Office or downloaded from the SOGSR website and submitted electronically. The formal process begins by completely filling out the form, including the signature of the individual filing the personal complaint or the GSA President's signature, if filing on behalf of the class.

The SOGSR has a centralized process. All formal complaints must be submitted **ONLY** to the Office of the Associate Dean of the SOGSR. The document will be filed without fear of retaliation or retribution. Complaints filed with malice intent

will be directed to Legal Counsel. Complaints may be withdrawn by the complainant, in writing at any time. If necessary, the School will request additional information.

Upon receipt of the complaint, the following protocol will be followed:

1. The complaint will be logged (both electronically and in a physical log book) in the SOGSR Office.
2. The office staff will perform its due diligence to investigate the complaint.
3. After all findings have been compiled, a summary investigative report will be written.
4. A proposal for the resolution will be forwarded to the individual or the GSA President, and discussed with the complainant further, if needed.
5. If no further discussion is needed that involves the class, the GSA President will notify the class of the resolution; or if it is more appropriate, the Associate Dean of the SOGSR will notify the class.
6. A copy of all documents will remain on record in the Office of the Associate Dean of the SOGSR, electronically and in the Complaint Log Book, which is in a locked file.

 POLICIES	Page 1 of 8
	Effective Date: May 1, 2014
Retired:	Revised:
Approved by: A. Cherrie Epps, Ph.D. President and Chief Executive Officer 	
Subject: General Counsel/Compliance - Sexual Misconduct Policy and Grievance Procedures	

<p>PURPOSE: The policy was created and approved to comply with the requirements of Title IX and the Violence Against Women Act; to define what forms of sexual conduct is prohibited by Meharry Medical College (“MMC”); to set forth the manner in which allegations of sexual misconduct will be addressed by the College; and to provide resources for victims and those accused of sexual misconduct.</p>
<p>SCOPE: This policy applies to all students, administrators, faculty and staff of MMC.</p>
<p>INTRODUCTION: Meharry Medical College (MMC) defines sexual misconduct as any wrongdoing of a sexual nature. This encompasses sexual exploitation, harassment, violence, non-consensual sexual contact, and non-consensual sexual intercourse. MMC considers sex discrimination in all its forms to be a serious offense. Sexual Misconduct violates MMC’s sexual discrimination policy and Federal Civil rights laws. MMC is committed to creating a safe and responsible environment by fostering a community that promotes prompt reporting of all types of Sexual Misconduct and fair and timely resolutions.</p> <p>As a recipient of Federal funds, MMC is required to comply with Title IX of the Higher Education Amendments of 1972, which prohibits discrimination on the basis of sex in education programs or activities. To ensure compliance with Title IX and other federal and state civil rights laws, MMC has developed policies and procedures that prohibit sex discrimination in all of its forms. This policy extends to employment with and admission to the College. Consistent with due process, all accused are presumed innocent until proven otherwise under this Policy.</p>
<p>DEFINITIONS: Definition of Prohibited Conduct A. Harassment</p> <ol style="list-style-type: none"> 1. MMC defines harassment as any unwelcome conduct based on sex or on gender stereotypes as verbal or physical conduct based on a person's race,

Subject: Sexual Misconduct Policy and Grievance Procedures

color, religion, creed, ethnicity, gender or gender identity, age, sexual and affection orientation/associations, genetic information or mental/physical disabilities that is sufficiently severe, pervasive, persistent or patently offensive that it has the effect of unreasonably interfering with that person's work or academic performance, or that creates an intimidating, hostile, or offensive working, educational, or living environment, from both a subjective (the complainant's) and an objective (any reasonable person's) viewpoint.

2. MMC defines **non-discriminatory harassment** as verbal or physical conduct that is sufficiently severe, pervasive, persistent or patently offensive that it has the effect of unreasonably interfering with that person's work or academic performance, or that creates an intimidating, hostile, or offensive working, educational, or living environment, from both a subjective (the complainant's) and an objective (any reasonable person's) viewpoint.
3. MMC defines **sexual harassment** as unwelcome verbal or physical conduct of a sexual nature that has the effect of unreasonably interfering with an individual's work or academic performance or that creates an intimidating, hostile, or offensive working, educational, or living environment. A form of quid pro quo (this for that) sexual harassment exists when submission to or rejection of unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature results in adverse educational or employment action, or the threat of such adverse action, or limits or denies an individual's educational or employment access, benefits or opportunities.
4. MMC defines **retaliatory harassment** as verbal or physical conduct that occurs in response to a complaint of harassment. Zero tolerance extends to those who retaliate for complaints of harassment. MMC views retaliatory harassment to be just as severe as the initial harassment itself.

