MEDICAL STUDENT HANDBOOK

2026-2027

Charles E. Schmidt College of Medicine

Boca Raton, FL



FLORIDA ATLANTIC UNIVERSITY

Schmidt College of Medicine

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STUDENT HANDBOOK

FLORIDA ATLANTIC CHARLES E. SCHMIDT COLLEGE OF MEDICINE

WELCOME TO FLORIDA ATLANTIC!

State universities in Florida have been charged with the responsibility of providing students with an educational experience which prepares them to participate in a rapidly changing world and to do so with a commitment to the highest moral and ethical standards. One of the many goals of this Student Handbook is to make the "Policy on Academic, Professional and Behavioral Requirements and Standards Governing the Florida Atlantic University Charles E. Schmidt College of Medicine" available for the medical students. Honesty and integrity in academic achievement, personal growth, and development are encouraged through the publication of these standards and statements of desired values and attitudes. All students are encouraged to read these statements and integrate them into their daily lives.

Being part of the University community provides many opportunities to exercise individual rights, but it also requires the assumption of responsibilities, including serving as leaders to promote compassion and respect for others.

Enjoy your University and medical school experience and maintain it at a level of personal integrity and caring, which will reflect well upon you and Florida Atlantic University. We wish you the very best of success.

—***The Faculty and Staff of the Charles E. Schmidt College of Medicine at Florida Atlantic University***

The Charles E. Schmidt College of Medicine Student Handbook is developed and maintained by the College of Medicine Office of Student Affairs with input from the Office of Medical Education, faculty, administrators, and staff from the College of Medicine and Florida Atlantic University. The information contained in the Student Handbook should serve as a guide for students throughout their academic, clinical, and extracurricular life as members of the FAU community and specifically as medical students. All medical students must abide by the Student Handbook policies and guidelines whether on campus or off campus and whether at college sponsored college programs or not. Certain policies and procedures in the Student Handbook also apply to faculty and staff members who are employed or provide volunteer services to FAU and the College of Medicine.

The basic premise for these student guidelines is the understanding that individual rights are also accompanied by responsibilities. By becoming enrolled medical students in the College of Medicine, students also become members of the larger FAU community and thus, acquire rights in, as well as responsibilities to, the entire University community. Medical students are required to abide by all University regulations (http://www.fau.edu/regulations/) and policies (https://www.fau.edu/policies/) as well as the FAU Student Handbook, published annually by the FAU Office of Student Affairs.

All policies and procedures described in this College of Medicine Student Handbook and the FAU Student Handbook are subject to revision at any time and without notice. Such revisions are applicable to all medical students. The most recent version of the Student Handbook will appear on the College of Medicine website at https://www.fau.edu/medicine/documents/student-handbook.pdf. Questions regarding the policies in this Student Handbook should be directed to the College of Medicine Office of Student Affairs at (561) 297-2219 or COMStudentAffairs@health.fau.edu.

SCHMIDT COLLEGE OF MEDICINE MISSION AND VALUES

Mission Statement of the Schmidt College of Medicine

The college's mission is committed to transforming healthcare in South Florida and beyond through:

- Training exceptional clinicians and cutting-edge scientists
- Driving scientific break-throughs in discovery, basic and translational research
- Inspiring our community to get and stay healthy

- Revolutionizing health outcomes through innovative care pathways
- Attracting and retaining the best healthcare workforce
- Partnering with stakeholders to improve access to care

The Charles E. Schmidt College of Medicine is an integrated learning organization that fosters high-quality, humanistic, and patient-centered care. Our mission is to deliver high-touch, high-tech education to our students and residents, and to collaborate on high impact, interdisciplinary research with leading experts in the field. The College of Medicine is dedicated to integrating discovery with health care and education in order to contribute to the vitality of our immediate communities, to improve the health and well-being of people and populations, and to transform community-based health care.

Values

The Charles E. Schmidt College of Medicine achieves excellence in advancing patient care, research, and training health care leaders of the future with:

- Courage and passion
- Integrity, respect and inclusivity
- Collaboration and partnership
- Leadership, dynamism, and accountability

DESIRED ATTRIBUTES

Graduates of our medical school are expected to always demonstrate **Integrity**, **Honesty**, **Accountability,** and **Ethical and Professional Conduct**, while consistently seeking to embody the highest level of commitment to promoting:

Culture

- To establish a community in which all members of the community feel engaged, valued and supported in a transparent fair environment where we hold ourselves and one another accountable.

Clinical Care

- To create preeminent clinical programs that encompass or serve the needs of the community.

Education

- To educate, train, develop and inspire a community of lifelong learners.

Research

- To lead transformational research that generates the new knowledge required for advancing patient-centered care, accelerating educational change, and creating a culture of innovation and entrepreneurship with our communities.

Community Engagement

- To position the College of Medicine as an active community leader which seeks to continually enhance engagement opportunities with and for organizations and individuals.

Financial and Resource Development

- To operate from a well-defined and comprehensive strategy focused on financial sustainability.

TECHNICAL STANDARDS FOR ADMISSION, RETENTION, PROMOTION, AND GRADUATION

The medical degree awarded by the College of Medicine at the completion of the undergraduate medical education process certifies that the graduate has acquired a broad base of knowledge, skills, and attitudes requisite to the

practice of medicine. To achieve this end, all courses in the curriculum must be completed successfully. The technical (non-academic) standards listed here are required for admission, retention, promotion, and graduation and are intended to ensure that candidates, with or without reasonable accommodation, can fully participate in all parts of the curriculum.

Essential abilities and characteristics required for completion of the MD degree consist of certain minimum physical and cognitive abilities and sufficient mental and emotional stability to assure that candidates for admission, retention, promotion, and graduation are able to complete the entire course of study and participate fully in all aspects of medical training. The College of Medicine intends for its graduates to become competent and compassionate physicians who are capable of entering residency training (graduate medical education) and meeting all requirements for medical licensure. The avowed intention of an individual student to practice only a narrow part of clinical medicine, or to pursue a non-clinical career, does not alter the requirement that all medical students take and achieve competence in the full curriculum required by the faculty. For purposes of this document and unless otherwise defined, the term "candidate" means candidates for admission to medical school as well as medical students who are candidates for retention, promotion or graduation.

The College of Medicine has a societal responsibility to train competent healthcare providers and scientists who demonstrate critical judgment, extensive knowledge and well-honed technical skills. Although students learn and work under the supervision of the faculty, students interact with patients throughout their medical school education. Patient safety and wellbeing are therefore major factors in establishing requirements involving the physical, cognitive, and emotional abilities of candidates for admission, promotion, and graduation. The essential abilities and characteristics described herein are also referred to as technical standards. They are described below in several broad categories including: observation; communication; motor/tactile function and coordination; intellectual abilities - conceptual, integrative, and quantitative; and social and behavioral attributes. Candidates must adhere to universal precaution measures and meet safety standards applicable to inpatient and outpatient settings and other professional activities. Individuals whose performance is impaired by use of alcohol or other substances are not suitable candidates for admission, retention, promotion or graduation.

Delineation of technical standards is required for the accreditation of U.S. medical schools by the Liaison Committee on Medical Education (LCME). The following abilities and characteristics are defined as technical standards, and are requirements for admission, retention, promotion, and graduation. Candidates and current students who have questions regarding the technical standards or who believe they may need to request reasonable accommodation(s) in order to meet the standards are encouraged to contact the FAU Office of Student Accessibility Services.

Technical Standards

A. Observation/Perception: Sensory skills necessary to perform a physical examination are required. These include functional vision, hearing, smell, and tactile sensation. All senses must be adequate to observe a patient’s condition at a distance and close at hand, and to elicit information through procedures regularly required in a physical examination such as inspection, auscultation, palpation, and percussion. Students must be able to perceive by the use of their senses and mental abilities all information presented or conveyed in one-on-one interactions (including patient encounters), diagnostic values and findings, laboratory demonstrations, large group lectures, small group sessions and team-oriented exercises, and in written, audiovisual, and computer-based formats.

B. Communication: Candidates must be able to speak and hear clearly. They must be able to use observational skills to describe changes in mood, activity and posture, and perceive non-verbal communications. They must be able to effectively and sensitively communicate in English in both written and oral modalities in order to interact with faculty members, classmates, other members of the healthcare team, patients, families, and others in order to elicit, convey, and clarify information, to work collaboratively, and to develop therapeutic relationships.

C. Motor/Tactile Function and Coordination: Candidates must have motor function adequate to elicit information from patients using inspection, palpation, auscultation and percussion, and to carry out diagnostic maneuvers. Such skills require coordination of gross and fine muscular movements, equilibrium, and sensation. An individual must be able to perform motor activities required in providing general and emergency treatment to patients, such as cardiopulmonary resuscitation, administering intravenous medication, applying pressure to stop bleeding, opening obstructed airways, suturing simple wounds, and performing routine obstetrical maneuvers. Such actions require both gross and fine muscular movements, equilibrium, and coordinated use of the senses of touch and vision. Candidates must have sufficient postural control, neuromuscular control, control of the extremities, and eye-hand coordination to

examine patients, provide appropriate patient care, and to attend and participate in all classes, small group sessions and team activities that are part of the curriculum.

D. Intellectual Abilities: Conceptual, Integrative and Quantitative: Candidates must be able to assimilate the detailed and complex information presented in the medical student curriculum. They must be able to learn through a variety of modalities including, but not limited to, classroom instruction; small group, team and collaborative activities; individual study; preparation and presentation of reports; simulations and use of computer technology. Candidates must be able to memorize, measure, calculate, reason, analyze, synthesize, and transmit information. They must recognize and draw conclusions about three-dimensional spatial relationships and logical sequential relationships among events. They must be able to formulate and test hypotheses that enable effective and timely problem-solving in diagnosis and treatment of patients in a variety of clinical settings and health care systems.

E. Behavioral and Social Attributes: Candidates must exercise good judgment, communicate in a clear and timely way with others, and promptly complete all responsibilities attendant to the study of medicine and to the care of patients. They must display characteristics of integrity, honesty, attendance and conscientiousness, empathy, a sense of altruism, and a spirit of cooperation and teamwork. Candidates must be able to interact with patients and their families, health care personnel, colleagues, faculty, staff, and all other individuals with whom they come in contact in a courteous, professional, and respectful manner. They must understand the legal and ethical aspects of the practice of medicine and function within the law and adhere to the ethical standards of the medical profession. Candidates must be able to tolerate physically taxing workloads, to function effectively under stress, and to display flexibility and adaptability to changing environments. They must have the emotional health to fully use their intellectual ability, exercise good judgment, and to carry out all responsibilities related to patient care. Candidates must possess sufficient emotional health to withstand stress, the uncertainties inherent in patient care, and the rigors intrinsic to the study and practice of medicine. They must be capable of regular, reliable and punctual attendance at classes and perform their clinical responsibilities in an equally dependable fashion. Candidates must be able to contribute to collaborative learning environments, accept and process constructive feedback from others, and take personal responsibility for making appropriate positive changes. Core attributes of professionalism defined by the faculty of the FAU College of Medicine include altruism, honesty and integrity, respect for others, empathy and compassion, responsibility and dependability.

Ability to Meet the College of Medicine's Technical Standards

All candidates for the College of Medicine will be required to complete a Technical Standards Attestation form on a yearly basis. If at any point an enrolled candidate ceases to meet the technical standards of the College of Medicine, they must notify the Office of Student Accessibility Services, who will determine what accommodations are reasonable.

If, after all reasonable accommodations are made, there is concern that the student remains unable to meet the technical standards, the student will be referred to the Medical Student Promotions and Professionalism Standards Committee (MSPPSC), who will review the student's performance. It is the responsibility of the MSPPSC to determine whether a student can or cannot meet the standards described after reasonable accommodations have been made. The MSPPSC will determine any necessary actions on a case-by-case basis.

ETHICAL AND LEGAL STANDARDS

Medical students at the Schmidt College of Medicine must adhere to the following principles adapted from the American Medical Association's Principles of Medical Ethics, revised June 2001 which are described as "standards of conduct that define the essentials of honorable behavior for the physician."

AMA Principles of Medical Ethics

A medical student:

1. *Shall be dedicated to providing competent medical care with compassion and respect for human dignity and rights.*

2. *Shall uphold the standards of professionalism, be honest in all professional interactions, and strive to report physicians and medical students deficient in character or competence, or engaging in fraud or deception, to the medical school.*

3. *Shall respect the law and recognize a responsibility to seek changes in those requirements which are contrary to the best interests of the patient.*

4. *Shall respect the rights of patients, colleagues, and other health professionals, and shall safeguard patient confidences and privacy within the constraints of the law.*

5. *Shall continue to study, apply, and advance scientific knowledge, maintain a commitment to medical education, make relevant information available to patients, colleagues, and the public, obtain consultation, and use the talents of other health professionals when indicated*

6. *Shall in the provision of appropriate patient care, except in emergencies, be free to choose whom to serve, with whom to associate, and the environment in which to provide care.*

7. *Shall recognize a responsibility to participate in activities contributing to the improvement of the community and the betterment of public health.*

8. *Shall while caring for a patient, regard responsibility to the patient as paramount.*

9. *Shall support access to medical care for all people.*

PRE-MATRICULATION AND POST-ENROLLMENT DISCLOSURE OF MISDEMEANOR AND/OR FELONY ARRESTS AND/OR CONVICTIONS FOR MEDICAL STUDENTS POLICY

Candidates must meet the legal standards to be licensed to practice medicine in the State of Florida. As such, candidates for admission must acknowledge (by informing the Associate Dean for Student Affairs and Admissions or the Assistant Dean for Student Affairs in writing) and provide written explanation of any felony or misdemeanor offense or any legal action pending against them, as well as any institutional disciplinary action taken against them prior to matriculation. In addition, any student charged with or convicted of any felony or misdemeanor offense or any legal action pending against them, as well as any institutional disciplinary action taken against them while in medical school must immediately notify the Associate Dean for Student Affairs and Admissions (ADSAA) or the Assistant Dean for Student Affairs (ADSA) as to the nature of the offense or conviction. Failure to disclose prior charges or convictions or any new charges or convictions, or any legal action pending against them can lead to disciplinary action that may include dismissal.

STATEMENT ON FREE SPEECH

As a state institution, Florida Atlantic University (“FAU” or “University”) must uphold the protections guaranteed by the First Amendment to the Constitution of the United States, as well as the Constitution of the State of Florida. Free speech, free expression, and peaceable assembly are basic to the exchange of ideas and beliefs on campus.

STUDENTS WITH DISABILITIES

Students with a disability have the right to appropriate accommodations under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act Amendment Act 2008. Student Accessibility Services counselors, along with input from the student, make decisions regarding the nature of the academic accommodations. All medical students must be able to meet the College of Medicine’s academic and technical standards, with or without reasonable accommodation. Reasonable accommodations do not alter the essential requirements of the curriculum or fundamentally change the curriculum and are not intended to guarantee that students will be successful in meeting the curricular requirements.

It is the student's responsibility to submit the necessary forms to the FAU Student Accessibility Services (SAS) in a timely manner for each course, clerkship and rotation in the MD program in order to receive the appropriate accommodations (accommodations cannot be granted retroactively). The forms may be downloaded directly from the SAS website at https://www.fau.edu/sas/resources/forms/

The Use of Auxiliary Aids and Intermediaries

Technological compensation can be made for some disabilities in certain areas, but a candidate should be able to perform in a reasonably independent manner. Qualified students with documented disabilities are provided with reasonable accommodations that may include involvement of an intermediary or an auxiliary aid, but no disability can be reasonably accommodated with an aid or intermediary that provides cognitive interpretation, or substitutes for essential clinical skills, or supplements clinical and ethical judgment. Thus, accommodations cannot eliminate essential program elements or fundamentally change the curriculum of the College of Medicine.

Request for Accommodation

Accepted applicants with a documented disability and enrolled students who believe they have a disability, who request accommodations, have the responsibility for documenting the disability and the need for accommodations, following the procedures of the FAU Office of Student Accessibility Services (SAS). The SAS provides students with disabilities the services and accommodations needed within the framework of these Technical Standards to successfully participate in the full academic program of the FAU College of Medicine. If requested, the SAS will assist the accepted applicants and enrolled students in identifying professional resources available to make an assessment and a recommendation for accommodations. The cost of that assessment is the responsibility of the applicant/student. Documentation of the disability should be submitted to the SAS. Students must register with the SAS to receive authorized academic Support Services, provide documentation of the disability and undergo an intake interview. A SAS representative will collaborate with the Office of Student Affairs and the Office of Medical Education to confirm that the requested accommodations are reasonable within the structure and goals of the curriculum.

To be eligible for services at the SAS, a student must satisfy the definition of a disability as established by the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Both the ADA and Section 504 define a disability as a physical or mental impairment that substantially limits one or more major life activities. To be eligible for accommodations, a student must provide appropriate documentation of each disability that demonstrates an accompanying substantial limitation to one or more major life activities.

In applying for support services, https://www.fau.edu/sas/apply/ the student with a disability must provide the SAS with appropriate written documentation from a licensed professional in the field concerning the specific diagnosis and expected academic limitations. The submission of appropriate documentation is just one step in the process of registering for support services with the SAS. For a full description on how to submit the necessary appropriate written documentation to request accommodations, go to https://www.fau.edu/sas/resources/forms/

Note: The Director of Student Success Services, the Director of Preclinical Education, and Ms. Lacey Sorrentino will be notified by SAS of the student's approved accommodations in a SAS Academic Accessibility Agreement Letter requested by the student and will communicate the approved accommodation to all affected parties. Such notification will not include any underlying diagnosis or condition.

COLLEGE OF MEDICINE FACILITIES

Most on-campus teaching for medical students occurs in the Charles E. Schmidt College of Medicine building (BC-71) and the FAU Clinical Skills Simulation Center (CSSC). In addition to lecture halls, small group rooms, the anatomy lab, and clinical skills rooms, the College of Medicine building has offices that support medical students. The College of Medicine includes a second building adjacent to the College of Medicine Building (ME-104) that has additional offices, additional student study space, and student and faculty lounges.

- The Office of Medical Education and Student Affairs (Suite 145 on the first floor, BC-71), includes the Office of Student Affairs and the Associate Dean for Medical Education.

- The Office of Medical Student Financial Aid is on the second floor, BC-71.

- Offices of the Assistant Dean of Preclinical Curriculum, the Assistant Dean for Clinical Curriculum, the Medical Librarian, and staff in the Office of Medical Education who support the educational program, are also on the first floor of BC-71.

- The offices for the Director for Student Success Services and Career Advisors are located on the third floor of ME-104.

The Office of the Dean and other administrative leaders, offices of the Chairs of the College of Medicine's academic departments, and offices and/or research labs for some of the full-time faculty are on the second and third floors of BC-71. Offices of faculty are in one of three buildings on the FAU campus. Faculty and staff office locations, phone numbers, and email addresses are published in course, clerkship and rotation syllabi and can be found on the COM Directory (https://www.fau.edu/medicine/directory/).

The Sam W. Klein Student Hub (ME-104) consists of a lounge area, wellness room, individual and group study rooms. The Klein Student Hub (ME-104) and the Medical Student Lounge (BC-71) are solely for the use of medical students. The use of television, microwave, furniture, games, videos, books, journals, study space and other COM amenities provided should be mutually decided on a first-come, first-served basis. Refrigerators in these lounges are provided for short-term storage of perishable foods. Students should only store enough food for a two-day period; this includes frozen food. Non-perishable foods should not be stored in the refrigerators. All food must be removed on a weekly basis; any food remaining in the refrigerators after 6:00 PM on Fridays will be discarded by students who are assigned by the Student Council. It is the students' professional responsibility to be respectful of the University spaces and properties including the student lounges.

Students are assigned a locker and mailbox (Medical Student Lounge, BC-71) and are required to periodically check and clear their mailboxes to ensure timely receipt of COM and University-related mail. Any items left in mailboxes after the last day of classes in each semester will be discarded. Students may mail personal letters by affixing proper postage and placing them in the "Outgoing Mail" bins. Students should use the U.S. Postal Service for packages and any other mail.

Medical students have access to printers and copying machines in the COM Student Lounges, which they can use on a 24/7 basis at a specific cost per page. FAU has a printing solution that will allow students to print from anywhere from almost any device. Students can add funds to their Owl Card Printing Account and use these funds on both copiers and printers that are part of the solution. Users queue print jobs to a virtual queue and then release them for printing on any printer. The "release stations" require user authentication, by swiping card or entering your FAU NET ID to release and collect sensitive documents. For more information about how the systems work go to FAU's Printing Services website. https://www.fau.edu/print/

OFFICES OF STUDENT AFFAIRS AND MEDICAL EDUCATION

The Office of Student Affairs (OSA) and the Office of Medical Education (OME) are overseen by Dr. Jennifer Caceres, MD the Vice Dean for Medical Education (jcacere3@health.fau.edu) at the Schmidt College of Medicine. OSA and OME strive to educate, counsel, advise, and professionally transform a group of students into competent, empathic and ethical physicians. OSA and OME work in concert with the mission of the College by fostering medical students' personal and professional intellectual, academic, physical, emotional, spiritual, and social growth. We promote student-centered educational and leadership opportunities to enhance communication, critical thinking, ethical judgment, problem-solving, and professional skills. OSA and OME promote responsibility, integrity, a strong work ethic, collaboration, altruism, mentoring, volunteerism, and community service outreach while providing curricular programs, developmental opportunities, academic support and access to counseling services designed to promote optimal learning. In addition to academic support, OSA and OME strive to enhance students' personal awareness and wellbeing while preparing them to become outstanding medical professionals who provide patient-centered health care that is responsive to the needs of the communities we serve.

OFFICE OF STUDENT AFFAIRS OVERVIEW

The Office of Student Affairs is your point of contact for assistance in many areas, including student success, career and personal counseling. We represent the institution and the medical profession to our medical students and implement institutional policies and procedures. We also are involved with medical student communications, special

programs, and letters of recommendation, residency application and the match, and other important aspects of the medical student experience at the College of Medicine. We are responsible for administering Orientation for new and returning students. In addition, we serve as a liaison to College of Medicine Student Government, medical student interest groups, and alumni relations.

You may schedule an appointment at any time by calling (561) 297-2219 or by stopping at the Office of Medical Education and Student Affairs (Suite 145) or email to meet with:

- Ms. Annie Thomas, M.Ed. (Student Affairs Coordinator and Assistant to Vice Dean for Medical Education) at athomas@health.fau.edu
- Dr. Neil Masangkay, MD (Assistant Dean for Student Affairs) at nmasangkay@health.fau.edu
- Ms. Joanna Duran (Senior Director of Student Affairs and Student Services) at duranj@health.fau.edu.
- Dr. Christine Woolf, Ph.D., Director of Student Success Services at cwoolf@health.fau.edu.
- For the rest of the OSA professional staff please see the College of Medicine Directory (https://www.fau.edu/medicine/directory/).

The OSA features experienced faculty and staff who are dedicated to the overall well-being of medical students and provides programs and services for all medical students at FAU from the time of admission to the time of graduation and beyond. Activities include supporting the Office of Admissions in the admissions process; mentorship of students; personal, and financial counseling; support of educational and extracurricular activities and support of student organizations and leadership opportunities. The OSA provides learning opportunities outside of the formal classroom and clinical settings that are designed to complement and enhance the overall educational experience.

Regular Hours: 8:30 A.M. to 5:00 P.M. Monday through Friday except on university holidays.