B. Sexual Misconduct

Sexual Misconduct is a broad term encompassing sexual exploitation, harassment, non-consensual sexual contact and non-consensual sexual intercourse. Sexual Misconduct can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship. Sexual Misconduct can be committed by men or by women, and it can occur between people of the same or different sex.

In order for individuals to engage in sexual activity of any type with each other, there must be clear consent. Consent is permission, freely given by word or action, by both participants in a sexual activity. Since two people may experience the same interaction in different ways, it is the responsibility of both parties to make certain that the other has consented before engaging in any sexual activity. Silence cannot be assumed to show consent. Consent to some form of sexual activity cannot be

Subject: Sexual Misconduct Policy and Grievance Procedures

automatically taken as consent to any other sexual activity and consent may be withdrawn at any time. Persons using alcohol or other drugs are considered unable to give consent if they cannot appreciate the nature and implications of a sexual interaction. All individuals who consent to sex must be able to understand what they are doing. In order to give consent, one must be of legal age, which is 18 in the state of Tennessee.

Consent cannot be procured by use of physical force, compelling threats, intimidating behavior, or coercion. Coercive behavior differs from seductive behavior in the type of pressure someone uses to get consent from another. When someone makes clear that he or she does not want sex, wants it to stop, or does not wish to go past a certain point of sexual interaction, continued pressure beyond that point is coercive.

Persons who have sexual activity with someone whom they know to be - or could reasonably be expected to know to be - mentally or physically incapacitated (substantially impaired by alcohol or other drug use or unconscious) are in violation of this policy. This policy also covers someone whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of so-called "date rape" drugs. Possession, use and/or distribution of any of these substances (including Rohypnol, Ketamine, GHB, Burundanga and others) is prohibited, and administering any of these drugs to another for the purpose of inducing incapacity is a violation of this policy.

1. Non-Consensual Sexual Contact is any intentional sexual touching, however slight, with any body part or object, by a man or a woman upon a man or a woman, without effective consent.
2. Non-Consensual Sexual Penetration refers to any sexual penetration (anal, oral, or vaginal), however slight, with any body part or object by a man or woman upon a man or woman, without effective consent.
3. Sexual Exploitation occurs when a person takes non-consensual or abusive sexual advantage of another to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute another form of sexual misconduct. Examples of sexual exploitation include, but are not limited to, prostitution, non-consensual video or audio-taping of sexual or other private activity, exceeding the boundaries of consent (e.g., permitting others to hide in a closet and observe consensual sexual activity, videotaping of a person using a bathroom), engaging in voyeurism, or engaging in consensual sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV) or other sexually transmitted disease (STD) and without informing the other person of such infection.

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Consensual Relationships

MMC does not intrude upon personal relationships that do not violate the policies of the College, cause harm to the safety of the MMC community, or increases the risk of harm to the safety and well-being of the MMC community. Consensual romantic or sexual relationships in which one party retains a direct supervisory or evaluative role over the other party are unethical, create a risk for real or perceived coercion, and are expressly a violation of the College's Amorous Relationship Policy. Therefore, person with direct supervisory, evaluative, grading, or academic advising responsibilities who are involved in such relationships must bring those relationships to the attention of their supervisor or the Deans (if relationship involves a student), and will likely result in the necessity to remove the employee from the supervisory, evaluative, grading, or academic responsibilities.

PROCEDURE: Reporting Guidelines

A. Reporting an Incident of Sexual Misconduct

Employees and students have a duty to report violations of this policy immediately upon receiving a complaint for sexual misconduct or observing or learning of conduct that is reasonably believed to be in violation of this policy. The Office of Human Resources (615.327.6336), the Office of the Dean in his/her schools; Office of Student Affairs (615.327.6435) the General Counsel's Office (615.327.6102), the Title IX Coordinator (615.327.6552) and Campus Safety & Security (615.327.6254) are equipped to receive such reporting. The Office of General Counsel shall be contact for any allegation(s) involving a faculty member.

B. Other Reporting Options

In addition to the duty to report sexual misconduct to the proper College representatives, in some circumstances there is a duty to report allegations of criminal conduct to law enforcement. A victim of sexual misconduct has the option to report the incident to the appropriate local law enforcement for the purpose of filing a criminal complaint and/or seeking and enforcing a no contact, restraining or similar court order and has the right to be assisted by the College in exercising this option. Please call 911 or the Metro Nashville Sexual Abuse Unit at (615.862.7540).