The Associate Dean for Student Affairs and Admissions or the Assistant Dean for Student Affairs are also available for urgent student issues or situations. Contact information for urgent matters is provided to medical students during Orientation. Most activities in the OSA function in an “open-door” manner so students may visit the office for help and support by the deans and staff without making appointments. However, because the OSA is committed to medical student support and exercises confidentiality, it is strongly recommended that students make appointments in advance to ensure the availability of the specific professional and time to discuss the issue to the student’s satisfaction.

OFFICE OF MEDICAL EDUCATION OVERVIEW

The Office of Medical Education is dedicated to providing the most conducive learning environment and most effective, innovative, integrated patient-focused curriculum for our medical students. Our goal is to create opportunities for our students to learn collaboratively in an academically rigorous atmosphere in which each of our students feels safe and supported yet challenged to grow and develop. Our OME deans, faculty and staff pride themselves on creating a collegial FAU College of Medicine team who is dedicated to the academic and professional success of our students. We are your point of contact for everything related to the curriculum, including but not limited to the academic policies, schedules, courses, syllabi, and assessments. Please explore our website to find out more.

You may schedule an appointment with the Office of Medial Education at any time by calling 561-297-4366 or by stopping by the Office of Medical Education and Student Affairs (Suite 145) or email to meet with:

- Ms. Holly Labarca (Assistant Director of Educational Affairs and Assistant to Associate Dean for Medical Education) at hlabarca@health.fau.edu
- Dr. Suzanne Bertollo, MD (Associate Dean for Medical Education) at sbertollo@health.fau.edu
- Dr. Michelle Lizotte-Waniewski, PhD (Assistant Dean for Preclinical Curriculum) at mlizotte@health.fau.edu

- Ms. Lacey Sorrentino (Clinical Education) at lsorrentino@health.fau.edu

- For the rest of the OME professional staff please see the College of Medicine Directory (https://www.fau.edu/medicine/directory/).

CURRICULUM AND ACADEMICS

ACADEMIC EVALUATION AND COMPETENCY-BASED GRADING SYSTEM

The College of Medicine curriculum is organized by year of study (1, 2, 3, and 4). All years are divided into Term 1 and Term 2 for each year. These terms do not match a standard semester structure and do not coincide with the University's undergraduate academic calendar. Each year or term includes a series of independent courses, clerkships and rotations, with several courses or clerkships occurring concurrently. Student performance is assessed in each course, clerkship and rotation. Students must pass each course, clerkship and rotation in the curriculum, as well as complete Institutional Competency Assessments (ICAs), thread/portfolio assignments, and internal, subject, shelf, and licensing examinations, to demonstrate satisfactory academic progress.

All College of Medicine courses, clerkships and rotations are mapped to the American Association of Medical Colleges (AAMC) Physician Competency Reference Set (PCRS) listed below. Our competency-based grading process at the College of Medicine ensures that teaching, assessment, and remediation of all competencies are equally prioritized.

AAMC PCRS Competencies

Patient Care: Provide patient-centered care that is compassionate, appropriate, and effective for the treatment of health problems and the promotion of health.

Knowledge for Practice: Demonstrate knowledge of established and evolving biomedical, clinical, epidemiological and social-behavioral sciences, as well as the application of this knowledge to patient care.

Practice-Based Learning and Improvement: Demonstrate the ability to investigate and evaluate one's care of patients, to appraise and assimilate scientific evidence, and to continuously improve patient care based on constant self-evaluation and life-long learning.

Interpersonal and Communication Skills: Demonstrate interpersonal and communication skills that result in the effective exchange of information and collaboration with patients, their families, and health professionals.

Professionalism: Demonstrate a commitment to carrying out professional responsibilities and an adherence to ethical principles.

Systems-Based Practice: Demonstrate an awareness of, and responsiveness to, the larger context and system of health care, as well as the ability to call effectively on other resources in the system to provide optimal health care.

Interprofessional Collaboration: Demonstrate the ability to engage in an interprofessional team in a manner that optimizes safe, effective patient- and population-centered care.

Personal and Professional Development: Demonstrate the qualities required to sustain lifelong personal and professional growth.

Each medical school course, clerkship or rotation clearly defines in its course syllabus the goals and objectives for the course, clerkship or rotation; the competencies that will be taught, assessed, and graded within that course or clerkship; description of course activities, the faculty involved, and details of all course-specific policies and procedures.

CURRICULUM PROGRAM GOALS



FLORIDA ATLANTIC UNIVERSITY
Schmidt College of Medicine

			PCRS								
			PATIENT CARE	KNOWLEDGE FOR PRACTICE	PRACTICE-BASED LEARNING & IMPROVEMENT	INTERPERSONAL & COMM SKILLS	PROFESSIONALISM	SYSTEMS-BASED PRACTICE	INTERPROFESSIONAL COLLABORATION	PERSONAL & PROFESSIONAL DEVELOPMENT	
MD Educational Program Goals	**Assessment Methods**	**Threads**									**EPAs**
1. Demonstrate knowledge of the normal structure and function of the human.	MCQ, IE, NBME, FNE	LLD		X							
2. Demonstrate knowledge of the various causes of disease states, and describe the molecular, structural, and physiological alterations that underline these states.	MCQ, NBME, FNE, OE, SP	LLD		X							
3. Describe the changes that occur to organs and organ systems throughout development and aging.	MCQ, NBME, FNE	LLD, GHA		X							
4. Demonstrate knowledge of the principles underlying normal behavior and psychopathologic disorders.	MCQ, NBME, FNE, SP	LLD		X							
5. Describe the mechanisms of action, side effects, and interactions of major therapeutic agents.	MCQ, NBME, FNE, OE, SP	LLD		X							
6. Describe the principles of prevention and the non-pharmacological approaches to disease and symptom management.	MCQ, NBME, FNE, OE, SP	LLD, GHA		X							
7. Demonstrate knowledge about the wide range of factors that impact health and treatment of individual patients as well as public health.	OSCE, PE, CPE, FNE, IE, MCQ	EPP, HSS	X	X							
8. Describe population specific factors that affect disease prevention, incidence, treatment, and outcomes, and apply this information to patient care.	OSCE, CPE, PE, FNE, OE, SP	LLD, GHA, HSS	X	X							
9. Demonstrate knowledge of the basic principles of organization and finance for a variety of healthcare delivery systems.	PE, CPE	EPP, GHA, HSS		X				X			
10. Complete a thorough, accurate, and sensitive medical history and physical exam.	OSCE, PE, CPE	GHA	X	X		X					1
11. Demonstrate effective adaptation of communication skills to the needs of the patient, the sensitivity of the information discussed, and the nature of the situation.	OSCE, PE, CPE	GHA	X			X					
12. Establish appropriate relationships with patients, respecting their values, privacy and dignity.	OSCE, PE, CPE	EPP, GHA	X			X					
13. Develop a prioritized differential diagnosis and select a working diagnosis following a clinical encounter.	OSCE, PE, CPE, FNE		X	X							2
14. Integrate and apply basic science concepts and current medical knowledge to patient care through critical thinking and clinical problem solving.	OSCE, PE, CPE, FNE	LLD, TIM	X	X	X						
15. Locate, appraise, and assimilate evidence from the scientific literature related to patient care.	OSCE, PE, CPE, SP, FNE	LLD, TIM	X	X	X						7
16. Gather, interpret, synthesize, and prioritize patient data in order to develop a patient management plan for acute and chronic conditions.	OSCE, PE, CPE, OE, SP	TIM	X	X							3

17. Educate and counsel patients using shared decision-making about plans of care, health promotion, and disease prevention.	OSCE, PE, CPE, FNE	EPP	x	x		x					11
18. Identify the rationale for and effectively perform selected clinical procedures that are appropriate for the chief complaint.	PE, CPE	LLD	x	x	x						12
19. Recognize urgent or emergent medical problems and initiate evaluation and management.	PE, CPE		x	x							10
20. Communicate medical information clearly and effectively in both written and oral form to other members of the healthcare team and generate appropriate medical records.	OSCE, PE, CPE, OE, SP	HSS, TIM	x			x			x		4, 5, 6
21. Demonstrate the ability to organize and prioritize tasks and effectively manage time in a clinical setting.	OSCE, PE, CPE	LLD, TIM	x		x					x	
22. Give or receive a patient handover to safely transition care responsibility.	OSCE, CPE	HSS	x			x					8
23. Demonstrate knowledge of the roles of other members of a healthcare team and work effectively with them in the healthcare arena.	OSCE, PE,	HSS	x	x				x	x		9
24. Identify and address ethical and legal concerns in the practice of medicine and in research, recognizing different value systems while adhering to ethical principles.	CPE	EPP, LLD, TIM		x		x	x				
25. Contribute to teaching, research, and scholarly activity in a variety of educational settings and in-patient care.	IE, CPE, FNE	LLD	x	x						x	
26. Utilize information technology to optimize teaching, learning, research and patient care.	FNE, SP, CPE	LLD, TIM	x	x	x					x	
27. Identify, correct, and report common sources of medical errors and apply models for quality improvement.	SP, CPE	EPP, LLD, TIM	x		x			x			13
28. Demonstrate professional behaviors toward patients, families, and members of healthcare teams.	CPE, FNE, PE	EPP	x				x		x		
29. Demonstrate a commitment to life-long learning including developing reflective practices, recognizing personal limitations, and demonstrating competency in giving and responding to feedback to improve performance of self and others.	OSCE, PE, CPE	LLD			x					x	
30. Prioritize personal health and wellness practices and develop effective coping strategies to maintain physical & mental health, seeking assistance as needed.	FNE, PE, CPE	LLD, EPP			x					x	
31. Demonstrate an awareness of how personal beliefs, values, emotions and tolerance of ambiguity influence behaviors with others and responses to difficult situations.	FNE, PE, CPE	EPP								x	
32. Model service to patients and communities to enhance the well-being of others and to prioritize the needs of patients and those with limited access to healthcare.	FNE, PE	HSS	x				x				
33. Demonstrate leadership skills that enhance team functioning, the learning environment, education, research and patient care.	FNE, PE	LLD, HSS	x	x	x	x	x			x	

CURRICULAR THREAD DESCRIPTIONS

Health Systems Science (HSS) Thread

The Health Systems Science (HSS) Thread equips medical students to function effectively within healthcare systems. Students will learn the essential elements of team-based, patient-centered care including clinical communication and interprofessional collaboration. In addition, this thread will focus on key domains of healthcare delivery, such as the

components of the healthcare system, healthcare finance, and use of data to optimize care and health outcomes. Students will learn to deliver safe medical care by analyzing root causes of medical errors and implementing strategies for error reduction. They also will interpret health metrics and learn to engage in quality improvement initiatives. With the knowledge and skills developed throughout this thread, students will be prepared to join the healthcare team, providing safe, high-quality care for their patients and communities.

Ethics, Professionalism, and Professional Identity Thread (EPP)

It is of utmost importance that our students be professional, humanistic, and ethically competent as well as medically competent. The goal of the Ethics, Professionalism, and Professional Identity Thread is to teach students to recognize, analyze, manage, and if possible, prevent ethical issues in clinical settings; support students' emotional wellbeing when faced with ethical dilemmas; and promote the exploration of personal values and the formation of students' professional identities. Professional identity formation (PIF) is critically important because it pertains to a student's very being: attitudes and biases, affective self-awareness, empathy, emotional intelligence, communication skills, and virtues ranging from humility and diligence to altruism and self-care. As stated by Cruess and Cruess, professionalism is the set of values, behaviors, and relationships that underpins the trust the public has in doctors (2005), while professional identity formation is the ultimate goal of medical education- to ensure that medical students come to think, act, and feel like a physician (2015). The development of all these areas – ethics, professionalism, and professional identity formation – are crucial to being a competent and skilled physician.

Geriatrics and Healthy Aging Thread (GHA)

The Geriatrics and Healthy Aging (GHA) Thread focuses on topics related to promoting and addressing the health and well-being of older adults. Older adults are living longer, often with chronic, complex illnesses that affect all aspects of their lives. It is critical that physicians understand how to provide patient-centered, high-quality care for this population. The GHA Thread explores how aging can affect physical, mental, and emotional health, and highlights strategies and interventions to provide age-friendly medical care. The goal of the Geriatrics and Healthy Aging Thread is to provide students with the knowledge and skills to care for the unique needs of an older adult population. The thread objectives align with the AAMC Minimum Geriatrics Competencies for Graduating Medical Students, adopting the framework of the 5M's of age-friendly care (Mobility, Mind, Matters Most, Medications, and Multicomplexity).

Lifelong Learning and Discovery Thread (LLD)

To develop the next generation of physicians who will think critically, practice evidence-based medicine, participate in meaningful and ethical research, and pose thoughtful questions as life-long learners to enhance the care of their patients we have prioritized a life-long learning and discovery thread in our curriculum. Students will be systematically introduced to the basic scientific and ethical principles of clinical and translational research, including the ways in which such research is conducted, evaluated, explained to patients, and applied to patient care. This thread includes the overall goals of understanding: 1) The bidirectional relationship between scientific findings and patient care; 2) Ethical issues related to research, and 3) Variations in study designs and statistical analyses, and how to critically appraise methods in scientific articles, including interpretation of outcomes to guide patient-centered clinical decision making. The importance of self-directed learning will be highlighted in the thread and the skills necessary to practice evidence-based medicine will be taught such that students learn to independently identify, analyze, and synthesize relevant information, generate testable hypotheses, always appraise the credibility of their information sources, and assess applicability to patient care. This thread will focus on training students to develop the essential skills required to be motivated, self-directed, lifelong learners and evidence-based practitioners as the foundation necessary to provide the highest quality care to patients.

Technology in Medicine Thread (TIM)

As the use of technology in medicine continues to rapidly evolve and expand, future physicians will have opportunities to utilize an array of tools and platforms in both academic and clinical settings. The goal of this thread is to prepare students to integrate technology into their medical education and practice. Students will learn how tools such as artificial intelligence can be used to support and enhance their learning throughout their training and professional development. They also will learn how technology is used in clinical practice, including its potential applications in prevention, diagnosis, treatment, and care management. Students will explore indications, benefits, risks and potential ethical issues that guide the application of technology in healthcare and how to effectively leverage technological advances to improve patient care and health outcomes.

Each of the curriculum threads is woven through the four years of the curriculum and a variety of assessment methods are used to measure student performance related to thread content and progress toward mastering Core Entrustable Professional Activities.

Threads	Assessment Methods	Core Entrustable Professional Activities
EPP - Ethics, Professionalism & Professional Identity HHS – Health Systems Science TIM – Technology in Medicine GHA - Geriatrics & Healthy Aging LLD - Life-Long Learning & Discovery	CPE - Clinical Performance Evaluation FNE - Facilitator Narrative Evaluation IE - In-house Examination MCQ - Multiple Choice Quiz NBME - National Board of Medical Examiners Exam OSCE - Objective Structured Clinical Examination OE - Oral Exam PE - Preceptor Evaluation SP - Student Presentation	EPA 1: Gather a history and perform a physical examination EPA 2: Prioritize a differential diagnosis following a clinical encounter EPA 3: Recommend and interpret common diagnostic and screening tests EPA 4: Enter and discuss orders and prescriptions EPA 5: Document a clinical encounter in the patient record EPA 6: Provide an oral presentation of a clinical encounter EPA 7: Form clinical questions and retrieve evidence to advance patient care EPA 8: Give or receive a patient handover to transition care responsibility EPA 9: Collaborate as a member of an interprofessional team EPA 10: Recognize a patient requiring urgent or emergent care and initiate evaluation and management EPA 11: Obtain informed consent for tests and/or procedures EPA 12: Perform general procedures of a physician

ACADEMIC SCHEDULE AND ATTENDANCE

ACADEMIC CALENDAR, UNIVERSITY HOLIDAYS, AND MEDICAL STUDENT SCHEDULE COMMITMENTS

The academic calendar is posted on the College of Medicine website (https://www.fau.edu/medicine/md/) and students should familiarize themselves with the required activities for the medical education program. Please note that the academic calendar for the College of Medicine differs from that of the rest of the University. Medical students are governed by the College of Medicine academic calendar and **dates are subject to change**. Students must check OwlMed, and the College's web site for the latest academic schedule.

Students are expected to participate in ALL activities including scheduled orientations, classes, and exams from the first through the last date in each semester that appears on the academic calendar, excluding mid-semester breaks. Please note that a **matriculating student who is not physically present at the beginning of Year 1 (which will generally be at 8:00 a.m. on the Monday of Orientation Week for Year 1) without an excused absence will forfeit his/her position in the class. All fees and tuition that have been paid by that student will be refunded and the position will be offered to a student on the alternate list.**

Courses, clerkships and rotations listed in the academic calendar vary in number of credits, intensity of scheduled time, and duration. They are organized to begin and end on common dates each year or semester and generally have a uniform weekly schedule.

During the first two years of medical school, mandatory activities include, but are not limited to, all annual orientations, select educational activities and all assessments in courses, all assessments that are required for promotion from Year 1 to Year 2, Year 2 to Year 3, and compliance required by the Office of Student Affairs. (Mandatory activities are indicated by a status of "Mandatory Attendance" (M) in OwlMed.) During a typical week, course activities (lectures, labs, small groups, clinical experiences, and examinations) will be scheduled such that on average, three half days are kept free for independent study. Course directors are required to adhere to approved College of Medicine academic calendars when scheduling their courses. During the third and fourth years of medical school, students will actively participate in a lottery process to create their clerkship and rotation schedules within the overall framework of the College of Medicine academic calendar and the curriculum requirements.

Should a medical student need to formally request an alternative educational site or curriculum assignment at any point in his/her education, the student should contact the Associate Dean for Medical Education and/or the Assistant Dean for Preclinical Curriculum (for Year 1/Year 2), the Assistant Dean for Clinical Curriculum (for Year 3/Year 4), Associate Dean for Student Affairs and Admissions or the Assistant Dean for Student Affairs.

Mandatory activities related to assessments outside of courses that are required for promotion (e.g. Institutional Competency Assessments, Portfolio/Thread assignments, NBE and mandatory/optional activities offered through the

Office of Student Affairs may be scheduled during open time in the course schedules, lunch periods, or Independent Study Time. Every effort will be made to notify students of such activities in advance.

FAU is officially closed on a number of national holidays, typically including Labor Day, Veteran's Day, Thanksgiving Day and the following Friday, a winter holiday on varying days during the period that includes Christmas Day and New Year's Day, Martin Luther King, Jr. Day, Memorial Day, and Independence Day. The dates of the University Holidays for each year can be found at https://www.fau.edu/hr/holiday-schedule/. The College of Medicine is closed and does not hold classes on University Holidays; however, during clerkships and year 4 rotations students may be expected to participate in clinical education including call on these days depending on the patient care activities at their assigned clinical sites, or to attend other scheduled activities.

RELIGIOUS OBSERVANCE POLICY

The College of Medicine recognizes that students, faculty and staff observe a variety of religious faiths and practices. The College will follow FAU Regulation 2.007 regarding absences due to personal observances of religious holidays. A student who must be absent from an academic or educational requirement due to religious beliefs or practices will not be penalized. The procedure for requesting religious accommodations at the College of Medicine (see below) is intended to provide additional details, specific to the medical program, to assist students in following FAU Regulation 2.007. For purposes of implementing FAU Regulation 2.007, references to the "instructor" in FAU Regulation 2.007, Section (2) b.(Class Attendance) shall be replaced by "Office of Student Affairs".

Procedure for Requesting Religious Accommodation at FAU College of Medicine

- All students must complete the online Absence Request Form no later than the end of the second week of the applicable academic term.
- The Office of Student Affairs will notify students via email once this absence request has been confirmed.
- Students must then forward this confirmation email to the course or clerkship director and/or the direct supervisor of any classes, courses or sessions they will be missing as soon as possible in order to arrange make-up assignments and/or completion of missed work.

Prior to the start of Year 1 and Year 2, it is recommended that students inform Ms. Lacey Sorrentino of any religious accommodations necessary that could impact their participation in the preclinical curriculum. During the late fall before their clerkship year, year 2 students will attend information sessions to help guide the planning of Year 3 LIC schedules. When planning schedules, it is recommended that students alert the Ms. Lacey Sorrentino of any religious accommodations necessary so that scheduling conflicts can be avoided. For year 4, it is recommended that students alert the Program Manager, Year 4 Academic Programs of any religious accommodations necessary prior to the planning of the rotation schedules so that scheduling conflicts can be avoided.

THE COLLEGE OF MEDICINE ATTENDANCE POLICY

Medical students, as future physicians, are considered professionals. Professionalism related to attendance includes arriving to all educational and clinical activities on time, for all scheduled days and for all mandatory sessions, as specified by the course, clerkship or rotation director. Specific attendance and punctuality requirements for courses, clerkships and rotations will be included in the respective syllabi and/or handbooks. They may also be communicated by alternate written means, such as email or notice in OwlMed. Students are expected to be present for all mandatory activities including all orientation sessions and any sessions added to the academic calendar over the course of the year, excluding designated vacation time.

Each student's primary objective should be to fully participate, engage in, and complete their undergraduate medical education in four years. Timely communication between the student and the course, clerkship, rotation, or curriculum director is essential to any instance of student absence or tardiness from mandatory medical school activities. The faculty understands that personal issues can arise throughout the academic year, and professionalism standards require that students always communicate in a timely, honest, respectful, and professional way. An unexcused, uncommunicated absence at any time during medical school is a serious matter. It will be viewed as a breach of professionalism.

Noncompliance with attendance requirements will impact the student's final course, clerkship or rotation grade and/or may result in a failure to complete graduation requirements. It may also affect eligibility for school-based or national awards. Additionally, a pattern of unexcused absences or failure to complete missed work by the required due date may result in failure of a course, clerkship, or rotation and possible disciplinary action through the MSPPSC, up to

and including dismissal from the College of Medicine. The following sections outline the steps to be taken in managing student absences. Any student filing a false or fraudulent application for absence or having a recurrent pattern of unexcused absences will automatically be referred to the MSPPSC.

Absences and Tardiness

Absences and tardiness from any educational, classroom or clinical activity must be handled in a professional manner and whenever possible requires prior notification and compliance with the procedures outlined below. Students must realize that their absence or tardiness negatively impacts many other people including faculty, preceptors, attending physicians, fellow students, and ultimately patients who are expecting them to be timely with their delivery of care. Absences are classified as anticipated or unanticipated. The primary difference between an "anticipated" and "unanticipated" absence is the realistic ability/inability to foresee the absence prior to the event.

Absences then fall into one of two categories, excused or unexcused. This policy covers both classes and categories of absence and tardiness.

Definitions

Tardiness at the College of Medicine is defined as a single episode of arriving after the scheduled and expected start time for any mandatory educational and/or clinical activity within a course, clerkship, rotation or other mandatory curricular event(s).

Unanticipated absences occur when the student's ability to participate in a required educational and/or clinical activity changes suddenly and shortly prior to the event. Examples include but are not limited to sudden onset of illness, a car accident, a family emergency, or death of a close family member, etc.

Anticipated absences are those absences that can realistically be foreseen and planned for in advance. Examples include but are not limited to a religious holiday, wedding, elective surgery, jury duty, representing the College as a member of a committee or task force, or presenting research at a national meeting/conference, etc.

Excused absence or tardiness is when the absence or tardiness is deemed to be within the parameters of the attendance policy and professional behavior expected of a medical professional and future physician. An excused absence or tardiness will not negatively impact a student's final grade, graduation requirements, and/or eligibility for school-based or national awards, provided applicable make-up work is completed.