A criminal investigation into an allegation of sexual misconduct does not relieve MMC of its duty and authority to conduct its own review of a complaint. The College will not

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wait for the conclusion of a criminal investigation to begin its own prompt investigation and resolution of an allegation of sexual misconduct. Conduct that may not be subject to criminal prosecution or sanctions may still be addressed through the College's disciplinary process, and/or findings of "not guilty" in a criminal case does not preclude a finding of responsibility in a campus disciplinary proceeding for violating MMC policy. Victims are advised to preserve physical evidence to support their complaint in the event they wish to pursue criminal actions.

Retaliation

MMC will take steps to prevent and address any form of retaliation against the complainant. Information about the College's stance on retaliation can be found at <http://intranet.mmc.edu/policies/policies/compliance/nonretaliationreporting.pdf>

Rights Afforded to Sexual Assault Complaints

Victims of sexual assault are entitled to specific rights, these rights include:

- The right to a prompt and equitable investigation and resolution of a complaint
- The right to file a complaint with the appropriate local law enforcement authorities for the purpose of filing a criminal complaint and/or seeking enforcing a no contact, restraining or similar court order.
- The right to be assisted by the College in seeking assistance from the local law enforcement.
- The right to request and receive a change in his/her living situation if such a change is reasonably available.
- The right to request and receive a change in his/her academic situation if such a change is reasonable.
- The right to be referred to on and off campus counseling, mental health or other student services for victims of sex offenses.
- The right to file a complaint on campus and to avail him/herself of the process for doing so including, but not limited to, adequate reliable, and impartial investigation of the complaint; an equal opportunity to present relevant witnesses and other evidence;
- The Family Educational Rights and Privacy Act (FERPA) permits a school to disclose to the student victim information about the sanction imposed upon a student who was found to have engaged in volatile behavior when the sanction directly relates to the victim. Furthermore, when the conduct involves allegations of a crime of violence or a non-forcible sex offense, a post-secondary institution is required to simultaneously provide written notification of the final results of a disciplinary proceeding against the alleged perpetrator to both the victim and the alleged perpetrator, regardless of whether the institution concluded that a violation was committed.

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Resolution of Sexual Misconduct Complaints

MMC will act promptly in response to information that an incident of an assault, harassment or other form of sexual misconduct has occurred. Any conduct that is in violation of the Sexual Misconduct policy will be investigated and addressed in a timely manner.

A. Confidentiality

If a complainant request confidentiality or asks that the complaint not be pursued, MMC will take all reasonable steps to conduct the investigation and respond to the complaint within the conditions requested. If the complainant insists that their name or other identifiable information not be disclosed to the alleged perpetrator, the investigator must inform the complainant that MMC's ability to respond may be limited due to the restriction. MMC must evaluate all requests in the context of its responsibility to provide a safe and nondiscriminatory environment for all students. Therefore, all requests for confidentiality will be weighed against the following factors:

- The seriousness of the alleged harassment
- The complainant's age
- Whether there have been other complaints about the same individual; and
- The alleged perpetrators' rights to receive information about the allegation under FERPA.

If MMC cannot ensure confidentiality, the investigator will inform the complainant. If disciplinary action cannot be taken against the alleged perpetrator because of the complainant's insistence of confidentiality, MMC may pursue other steps to limit the effects of the alleged conduct and prevent its recurrence.

B. Investigation of Sexual Misconduct

Step One: Investigation. Any individual can contact any of the designated offices under "Reporting Guidelines" to report allegations of sexual misconduct. The report is given to a designated Title IX coordinator to investigate. The Title IX investigator will conduct a prompt investigation. All initial investigations are thorough and impartial and conducted in a manner in which the Title IX investigator deems appropriate. If warranted, preliminary administrative actions (e.g. interim suspension, restricted access to campus facilities, no contact orders, academic modification, etc.) may be taken to preserve the safety and continuity of the College.

Step Two: Informal Resolution. With the consent of the complainant and the alleged perpetrator, and if the Title IX coordinator in consultation with the Office of General Counsel and the appropriate Office of the Dean, deems the circumstances to

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warrant doing so, a matter may be resolved through non-disciplinary interventions (e.g., educational, counseling, academic accommodations). A complainant has the right to end the informal process at any time and begin a formal student conduct proceeding. Mediation, even on a voluntary basis, is not an appropriate means of resolving a sexual assault complaint.