Unexcused absence or tardiness is when the absence or tardiness is deemed to have violated the acceptable parameters of the attendance policy and professional behavior expected of a medical professional and future physician. Patterns of unexcused absences and/or tardiness are of particular concern, and any unexcused absence or tardiness may impact a student's final grade, completion of graduation requirements, and/or eligibility for school-based or national awards. Unexcused absence and/or tardiness may also result in referral to the Student Competency Review Committee (SCRC) for remediation and support and/or referral to the MSPPSC for disciplinary action.

Management of UNANTICIPATED Absences & Tardiness

If a student has an emergency that prevents them from attending a mandatory scheduled educational or clinical activity, or from being on time, they are expected to notify the course, clerkship, or rotation director and, as applicable, the supervisor for the session (small group facilitator, preceptor, attending, etc.) for that required activity as soon as possible, preferably before the start of the scheduled activity/shift. The course, clerkship or rotation director will notify the student as to whether the unanticipated absence or tardiness will be excused or unexcused and will assign make-up time/work as applicable. This director will track unanticipated absences and tardiness and may report them to administrators in the Office of Medical Education and/or Office of Student Affairs.

If an absence is anticipated to extend beyond two days, students must also notify the Office of Student Affairs by email at COMStudentAffairs@health.fau.edu so they can assist as needed, particularly if a leave of absence may be required. Please note that in some instances, (e.g., medical illness), documentation may be required by the Office of Student Affairs.

Management of ANTICIPATED Absences & Tardiness

As future medical professionals, students are expected to use their free time and vacations to meet the majority of their personal needs and are not entitled to additional discretionary time. However, because personal issues can arise throughout the academic year, a student may request an excused anticipated absence or tardiness for a critical personal event that cannot be arranged during independent study time, free time on evenings/weekends, regularly scheduled vacation time, and/or white space/discretionary time.

Patterns of absence and tardiness from all educational, classroom and/or clinical activities throughout the College of Medicine curriculum will be tracked by course, clerkship and rotation faculty and may be reported to administrators in the Office of Medical Education and Office of Student Affairs.

Tardiness

If students anticipate the need to be tardy for any mandatory educational or clinical activity, they should request approval directly from the director(s) and/or faculty supervisor of the impacted course, clerkship, rotation or other educational event. If a pattern of tardiness is identified, the student's competency in professionalism may be reviewed by the applicable grading committee, SCRC, and/or MSPPSC for consideration and action as appropriate.

Anticipated Absences: Professional and Personal Days (Years 1-4)

Students are permitted to use up to *three professional days and three personal days* per academic year, contingent upon approval using a request process that will be outlined in the next sections. Specific guidelines for students in each curriculum year are also outlined in subsequent sections. However, please note the following general guidelines for all students in Years 1 through 4:

- Unused personal and professional days will **not** be carried over to the following academic year.
- The Medical Education Deans reserve the right to limit the number of students that can be absent from any educational activity to ensure that student absences do not negatively impact the learning experience for participating students. Therefore, absence requests may be denied in whole or in part at their discretion.

Professional Days: Students may use professional days to present their work at professional conferences. Please note the following guidance specific to the use of professional days:

- When submitting a request for a professional day, students are required to provide documentation demonstrating that their conference submission has been accepted to a meeting at the time that this form is submitted. If multiple students are listed as session presenters on the same poster/presentation, only one author will be granted an excused absence on a blackout date.
- Students will not be allowed to utilize more than 1 day prior to or following the conference presentation date.
- Student requests for professional days on designated "blackout dates" will be reviewed on a case-by-case basis. Blackout dates include days of required attendance at College of Medicine activities as determined by the Office of Medical Education and/or Office of Student Affairs.
- Students may not attend more than one professional conference during a single course, clerkship or rotation.
- **Note**: Students who are appointed by COM administration to represent the College of Medicine at a designated event will be granted excused absences to cover the time required for event attendance and will not need to use individual professional days for this purpose.
- Absence Request Forms must be submitted for all professional days, whether attendance at the designated event is voluntary or appointed.

Personal Days: Students may use personal days for any activity at the discretion of the student. Examples include, but are not limited to, weddings, self-care days, appointments, family events or attendance solely as a learner at a professional conference. Please note the following guidance specific to the use of personal days:

- When submitting a request for a personal day, no explanation or additional documentation is required.
- Personal days may not be used on "blackout dates" designated by the Office of Student Affairs or Office of Medical Education.
- Personal days may be used for professional purposes, but only after all professional days are exhausted.
- **Note:** Requests for absences due to religious observances and/or health services are submitted via the Absence Request Form as outlined below. However, these absences are governed by separate policies and not counted as personal days. Please see the Religious Observance Policy and Policy Regarding Accessing Health Services in the COM Student Handbook for details.

Personal and professional days will be tracked for each student, and limits on these days will be strictly enforced. Misuse or failure to comply with the policy for excused absences will be considered a serious lapse in professionalism and potentially a violation of the COM's Policy on Academic, Professional and Behavioral Requirements and Standards as described herein the Medical Student Handbook.

Professional and Personal Days – Considerations by Academic Year

The information above is general guidance relevant to students in all curricular years. However, expectations for student attendance, and professionalism, are anticipated to evolve along with student responsibilities for patient care. Therefore, the following sections provide details applicable to each phase of the curriculum.

Year 1 and Year 2

Advance planning is critical in years 1 and 2 when students are involved in integrated courses with small group activities as well as clinical experiences, standardized patient exercises, simulation center and laboratory activities. All personal events should be scheduled during vacation time, evenings, weekends, and independent study time; however, for events that can be planned well in advance and may not fit within the free time/vacation time of the academic calendar, such as a wedding, the advance planning should ideally begin prior to the beginning of the academic year or with as much lead time as possible. This will avoid missing any crucial course activities or clinical sessions.

The following are guidelines specific to requesting professional and/or personal days during Years 1 and 2:

- No more than 3 personal and professional days can be missed contiguously from the curriculum within an academic year.
- Students will complete the following steps to request and manage these anticipated absences:
    1. **No later than four weeks prior to the event** to be missed, a student must submit the online "Absence Request Form," indicating whether they are requesting a personal or professional day and providing supporting documentation as applicable. This form can be found at https://www.fau.edu/medicine/students/reporting/. All requests filed less than four weeks prior to the event may be denied unless there are extenuating circumstances outside of the student's control.
    2. The student will be notified via email if their request is approved or denied.
    3. If the absence is approved, the student must then forward this approval notification email to the impacted course director(s) within 72 hours of approval to arrange for completion of missed work and/or other make-up assignments. All make-up work/make-up assignments must be completed by the deadline provided by the course director(s).

Year 3

Significant periods of unstructured time are provided in the Year 3 curriculum schedule to allow for independent learning experiences. Therefore, most personal events should be scheduled during this unstructured "white space time" or during vacation. However, anticipated events that do not fit within these periods of available time may be managed proactively when schedules are first planned and/or during the academic year with minor schedule modifications. Students are actively involved in planning their own clerkship schedules, so proactive communication regarding absences is expected and critical.

Students should ideally plan for anticipated absences prior to choosing their Year 3 clerkship schedules. It is essential that students notify Ms. Lacey Sorrentino, the Associate Director of Year 3 Curriculum, and the Assistant Dean for Clinical Curriculum of planned absences. This allows students to work with this Year 3 administrative team to prioritize schedule choices that will be conducive to the desired absence(s). For example, the outpatient blocks in the Longitudinal Integrated Clerkships (LICs), for the most part, do not have night or weekend call, so efforts will be made to schedule students on those blocks in anticipation of approved absences to help students avoid missing crucial Year 3 clerkship time. If necessary, on-call schedules may be adjusted if possible to free up a given weekend day or night with advance notice.

Once Year 3 clerkship schedules are finalized, anticipated absences for professional and personal days must be requested and approved. The following are guidelines specific to requesting professional and/or personal days during Year 3:

- Requests for professional or personal days **must be submitted at least four weeks in advance** of the anticipated absence.
- Students must make every effort to reschedule missed clinical experiences and preceptor sessions. It is the student's responsibility to notify and work with their attending, preceptors, and clerkship directors, as well as the Associate Director of Year 3 Curriculum and Ms. Lacey Sorrentino to plan any necessary make-up time.

- Year 3 students may miss one day during each inpatient rotation before make-up time is required. Students should offer to make up any missed days on any unscheduled weekend days during the rotation.
- If more than one contiguous day of absence occurs during an inpatient rotation (regardless of reason for absence) and the student does not make up these days during the rotation as above, then the student must make up a full continuity week during vacation or shelf exam study time.
- During the outpatient portion of the Longitudinal Integrated Clerkship (LIC), clinical education staff will work with the student to reschedule any missed clinical experiences with enough advance notice. If advance notice is not provided, students may be required to make up clinical experiences during shelf exam study time or planned curricular breaks.
- During Year 3, students are part of the healthcare team and must manage absences in a professional manner. Students are responsible for the impact that their anticipated absences for personal and professional days may have on impression management and academic performance.
- Students will complete the following steps to request and manage anticipated absences in Year 3:
    1. **No later than four weeks prior to the event** to be missed, a student must submit the online "Absence Request Form," indicating whether they are requesting a personal or professional day and providing supporting documentation as applicable. This form can be found at https://www.fau.edu/medicine/students/reporting/. All requests filed less than four weeks prior to the event could be denied unless there are extenuating circumstances outside of the student's control.
    2. The student will be notified via email if their request is approved or denied.
    3. If the absence is approved, this notification email will include instructions for making up missed days and/or assignments. The applicable course or clerkship director will be copied on this email.
    4. The student will "Reply to All" to this email, confirming their plan for make-up days and/or assignments.
- Any student who does not comply with these steps to request and manage anticipated absences and is a "no show, no call" (i.e., does not report for their assigned clinical duty) will be referred to the MSPPSC.

Year 4

Significant periods of unstructured time are provided in the Year 4 curriculum schedule to allow for customized learning experiences. Therefore, most personal events should be scheduled during this discretionary time or during vacation. Additional personal and professional days are rarely necessary. However, anticipated events that do not fit within these periods of available time, may be managed proactively when schedules are first planned and/or during the academic year with schedule modifications. Students are actively involved in planning their own rotation schedules, so proactive communication regarding absences is expected and critical.

Students should ideally plan for anticipated absences prior to choosing their Year 4 rotation schedules. It is essential that students notify the Program Manager of Year 4 Academic Programs and the Director of Year 4 Curriculum of any anticipated absence. This allows students to work with this Year 4 administrative team to build a schedule that will be conducive to the desired absence(s). For example, a rotation without night or weekend call responsibilities might help the student avoid missing crucial rotation activities.

Given the importance of residency interviews and the USMLE Step 2 Exam, the Year 4 team works closely with students to be flexible with scheduling. With that said, students are expected to be consistently proactive and responsible communicators. The following are guidelines specific to requesting professional and/or personal days during Year 4:

- Students may not request personal or professional days during their Acting Internship (AI) or designated Year 4 blackout dates throughout the year.
- For all other rotations, Year 4 students may not take more than 1.5 personal or professional days during a 2-week rotation, or more than 3 personal or professional days during a 4-week rotation. Students requesting time off outside of these parameters will need to use at least 1 week of their discretionary time to allow for the anticipated absence.
- When a Year 4 student is to be absent from assigned duties, for any reason, it is the responsibility of the individual student to notify the supervising faculty physician and rotation coordinator/site director, the Director of

Year 4, and the Program Manager of Year 4 Academic Programs of their absence with as much prior notice as possible.

- During Year 4, students are part of the healthcare team and must manage absences in a professional manner. Students are responsible for the impact that their anticipated absences for personal and professional days may have on impression management and academic performance.
- Students will be responsible for completing missed work and/or make-up assignments by the deadline determined by the course or rotation director(s).
- Students will complete the following steps to request and manage personal and professional days in Year 4:

    1. **No later than four weeks prior to the event** to be missed, a student must email the Associate Director of Year 4 and the Program Manager of Year 4 Academic Programs of their absence.
    2. The student will be notified via email if their request is approved or denied. If the absence is approved, this notification email will include instructions for making up missed days and/or assignments. The student is then responsible for notifying their supervising faculty physician or rotation director of this excused absence once the rotation begins.

Any student who does not comply with these steps to request and manage anticipated absences and is a "no show, no call" (i.e., does not report for their assigned clinical duty) will be referred to the MSPPSC.

SEVERE WEATHER POLICY

Cancellation of required clinical activities due to severe weather or disaster will follow FAU Severe Weather Policy. Toll free hotline: 1-888-8FAUOWL (832-8695) http://www.fau.edu/advisory/.

Students are responsible for checking e-mails, and university or hospital websites for updated procedures and protocols. In the case of a loss of all methods of communication, students should follow general recommendations from the FAU Severe Weather Policy and exercise their own judgment in considering personal and public safety.

In the event of severe weather or a natural disaster that interrupts or has the potential to interrupt normal operations, students will be contacted by the Office of Student Affairs and/or the Office of Medical Education with instructions pertaining to class and clinical rotation attendance. If there are any questions, concerns, or doubts regarding travel to school or to a clinical rotation, students should always err on the side of caution and seek and remain in safe shelter.

Students will be notified as soon as possible if specific clinical sites are closed, or activities are cancelled with postings and updates via FAU e-mail account.

ACADEMIC POLICIES AND PROCEDURES

COLLEGE OF MEDICINE GRADE DESIGNATIONS AND TRANSCRIPT

The official College of Medicine transcript is organized by academic year, listing all courses, clerkships and rotations in the academic year, with the credit hours for each course, clerkship or rotation, followed by the final grade earned for each course, clerkship or rotation.

Final Grades on College of Medicine **Transcript** for Years 1, 2, and 4

S: Satisfactory

U: Unsatisfactory

U/S: Unsatisfactory/Satisfactory Remediation

I: Incomplete

W: Withdrawal

WF: Withdrawal Failing

WP: Withdrawal Passing

WM: Withdrawal Exceptional Circumstances

Final Grades on College of Medicine **Transcript** for Year 3

H: Honors

HS: High Satisfactory

S: Satisfactory

U/S: Unsatisfactory/Satisfactory Remediation

U: Unsatisfactory

I: Incomplete

W: Withdrawal

WF: Withdrawal Failing

WP: Withdrawal Passing

WM: Withdrawal Exceptional Circumstances

Final Grades in College of Medicine Final Year 1, 2, and 4 **Course Gradebooks**

S: Satisfactory

SWC: Satisfactory with Concern

U: Unsatisfactory

U/S: Unsatisfactory/Satisfactory Remediation

I: Incomplete

W: Withdrawal

WF: Withdrawal Failing

WP: Withdrawal Passing

WM: Withdrawal Exceptional Circumstances

Grades in College of Medicine Final Year 3 **Clerkship Gradebook**

H: Honors

HS: High Satisfactory

S: Satisfactory

SWC: Satisfactory with Concern

U/S: Unsatisfactory/Satisfactory Remediation

U: Unsatisfactory

I: Incomplete

W: Withdrawal

WF: Withdrawal Failing

WP: Withdrawal Passing

WM: Withdrawal Exceptional Circumstances

Below you will find a detailed description of the grade designations included on the College of Medicine transcript. For further details of the grading within each course, clerkship or rotation, please see the respective course syllabus, the Year 3 LIC Syllabus and/or the Year 4 Syllabus.

Satisfactory

A Satisfactory grade indicates satisfactory performance in meeting learning objectives in a course, clerkship or rotation. Students who receive a “Satisfactory” (S) grade in all graded course competencies or LIC/clerkship/rotation components will receive a “Satisfactory” grade for the medical school course, clerkship or rotation.

Unsatisfactory

Students who receive an “Unsatisfactory” (U) grade in one or more competencies or LIC/clerkship/rotation components will receive an “Unsatisfactory” grade for the medical school course, clerkship or rotation and will be

referred to the MSPPSC for review of the student's overall academic progress. The MSPPSC will then make a determination by vote for the students to either remediate a specific competency to the satisfaction of the course or clerkship director (and in some cases in conjunction with the corresponding competency director) and be eligible for an "Unsatisfactory/Satisfactory Remediation" (U/S) grade (described below) or require the student to repeat the entire course or components of or the entire clerkship/rotation/LIC, repeat the year, be placed on probation, suspension, and/ or be dismissed from the College of Medicine. If the students are required to repeat the entire course/clerkship/ rotation or repeat the year, then all "Unsatisfactory" final grades will be listed on the student's permanent transcript and a notation of the failed competency, and any remediation plan or adverse action will be described in the Medical Student Performance Evaluation (MSPE/Dean's Letter). If remediation is approved the student will meet with the course, clerkship, rotation, and/or competency director to develop a formal remediation plan ("Plan for Remediating Unsatisfactory Performance"). This plan will include expectations for the work to be performed, method of student re-assessment, and time period for the remediation, and will be submitted to the Lead Basic Science Course Director, Lead Clinical Science Course Director, Associate Director of Year 3 Curriculum, or Director of Year 4 Curriculum accordingly or designee who will submit it to the Medical Student Promotions and Professional Standards Committee (MSPPSC). Upon satisfactory remediation, the course, clerkship, or rotation director will report the satisfactory achievement for the course to the ADSAA, ADSA, or the designee, and the Lead Basic Science Course Director, Lead Clinical Science Course Director, Associate Director of Year 3 Curriculum, Director or Director of Year 4 Curriculum will inform the MSPPSC and the registrar. The registrar will record the new (U/S) final grade. If the students are required to repeat the entire course/clerkship/rotation or repeat the year then the transcript will reflect both the initial grade of Unsatisfactory (U) and the final grade earned in the subsequent course, clerkship or rotation. Failure to complete the plan for remediation (i.e., work not completed or performed at an unsatisfactory level) will be reported by the ADSAA, ADSA, or the designee to the MSPPSC for action, which can include requiring the student to repeat the course/clerkship/rotation, repeat the year, be placed on probation, suspension, and/ or be dismissed from the College of Medicine.

U/S: Unsatisfactory/Satisfactory Remediation

Students who have been granted the opportunity to remediate an Unsatisfactory grade without needing to repeat the entire course/clerkship/rotation will be given an "Unsatisfactory/Satisfactory Remediation" (U/S) grade if they successfully complete the remediation plan. All "Unsatisfactory/Satisfactory Remediation" final grades will be listed on the student's permanent transcript and a notation of the failed competency, any remediation plan, or adverse action will be described in the Medical Student Performance Evaluation (MPSE/Dean's Letter).

Satisfactory with Concern

Students who receive a "Satisfactory with Concern" (SWC) grade in one or more competencies and with at least a Satisfactory grade in all other competencies, will be given a "Satisfactory with Concern" grade in their course gradebook and will be referred to the Student Competency Review Committee (SCRC) for a formative support plan. The grade of "Satisfactory with Concern" in a single course is considered to be formative and will not be entered into the student's permanent transcript or the Medical Student Performance Evaluation (MSPE). Instead, the grade will be listed as "Satisfactory" on the student's transcript and MSPE. More than one "Satisfactory with Concern" final grade, however, is an academic deficiency and will result in a referral of the student to the MSPPSC, with possible consequences including further remediation, repeating the course or components of or the entire clerkship/rotation/LIC, repeating the year, being placed on probation, suspension, and/ or being dismissed from the College of Medicine.

Incomplete

Students may receive an Incomplete (I) grade if they are unable to complete required work in a course, clerkship or rotation. If approved by the MSPPSC, students who receive an Incomplete (I) grade in select courses (i.e., NSB or PT2) may continue to the next course in the curriculum within the same term. However, a student who has an Incomplete (I) grade in a Term 1 course may only progress to a Term 2 course if the course director, in coordination with the Associate Dean for Medical Education, determines, and the MSPPSC approves, that the incomplete coursework from Term 1 can successfully be completed within the first two weeks of Term 2, not to include weekends or requests for alternative scheduling of course requirements. Students may not be promoted to the next academic year until they have successfully completed all coursework, including incomplete coursework, of the current academic year. Due to the scheduling of the curriculum, a student who fails to complete and pass the required coursework in a timely fashion may need to take a leave of absence in order to do so.

A student in Years 3 or 4 may be assigned an Incomplete (I) grade in a clerkship because of a failure to complete the required coursework. In addition, a student in Year 3 may be assigned an Incomplete (I) grade for failing to pass the

NBME Subject Examination on the first attempt (see details in Year 3 Clerkship Syllabus) if the retake will be greater than 6 weeks of the end of the LIC. A student in Years 3 or 4 may continue in the curriculum, and/or progress to a subsequent year of study, pending approval by the MSPPSC.

For all students who are assigned an Incomplete (I) grade, a formal plan ("Plan for Completing Course Requirements"), including the outstanding course requirements, method of assessment, expected time period to complete outstanding requirements, and criteria for successful completion of outstanding requirements will be established by the course, clerkship, or curriculum director. When completed, the course, clerkship, or curriculum director will report the grade earned to the student, the College of Medicine registrar and other members of the Office of Student Affairs and Office of Medical Education teams as outlined on the Incomplete Coursework form A grade of Incomplete (I) will then be removed and replaced with the final grade earned. The transcript will reflect only the final grade earned in the course, clerkship or rotation.

Students who do not satisfactorily complete the outstanding requirements to convert an Incomplete (I) grade to an earned grade within the expected time period will receive an "Unsatisfactory" (U) grade and be referred to the MSPPSC for review, which may result in adverse actions including, but not limited to, repeating components of or the entire course/clerkship/rotation/LIC, repeating the academic year, being placed on probation or suspension, or dismissal from the College of Medicine.

Withdrawal

First and Second Year

Students will receive a withdrawal grade ("W") if they withdraw from a course prior to 60% of course completion. The course name and grade appear on the transcript, but no credit is awarded and the course is not included in any cumulative numeric grade calculations. However, students who receive a withdrawal grade may not be eligible for Year 1 and 2 Honors or AOA.

Students will receive a withdrawal failing grade ("WF") if they withdraw from a course after 60% of course completion, and they have a failing average on summative assessments at the time of withdrawal from the course. The course name and grade appear on the transcript, but no credit is awarded and the course is not included in any cumulative numeric grade calculations. However, students who receive a WF grade may not be eligible for Year 1 and 2 Honors or AOA. In addition, a WF grade will be deemed an academic deficiency.

Students will receive a withdrawal passing grade ("WP") if they withdraw from a course after 60% of course completion and they have a passing average on summative assessments at the time of withdrawal from the course. The course name and grade will appear on the transcript, but no credit is awarded and the course is not included in any cumulative numeric grade calculations. However, students who receive a WP grade may not be eligible for Year 1 and 2 Honors or AOA.

Students will receive a withdrawal with exceptional circumstance grade ("WM") if they withdraw from a course after 3 weeks and meet the criteria for an exceptional circumstance grade. The course name and grade appear on the transcript, but no credit is awarded and the course is not included in any cumulative numeric grade calculations. Please refer to the "University Regulation 4.013" for the complete policy on Withdrawals for Exceptional Circumstances.

Third and Fourth Year

Students will receive a withdrawal grade ("W") if they withdraw from a course, clerkship, or rotation after 1 week. The course, clerkship, or rotation name and grade appears on the transcript, but no credit is awarded and the course, clerkship, or rotation is not included in any cumulative numeric grade calculations. However, students who receive a withdrawal grade may not be eligible for AOA.

Students will receive a withdrawal failing grade ("WF") if they withdraw from a course, clerkship, or rotation after 60% of completion and they have a failing average on summative assessments at the time of withdrawal from the course, clerkship, or rotation. The course, clerkship, or rotation name and grade appear on the transcript, but no credit is awarded and the course, clerkship, or rotation is not included in any cumulative numeric grade calculations. However, students who receive a WF grade may not be eligible for Year 1 and 2 Honor or AOA. In addition, a WF grade will be deemed an academic deficiency.