Step Three: Formal Student Conduct Action (if initiated)

Should informal resolution be inappropriate or unattainable, the matter will be referred to MMC's Student Disciplinary Committee (SDC). The Committee is composed of two faculty members from each school and one student. Additionally, for Title IX matters only, a Title IX coordinator will be a non-voting member of the Committee.

C. Standard of Evidence

MMC utilizes a standard of preponderance of the evidence (i.e. it is more likely than not that the sexual assault, harassment or another form of sexual misconduct occurred) when reviewing a complaint.

D. Disciplinary Sanctions

The specific sanctions available to the SDC many differ depending on the circumstances of the matter being addressed. In general, however, sanctions imposed upon students determined to have violated this policy can include a range of sanctions including, but not limited to, warning, censure, education/counseling, disciplinary probation, suspension or dismissal.

E. Notification

When the conduct involves allegations of a crime of violence or a non-forcible sex offense, MMC is required to simultaneously provide written notification of the final results of a disciplinary proceeding against the alleged perpetrator to both the victim and the alleged perpetrator, regardless of whether MMC concluded that a violation was committed.

F. Support Resources

Many services, including resources for medical and emotional wellbeing, are available to victims of sexual assault, harassment and other forms of sexual misconduct. Contact information and general advice on how to seek assistance for yourself or another person who has been a subject of sexual assault, harassment or any other sexual misconduct can be obtained from one of the offices listed below.

Title IX Coordinator Offices

Office of the General Counsel: 615.327.6552 or 615.327.6921

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Registrar's Office/Student Services 615.327.6806

Office of Human Resources: 615.327.6336

Support Resources

Campus Security- 615.327.6254

Counseling Services and Office of the Chaplain: 615.327.6975

Meharry Medical College Hotline Number: 1.888.695.1534

Metro Nashville Police- Domestic Violence Unit: 615.880-3000 (8am-10pm) and 615.862.8600 (after 10pm)



Tennessee Domestic Violence Hotline at 1-800-356-6767

YWCA Crisis and Information Line: (615) 242-1199 or toll free 1-800-334-4628.

SANCTIONS

Against Students: Disciplinary sanctions for student violations of this policy will be imposed in accordance with the "Student Professional Code of Conduct. Sanctions may include expulsion.

Against Employees: Disciplinary sanctions for employee violations of this policy, which may range from a disciplinary warning to termination from the College, will be imposed in accordance with applicable College policies.

  <p style="text-align: center;">POLICIES</p>	Page 1 of 4
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Retired:	Revised:
Approved by: Maria F. Lima, Ph.D. Dean, School of Graduate Studies and Research	
Subject: School of Graduate Studies and Research Mistreatment Policy	

<p>PURPOSE:</p> <p>The purpose of this policy is: To outline expectations of behaviors that promote a positive learning environment for Meharry Medical College graduate 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 graduate students, and describes the procedures available to report incidents of mistreatment in a safe and effective manner.</p>
<p>POLICY STATEMENT:</p> <p>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:</p> <ul style="list-style-type: none"> • Mutual respect • Trust • Honesty • Collegiality • Compassion • Accountability <p>Such values are especially critical to effective relationships between faculty, students, and administrative staff. The graduate learning environment is expected to facilitate</p>

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students' acquisition of professional and collegial attitudes necessary to be effective biomedical researchers, clinical investigators, and public health workers. 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.

DEFINITION:

Mistreatment of Students: 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 of 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 reasonable work hours
- Committing an act of physical abuse or violence of any kind such as pushing, shoving, slapping, hitting, tripping, throwing objects at, 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:

Graduate 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

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resolve the matter directly with the alleged offender. Suggested options for graduate 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 the Course Coordinator, Director of Graduate Studies (DGS)

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 give a written description of the circumstances leading to the complaint to the Department Chair, who will contact the Associate Dean of the School of Graduate Studies and Research (SOGSR). 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 the SOGSR consisting of one faculty member, the DGS (as appropriate) and one student. Selection will be matched to the specifics of the case (e.g. students on committees with student complainant). The DGS 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 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, who will have the responsibility and authority to determine if the basis exists for referral to the 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

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regarding the investigation will be reported to the Associate Dean within 15 working days of receiving the complaint. The *ad hoc* committee will determine:

- There is no significant basis to conclude that mistreatment or abuse did occur; or
- Find that mistreatment or abuse probably did occur
- The Associate Dean will review the findings and make a decision on corrective action to take. Notification for the involved parties will occur within 10 working days after receiving the recommendations of the *ad hoc* committee. The Associate Dean will work with the appropriate Department Chair, 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, the Dean will serve in the role specified for the Associate Dean.

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

Graduate 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. 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 SOGSR.