Students will receive a withdrawal passing grade ("WP") if they withdraw from a course, clerkship, or rotation after 60% of completion and they have a passing average on summative assessments at the time of withdrawal from the course, clerkship, or rotation. The course, clerkship, or rotation name and grade will appear on the transcript, but no

credit is awarded and the course, clerkship, or rotation is not included in any cumulative numeric grade calculations. However, students who receive a WP grade may not be eligible for Year 1 and 2 Honor or AOA.

Students will receive a withdrawal with exceptional circumstance grade ("WM") if they withdraw from a course, clerkship, or rotation after 1 week and meet the criteria for an exceptional circumstance grade. The course, clerkship, or rotation name and grade appears on the transcript, but no credit is awarded and the course, clerkship, or rotation is not included in any cumulative numeric grade calculations. Please refer to the "University Regulation 4.013" for the complete policy on Withdrawals for Exceptional Circumstances.

COLLEGE OF MEDICINE ASSESSMENTS

NARRATIVE ASSESSMENT OF STUDENT PERFORMANCE

A written narrative description of medical student performance, including non-cognitive achievement, is required in any pre-clinical phase (M1/M2) course that meets the following guidelines:

1. The course has required small group sessions containing 6-9 students;
2. A facilitator/preceptor is present for at least 80% of the sessions; and
3. A written narrative assessment of performance would not negatively affect group participation and cohesion.

A written narrative description of student performance is a required component of assessment in the following pre-clinical phase (M1/M2) basic science courses: Fundamentals of Biomedical Sciences (FBS), Neuroscience and Behavior (NSB), Pathophysiology and Therapeutics (PT)1, and the first half of PT2. Additionally, written narrative descriptions of student performance are a required component of the clinical preceptor assessment and the clinical learning group (CLG) facilitator assessment in the Foundations of Medicine 2 and 3 (FOM2 and FOM3) courses. Written narrative descriptions of student performance are used by the course-specific grading committees to assign summative competency and course grades for each course. The written narrative descriptions are provided to the students and are submitted through the learning management system as part of the student's permanent file.

The following courses do not require written narrative assessments because they do not meet the guidelines listed above: the second half of PT2, the entirety of PT3 and PT4, the clinical skills sessions of FOM1, the advanced clinical skills sessions of FOM2, or the Science of Clinical Practice (SCP) components of FOM1, 2, and 3, and the Introduction to Hospital Medicine component of FOM4.

A written narrative description of student performance, including non-cognitive achievement, is a required component of preceptor assessments in the clerkship phase (M3) for all required clerkships (i.e., Community and Preventive Medicine, Medicine, Obstetrics and Gynecology, Pediatrics, Psychiatry, and Surgery). These written narrative descriptions are used by specialty-specific grading committees to assign summative Patient Care grades for that clerkship. The written narrative descriptions are provided to the students and are part of the student's permanent file. Each Clerkship Director then creates a summative grading narrative summary of these written narrative descriptions for each student, which then becomes a part of their Medical Student Performance Evaluation (MSPE). Clerkship summative grading narrative summaries are included verbatim, except for minor grammatical edits, in the MSPE.

EXAMINATIONS

The majority of written in-class exams at the College of Medicine are conducted as secure web-based objective examinations. Exams are timed and proctored and students take them in a designated classroom using secure exam administration platforms and procedures. To the degree possible, exams for concurrent courses will be scheduled so that exams do not compete with other learning activities. Students have opportunities to raise concerns about exams or ask specific questions by contacting the course or clerkship director and individual exam results will be posted in the OwlMed gradebook.

EXAM POLICY AND PROTOCOL

Students must be at the door of the testing room ready to enter at the time instructed by the Chief Proctor which is usually 15 or 30 minutes prior to the start of the exam. After entering the testing room, students will proceed directly to their workstation and wait quietly until the exam begins. All exams/quizzes that are administered on COM-issued iPads must be completed on such device unless a student has been approved in advance for an accommodation allowing an alternate device. If a student needs to leave the testing room prior to the start of the exam they must be escorted, one at a time, by a proctor.

Students must be in their assigned seats in the testing room in time for the instructions given prior to the start of the exam. Students arriving more than 10 minutes after the start of an exam will not be permitted to enter the examination room to take the exam. A student entering up to 10 minutes after the start of an exam will not receive

additional time to complete the exam. Being late for an exam is considered a violation of professional conduct and may affect the final competency grade for that course and/or clerkship.

Students taking exams must leave all personal items outside the testing room such as in their locker, including cell phones, smart watches and backpacks. Students will not be allowed to sit for an exam if they bring personal items (see list) into the testing room unless they have a documented Personal Item Exemption (described below).

Students must be escorted, one at a time, by a proctor on all personal breaks taken during exams. Accommodations for extra test time and/or for personal breaks can only be granted through FAU Student Accessibility Services (SAS).

Students who fail to show for an exam due to an emergency or to extenuating circumstances must notify the Office of Student Affairs as soon as possible to explain their situation.

Personal Items Not Allowed in the Examination Room

Electronic devices, including: cell phones, smart watches, cameras, recording devices, PDAs, calculators, and paging devices

Study materials (books, notes, papers)

Pens, pencils, highlighters and other writing instruments

Suitcases, briefcases, backpacks

Beverages or food of any type

Coats

Brimmed hats

Personal Item Exemption (PIE): Any enrolled student with a documented disability may request an accommodation, including accommodations related to personal items in the examination room, by submitting the necessary forms to the FAU Student Accessibility Services (SAS) in a timely manner prior to each semester in the MD program. Please note, approval for exam accommodations may take an additional 60 days if approval must be granted by the NBME. The forms to request an accommodation may be downloaded directly from the SAS website at http://www.fau.edu/sas/Forms.php.

Reminder: Failing to comply with examination regulations or failing to obey the instructions of an examination proctor is considered a form of academic dishonesty, a professionalism violation and a violation of the Code of Academic Integrity (FAU Regulation 4.001). https://www.fau.edu/regulations/

TIMELINESS OF GRADE REPORTING POLICY

All final course, clerkship, and rotation grades and narrative evaluations must be submitted to the Office of Medical Education and released to students in the course/clerkship gradebook within six (6) weeks of the completion of all required components of the course, clerkship or rotation. Timely distribution of grades is the responsibility of the course, clerkship, or curriculum director(s). The Assistant Dean of Preclinical Curriculum will monitor timely grade reporting for Years 1 and 2 and the Assistant Dean for Clinical Curriculum will monitor grade reporting for Years 3 and 4. Failure to distribute grades within the required timeframe will result in the respective Assistant Dean reporting any noncompliant course, clerkship, or curriculum directors to the College of Medicine Curriculum Committee (COMCC) so that quality improvement efforts will be initiated.

REQUIRED FORMATIVE ASSESSMENTS

Throughout the courses, clerkships and rotations in all four years of medical school, students are provided with regular, formative feedback on their performance. This feedback takes the form of real-time verbal narrative feedback by faculty and peers and a range of other formal written assessments, such as written formative mid-block PBL feedback, low stakes course content quizzes (e.g., each worth ≤ 5% of the student's grade) and non-graded quizzes as well as formative OSCE stations. Students also have real time access to their summative grade assessments in the OwlMed gradebook which provides a cumulative medical knowledge course grade calculation based on individual assignments. Course and clerkship directors are expected to ensure structured formative feedback on student performance early enough to allow sufficient time for an opportunity for remediation providing the student's performance concern(s) occurs in a timeframe (i.e., by the midpoint) that allows for pattern recognition, intervention, and sufficient time for potential remediation. However, any formative feedback regarding student performance concern(s) that occurs between the midpoint and end of a course, clerkship or rotation may not allow sufficient time for remediation and students will be graded based on their cumulative performance during the course, which may result in a SWC or U grade. Students are expected to review and meet all the criteria outlined for each competency in each course, clerkship or rotation syllabus. If at any point during a course, clerkship or rotation a student has any questions or concerns regarding their performance in any competency, it is their professional responsibility to address

their concerns to the course/clerkship/rotation director and/or other course/clerkship/rotation-related faculty who can provide real time feedback upon request. For short courses or clerkships (less than 4 weeks), formal feedback is not required, but some real-time feedback method of assisting students to assess their learning such as verbal narrative feedback is expected. Students are also responsible, as part of the practice-based learning and improvement competency, to actively seek feedback.

Comprehensive Knowledge Assessment: The NBME Comprehensive Basic Science Examination

(http://www.nbme.org/Schools/Subject-Exams/Subjects/comp_basicsci.html) is administered during the Year 2 ICA. It is a required exam, but the results do not impact student grades. Students are also provided up to three (3) vouchers for NBME Comprehensive Basic Science Self- Assessment examinations (https://www.nbme.org/examinees/self-assessments/comprehensive-basic-science-self-assessment) which can be administered independently. The purpose of these exams are for students to self-assess their preparation for the USMLE Step 1 exam.

In order to become fully licensed to practice medicine in the United States, individuals must pass all three (3) USMLE Step exams. The United States Medical Licensing Exams (USMLE) Policy describes the required components of the USMLE during medical school and the implications for the residency match and graduation.

All students must take and pass the USMLE Step 1 before being promoted to Year 3. Students must take and pass the USMLE Step 2 CK (Clinical Knowledge) exam prior to graduation. Students are expected to take and pass each examination by the deadlines for that examination set forth in the policy below.

UNITED STATES MEDICAL LICENSING EXAMS (USMLE) POLICY

Students must be enrolled in the College of Medicine and have completed the prerequisite coursework or clerkships/LICs to take the USMLE Step 1 and Step 2 CK examinations. Students are required to complete applications for the USMLE examinations and register in sufficient time to request test dates to meet the required deadlines. **Students with circumstances that prevent them from taking or retaking the USMLE Step 1 or Step 2 CK according to the dates in this policy must, as soon as possible, petition in writing to the Associate Dean for Student Affairs and Admissions (or designee), who will coordinate with the Director of Student Success Services to make a determination. Students are advised and highly encouraged to discuss possible impacts on financial aid and eligibility with the Director of Medical Student Financial Aid (or designee).**

Students who request accommodations for a USMLE from the NBME must adhere to the same deadlines. ***It is the student's sole responsibility to obtain any necessary accommodations in a timely fashion and to meet the deadlines for each examination set forth in the policy below.***

A student can take each of the USMLE Step 1 and Step 2 a maximum of four times, with the following specific timing rules set by the NBME: no more than three attempts within a 12-month period, a minimum of 60 days between the first three attempts, and a fourth attempt must be at least 12 months after the first attempt at the examination and at least six (6) months after the most recent attempt at the examination. If a student has attempted a Step exam four or more times, including incomplete attempts, and has not passed, they are ineligible to apply for any Step exam in the USMLE sequence. (https://www.usmle.org/bulletin-information/eligibility)

A student who fails either Step 1 or Step 2 on any attempt must appear before the MSPPSC for review of their academic performance and may be subject to academic sanctions up to and including dismissal from the College of Medicine. A student who fails either examination after four attempts will be dismissed from the College of Medicine.

USMLE-Step 1 Examination

Scheduling of Step 1

Students are required to take Step 1 of the USMLE at least 10 days prior to the start of the Synthesis and Transition course at the beginning of Year 3.

Students who delay taking Step 1 until after this time period may not begin the Year 3 clerkships until May of the following year. Such students will be required to take a leave of absence (LOA) for one year and complete the Step 1 exam by July 15th of their LOA. If additional attempts to take the Step 1 exam become necessary, such students must comply with the "Failure and Retaking of Step 1" policy described below.

Failure and Retaking of Step 1

Students who fail USMLE Step 1 on their initial attempt will be removed from the Year 3 curriculum and will be required to take a leave of absence (LOA) for one year to prepare for and retake Step 1. Students must retake Step 1 by September 30th of their LOA. Students who fail their second attempt must complete their third attempt to pass Step 1 by December 31st of their LOA. Students who fail their third attempt may be required to take a second LOA for one year to prepare for and retake Step 1 in accordance with the timing rules set by the NBME; such students must take

their fourth attempt at least 10 days prior to the start of the Synthesis and Transition course at the beginning of Year 3. Students who fail Step 1 and receive notification of such failure while on a LOA for another reason, such as but not limited to a research year, fellowship, or pursuit of an additional degree, are required to adhere to the same deadlines for their subsequent attempt(s), as stated in the preceding sentences, within the same calendar year as their first attempt, and in accordance with the timing rules set by the NBME. Students who pass the USMLE Step 1 on their second or third attempt may start the Year 3 curriculum when it begins again the following May.

USMLE- Step 2 Examination

Students must take and pass Step 2 Clinical Knowledge (CK) prior to graduation. An initial attempt to pass Step 2 must be completed by September 1st of the year preceding graduation. Students who do not obtain a passing score on USMLE Step 2 by the NRMP Rank Order List Certification deadline may be withdrawn from the residency match by the Office for Student Affairs. At the discretion of the Associate Dean for Student Affairs, such students will be allowed to walk with their class if it is anticipated that they will have met all graduation requirements within a reasonable time after commencement. Additional retakes of Step 2 must be in accordance with the timing rules set by the NBME but a passing score must be documented no later than April 15th of the same academic year if the student expects to graduate on time. Failure to document a passing score for the Step 2 exam by this deadline will result in a delay in graduation.

COLLEGE OF MEDICINE REPEATED COURSES/CLERKSHIPS/ROTATIONS POLICY

When a medical student repeats a Year 1 or Year 2 course and/or a Year 3 or Year 4 course/clerkship/rotation/LIC at the College of Medicine, his/her transcript will reflect both the initial grade received as well as the subsequent grade received in the repeated course/clerkship/ rotation/LIC. In addition, when a medical student repeats a Year 1 and/or Year 2 course, which includes receiving a WF/WP grade, only the first numeric score associated with the medical knowledge component for the repeated course will be used to determine eligibility for honors, awards, AOA, and will be used to determine the student's MSPE final designation. When a medical student fails or is required to repeat a Year 3 clerkship, he or she may be ineligible for honors, awards, AOA, and no points will be awarded for the repeated clerkship in determining the student's MSPE final designation.

EVALUATION COMPLETION POLICY

All students of the Florida Atlantic University Charles E. Schmidt College of Medicine play a vital and essential role in contributing to the continuous quality improvement (CQI) of the medical education program and all aspects of the College of Medicine. The responsibility to provide feedback is critical to the medical profession and reflects the mutual obligation that teachers and learners have to provide constructive commentary to each other as they seek to improve and enhance their performance. Consequently, all students are expected to actively participate in the College's comprehensive evaluation program. The Office of Program Evaluation and Accreditation (OPEA) collects and compiles all evaluation data and then provides anonymized reports and analysis to the appropriate curriculum committees. These committees, in conjunction with the Office of Medical Education (OME), utilize the data to formulate and implement curriculum improvement and faculty development strategies. In order to attain valuable participation of every student in the evaluation process, the Office of Medical Education has established the following guidelines.

All program and teaching evaluations are mandatory; students are required to complete 100% of these curriculum evaluations as part of their professional responsibilities at the College of Medicine. Failure to do so will result in a professionalism violation (i.e., PIR) or other disciplinary action by the College of Medicine. The evaluations include, but are not limited to, the following:

1. Final Course, Clerkship and Rotation evaluations
2. Small Group Peer Assessment and Self-assessment
3. Evaluations of Assigned Small Group Facilitators and Preceptors
4. Faculty Lecture Evaluations

Evaluations that students must complete will be assigned at appropriate times throughout the curriculum, with a clearly designated timeframe for required completion. Whenever possible class time will be allotted for completion of evaluations. Faculty and staff of the College of Medicine commit to assigning as few evaluations as possible to achieve the goal of ongoing curricular improvements and faculty development/evaluation. Should a student receive an evaluation for a non-mandatory session that they did not attend, students will still be required to complete a few

questions on why they chose not to attend and what alternative resources they used to master the material covered in the session.

Confidentiality of all Student Responses

Confidentiality of student responses on all evaluations is assured. However, should a comment on an evaluation be considered an overt or covert expression of potential self-harm, harm to others or property, or otherwise cause concern for the well-being of the student or community, the faculty member and/or course director may notify the COM Office of Student Affairs (OSA) dean(s). The COM OSA dean(s) may request that the Assistant Director of Educational Technology (Year 1/Year 2 OwlMed evaluations) or 3rd party evaluation vendor (Year 3/Year 4 home rotation evaluations) or Year 3 & Year 4 Program Evaluation Coordinator (Year 4 away rotation evaluations in Qualtrics) identify the student to the deans of Student Affairs. In all other situations, responses to evaluations are always compiled and anonymized prior to being reported. Should a one-on-one relationship with a faculty member, such as a clinical preceptor, preclude anonymity then evaluation data will not be shared until the evaluation process is complete. Should a student have any concerns or questions about the anonymity of an evaluation, he/she may speak to the course or clerkship director and/or the Assistant Dean for Medical Education Program Evaluation and Accreditation.

Quality of Student Responses

Students are expected to complete all evaluations in a professional manner. Comments submitted in evaluations are shared verbatim with faculty, so the expectation is that they will be high quality, meaningful, constructive, and free of personal slurs.

Failure to Complete Assigned Evaluations

Student completion rates and timeliness of completion on all evaluations will be tracked by the Office of Program Evaluation and Accreditation (OPEA). Students must complete an evaluation by the due date, which is 7 days from assignment. An evaluation will be considered overdue if submitted after 7 days but before 14 days from assignment. After 14 days, a student will no longer be eligible to submit the assigned evaluation and the evaluation will be considered as failed to submit. If the student fails to submit an evaluation, OPEA will file a Professionalism Incident Report (PIR). A student's first PIR (regardless of whether or not the incident is related to evaluation completion) will be referred to the Student Competency Review Committee (SCRC) for review and possible formative support. All subsequent PIRs are referred to MSPPSC for review and possible disciplinary actions.

To help students stay in compliance with this policy, OPEA has established the following schedule for all evaluations:

Day 1: Evaluation Released

Day 3: First Evaluation Reminder (automated through OwlMed)

Day 6: Second Evaluation Reminder (automated through OwlMed)

Day 7: Evaluation Due

Day 10: Third Evaluation Reminder (automated through OwlMed)

Day 14: Last Day Evaluation May Be Submitted

Day 15: Evaluation no longer available; Failed to Submit

In addition to evaluations, the College of Medicine will initiate specific surveys (e.g., Annual Research Activity Survey, Learning Resources Survey, Learning Environment Survey, etc.) to help meet operational and accreditation needs throughout the year. In these instances, students must adhere to the schedule outlined in the notification email. If a student does not complete the survey within the specified schedule, OPEA will file a Professionalism Incident Report (PIR).

ACADEMIC HONORS IN YEAR 1 & 2 AND AOA

Academic Honors in Year 1 & 2

Students who demonstrate consistently outstanding academic performance throughout the first two years of medical school may be eligible for an Honors commendation that will be included in their permanent records and their Medical Student Performance Evaluations (MSPE) for residency applications.

The final Knowledge for Practice (Medical Knowledge) scores in each M1/M2 course will be used to determine student eligibility for Academic Honors in Year 1 and 2. The final numerical Knowledge for Practice (Medical

Knowledge) score earned in each course will be weighted based on course credits (which reflect contact time in the course). Although final Knowledge or Practice (Medical Knowledge) scores are rounded in determining final course competency and overall grade designations, these scores will be exact values to two (2) decimal places when used for determining Academic Honors.

Students will be eligible for consideration for "Academic Honors for Year 1 and 2" if they meet the following criterion:

- Total weighted numerical medical knowledge scores earned in all courses in the first two years are within the top 25% of the class.

Students will be notified of their selection for Academic Honors in Year 1 and 2 by the Associate Dean for Medical Education (or designee). The student will receive a letter of notification which will become part of the student's permanent file, and this commendation and criteria will be included in the student's MSPE.

Alpha Omega Alpha (ΑΩΑ)

Alpha Omega Alpha (ΑΩΑ) is the honor society for medical students. FAU students are elected into ΑΩΑ by a committee of FAU faculty members who are members of ΑΩΑ. A nomination and election process is followed by the College of Medicine based on the ΑΩΑ Constitution. Selection committee members review de-identified materials on all eligible students whose academic performance is considered to be in the top 30% at the end of Year 3. This academic performance eligibility is determined based on Medical Knowledge scores earned in Year 1/Year 2 courses and final clerkship grades in Year 3.

Academic performance alone does not determine eligibility. Aligned with the College of Medicine's desired attributes of its graduates, characteristics of excellent physicianship such as integrity, honesty, accountability, respect, compassion, collaboration, scholarship, leadership, altruism, professionalism and servant leadership are considered. Students who have had one or more academic deficiencies or professionalism violation(s) or concern(s) referred to and documented by the MSPPSC may not be eligible for ΑΩΑ.

From the group of eligible students, the ΑΩΑ selection committee elects up to 20% of the projected number of students from that cohort. Those students selected are chosen not only for their high academic standing, but also for demonstrated leadership among their peers, professionalism, a firm sense of ethics, promise of future success in medicine, and a commitment to service. The ΑΩΑ selection committee reviews each student's curriculum vitae as well as a personal statement submitted by the student describing an example of research, scholarship, service to the school and community at large, proficiency in the doctor-patient relationship, leadership, altruism, or servant leadership that they want to share with the committee.

Students will be notified of their selection by the ΑΩΑ Councilor (or designee); The ΑΩΑ designation will be included in the student's MSPE. All questions about ΑΩΑ should be directed to the chapter faculty councilor, Dr. Lisa Martinez at lmartinez@health.fau.edu.

POLICY ON RESIDENT ORIENTATION TO THE MD PROGRAM

All residents and fellows who teach, supervise, or assess medical students in required clerkships and rotations in the third- and fourth-year are expected to participate in orientation to the MD program, including objectives and assessment methods. The residency program administration is expected to provide documentation of their participation to the Office of Medical Education.

MEDICAL STUDENT PERFORMANCE EVALUATIONS (MSPE) POLICY AND PROCEDURE

The Medical Student Performance Evaluation (MSPE), formerly known as the "Dean's Letter", is prepared for all fourth-year medical students and approved by Associate Dean for Medical Education (ADME) and/or designee in coordination with the College of Medicine Office of Student Affairs. The MSPE is written and compiled in a transparent and collaborative process between the student and the ADME. All information contained in the MSPE comes either directly from the student or from his/her official record at the College of Medicine. If for any reason, a student believes that the ADME cannot prepare the MSPE in an unbiased manner, he or she may request in writing to the Associate Dean for Student Affairs and Admissions (ADSAA) or the Assistant Dean for Student Affairs (ADSA) or designee, that the MSPE not be completed by the ADME. The ADSAA, ADSA or the designee will then designate an appropriate author at the decanal level (outside the Office of Student Affairs) to complete the MSPE.

MSPE Content

The MSPE is not a recommendation letter but a comprehensive summary of the student's academic record and performance through the first three years of medical school. The MSPE is uploaded into the appropriate residency electronic application service by the deadline dictated by the National Residency Match Program (NRMP), or specialty-specific or military platforms. The MSPE is part of the residency application process and is released through the residency electronic application service or specialty-specific or military platforms to all residency programs to which the student applies. The MSPE is intended to provide residency program directors with a summary assessment of a student's salient medical school experiences, attributes, and academic performance in comparison to other students within the student's medical school cohort. The MSPE is specialty-neutral and has largely been standardized across most medical schools, based on the recommendations of the Association of American Medical Colleges (AAMC), to include six sections:

- Identifying Information
- Noteworthy Characteristics - Maximum of three written by the student and can be done in consultation with the ADME, the ADSAA, ADSA and/or the designee.
- Academic History - This section includes information from the student's official record.
    - Date of initial matriculation
    - Date of expected graduation
    - Explanation of any extensions, leave(s) of absence, gap(s), or break(s) in the student's education (if applicable)
    - Information about prior, current, or expected enrollment in, and expected graduation from dual, joint, or combined degree programs (if applicable)
    - Explanation of any requirement to repeat or remediate any coursework (if applicable)
    - Explanation of any adverse action(s) by the medical school or parent institution (if applicable)
- Academic Progress - This section includes a statement regarding the student's attainment of professional standards, as defined by the Schmidt College of Medicine, and information from the student's summative evaluations.
    - Professional Performance:

      Professionalism-related concerns and violations that are referred to the Medical Student Promotion and Professional Standards Committee (MSPPSC) may be included in this section of the MSPE. The MSPPSC may make recommendations to the ADME as to whether or not any professionalism-related concerns and/or violations reviewed by the MSPPSC should be included in a student's MSPE. Such recommendations, which shall be made in the sole discretion of the MSPPSC, will be based on criteria that may include, but are not limited to, the following.

        - Severity of the professionalism-related concern(s) and/or violation(s)
        - Prior, recurrent or repeated unprofessional behavior
        - Failure to remediate professionalism-related concerns and deficiencies

      Any inclusion of such professionalism-related concerns or violations in the MSPE is ultimately at the discretion of the Associate Dean for Medical Education.

      Professionalism-related commendations may also be included in this section of the MSPE per the policies of the Physicianship and Professionalism Advocacy Program (PPAP) under "exceptional professional behavior."
    - Preclinical/Basic Science and Clinical Curriculum
    - Core Clinical Clerkships
        - Overall grade (with comparative graph of grade distribution for student's cohort)
        - Medical knowledge (knowledge for practice) grade
        - Patient care grade
        - Narrative evaluation of student's performance

- Summary - A brief concluding paragraph that sums up the student's overall performance, based upon the school's evaluation system, and compares the student's performance in medical school relative to his/her medical school cohort. Please see the "MSPE Grouping as a Candidate for Post Graduate Training" online.
- Medical school information – A description and history of the medical school.

MSPE Process

At the end of Year 3, the College of Medicine Office of Student Affairs presents information to students regarding the components of the MSPE and requests that students submit their Noteworthy Characteristics by the middle of May. This information is incorporated into the ADME's initial draft of the MSPE. In the summer of 4th year, the students meet in person (or through electronic communication if, for example, on away rotations during those months) with either their Career Coach, the ADSAA, ADSA or the designee for advisement and to review the initial draft of the MSPE. Students have the opportunity to review the MSPE for factual accuracy and/or discrepancies from their academic record at two points in the MSPE process (after the first and final drafts).

MSPE Student Review Process

All students are required to review their MSPE for factual accuracy and/or discrepancies from their academic record. All students are required to submit any comments, questions, concerns or suggested edits in writing to the ADME. All proposed edits by the student to the content of the MSPE are reviewed by the ADME, who may consult in his/her discretion with the ADSAA, ADSA and/or the designee or relevant course director, but the ADME renders the final decision on any unresolved requests and the content of the final MSPE. The outcome of any unresolved request review is communicated to the student by the ADME.

MSPE Acceptance Process

(A) Students must complete the Authorization for Release of Medical Student Performance Evaluation (MSPE) form and submit it to the Office of Medical Education (OME), along with a pdf of the final draft of their MSPE, as directed and no later than 15 days prior to MSPE release date set by the residency electronic application service.

(B) The MSPE and Authorization for Release of MSPE form become part of the student's permanent academic record. Any changes or additions requested by the student and approved by the ADME after the MSPE release date in ERAS are made by OME only as addenda to the original MSPE and not to the original MSPE itself. Addenda will only be added if a student is (re)applying to residency in a follow-up match cycle and will only include information that is new since the original submission. No addenda or changes to the MSPE are permitted for purposes of the Supplemental Offer and Acceptance Program (SOAP).

STUDENT ADVANCEMENT PROCEDURES AND DUE PROCESS

REQUIREMENTS FOR MATRICULATION AND RETENTION

Prior to matriculating as medical students in the FAU College of Medicine, all admitted applicants must meet the contingencies listed in the Conditions of Acceptance document (See Appendix B) that they receive with their written offer of admission. In addition, students will be required to complete pre-matriculation preparatory material prior to beginning medical school. Details of matriculation policies and all forms that must be filled out and returned are posted at http://faunursingcompliance.com/. For more information, see the M1 Onboarding Canvas Course. **Students must meet the academic, professional, and technical standards as described in the Student Handbook and comply with all University and College of Medicine polices throughout their tenure as a student at the College of Medicine for retention and promotion.**

Matriculation and Retention Requirements

Students must meet certain requirements to matriculate and to re-enroll annually. The requirements are summarized in the table below:

REQUIREMENT	Pre-matriculation	YEAR 1	YEAR 2	YEAR 3	YEAR 4
Medical History and Physical Examination	X		X	X	X
Technical Standards Attestation	X		X	X	X

VECHS Applicant Waiver Agreement and Statement	X		X	X	X
Authorization Form regarding Criminal Background Checks, Drug Testing and Educational Records	X		X	X	X
Disclosure of Misdemeanor and/or Felony Arrests and/or Convictions	X		X	X	X
Immunizations	X		X	X	X
Flu Vaccine		X	X	X	X
Tuberculosis Screening	X		X	X	X
Positive Hepatitis B Quantitative Titer	X				
Health Insurance	X		X	X	X
Disability Insurance	X		X	X	X
Health & Safety Agreement	X		X	X	X
Level 2 Criminal Background Check*	X		X	X	X
Fingerprinting	X		X	X	X
10 - Panel Drug Test*	X		X	X	X
N-95 Respirator Mask Fit Test				X	X
BLS Certification		X		X	
ACLS Certification				X	
Sexual Assault Prevention Training		X	X	X	X
Risk Management and Patient Safety Training				X	X
Training for OSHA	X		X	X	X
Training for HIPAA		X	X	X	X
Emergency Contact Form	X	X	X	X	X

*Additional testing and/or documentation may be required by the Schmidt College of Medicine or its clinical affiliates. These requirements may change without advance notice.

Once an applicant accepts an offer to enroll and matriculate at the Schmidt College of Medicine, he or she must comply with all pre-matriculation requirements included in their welcome notification. Each accepted student receives a welcome notification from the FAU Schmidt College of Medicine Office of Student Affairs with a link to Orientation information on the M1 Orientation Onboarding Canvas Course; this information lists all pre-matriculation requirements and forms. Students are notified of annual reenrollment requirements prior to promotion to each subsequent year of study.

The Schmidt College of Medicine utilizes Complio by American Databank, an online screening service, to facilitate submission and verification of student requirements. Students access Complio at http://faunursingcompliance.com/. Students will create a personal account, retain the same tracker throughout their tenure at the College of Medicine, download required health forms and confidentially submit scanned documents annually to comply with matriculation health requirements. Students should not delete older documents when uploading new ones. All of a student's documents, from pre-matriculation through graduation, must be viewable in Complio at all times. After processing, Complio and the Assistant Director for Medical Student Affairs and Compliance notify the student of his or her compliance with pre-matriculation requirements.

Failure to complete and submit the pre-matriculation requirements by the listed due dates may result in the following:

- A hold will be placed the students' registration, and their offer of admission may be rescinded.
- Inability to attend orientation, classes or clinical activities.
- Financial aid disbursements will be delayed and COM scholarships may be revoked.

- Students who complete the compliance requirements past the listed deadlines will not be allowed to participate in the White Coat Ceremony.

Failure to complete and submit Year 1 and Year 2 requirements by the listed due dates may result in the following:

- Cancelling of registration and any financial aid disbursement for tuition and living expenses
- Financial aid disbursements will be delayed and COM scholarships may be revoked.
- Assessment of late fees for re-registration and late payment of tuition (financial aid disbursement would be delayed)
- Inability to attend orientation, classes or clinical activities until re-registered and tuition is paid
- A professionalism violation will be filed by the Associate Dean for Medical Education Program Evaluation and Accreditation and the student may be required to appear before the Student Competency Review Committee (SCRC) and may be referred to the Medical Student Promotions and Professionalism Standards Committee (MSPPSC)
- MSPPSC sanctions may include a notation of a professionalism violation on the student's Medical Students Promotion Evaluation (MSPE) which is provided to residency directors as part of the student's ERAS application for residency

Failure to complete and submit Year 3 and Year 4 requirements by the listed due dates may result in the following:

- Cancelling of registration and any financial aid disbursement for tuition and living expenses
- Financial aid disbursements will be delayed and COM scholarships may be revoked.
- Loss of lottery placement, assessment of late fees for re-registration and late payment of tuition (financial aid disbursement would be delayed)
- Inability to attend orientation, classes or clinical activities until re-registered and tuition is paid
- A professionalism violation will be filed by the Associate Dean for Medical Education Program Evaluation and Accreditation and the student may be required to appear before the Student Competency Review Committee (SCRC) and may be referred to the Medical Student Promotions and Professionalism Standards Committee (MSPPSC)
- MSPPSC sanctions may include a notation of a professionalism violation on the student's Medical Students Promotion Evaluation (MSPE) which is provided to residency directors as part of the student's ERAS application for residency

Medical History and Physical Examination

The Schmidt College of Medicine requires all medical students to visit a U.S. licensed physician or other appropriate U.S. licensed health care provider of their choice and undergo a medical history and physical examination prior to matriculation and Years 2, 3, and 4. In addition, students must receive all required immunizations, antibody titers, and screenings in the U.S. and as described in the Compliance Requirements found in Complio. Complio will only accept **FAU forms**, so students must print and take all necessary forms to be completed by their healthcare provider with them to their appointment. Forms must be signed, must indicate the signer's credentials, and must be completed in their entirety (no blank pages or blank sections).

Immunization and Screening Policy

The Schmidt College of Medicine is committed to protecting the health and well-being of all students, faculty, staff, patients, and the public. Pre-matriculation health evaluations are required for all students enrolled at the Schmidt College of Medicine; this allows the College to detect and prevent communicable diseases that may be a threat to others. All medical students are required to provide documentation of immunity, either by receiving the appropriate vaccinations or by providing evidence of positive blood antibody titers.

A completed Immunization Documentation Form must be submitted prior to enrollment. A physical examination and any required screening tests or necessary diagnostic evaluations must be performed by a U.S. licensed physician or other appropriate U.S. licensed health care provider within three months prior to starting classes. Medical students must maintain compliance with immunization requirements throughout the educational program. The Schmidt College of Medicine follows immunization guidelines issued by the Centers for Disease Control and Prevention (CDC) and regulations issued by the State University System of Florida Board of Governors that apply to all undergraduate, graduate, and professional students attending public universities in the state of Florida. Pre-matriculation immunization requirements will be provided to incoming students on the Orientation website. Current students are notified of annual immunization requirements prior to promotion to each subsequent period of study.

Monitoring Immunization Compliance

Medical students are required to maintain compliance with the Schmidt College of Medicine (COM) immunization requirements throughout their enrollment at the COM. Compliance management tools provided by Complio ensure confidentiality of student immunization records while allowing the COM Assistant Director for Medical Student Affairs and Compliance (ADMSAC) to monitor student compliance with immunization requirements. Each student scans and uploads his or her immunization forms directly to a personal, confidential Complio account. Complio provides the initial screening and notifies the COM ADMSAC with any concerns and, ultimately, indicates student compliance or itemizes any deficiencies prior to Orientation or the next academic year. Students should continue to check Complio to confirm that the item has been completed. Exceptions may be granted in the event of valid medical contraindications, for religious reasons, or if a student is in the process of receiving the complete vaccine series (e.g., hepatitis B, varicella).

Health Insurance

The Schmidt College of Medicine students are required to maintain current and adequate medical insurance to cover the cost of emergencies and common medical problems that might occur during their educational training period and are outside of the scope of services provided on campus (e.g., specialty care, diagnostic testing, and hospitalization).

Health insurance for medical students is available through the group student health insurance plan available at FAU and meets the minimum standards required by the Schmidt College of Medicine. The cost of medical insurance is borne by the student; fees vary according to the plan selected. Information pertaining to the insurance plan available at FAU may be obtained by contacting the Office of Student Affairs.

Alternatively, students may satisfy the medical insurance requirement with documentation of a valid medical insurance plan already in effect that meets the basic minimum standards described below. As part of the pre-matriculation and reenrollment process, all students must sign the Health Insurance Verification Form. The Health Insurance Verification Form will be provided along with pre-matriculation requirements and annual requirements.

Medical Student Health Insurance: Basic Minimum Benefits

To meet the Schmidt College of Medicine requirements, a medical student health insurance policy must provide continuous coverage for the entire period the insured is enrolled as a medical student and must be renewable. Medical students are responsible to budget for the cost of renewal in order to meet the compliance deadline. The policy must provide in-network and out-of-network coverage for physician, hospital, diagnostic, and therapeutic coverage in local facilities for both emergency and non-emergency outpatient and inpatient services in the South Florida area (Miami-Dade, Broward, Palm Beach, and/or Monroe counties). The policy must not unreasonably exclude coverage for perils inherent in the student's program of study, such as coverage for needlestick injuries and charges related to the post exposure diagnosis and treatment of bloodborne pathogens.

The policy must provide coverage for outpatient and inpatient mental health care, prescription drugs, and ambulance services. Students traveling to foreign countries as part of an FAU program must have evacuation and repatriation coverage.

Disability Insurance

Medical students are required to enroll in a disability insurance plan selected by The Schmidt College of Medicine to cover chronic disability that occurs as a result of injuries received during their educational training period. Students are responsible for payment and are informed about this requirement and annual fee prior to Orientation. Disability insurance must be renewed annually for the entire period the insured is enrolled as a medical student.

Criminal Background Checks

All applicants to the Schmidt College of Medicine undergo a Level 1 criminal background check administered by the American Medical College Application Service (AMCAS). Upon acceptance to the Schmidt College of Medicine, and again prior to Years 2, 3 and 4, students are required to complete a Level 2 criminal background check with fingerprinting. Criminal background checks are ordered online through Complio. Students pay a fee for this service. Additional background checks may be required by the Schmidt College of Medicine or its clinical affiliates. Findings in a criminal background check may affect a student's admission, matriculation, promotion, retention, and ability to participate in clinical experiences, complete the medical degree program, or obtain a medical license.

The Schmidt College of Medicine reserves the right to rescind an offer of admission to a pre-matriculant who fails to complete a background check, who misreports a history of criminal activity, who is arrested after admission and prior to matriculation, or whose Level 1 or Level 2 criminal background checks identify a disqualifying offense. An enrolled student who fails to complete a required criminal background check is subject to dismissal from the Schmidt College of Medicine. Results of criminal background checks are reviewed by the Office of Student Affairs. Potential violations of Professionalism Standards arising out of criminal background checks at any time may be referred to the MSPPSC in accordance with the provisions of this Student Handbook. (Please also see Pre-matriculation and Post-enrollment Disclosure of Misdemeanor and/or Felony Arrests and/or Convictions for Medical Students Policy)

Criminal background check results may prevent a student from being able to participate in educational experiences, including clinical rotations. The Schmidt College of Medicine will report the results of a criminal background check to clinical affiliates, state licensing agencies, and other entities to comply with federal, state, or university policies. The Schmidt College of Medicine reserves the right to place a student on a leave of absence or withdraw, suspend or dismiss a student from the MD degree program based on the results of a criminal background check.

Drug Testing

Upon acceptance to the Schmidt College of Medicine, and again prior to Years 2, 3 and 4, students must undergo 10-panel drug testing. These tests are ordered online through Complio. Students must pay a fee for this service. Students who take any prescription medication(s) that may result in a positive drug test should schedule their test even earlier as the process to clear positive results through a medical review officer will take extra time. Additional testing, including random or directed drug testing, may be required by the Schmidt College of Medicine or its clinical affiliates at any time at their discretion.

The Schmidt College of Medicine reserves the right to rescind an offer of admission to a pre-matriculant who fails to complete a required drug test or who has a positive finding. Drug test results may affect a student's admission, matriculation, promotion, retention, or eligibility to participate in clinical experiences, to complete the medical degree program, or to obtain a medical license.

An enrolled student who fails to undergo a required 10-panel drug test is subject to dismissal from the Schmidt College of Medicine. Findings on any drug test are reviewed by the Office of Student Affairs and discussed with the student. A student with a positive drug test may be referred to the MSPPSC, the FAU Counseling and Psychological Services Center, Professionals Resource Network, or other health care agencies or organizations as deemed appropriate when they are in violation of the Schmidt College of Medicine Professionalism Standards. Positive drug test results are reported to the Office of Student Affairs and the MSPPSC for further investigation; disciplinary action may occur if a student is in violation of any of the Schmidt College of Medicine Professionalism Standards. Findings may prevent a student from participating in educational experiences, including clinical rotations, and may result in a student losing eligibility to complete the medical degree program.

The Schmidt College of Medicine will report the results of drug testing to clinical affiliates, state licensing agencies, and other entities to comply with federal, state, or university policies. Students whose drug tests reveal the use of marijuana or other regulated substances, including prescribed medications, will be subject to the policies and restrictions of FAU and its clinical affiliates.

Important Note: Although Cannabidiol (CBD) does not show up on drug tests, CBD products can contain trace amounts of tetrahydrocannabinol (THC) which could result in a positive drug test, thereby subjecting the student to the consequence of a positive drug test as described above.

N-95 Respirator Mask Fit Test

During Years 3, and 4, medical students are required to undergo N-95 respirator mask fit testing. Testing sessions are scheduled by the Office of Medical Education. Students who fail mask fit testing may be precluded from participating in certain clinical experiences unless they sign a waiver.

ACADEMIC & PROFESSIONAL STANDARDS

The Florida Atlantic University College of Medicine has an obligation to evaluate students pursuing the M.D. degree as thoroughly as possible for their cognitive and non-cognitive abilities, their academic and professional knowledge and skills, their integrity, and their suitability for the practice of medicine.

This Policy on Academic, Professional and Behavioral Requirements and Standards is limited to students pursuing the M.D. degree at Florida Atlantic University. Where applicable, Florida Atlantic University Regulations 4.001 (*Code of Academic Integrity*), 4.002 (*Student Academic Grievance Procedures for Grade Reviews*) and 4.007 (*Student Code of Conduct*) are incorporated by reference and shall apply to students in the College of Medicine. https://www.fau.edu/regulations/ Definitions and examples of conduct and behavior relating to and/or affecting the professional practice of medicine may be found in some or all of the following documents: this policy, the College of Medicine website, University and College of Medicine regulations and policies, admission materials, the Student Handbook, course syllabi, course materials, and lectures. This policy addresses conduct and performance that is academic or professional in nature, as well as conduct that is subject to University Regulation 4.007.

All references in this policy to the Dean of the College of Medicine and Associate Dean for Student Affairs and Admissions (referred to throughout as the "ADSAA") shall refer to those individuals within the College of Medicine and shall be deemed to include their designees.

OATH OF ACADEMIC AND PROFESSIONAL CONDUCT FOR STUDENTS IN THE COLLEGE OF MEDICINE

The practice of the art and science of medicine must be based on reverence for life, compassion and respect for the patient, competence, and integrity. Hence, the College of Medicine expects its students to exhibit compassion; to be considerate and respectful towards patients, their families, instructors, staff, and each other; to grow in knowledge and clinical skill; and to act honourably at all times.

Each matriculating class of students in the Florida Atlantic University College of Medicine shall recite their Class Oath at the White Coat Ceremony during Orientation, before they begin their first courses of study for the M.D. degree. This Oath will be written by the students themselves, based on small group exercises and discussions of appropriate academic and professional conduct for students of medicine. The exercise and discussions will be facilitated by College of Medicine faculty. The Oath will serve as a guide for student behaviour throughout their studies in the College of Medicine. By writing and reciting their own Oath, students will pledge to adhere to the tenets of their Oath throughout medical school, in all settings that reflect upon the integrity and suitability of the student to practice medicine. Successful progression through the curriculum and graduation with the M.D. degree is contingent upon the student's adherence to the Oath of their class and to the AMA Principles of Conduct for medical students.

ACADEMIC AND PROFESSIONAL STANDARDS REQUIRED FOR THE DOCTORATE OF MEDICINE DEGREE

This Section describes the academic and professional conduct and performance standards expected of medical students in lectures, examinations, laboratories, clinical rotations, and all other academic settings. The academic and professional conduct and performance of medical students will be subject to review by the MSPPSC as described in Section II above. Behavioral misconduct of medical students that is subject to University Regulation 4.007 (Student Code of Conduct) is addressed in Section IV below.

REQUIREMENTS FOR ACADEMIC PROFESSIONAL CONDUCT (CURRICULAR AND EXTRA-CURRICULAR)

The Florida Atlantic University College of Medicine requires of all enrolled students that they meet all academic requirements as delineated in the "Academic Evaluation and the College of Medicine's Competency-Based Grading

System" section of the Student Handbook, requirements of mandatory extra-curricular activities, and work to achieve an integrative mastery of the discipline of medicine, maintain the motivation to gain such mastery, and develop the academic and clinical skills required for the M.D. degree; More specifically, but not limited to, all students must adhere to the following expectations with regard to professionalism:

- **Attendance**:

  Being personally responsible for attending all mandatory curricular and extra-curricular activities. Any pattern of unexcused absences will result in a Satisfactory with Concern or Unsatisfactory grade in a course or clerkship or PIR.

- **Timeliness**:

  Arriving to curricular and mandatory extra-curricular activities on time or before the activity starts. Any pattern of tardiness will result in a Satisfactory with Concern or Unsatisfactory grade in a course or clerkship or PIR.

- **Attentiveness**:

  Being present and engaged during curricular and mandatory extra-curricular activities which includes having cameras on for virtual sessions. Minimizing disruptions and distractions during all curricular and extra-curricular activities e.g. using iPads and laptop computers only for course work during all educational sessions, behavior such as side conversations that have a negative effect on large and small group dynamics, etc. Any pattern of inattention or disruption will result in a Satisfactory with Concern or Unsatisfactory in a course or clerkship or PIR.

- **Confidentiality, Privacy and Ethical Behavior:**

  Demonstrating a commitment to ethical principles such as maintaining confidentiality on exams and other assessments, and demonstrating respect for patient privacy and autonomy in clinical settings. (See also Social Media Policy for additional standards of behavior.) Any breach of confidentiality, privacy or unethical behavior in a course or clerkship will result in a Satisfactory with Concern or Unsatisfactory grade in a course or clerkship and/or PIR and referral to the MSPPSC.

- **Meeting Deadlines**:

  Completing all curricular and mandatory extra-curricular assignments and compliance requirements in a timely manner. Any late or missing assignments or requirements may result in a Satisfactory with Concern or Unsatisfactory grade in a course or clerkship or PIR.

- **Responsibility and Accountability**:

  Demonstrating accountability and fulfilling all responsibilities related to curricular and extra-curricular activities with a commitment to excellence e.g., Checking OwlMed on a daily basis to stay apprised of schedule changes. Any pattern of irresponsibility or poor accountability will result in a Satisfactory with Concern or Unsatisfactory grade in a course or clerkship or PIR.

- **Responsiveness and Sensitivity**:

  Checking email at a minimum of once a day and answering emails from all faculty and staff in a respectful, sensitive, and polite manner within 24 hours of receipt is required. Any pattern of untimely, poor or disrespectful responses will result in a Satisfactory with Concern or Unsatisfactory grade in a course or clerkship or PIR.

- **Appropriate, Respectful, & Timely Communication**:

Demonstrating respect, compassion, and integrity for others. Unless life threatening injury, hospital admission, or event of similar seriousness, notice of absence or tardiness MUST be given to at least one Course/Clerkship/Rotation Director, or Office of Student Affairs for mandatory extra-curricular activities, prior to the start time of the activity for which the student will be late or absent as per the Attendance Policy. Any pattern of poor or disrespectful communication will result in a Satisfactory with Concern or Unsatisfactory grade in a course or clerkship or PIR.

BEHAVIORAL REQUIREMENTS & STANDARDS

Students are expected (1) to abide by federal, state, and local statutes and ordinances, both on and off campus; (2) to refrain from behavior incompatible with the responsibilities of the medical profession; and (3) to follow the Student Code of Conduct established by Florida Atlantic University Regulation 4.007 (*Student Code of Conduct)*

https://www.fau.edu/regulations/documents/chapter4/reg-4-007-6-8-21.pdf and all other applicable University and College regulations and policies. https://www.fau.edu/regulations/

By enrolling in the Florida Atlantic University College of Medicine, a student accepts these behavioral standards and requirements as a prerequisite for continued enrollment in the medical curriculum and graduation. It is the student's responsibility to know and meet these standards and requirements. Failure to meet these standards and requirements may subject the student to expulsion, disciplinary dismissal, disciplinary suspension, disciplinary probation, or other sanctions, in addition to those sanctions imposed by the Florida Atlantic University Office of Student Affairs. The determination of whether a student is “responsible” or “not responsible” for a violation of University Regulation 4.007 shall be governed by the process described in University Regulation 4.007 and administered by the Florida Atlantic University Office of Student Affairs. The MSPPSC may, however, impose additional sanctions on the student, according to the severity of the violation. The student may appeal any such sanctions as described below.

Additionally, because of the serious responsibilities of the medical profession and the necessity to maintain public trust in the profession, students face disciplinary action by the Florida Atlantic University College of Medicine if they abuse alcohol or drugs, consume illegal drugs, or possess, distribute or sell drugs illegally.

REQUIREMENTS FOR PROMOTION, GRADUATION AND THE RESEARCH DISTINCTION TRACK

Promotion

The grades, narrative evaluations, USMLE scores and other academic or performance measures of each student are routinely reviewed by the MSPPSC in order to assess a student's academic progress. The MSPPSC also conducts ad hoc reviews when necessary to address unsatisfactory academic performance or professional or behavioral misconduct. In those cases, students will be provided with notice and an opportunity to be heard (as described in The Policy on Academic, Professional, and Behavioral Requirements and Standards), and may appeal MSPPSC decisions as described in Sections IV, VII and VIII of the policy.

Promotion will be determined for each successive year of study by the Medical Student Promotions and Professional Standards Committee (MSPPSC), which will make a formal determination of promotion based on whether the student has satisfied the following requirements:

- Passed all required courses, clerkships and rotations in the year under review with a grade of at least Satisfactory (S) or Unsatisfactory/Satisfactory Remediation (U/S) in all competencies.
- Passed the end of year Institutional Competency Assessment
- Demonstrated acceptable professional behavior

For promotion to Year 3, the student must also receive a passing score on the USMLE Step 1 examination. A student will be permitted to start the first clerkship module if the USMLE Step 1 score is pending but will be withdrawn if a passing score is not received.

Requirements for the Doctorate of Medicine Degree

Students must complete all College of Medicine requirements within a six (6) year period from the time of matriculation in order to receive the Doctor of Medicine (M.D.) degree. The foregoing requirement shall not apply to joint (1) MD/PhD students, who will have a separate timetable as determined by the College of Medicine and the participating PhD program and/or affiliated partner institutions or (2) circumstances approved in writing by the MSPPSC.

Prior to graduation and the receipt of the M.D. degree from the Florida Atlantic University College of Medicine, students must demonstrate proficiency and compliance in, and satisfy the requirements of, each of the following six areas:

1. Courses, Clerkships and Rotations:

    - Students must complete the required core courses, clerkships and rotations and the designated minimum number of elective and selective courses with Satisfactory (passing level) performance.

2. Licensing Exams:

    - Students must pass the USMLE Step 1 examination before beginning the third academic year.

    - Students must pass the USMLE Step 2 Clinical Knowledge examination by the deadlines listed in the USMLE policy in this Student Handbook.

3. Competency Assessments:

    - Students must pass all summative FAU College of Medicine Institutional Competency Assessments.

    - Students must earn certification for Advanced Cardiac Life Support (ACLS) and Basic Life Support (BLS).

4. Professional Performance:

    - Students must demonstrate consistent evidence of professionalism as assessed by the MSPPSC per the competency-based grading system and the Physicianship and Professionalism Advocacy Program (PPAP).

5. Review and approval of academic and professional record by the Medical Student Promotions and Professional Standards Committee prior to graduation:

    - Students must receive the MSPPSC's recommendation for graduation and receipt of the Doctorate of Medicine degree.

6. Follow the standards set forth in University Regulation 4.001, 4.007 and other applicable University and College of Medicine Regulations, policies and procedures.

Failure to meet all the foregoing requirements will jeopardize a student's status as a student "in good standing" with the College of Medicine.

A student may not request a delay of graduation for an unsuccessful residency match. If a student is on track to graduate and (i) does not participate in the match, (ii) does not match into a program, (iii) refuses to participate in the SOAP process; or (iv) chooses to reject the offers made through the SOAP process, the student cannot delay graduation for research or a reapplication for a residency the following year.

The Medical Student Promotions and Professional Standards Committee's recommendation for graduation and receipt of the M.D. degree must be approved by the Dean of the FAU College of Medicine.

Requirements for the Research Distinction Track (RDT)

The Research Distinction Track (RDT) is a parallel curriculum and enrichment program that can accept up to six (6) medical students per year who elect to make a sustained commitment to mentored research. Students are permitted to "opt out" of the RDT at any time as there will be no impact on re-entering the regular MD curriculum. The learning objectives, goals and content to attain a "Distinction in Research" through the RDT are in addition to the educational program objectives and graduation requirements for the MD degree. Therefore, the additional academic requirements are not utilized by the MSPPSC in making promotion, advancement, and graduation decisions for students in the parallel curriculum for the MD degree. However, the MSPPSC is still "charged with the responsibility of reviewing the total performance of all medical students" and if accepted into the track, student progress is reviewed by the Medical Research and Scholarship Committee (MRSC) and their recommendation will be presented to the MSPPSC for their review and approval.

To apply to the RDT students must:

1. Be "in good standing" at the time of application and remain in good standing throughout the program as verified by the MSPPSC

RDT prerequisites include:

1. Complete and maintain current CITI Responsible Conduct of Research (RCR) certification
2. Attend all research sessions offered during Year 1
3. Complete specified Research to Publication online modules
4. Complete 8-weeks of active, full-time mentored research during the summer between Year 1 and Year 2

The RDT application will be submitted in January of Year 2 to the Medical Research and Scholarship Committee (MRSC). Initial application submission does not guarantee acceptance into the RDT. Students enrolled in the MD/PhD program are not eligible for this track. The online application must include:

1. The name of faculty mentor
2. A completed activity log
3. An Independent Research Plan (IRP) detailing project milestones
4. Research to Publication module completion certificates
5. Statement of research interest
6. Curriculum vitae (CV)
7. Letter of support from faculty mentor

The MRSC will review applications and notify the students, faculty mentors, and MSPPSC of their decision by February of Year 2. Student selection will be based on:

1. Confirmation of "in good standing" by the MSPPSC
2. Completion of track prerequisites
3. Statement of research interest

4. Research experience (CV)

5. Faculty mentor's letter of support

6. Research significance, innovation and/or approach as indicated in their IRP

If accepted into the RDT student progress is reviewed by the MRSC and their recommendation will be presented to the MSPPSC for their review and approval at two (2) timepoints: Mid-Point Review (January, Year 3) and Graduation Review (January, Year 4)

1. Mid-Point Review includes:

    a. Confirmation of "in good standing"

    b. Updates to the online portfolio include research activities log, additional Research to Publication module completion certificates, and any amendments to their IRP

    c. The MRSC will identify and communicate to the students, primary mentors, and MSPPSC any deficiencies that must be addressed and note progress toward the recognition of Distinction in Research pending the approval of the MSPPSC by February of Year 3.

2. Graduation Review includes:

    a. Confirmation of "in good standing"

    b. Final updates to the online portfolio include completed research activities log, CV, primary faculty mentor graduation letter objectively reviewing the student's research, summary of activities throughout the program, and dissemination of one or more mentored research projects.

    c. The MRSC will identify and communicate their recommendation of attainment of the Distinction in Research to the MSPPSC and/or any outstanding MRSC requirements to the student, primary mentor and MSPPSC by February of Year 4 with expected completion by Mid-April of Year 4 for the student to be approved by the MSPPSC to receive the Distinction in Research recognition and be acknowledged in the commencement ceremony (e.g. listed in the commencement program).

MEDICAL STUDENT PROMOTIONS AND PROFESSIONAL STANDARDS COMMITTEE (MSPPSC) AND THE STUDENT COMPETENCY REVIEW COMMITTEE (SCRC)

Medical Student Promotions and Professional Standards Committee

The Medical Student Promotions and Professional Standards Committee (referred to as the "MSPPSC") is a standing faculty committee composed of a variety of course directors and faculty from the College of Medicine. The Associate Dean for Student Affairs and Admissions, the Assistant Dean for Student Affairs, the Director for Student Success Services and other officials from the College of Medicine may serve on the MSPPSC as non-voting ex officio members. Any voting members of the MSPPSC who have had extensive direct involvement in a matter under review by the MSPPSC, which involvement could constitute a conflict for such member, or who have previously taken an action (e.g., awarded a failing grade) that contributes to the adverse academic action being proposed against a student, has provided healthcare to the student being reviewed, has an official mentoring relationship or close/personal relationship with the student being reviewed, or any other circumstance that could be viewed as a conflict of interest shall recuse him/herself from voting on such a matter at the MSPPSC level or in any appeals process. The Medical Student Promotions and Professional Standards Committee is charged with the responsibility of reviewing the total performance of all medical students and shall make determinations in regards to student standing, advancement, graduation, and disciplinary action including dismissal. Performance in all FAU MD Educational Program Goals and Physician Competency Reference Set (PCRS) competencies will be used to determine advancement and graduation. These FAU MD Educational Program Goals and competencies will be

evaluated by a variety of methods approved by faculty committees governing the curriculum, described in each course, clerkship or rotation syllabus, and will include not only formal examinations but also assessments based on observation of student performance in lectures, examinations, laboratories, and all other clinical and academic settings.

Coordination between the MSPPSC and the Florida Atlantic University Office of Student Affairs

In addition to the activities described below, the MSPPSC will review situations involving medical students who have been adjudicated through the University procedure for violations of University Regulations 4.001 (*Code of Academic Integrity*) and 4.007 (*Student Code of Conduct)*.

University officials in the Florida Atlantic University Office of Student Affairs (or other University officials, as applicable) and the members of the MSPPSC will coordinate and keep one another informed of pertinent violations by medical students under this policy, under Regulations 4.001 and 4.007 and any other violations of University regulation, rule or policy. Specifically, any University officials adjudicating a medical student violation under Regulations 4.001 or 4.007 will promptly inform the Associate Dean for Student Affairs of the College of Medicine of such outcome so that the case may then go to the MSPPSC as part of its student review. The MSPPSC may impose additional disciplinary or academic sanctions on such student, in accordance with the policies and practices of the College of Medicine as well as customary practices among medical schools. Similarly, officials from the College of Medicine will keep the Florida Atlantic University Office of Student Affairs informed of occurrences involving medical students that potentially violate University Regulation 4.007.

The Florida Atlantic University Office of Student Affairs will recruit members of the MSPPSC, whenever possible, to staff the hearing boards and/or councils involved in adjudicating medical student violations under University Regulation 4.007.

In circumstances where it is unclear whether student conduct is subject to Regulation 4.007 or is more appropriately subject to this policy, the University Office of Student Affairs and the College of Medicine Associate Dean for Student Affairs will discuss the situation in order to determine the appropriate process to apply in reaching an appropriate resolution.

Review of Academic and Professional Performance and Sanctioning of Behavioral Misconduct by the MSPPSC

The MSPPSC reviews the academic and professional performance of every student enrolled in the College of Medicine. The MSPPSC also reviews findings of behavioral misconduct under University Regulation 4.007 by the Florida Atlantic University Office of Student Affairs, for purposes of imposing additional sanctions when appropriate.

The MSPPSC 1) conducts routine reviews of all medical students at least once every year, and 2) schedules monthly standing meetings to review ongoing and new student concerns, including professionalism violations, professional and academic deficiencies, and other matters as necessary that have been referred to the Committee, and 3) schedules ad hoc reviews to review time-sensitive issues that need to be addressed sooner than the scheduled monthly standing meetings.

Every student subject to any review of concern by the MSPPSC will be informed in advance of the time and place of the review and will have the opportunity to appear before the MSPPSC and/or present or submit any relevant information to the MSPPSC verbally or in writing for its consideration. This constitutes notice to the student, and the student's opportunity to be heard shall be in his/her appearance and/or written submission to the MSPPSC. The purpose of the MSPPSC's meeting is to conduct an initial review, hear the presentation by the student and/or review any additional information presented by the student, deliberate, and render a decision. Once a decision is rendered, should the student decide to appeal such decision, the MSPPSC will conduct a hearing in accordance with the appeals process described in the Appeals Policy.

For its reviews, the MSPPSC will have access to each student's file including, but not limited to, (1) grades as recorded on the grade transcript; (2) written narrative evaluations submitted by the faculty, which may include overall assessments of performance; (3) reports about academic performance and professional behavior; (4) findings and conclusions by the Florida Atlantic University Office of Student Affairs and College of Medicine officials adjudicating medical student violations of University Regulations, policies or procedures; (5) scores from United States Medical Licensing Examinations (USMLE); (6) reports for other requirements including Institutional Competency

Assessments, Portfolio and Thread assignments, and formative assessments; and (7) interim reports from course directors solicited by the Director for Student Success Services and the Assistant Dean of Program Evaluation and Accreditation.

MSPPSC decisions about continued enrollment and promotion to the next year of the curriculum, graduation, remedial changes in a student's curriculum, probation, suspension or dismissal from the College of Medicine and other consequences as described in Section V of this policy, are based on a comprehensive review of a student's academic performance and professional behavior, as well as any behavioral misconduct.

Findings of fact and conclusions resulting from the procedures described in University Regulations 4.001 and 4.007 or in this policy will be submitted in a written report to the MSPPSC. The MSPPSC may review such report, as well as other pertinent information relating to the student, and make and impose appropriate determinations and sanctions. The MSPPSC will inform the Associate Dean for Student Affairs and the Director of Student Success Services of its decisions so that they may be effectively implemented. This does not preclude the review and imposition of penalties for other failures to meet academic and professional standards while a matter is pending.

Student Competency Review Committee

The Student Competency Review Committee (referred to as the “SCRC”) is a student success committee composed of the Assistant Director for Medical Student Affairs and Compliance, Director of Student Success Services, all the competency directors, and OSA and OME deans. Relevant course or clerkship directors, curriculum director, COM registrar, COM financial aid, and/or the student may be invited as needed, and in the discretion of the SCRC, to present information to the SCRC. The role of the committee is to monitor student course-level and competency-based performance, including first-time PIRs and professionalism violations, and provide formative support plans which will be coordinated by, and in some cases delivered by, the competency director(s) and/or Director of Student Success Services in conjunction with course or clerkship director(s). Only a student’s first PIR will be referred to the SCRC for review and possible formative support. All subsequent PIRs are referred to MSPPSC for review and possible disciplinary actions. The student will be notified if and when a formative support plan is recommended or required. The SCRC will meet monthly and be responsible for monitoring all student course performance, active formative support plans and the status of off-cycle students. Because the SCRC provides formative guidance to students to help them improve performance in all competencies, rather than summative adjudications which are issued by the MSPPSC, students are not entitled to appear before, or submit information or appeals to, the SCRC except in the discretion of the SCRC. Should the SCRC determine that a student has failed to improve in any competencies of concern, or whose first-time PIR or professional violation is deemed to require a formal review then the student may be referred by the SCRC to the MSPPSC for review and action, as appropriate.

UNSATISFACTORY PERFORMANCE

ACADEMIC DEFICIENCIES POLICY

The MSPPSC expects every student to meet the requirements and standards stated in this policy. For the purposes of this policy, academic deficiencies refer to either an Unsatisfactory (U), more than one Satisfactory with Concern (SWC), a SWC at any point subsequent to a prior U grade for a course, clerkship, or rotation, or a Withdrawal Failing (WF) grade. With respect to Year 3 grading, SWC and U grades received for completion of the selective and/or overall LIC are not considered an academic deficiency in addition to the individual SWC/U grade earned in a core clerkship. Consequences of academic deficiencies are described below. Students with one or more academic deficiencies may incur consequences such as, but not limited to, probation, suspension, academic dismissal, loss of College of Medicine scholarship(s) and other consequences, as further described below, for failure to meet these requirements and standards. A student’s promotion to the next academic year is contingent upon successful remediation of all academic deficiencies and completion of all academic and professional requirements of the preceding academic year. Graduation from the College of Medicine is contingent upon the successful remediation of all academic deficiencies and completion of all academic requirements.

(1) One Deficiency in an Academic Year

(A) Unsatisfactory (U):

A student who has one Unsatisfactory grade (U) in a given academic year will be required to remediate or complete the course, clerkship, or rotation successfully prior to promotion to the next year. If the final grade earned in a course, clerkship, or rotation is Unsatisfactory (U) a formal academic remediation plan will be developed in accordance with the Academic Remediation Policy below. Any student that receives an Unsatisfactory (U) grade will also be notified as to which competency(ies) was deficient, and such information will also be included in the final grade report and in a written explanation included in the MSPE, but not on the student's transcript.

If the student fails to successfully remediate and achieve an Unsatisfactory/Satisfactory Remediation (U/S) final grade, the student will receive a U in the course, clerkship or rotation and further remediation, if allowed, must be by repetition of the entire course, clerkship or rotation or repetition of components thereof. A second grade of Unsatisfactory in the same repeated course, clerkship or rotation may result in academic dismissal of the student from the College of Medicine M.D. program. A student who has an Unsatisfactory grade in a single course in a given academic year may be required to repeat the entire course and demonstrate satisfactory performances in all components of the curriculum, which may include enrolling in and satisfactorily completing a Directed Study Medicine (DSM) section of any concurrent courses or repeating courses within that term that were previously satisfactorily completed. A student who has an Unsatisfactory grade in a single clerkship in a given academic year may be required to repeat components of the clerkship, the entire clerkship, or the entire LIC and demonstrate satisfactory performance in all components of the curriculum, which may include enrolling in and satisfactorily completing a DSM section of any concurrent clerkships or repeating clerkships within that LIC that were previously satisfactorily completed.

Any student who receives an Unsatisfactory grade in a course, clerkship, or rotation will be referred to the MSPPSC and will be placed on probation for at least 12 months while enrolled in coursework, at which time the MSPPSC will re-evaluate the student's academic progress and determine whether or not the probation will be continued.

(B) Satisfactory with Concern (SWC):

Any student who receives more than one SWC grade or a SWC grade at any point subsequent to a prior U will be reviewed by the MSPPSC and an appropriate remediation plan may be required of the student before promotion to the next phase of the curriculum.

(C) Withdrawal Failing (WF):

A student who has one Withdrawal Failing grade (WF) in a given academic year will be required to repeat that course, clerkship, or rotation successfully prior to promotion to the next year. Any student who receives one SWC grade, more than one SWC grade, U grade, or WF grade at any point subsequent to a prior WF will be deemed to have an academic deficiency and will be reviewed by the MSPPSC. An appropriate remediation plan may be required of the student before promotion to the next phase of the curriculum.

(2) Two or More Deficiencies within an Academic Year

A student who has two or more academic deficiencies within an academic year will be reviewed by the MSPPSC and may be dismissed from the program, or be required to repeat the entire year or a part of the year.

(3) Two or More Deficiencies Across Academic Years

A student who has had two or more academic deficiencies across academic years will be reviewed by the MSPPSC and may be dismissed from the College of Medicine.

Referrals to Tutorial and Study Skills Services

Students are encouraged to take responsibility for their own learning and will be provided with formative assessment results throughout the M.D. program. All students are encouraged to avail themselves of

tutorial and study skills services without referral. However, when students are presented as having difficulty at an SCRC or MSPPSC meeting, they are strongly encouraged to avail themselves of these services, and in some instances, will be directed to do so in writing. If a student is repeatedly urged to arrange tutoring or study skills help, but does not do so and subsequently fails a course, clerkship or rotation, this will be made known to, and taken into consideration by, the MSPPSC to assist in evaluation of the student's overall performance and professional attitudes.

If a student is directed to seek these referral services, the student will be offered the services of the COM but may request in writing to the Chair of the respective committee to utilize comparable FAU services or private resources. In addition to the COM Office of Student Affairs, course/clerkship representatives to the MSPPSC are responsible for providing the committee with reports of referrals made by course/clerkship faculty as well as the student's utilization of referral services. Verification that the student has utilized these referral services may be required. In addition, the MSPPSC may require that the student have his/her tutor submit information and/or a recommendation to the MSPPSC relating to the student's academic program.

Consequences of Failure to Meet Academic, Professional and Behavioral Requirements and Standards

This section describes the consequences for medical students who fail to meet the academic, professional and behavioral requirements and standards described above and are subject to a review of concern by the MSPPSC. Medical students may be subject to one or more of the following consequences imposed by the MSPPSC, in addition to those consequences imposed under University Regulations, policies or procedures, including, but not limited to, Regulations 4.001 and 4.007.

(**a) <u>Emergency Measures</u>**

The Dean of the College of Medicine or the Associate Dean for Student Affairs and Admissions (or their designees) has the authority to take appropriate immediate action when a student poses a danger of imminent or serious physical harm to others at the College of Medicine or the University or in an affiliated clinical site, or where the Dean or Associate Dean for Student Affairs and Admissions (or their designees) determines that an emergency exists which affects the health, safety or welfare of a student, the University community or a patient. The College of Medicine shall also adhere to FAU Regulation 4.014 (Involuntary Withdrawal) which applies to situations including, but not limited to, those in which a student poses a risk of substantial self-harm or a direct threat to other individuals or the University Community.

Emergency Measures include but are not limited to, one or more of the following:

A. Interim Suspension. A student under interim suspension may not attend classes, may not be on or come onto University property or an affiliated clinical site (where such student may be participating in a clerkship), may not participate in any University activities or organizations, and may not use University facilities, equipment or resources.

B. Interim Removal from University Housing. A student under interim removal from University Housing may not reside in University Housing and may not come into University Housing facilities and/or adjacent areas of University Housing.

C. If the Dean of the College of Medicine or the Associate Dean for Student Affairs and Admissions (or their designees) determines that other interim measures are appropriate to protect the health, safety or welfare of a student, the University community, or a patient, the Dean or Associate Dean for Student Affairs and Admissions (or their designees) may:

    A. Restrict or bar attendance of any or all classes or participation in clinical education;

    B. Restrict or bar access or contact with individuals in the University community or affiliated clinical sites or patients;

C. Restrict or bar access to University property, places, facilities or equipment or affiliated clerkship or rotation sites;

D. Restrict or ban participation in University activities or organizations, including holding appointed or elected positions representing the College of Medicine, or clinical education; or

E. otherwise restrict conduct or ban access to University resources.

D. If a student's privileges are temporarily revoked as described herein, but the student is subsequently found not responsible for the violation, the University will:

A. Correct any record of the change in enrollment status in the student's permanent records and reports in a manner compliant with state and federal laws; and

B. Refund to the student, a pro-rated portion of any charges for tuition and out-of-state fees, as appropriate, if the temporary revocation or suspension of the student's ability to attend classes or participate in clinical education lasts for more than 10 school days.

E. A hold on registration may immediately be placed on all students who have Emergency Measures taken against them, which prevents the student from accessing, changing or altering his/her course registration and/or admission status.

A student subject to Emergency Measures shall be furnished:

- Written notice of the Emergency Measure and the reason(s) for the action.
- The opportunity to participate in student conduct proceedings or MSPPSC proceedings or to present relevant information for consideration of his/her case.

Emergency Measures may be taken at any time prior to the conclusion of the University student conduct proceedings or MSPPSC proceedings, including during the appeal process.

(b) Academic Deficiencies. Consequences of academic deficiencies are described in the Academic Deficiencies Policy herein.

(c) Other Consequences

In addition to the consequences described in the Academic Deficiencies Policy, other consequences of failing to meet the academic, professional and behavioral requirements and standards may include, but are not limited to, the following:

(1) Probation

Probationary status (probation) may be imposed by the MSPPSC under various circumstances including, but not limited to, circumstances described in the Academic Deficiencies Policy or professionalism and behavioral violations. The notification to the student of probationary status may be accompanied by a plan for remedial action and specific performance requirements specified by the MSPPSC. Probationary status may may also affect a student's ability to hold appointed or elected positions representing the College of Medicine (See Student Government, Registered Student Organizations and Committees section for details). A successful conclusion of any remedial work may end the probationary status following the recommendation to do so by the MSPPSC. However, the fact that the student was placed on probation will be included in the student's MSPE or other information transmitted to outside entities (e.g., certifications of training) and will remain in the student's permanent records in the College of Medicine.

Remedial interventions in a student's curriculum by the MSPPSC are designed to fit particular academic deficiencies and may include, but not be limited to, the following: a specific study or reading program, remedial work and reexamination, changes in the student's curriculum, additional training in a set of clinical skills, assignment to clinical sub-internships, repetition of all or part of the curriculum, reorganization of the student's curriculum (especially during the fourth year), and supervision by an advisor from the MSPPSC.

(2) Suspension

The MSPPSC may conclude that the student should be suspended from the Florida Atlantic University College of Medicine for a period of time to be determined in its reasonable discretion. Suspension may also affect a student's ability to hold appointed or elected positions representing the College of Medicine (See Student Government, Registered Student Organizations and Committees section for details).

Reinstatement to the FAU College of Medicine is contingent upon completion of all requirements stipulated under the suspension. The MSPPSC shall review the circumstances surrounding the suspension and potential reinstatement, make a determination as to whether the terms and conditions of the suspension have been met, make a determination as to whether the student possesses the potential to pursue the MD degree successfully, and recommend whether the student should be reinstated.

(3) Dismissal

The MSPPSC may determine that a student be dismissed in the following circumstances including, but not limited to, the following: (1) failure to remediate deficiencies as described above; (2) an accumulation of narrative evaluations indicating serious gaps in knowledge and clinical skills and/or inadequate integration of the content of the curriculum; (3) a specific academic deficiency in a required competency (e.g., an important clinical skill has not been mastered); (4) a failing performance on either Step 1 or Step 2 of the USMLE examinations as listed in the USMLE policy; (5) failure to assume appropriate professional responsibility; (6) failure to meet professional standards, including those of demeanor and conduct; and (7) a violation of University Regulations, policies or procedures (including, but not limited to, Regulations 4.001 and 4.007) or College of Medicine policies or procedures.

(4) Loss of College of Medicine Scholarship(s)

Students who receive an Unsatisfactory ("U") or Withdrawal Failing ("WF") grade in a course, clerkship or rotation and/or students that are placed on probation, suspension, or other potential sanctions imposed by the MSPPSC, may result in a loss of eligibility to receive remaining funds under an existing scholarship provided by the College of Medicine, pursuant to the terms of such scholarship award.

Under appropriate circumstances, the MSPPSC may dismiss a student without prior probation or other sanction. Failure to pass either Step 1 or Step 2 of the USMLE licensing examination, after four attempts, shall result in dismissal from the College of Medicine.

Students must complete all College of Medicine requirements within a six (6) year period from the time of matriculation in order to receive the Doctorate of Medicine (M.D.) degree. Except as described below, failure to complete all College of Medicine requirements within such 6-year period will result in the student's automatic dismissal from the M.D. program. The foregoing requirement shall not apply (1) to joint MD/PhD students, who will have a separate timetable as determined by the College of Medicine and the PhD program or (2) under circumstances approved by the MSPPSC.

After academic dismissal, a student may apply for readmission to the Florida Atlantic University College of Medicine through the standard admissions process.

ACADEMIC REMEDIATION

Students who receive an Unsatisfactory grade, a Withdrawal Failing (WF) grade, more than one Satisfactory with Concern (SWC) grade, or a SWC at any point subsequent to a prior U or a prior WF grade will be referred to the

Medical Student Promotions and Professional Standards Committee (MSPPSC) for review based on the Academic Deficiencies Policy. If the MSPPSC determines that the student may remediate his/her academic deficiency/deficiencies, the student will meet with the Course, Clerkship, or Assistant Dean for Preclinical Curriculum for Years 1 and 2 or the Assistant Dean for Clinical Curriculum for Years 3 or Director of Year 4 and in some cases with the Competency Director to develop an academic remediation plan. This plan will include expectations for the work to be performed, method of student re-assessment, and time period for the remediation. The plan will be reviewed with the student by the Course, Clerkship, or respective curricular Assistant Dean or Director and will be documented on the "Academic Remediation Plan" form outlining the following:

- Domain(s) of competence requiring remediation

- Description of need for remediation

- Overall goal(s) of remediation

- Expected time frame for remediation

- Remediation requirements

- Criteria for a successful remediation

The remediation plan will be reviewed and approved by the Assistant Dean for Preclinical or Clinical Curriculum or Director of Year 4, as applicable, and the Associate Dean for Medical Education. The Lead Basic Science Course Director, Lead Clinical Science Course Director, Associate Director of Year 3 Curriculum, or Director of Year 4 accordingly or designee will present the outcome of the remediation plan to the Medical Student Promotions and Professional Standards Committee (MSPPSC) once completed. All academic remediation plans are designed to address the area(s) of competency-based deficiency/deficiencies as described in the course, clerkship, or rotation syllabus.

Academic remediation plans should be developed and finalized as soon as practicable. The student's remediation performance will be communicated to the student by the course, clerkship, or curriculum director and documented on the "Academic Remediation Plan" form which will be uploaded to the student's record in Academic Portrait in OwlMed. Upon completion of the remediation, the course, clerkship, or rotation director will report the final outcome for the course to the Assistant Dean for Preclinical or Clinical Curriculum or Director of Year 4 as applicable, and the Associate Dean for Medical Education. The Lead Basic Science Course Director, Lead Clinical Science Course Director, Associate Director of Year 3 Curriculum or Director of Year 4 as appropriate, will then inform the MSPPSC. The outcome of the remediation will be reported to the Director for Preclinical or Clinical Education as appropriate along with the COM Registrar who will record the final grade.

In the event that a student is required to remediate more than one course, clerkship, or rotation, the order and timing of such remediation plans will be at the discretion of the Associate Dean for Medical Education or designee.

ACADEMIC GRIEVANCES

Students who have questions or concerns regarding their grades should first contact the course, clerkship, or rotation director for discussion. Students who wish to proceed with an academic grievance with respect to a final course, clerkship, or rotation grade are subject to FAU Regulation 4.002 (Student Academic Grievance Procedures for Grade Reviews).

https://www.fau.edu/regulations/documents/chapter4/reg-4-002-6-23-10-final.pdf

This procedure is intended to provide additional detail, specific to the medical program, to assist students in following FAU Regulation 4.002.

Students at the College of Medicine are strongly encouraged to raise any questions or concerns about a grade within 5 business days after the receipt of such grade, since final grades are typically officially submitted to the COM Registrar one week after the grade is released to the student. If a timely academic grievance is not filed by the

student, any ramifications related to transcript generation, determination of AOA status or academic awards, and residency/away rotation applications will be the responsibility of the student and may be irreversibly or negatively impacted.

For purposes of implementing FAU Regulation 4.002, references to the “instructor” shall be replaced with (i) Course or Clerkship Grading Committee for years 1, 2, 3, and 4 and (ii) the Rotation Director for the AI, Elective or Selective for year 4. Under Step 1 of FAU Regulation 4.002, the meeting between the student and the Course or Clerkship Grading Committee for years 1, 2, and 3 will be convened by the Course or Clerkship Director; and the meeting between the student and the Rotation Director for the AI, Elective or Selective will be convened by the Director of Year 4.

For purposes of implementing FAU Regulation 4.002, references to the “chair/director” shall be replaced with the Associate Dean for Medical Education, or designee. Any questions about the academic grievance procedure for grade reviews at the College of Medicine can be directed to the Office of Medical Education, the Office of Student Affairs, the Assistant Dean for Preclinical Curriculum, the Assistant Dean for Clinical Curriculum, the Director of Year 4, or the Associate Dean for Medical Education.

APPEALS POLICY

The student may appeal penalties (except for grades, narrative evaluations and exclusions from courses, which are addressed above) imposed by the MSPPSC based on the student’s failure to meet academic or professional standards, by submitting an appeal in writing to the Associate Dean for Student Affairs and Admissions, Assistant Dean for Student Affairs, or designee within five (5) business days of receiving notice of the decision from the MSPPSC. The appeal process for sanctions imposed as a result of behavioral misconduct under University Regulation 4.007 is described below under “Appeal of Sanctions Imposed for Behavioral Misconduct under University Regulation 4.007.”

The first step to be taken by the student in the appeal is to inform the MSPPSC in writing that he/she wishes to appeal its decision through a MSPPSC hearing. Such a request for appeal or reconsideration, however, reopens the review and may lead to a new decision by the MSPPSC. If the student prefers to appeal directly to the Appeals Committee (see below regarding the Appeals Committee), rather than participate in a hearing with the MSPPSC, the student may do so, provided he or she satisfies the requirements of the following paragraph. If the student does not elect to bypass the MSPPSC hearing, the MSPPSC will conduct a hearing to review the appeal and will notify the student of its decision within five (5) business days of the hearing. The hearing procedures are provided below.

If the student remains dissatisfied with the outcome of the MSPPSC hearing or wishes to bypass the MSPPSC hearing in favor of a hearing by the Appeals Committee, the student may appeal to the Dean of the College of Medicine. The student must submit this appeal in writing to the Associate Dean for Student Affairs and Admissions, Assistant Dean for Student Affairs, or designee (who will communicate the appeals request with the Dean’s Office) within five (5) business days of receiving notice of the final decision by the MSPPSC hearing or the original determination by the MSPPSC (in the event that the student elects to bypass the MSPPSC hearing in favor of a hearing by the Appeals Committee). The student must provide a justification for the appeal, which basis will be limited to the following: 1) failure to receive the minimum requirements of due process, as described in this Student Handbook; 2) severity of the penalty; or 3) new material or information that could not be discovered at the time of the MSPPSC hearing or the original determination by the MSPPSC, as the case may be.

The Dean will convene an Appeals Committee. The Appeals Committee will consist of five FAU faculty members, chosen by the Dean of the College of Medicine, one of whom will serve as Chair. The Dean may not select faculty to serve on the Appeals Committee who have (i) served on the MSPPSC during the student’s tenure at the College of Medicine, (ii) had direct involvement in the matter under review by the MSPPSC, (iii) previously taken an action (e.g., awarded a failing grade) that contributed to the adverse academic action being proposed against a student, (iv) provided health care services to the student being reviewed, (v) has an official mentoring relationship or close/personal relationship with the student being reviewed, or (vi) whose involvement could constitute a conflict for such faculty member.

The Appeals Committee will conduct a hearing in order to determine whether the MSPPSC decision was made in a manner consistent with the requirements and standards of the College of Medicine, the rights and obligations of the

student, and the rights and obligations of the faculty. The Appeals Committee will make a recommendation to the Dean of the College of Medicine to accept, reject or modify the decision of the MSPPSC. The Committee's recommendation may include the imposition of additional or more severe sanctions. The Dean, in turn, will review the recommendations of the Appeals Committee, and decide whether to accept, reject or modify such recommendations. The Dean may also impose additional or more severe sanctions. The decision of the Dean of the College of Medicine is final agency action and will be communicated to the student in a timely manner. The student has a right to appeal the Dean's final decision to an external judicial forum.

Hearing Procedures

This paragraph describes the procedures for all appeal hearings described above. The primary purpose of the appeal hearing is to ascertain whether the penalty under appeal was imposed in a manner consistent with the requirements and standards of the Florida Atlantic University College of Medicine, the rights and obligations of the student, and the rights and obligations of the faculty.

All hearings are closed to the public and the press. The appeal hearing is not adversarial in nature, and the formal rules of evidence do not apply. The student and all other interested parties will be invited to attend and participate in the hearings. The student may choose to have an advisor present. The advisor may consult with the student but may not participate in the hearing directly. If the student's advisor is an attorney, the University will have an attorney present as well. Either party to the appeal may call witnesses. Summary minutes of the appeal and relevant attachments shall be provided to either party upon request.

Appeal of Sanctions Imposed for Behavioral Misconduct under University Regulation 4.007

The student may appeal the severity of any sanctions imposed by the MSPPSC for behavioral misconduct in violation of University Regulation 4.007, as described above, by submitting an appeal in writing to the Senior Associate Dean for Student Affairs and Admissions or designee within five (5) business days of receiving notice of the MSPPSC sanctions.

The first step to be taken by the student in the appeal is to inform the MSPPSC in writing that he/she wishes to appeal its decision through a MSPPSC hearing. Such a request for appeal or reconsideration, however, reopens the review and may lead to a new decision by the MSPPSC. If the student prefers to appeal directly to the Appeals Committee (see below regarding the Appeals Committee), rather than participate in a hearing with the MSPPSC, the student may do so, provided he or she satisfies the requirements of the following paragraph. If the student does not elect to bypass the MSPPSC hearing, the MSPPSC will conduct a hearing to review the appeal and will notify the student of its decision within five (5) business days of the hearing. The hearing procedures are provided below.

If the student remains dissatisfied with the outcome of the MSPPSC hearing or wishes to bypass the MSPPSC hearing in favor of a hearing by the Appeals Committee, the student may appeal to the Dean of the College of Medicine. The student must submit this appeal in writing to the Associate Dean for Student Affairs and Admissions, Assistant Dean for Student Affairs, or designee (who will communicate the appeals request with the Dean's Office) within five (5) business days of receiving notice of the final decision by the MSPPSC hearing or the original determination by the MSPPSC (in the event that the student elects to bypass the MSPPSC hearing in favor of a hearing by the Appeals Committee). The student must provide a justification for the appeal, which basis will be limited to the following: 1) failure to receive the minimum requirements of due process, as described in this Student Handbook; 2) severity of the penalty; or 3) new material or information that could not be discovered at the time of the MSPPSC hearing or the original determination by the MSPPSC, as the case may be.

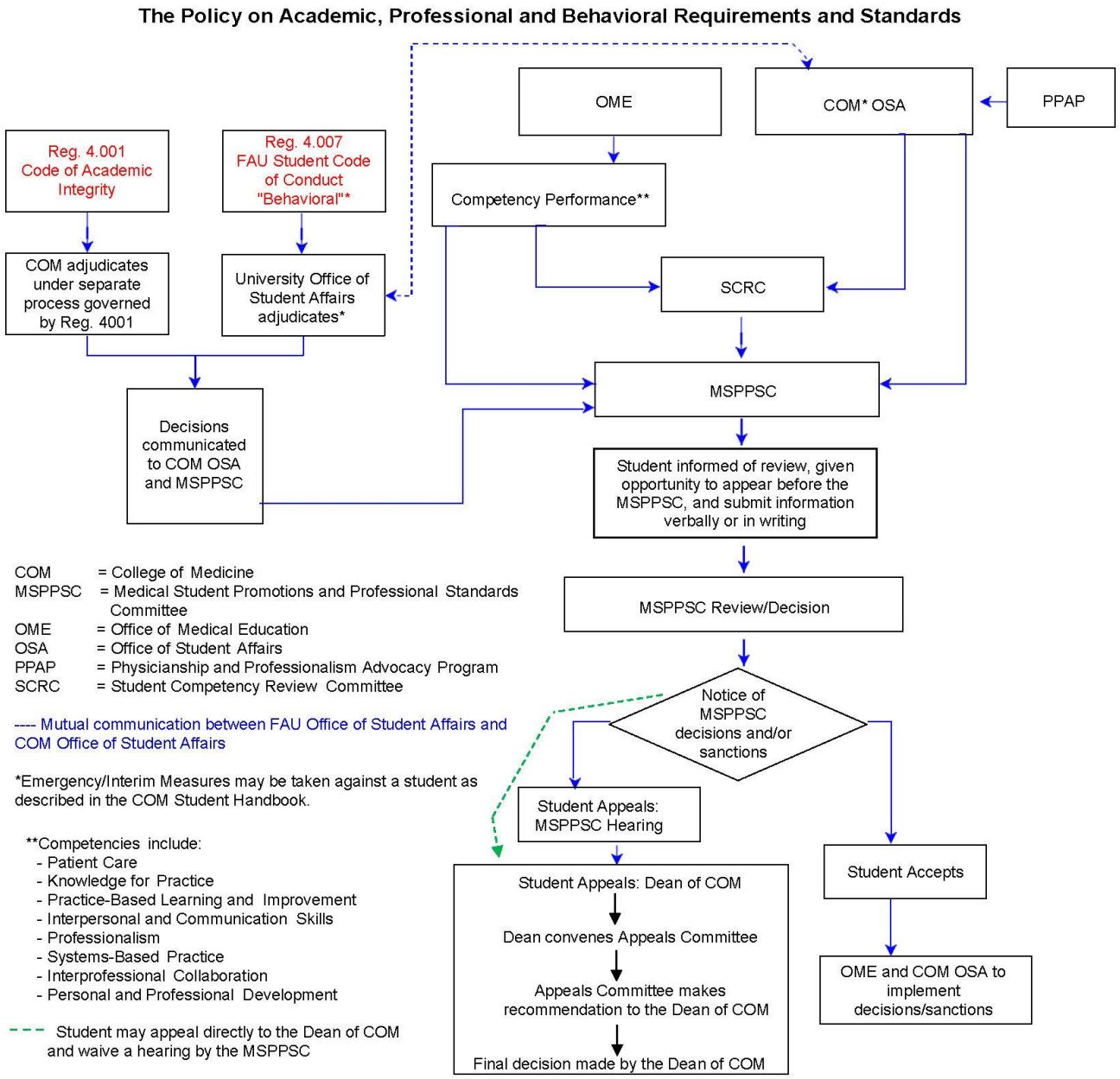
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The Appeals Committee will conduct a hearing in order to determine whether the MSPPSC decision was made in a manner consistent with the requirements and standards of the College of Medicine, the rights and obligations of the student, and the rights and obligations of the faculty. The Appeals Committee will make a recommendation to the Dean of the College of Medicine to accept, reject or modify the decision of the MSPPSC. The Committee's recommendation may include the imposition of additional or more severe sanctions. The Dean, in turn, will review the recommendations of the Appeals Committee, and decide whether to accept, reject or modify such recommendations. The Dean may also impose additional or more severe sanctions. The decision of the Dean of the College of Medicine is final agency action and will be communicated to the student in a timely manner. The student has a right to appeal the Dean's final decision to an external judicial forum.

Hearing Procedures

This paragraph describes the procedures for all appeal hearings described above. The primary purpose of the appeal hearing is to ascertain whether the penalty under appeal was imposed in a manner consistent with the requirements and standards of the Florida Atlantic University College of Medicine, the rights and obligations of the student, and the rights and obligations of the faculty.

All hearings are closed to the public and the press. The appeal hearing is not adversarial in nature, and the formal rules of evidence do not apply. The student and all other interested parties will be invited to attend and participate in the hearings. The student may choose to have an advisor present. The advisor may consult with the student but may not participate in the hearing directly. If the student's advisor is an attorney, the University will have an attorney present as well. Either party to the appeal may call witnesses. Summary minutes of the appeal and relevant attachments shall be provided to either party upon request.



VOLUNTARY LEAVE OF ABSENCE POLICY

The Charles E. Schmidt College of Medicine (the “College of Medicine” or the “College”) cares deeply about the physical, emotional and mental well-being of its students. At times, a student may experience serious medical, emotional or psychological conditions that affect his/her ability to satisfy the rigorous academic, disciplinary, or professional requirements applicable to all FAU medical students. Students are encouraged to prioritize their health and safety and take steps toward necessary treatment and recovery, even if academic progress must be delayed or paused during a leave of absence. Additionally, in certain circumstances, due to exigent financial, personal, academic or other factors and circumstances, such as desirable internship or research opportunities, a student may wish to take a voluntary leave of absence from the College. A leave of absence (LOA) or withdrawal is a temporary period of non-enrollment or separation from the MD degree program. A LOA may be voluntary or involuntary as described in University Regulation 4.014 and the College of Medicine Involuntary Withdrawal policy. The College’s Office of Student Affairs (OSA) is available to meet with students and assist them in making an informed choice regarding

leaves of absence appropriate to their individual circumstances. Any student who decides to request a LOA must meet with one of the deans in the OSA and complete the Leave of Absence Request Form.

Types of Voluntary Leaves of Absence

Medical. This policy affirms the College's commitment to caring for the health and well-being of its students and its willingness to support student-initiated care plans. Health and counseling services are available on campus through University Student Health Services and Counseling and Psychological Services, and students are encouraged to use those resources. Students are also encouraged to request a voluntary medical leave of absence when they believe their physical, emotional or mental health condition(s), including pregnancy-related condition(s), prevents them from engaging in or completing their academic work, when safety is in question, or when the demands of their academic program are interfering with their ability to recover or adjust to a physical or mental health challenge. In most cases, a voluntary medical leave of absence can address the need confronting a student to take a "pause" from their academic demands in order to address a physical or mental health challenge. Involuntary withdrawals are described in University Regulation 4.014 and the College of Medicine Involuntary Withdrawal policy.

A student requesting a LOA must meet or otherwise have a discussion with one of the deans in the OSA and complete the Leave of Absence Request Form available through the Office of Student Affairs. The student also must obtain a written statement from his or her treating U.S. licensed healthcare provider delineating the medical or psychological need for the absence, the diagnosis and prognosis of the illness, the expected duration of treatment, and the specific range of dates during which the student is required to miss classes or clinical rotations. The statement must be submitted to the Associate Dean for Student Affairs and Admissions (or designee).

Reinstatement after the LOA must be approved by the Associate Dean for Student Affairs and Admissions (or designee) upon receipt of written clearance from a treating U.S. licensed healthcare provider that the student is medically fit to return to medical school. The College of Medicine reserves the right to require a second opinion regarding a student's physical or psychological readiness to return to classes and clinical rotations. In the event that a second consultation is required, the provider must be approved by the College of Medicine and any cost incurred borne by the College.

Personal. A student may request a personal leave of absence, including a parental leave of absence, when necessary to dedicate primary attention and effort to personal circumstances or situations that inhibit or interfere with his or her academic performance or progress. A student may not request this type of leave more than once in an academic year. The College of Medicine will review numerous factors when considering a request for a personal LOA, including whether or not the student is in good academic standing. The student must meet with one of the deans in the OSA and complete the Leave of Absence Request Form. A student returning from a personal leave of absence may be required to meet certain stipulations set by the College of Medicine or, if appropriate under the circumstances, to submit proof of successful resolution of the circumstances necessitating the leave.

Academic Enrichment. A student may request a leave of absence to pursue academic enrichment opportunities such as research, an advanced degree, or a medically related fellowship. The student must be in good academic standing. The student must meet with one of the deans in the OSA and complete the Leave of Absence Request Form.

Academic Enhancement. A student may request a leave of absence to address academic deficiencies that are preventing academic progression. The student must meet with one of the deans in the OSA and complete the Leave of Absence Request Form.

Financial. A student may request a financial leave of absence if he or she is unable to pay tuition or meet other educational financial obligations for all or part of an academic period. The student must meet with the College of Medicine Director of Financial Aid and complete the Leave of Absence Request Form.

General Guidelines for Voluntary Leaves of Absence

A voluntary LOA, as well as a return from a LOA, must be approved in writing by the Associate Dean for Student Affairs and Admissions (or designee); however, the Associate Dean for Student Affairs and Admissions (or designee) may refer the request for a LOA or a return from (or extension of) a LOA to the Medical Student Promotions and Professional Standards Committee (MSPPSC) for its review and determination.

While most voluntary leaves will be for no longer than one (1) year, requests for longer leaves may be referred by the Associate Dean for Student Affairs and Admissions (or designee) to the MSPPSC for its consideration. The MSPPSC will consider requests for longer leaves based on the requirements of the medical curriculum and an individualized assessment of the student's circumstances and previous academic performance. Because of unique differences in curricular design and implementation, the College of Medicine follows an academic calendar different from the rest of the University. As a result, any University requirement that a student not enrolled at the University for more than three (3) consecutive semesters must apply for readmission will not automatically apply to the College of Medicine. For all LOAs, the College of Medicine will articulate the required timeframe for return from a LOA, as well as any additional academic work that may be deemed necessary upon return from a LOA, based on the individual assessment of the student's circumstances, previous academic performance and the requirements of the medical curriculum.

Students returning from a voluntary leave may be required to meet certain conditions before being allowed to return and to demonstrate satisfaction of such conditions prior to return. In general, those conditions are outlined at the time the leave is approved but may also be developed during a student's leave. Before a student is scheduled to return from a voluntary leave, he or she is required to contact the Associate Dean for Student Affairs and Admissions (or designee) to ensure compliance with the process required for return, demonstrate satisfaction of the conditions required for return, and provide sufficient notice to OSA of the return date for planning and coordinating academic and clinical schedules. A student who wishes to request an extension of a LOA for any reason (e.g., he or she is unable to meet the conditions to return by a given deadline) must consult with the Associate Dean for Student Affairs and Admissions (or designee) as early as possible before the scheduled return date. At that time, the student must outline the reasons for requesting an extension and present a timeline for returning to the College of Medicine. The extension request may be presented to the MSPPSC at the discretion of the Associate Dean for Student Affairs and Admissions (or designee). Requests to extend a voluntary LOA may or may not be granted, based on the individual assessment of the student's circumstances, previous academic performance and the requirements of the medical curriculum. If the request for extension is not granted, the student must return by the end of the leave; otherwise, the student will be deemed to have withdrawn from the College of Medicine.

Students should be aware that taking a voluntary leave may have significant impact on course grades, academic progress, cost of attendance, financial aid/College of Medicine scholarships, student loan deferment/repayment status, housing, health and disability insurance coverage, and competitiveness for residency training. Prior to applying for a leave, students should consider these implications carefully as they pertain to their personal circumstances. If a student wishes to pursue a voluntary leave, he or she must meet with both the Associate Dean for Student Affairs and Admissions (or designee) and the College of Medicine Director of Financial Aid.

Students should be aware that they are expected to complete all course requirements within a six (6) year period from the time of matriculation in order to receive the M.D. degree, and that unless specifically excluded by the College of Medicine in writing, time spent on a Leave of Absence will be counted within that six-year period.

While on a leave of absence, students must maintain health and disability insurance. Students should be aware that they will not be covered by the College of Medicine Self Insurance Program, and therefore, it is their responsibility to ensure appropriate insurance coverage for professional and general liability for any clinical or other activities they pursue during their leave of absence.

INVOLUNTARY WITHDRAWAL POLICY

Florida Atlantic University Regulation 4.014 (Involuntary Withdrawal) shall apply to students in the College of Medicine; however, for purposes of implementing such regulation, the following modifications shall apply to the College of Medicine:

The composition of the advisory group described in section (3) of FAU Regulation 4.014 will consist of the College of Medicine MSPPSC, and all references to the "SIT" will be replaced with the "MSPPSC". All references to the "Dean of Students or designee" will be replaced with the "College of Medicine Associate Dean for Student Affairs and Admissions (or designee)". References to the "Vice President of Student Affairs" shall be replaced with the "Dean of the College of Medicine". When imposing conditions for return under Section (7) of FAU Regulation 4.014, the College of Medicine may take into account the specific and/or unique academic and professional requirements and standards of the College of Medicine.

Because of unique differences in curricular design and implementation, the College of Medicine follows an academic calendar different from the rest of the University. As a result, Section 7(D) of FAU Regulation 4.014, which reads "In cases where a student is not enrolled at the University for more than three (3) consecutive semesters, the student will be required to apply for readmission" will not automatically apply to the College of Medicine. The College of Medicine will articulate the required timeframe for return from an involuntary withdrawal based on the individual assessment of the student's circumstances, previous academic performance and the requirements of the medical curriculum.

The emergency measures described in Florida Atlantic University Regulation 4.007(9) shall apply to students in the College of Medicine; however, references contained therein to the "Dean of Students or designee" shall be replaced with the "College of Medicine Associate Dean for Student Affairs and Admissions (or designee)."

STUDENT & FACULTY CONDUCT & RESPONSIBILITIES

ACADEMIC INTEGRITY GUIDELINES

The students and faculty of the Schmidt College of Medicine shall adhere to an atmosphere of mutual trust and respect, fostering honorable and ethical behavior. Matters regarding violations of academic integrity shall be subject to FAU Regulation 4.001, Code of Academic Integrity and the process under "Coordination between the MSPPSC and the Florida Atlantic University Office of Student Affairs" shall apply.

PROFESSIONALISM EXPECTATIONS

PHYSICIANSHIP AND PROFESSIONALISM ADVOCACY PROGRAM (PPAP)

Professionalism is an attribute and competency required of all physicians and an important component of the College of Medicine at Florida Atlantic University. Medical schools have a responsibility for the initial professional education of their students and for assisting in the development of professional attitudes and attributes among these students. The basic components of professional behavior are clearly defined and monitored during the medical education experience.

The Physicianship and Professionalism Advocacy Program (referred to as "PPAP") establishes a process used to monitor, evaluate, improve, and promote the professional behavior of medical students at the College of Medicine. It outlines the process for reporting concerns about medical student professionalism and sets forth the outcomes that may result from that process. It also provides the opportunity to commend students that demonstrate exemplary professionalism. The forms used to document the concerns and commendations to students about their professional behavior are posted on the FAU College of Medicine website.

Student professionalism violations may be addressed under University Regulation 4.001, 4.007 and by the MSPPSC. The foundation underlying the prescription of student standards at the College of Medicine is the conviction that the exercise of individual rights must be accompanied by related responsibilities. By accepting membership in the University community, a student acquires rights in, as well as responsibilities to, the whole University community. These rights and responsibilities are defined within this policy. All students are subject to the policies and procedures described herein.

(a) Reporting Process

(i) Physicianship Incident Report (PIR)

A PIR may be generated anytime a student's behavior raises concerns regarding the medical student's professional and/or ethical conduct. PIRs can be generated by anyone, including but not limited to, course coordinators, instructors, the College of Medicine administration, faculty, staff and other students. All PIRs must be submitted via the College of Medicine's Office of Student Affairs' online PPAP Reporting System. These incident reports must include the name of the student being reported, the date of the incident being reported, the location of the incident, and a narrative description of the student's behavior. Anyone submitting a PIR may also provide suggestions for corrective actions.

(ii) Physicianship Commendation Report (PCR)

A PCR is the mechanism for reporting a student professionalism commendation. A PCR can be generated anytime a student demonstrates such exemplary professional behavior (i.e., far above or outside of the high level of expected professionalism, duties, collegiality, valor and/or compassion of a future physician/health professional) that formal recognition is warranted. PCRs can be generated by anyone, including but not limited to, course coordinators, instructors, the College of Medicine administration, faculty, staff and other students. PCRs must be submitted via the College of Medicine's Office of Student Affairs' online PPAP Reporting System.

Student commendations through a PCR submission will be brought by the Office of Student Affairs to the Student Competency Review Committee (SCRC) for discussion. Should the student commendation rise to an exceptional level the SCRC may request that a written reflection of the commendation be included in the student's Medical Student Performance Evaluation (MSPE). Any inclusion of such commendation in the MSPE is ultimately at the discretion of the Associate Dean for Medical Education.

(b) Consequences of PIRs

Students may be subject to disciplinary actions because of professionalism violations. Any misconduct that is addressed under University Regulations 4.001 or 4.007 will be governed by the procedures described in such Regulations and by the MSPPSC.

When a PIR is submitted about an individual student, the Associate Dean for Student Affairs and Admissions (ADSAA) or Assistant Dean for Student Affairs (ADSA) will review the PIR and present the PIR to the SCRC (if it is an initial PIR against the student) or to the MSPPSC (if it is a subsequent PIR against the student) for review and action, as appropriate. When presented to the SCRC, the SCRC will review and discuss the PIR and determine if further action needs to be taken, including but not limited to, a required formative support plan, referral to the ADSAA or ADSA to meet with the student to gather more information or to provide support or other resources, referral to the MSPPSC, or no further action. Only PIRs reviewed by the MSPPSC may result in a notation on the Medical Student Performance Evaluation (MSPE).

(c) Appeals Process and Hearing Procedures

Students may appeal any sanctions imposed by the MSPPSC as a result of a PIR by following the same process described under Appeals Policy, which appeals process and hearing procedures shall also apply to the PPAP.

STUDENT GOVERNMENT, REGISTERED STUDENT ORGANIZATIONS AND COMMITTEES

The College of Medicine recognizes that leadership and membership in Student Government (e.g., class officer positions) and Registered Student Organizations (e.g., student interest groups) provide valuable service to the University community by promoting leadership development, community spirit, community service, and social and cultural interaction. The College adheres to FAU Regulation 4.006 which includes, but is not limited to, the general provisions, privileges, procedures, and qualifications for participation in Student Government and Registered Student Organizations. Students who accept such leadership positions must meet the qualifications and general provisions of FAU Regulation 4.006. Appointments of students to certain positions conferred by College leadership, such as but not limited to Owl Ambassadors or student members on the Admissions Committee, may be rescinded if such students are not in good standing with the College.

STUDENT MISTREATMENT POLICY

I. Goals of Policy

1. To define standards of conduct among all members of the Charles E. Schmidt College of Medicine community generally, and specifically within the teacher/learner relationship.

2. To specify a procedure for reporting potential student mistreatment or abuse.

3. To create an administrative mechanism for handling alleged incidents of mistreatment or abuse.

4. To develop a monitoring system to identify individuals or departments whose abusive behavior persists despite intervention.

5. This policy shall supplement existing University policies or regulations which otherwise might apply to situations addressed herein.

II. Preamble

The Charles E. Schmidt College of Medicine is committed to providing and maintaining a positive environment for study and training, in which individuals are judged solely on relevant factors such as ability and performance and can pursue their educational and professional activities in an atmosphere that is humane, respectful and safe.

Our students are exceptionally talented individuals, dedicated to becoming outstanding physicians, who have selected this medical school for their training. Effective learning is possible only in an environment where students can trust their teachers to treat them fairly and with respect. The teacher may be a faculty member, resident, student, or other member of the health care team. One manner in which the teacher/learner relationship is unique is that students are vulnerable, depending on many of their teachers for evaluations and recommendations. In addition, medical education includes mastering not just pathophysiology but also the essentials of professional behavior. Students learn professional behavior primarily by observing the actions of their teacher role models. Unprofessional, disrespectful or abusive behavior by teachers is antithetical to standards of professional conduct that medical students are expected to master. These behaviors by teachers may also be self-perpetuating, as students come to believe that such behavior is appropriate when they assume the role of teacher.

III. Responsibilities of Teachers and Learners

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

Guiding Principles

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

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

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

Commitments of Faculty

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

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

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

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

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

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

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

Commitments of Students and Residents

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

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

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

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

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

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

IV. Unprofessional and Abusive Behaviors

The responsibilities of teachers and students listed above constitute examples of respectful and professional behaviors. These are our standards. 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 mistreatment of students include, but are not limited to repeated instances or single egregious instances of:

- Yelling or shouting at a student in public or private

- Criticism or other actions that reasonably can 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 students to carry out personal chores

- Unwelcome repeated sexual comments, jokes, innuendos, or taunting remarks about one's body, attire, age, gender, ethnicity, sexual orientation, or marital status

- Comments about stereotypical behavior or ethnic jokes

- Intentional physical contact such as pushing, shoving, slapping, hitting, tripping, throwing objects at, or aggressive violation of personal space

V. What to do if you believe you have been abused or mistreated

First, carefully examine the circumstances of the incident or incidents which occurred. Discuss the event with someone else who witnessed it, or with another student or individual whose judgment you trust. Discuss the event or your concerns with any responsible administrator or faculty member at the College of Medicine with whom you feel comfortable. Ask yourself whether the incident falls under the behaviors listed in Section IV above. If so there are two processes available for addressing the incident – informal resolution and complaint. Often, concerns can be resolved informally or through consultation with appropriate faculty or administrators. If the matter is not satisfactorily resolved through the informal resolution process, then the person who made the allegation of mistreatment (whether a medical student or otherwise) or the person against whom the allegation was made may initiate a complaint. The goal of these processes is to foster your educational experience by minimizing behaviors which detract from it. Please note that with respect to discrimination and harassment, the College of Medicine will comply with applicable federal, state and local laws as described in FAU Regulation 7.008 (Anti-Discrimination and Anti-Harassment Regulation). See Regulation 7.008 for more information.

INFORMAL RESOLUTION - You may do this by directly approaching the person whom you feel mistreated you and expressing your concern. Alternatively, you may file a complaint.

COMPLAINT –You may submit a complaint to your course/clerkship director, or any senior administrator or College of Medicine faculty member. If the course/clerkship director, or such senior administrator or College of Medicine faculty member, takes action to settle the complaint, he/she will communicate these actions to the Associate Dean for Student Affairs and Admissions, the Assistant Dean for Student Affairs, or designee. If you are not satisfied with your interaction with the person whom you feel mistreated you or your course/clerkship director or other senior administrator or faculty member, or you do not feel comfortable approaching these individuals, you may meet with the Associate Dean for Student Affairs and Admissions, Assistant Dean for Student Affairs, or designee to discuss other appropriate steps or available remedies.

Alternatively, you may submit a complaint directly to the Associate Dean for Student Affairs and Admissions, Assistant Dean for Student Affairs, or designee in person or through the online reporting system. See https://www.fau.edu/medicine/students/reporting/. You may also submit a complaint to the University ombudsperson, the Office of Civil Rights and Title IX, or any other staff or faculty member at the College of Medicine or the University.

You may submit your complaint anonymously. See https://www.fau.edu/medicine/students/reporting/. Please note that the College takes all complaints seriously and will investigate as appropriate. However, recourse may be limited in circumstances where the complainant remains anonymous.

VI. Procedures for handling complaints of student abuse or mistreatment

Complaints of student mistreatment by another student will be handled by the Office of Student Affairs following the Policy on Academic, Professional and Behavioral Requirements and Standards for all students.

Complaints of student mistreatment by faculty, residents, or staff will be handled in accordance with other applicable College of Medicine policies and procedures, as well as University practices.

In the event that an allegation of abuse or mistreatment is made against an individual at an affiliated clinical site, the Associate Dean for Student Affairs and Admissions, Assistant Dean for Student Affairs, or designee will meet directly with the student. The Associate Dean for Medical Education, Assistant Dean for Clinical Curriculum or designee will

meet with officials at such site. Together, the College of Medicine officials will address and remediate the situation. In the interim, provisions will be made to reassign or remove the student from interaction with the person against whom the complaint is made.

In all complaints, the responding official will confer with the person against whom the complaint is made and allow an opportunity for such person to be heard and to share their perspective as part of the resolution by the responding official.

In any case involving allegations of sexual misconduct, you are encouraged to report the matter to the University Title IX Coordinator in the Office of Civil Rights and Title IX (OCR9). If University faculty become aware of an allegation of sexual misconduct, they are expected to report it to OCR9. If a report is made, someone from OCR9 and/or Campus Victim Services will contact you to make you aware of available resources including support services, supportive measures, and the University's grievance procedures. More information, including contact information for OCR9, is available at https://www.fau.edu/ocr9/title-ix/. You may also contact Victim Services at victimservices@fau.edu or 561-297-0500 (ask to speak to an Advocate) or schedule an appointment with a counselor at Counseling and Psychological Services (CAPS) by calling 561-297-CAPS.

DISCRIMINATION AND HARASSMENT POLICY

The Schmidt College of Medicine shall comply with applicable federal, state and local discrimination/harassment laws to provide an educational, employment, and business environment free of all forms of discrimination or harassment as described in **FAU Regulation 7.008** (Anti-Discrimination and Anti-Harassment Regulation). Unlawful discrimination or harassment based upon an individual's race, color, religion, sex, national origin, age, disability, veteran status, marital status, sexual orientation, gender identity or expression, or other protected status is prohibited.

In addition, the Schmidt College of Medicine abides by the FAU University Policy on Prohibited Sexual Conduct, https://www.fau.edu/regulations/chapter-7/.

PROFESSIONAL DRESS GUIDELINES

As representatives of the medical profession, all medical students at the COM are expected to maintain an image that inspires credibility, trust, respect, and confidence in one's colleagues and patients. Appropriate dress is also essential to enhance patient safety in the clinical setting.

When students are assigned to clinical activities in any of the COM's participating institutions, they should consider themselves as representatives of the FAU College of Medicine. Attire and behavior should promote a positive impression for the individual student, the specific course, and the institution. In addition to the guidelines outlined below, certain departments and some affiliate clinical institutions may require alternate dress guidelines which must be followed. These requirements typically will be included in written course materials, but if any doubt exists, it is the responsibility of the student to inquire. The following are expectations concerning appropriate dress and personal appearance.

1. General Standards

a. All clothing must be clean, neat, professionally styled, and in good repair.

- Professional attire includes dresses, skirts, dress slacks, and collared shirts, blouses or sweaters. Ties may be optional.

b. Good personal hygiene and grooming should be maintained at all times.

c. Excessive use of fragrances should be avoided, as some people may be sensitive to scented chemicals.

d. Hair should be neat and clean. Hairstyle and/or color should not interfere with assigned duties or present a physical hazard to the patient, to the student, or to another person.

e. Fingernails should be clean and of short to medium length. Students may not have acrylic nails while providing patient care services.

2. Standards in the classroom setting

a. Shirts and blouses must extend to the waistband of the student's pants or skirt.

b. Students are permitted to wear casual slacks, jeans, and T-shirts, provided they are clean, in good repair, and do not contain any offensive language or pictures. Shorts are not permitted.

3. Standards in the laboratory setting

a. Students should follow the guidelines as established for the classroom setting.

b. OSHA regulations prohibit open-toed shoes.

4. Standards in the clinical care setting

a) Professional attire and physician-identifying clothing:

- Students should wear dresses, skirts, or dress slacks, and collared shirts or blouses. Ties should be worn with collared shirts for students who wear them, and dresses or skirts should be of medium length.
- A white coat with the FAU College of Medicine embroidered logo and a name badge are required.
- Shoes must be comfortable, clean, in good repair and appropriate to the job and duties. In addition, specific footwear requirements, such as steel-toed shoes, may be defined in areas with special safety concerns. Beach-type shoes (such as thongs or flip-flops) and bedroom slippers are not appropriate.
- Students should not chew gum.

b) Jewelry (e.g., necklaces, rings, earrings, bracelets, etc.) and other fashion accessories should be appropriate and not interfere with assigned duties. Jewelry represents a potential for infection and loose jewelry can be grabbed, causing a potential physical hazard to the student or the patient.

c) Tattoos and body art with wording or images that may be perceived as offensive should be covered during the time of professional contact with patients and families. Some examples of such offensive art or images include racial slurs, swear words, symbols of death, or inappropriate revealing of body parts in a way that a reasonable person could perceive as inappropriate.

d) Visible body piercing should be minimal. Multiple earlobe piercings should be removed.

Note: While wearing a white coat in the clinical setting, medical students are expected to identify themselves as students at all times and must assume responsibility to clarify their role to patients.

5. Standards for home visits

a. The same as the guidelines for the clinical care setting, except students should not wear white coats or badges when making home visits.

b. In general, the dress should be casual professional attire that fits in with community standards and does not draw attention to the student.

c. The dress guidelines for the home visits will be reviewed in more detail as a part of the coursework in preparation for the first home visits.

6. Hospital attire (scrubs)

a. In general, medical students should wear their own clothes (rather than scrubs) for patient care assignments in clinics and when performing inpatient services.

b. Scrubs must be worn in compliance with the policies of the institution in which the medical student is assigned for patient care rotations. They should never be worn in public places outside of the clinical care facility.

c. Scrubs may be worn in specific patient care areas only. If scrubs must be worn outside of the designated clinical area, they should be covered with a white coat.

d. Hair covers, masks, shoe covers, and gowns should be removed before leaving the designated clinical areas and should not be worn while in the outpatient clinics or when making rounds on the inpatient services.

7. Examples of inappropriate attire in the clinical setting include, but are not limited to, the following:

a. Shorts

b. Blue denim jean pants of any length

c. Pants or slacks that are not in good condition (e.g., have holes, ragged hems, or patches)

d. Exercise or workout clothing, including sweatpants, spandex, or leggings

e. Sandals or bedroom slippers

f. Caps or hats, unless worn for medical or religious reasons or for nature of specific duties

g. Shirts or other apparel with images, wording, or logos that may be perceived as offensive to patients, families, or others

h. Tank tops, halter tops, translucent tops, tops with plunging necklines, or tops that leave the midriff or back exposed

i. Clothing that exposes undergarments

j. Sunglasses when indoors

k. Any attire that could be perceived as sexually provocative to a reasonable person

SOCIAL MEDIA POLICY

The administration of the College of Medicine recognizes that social media websites and applications, including but not limited to Facebook, Instagram, Snapchat, Tumblr, Twitter, Pinterest, LinkedIn, and YouTube are important and timely means of communication. However, faculty, staff, employees, residents, fellows, volunteers, and students should be aware that posting certain information may be illegal or unprofessional. Violation of existing statutes and administrative regulations may expose the offender to criminal and civil liability, and the punishment for violations may include fines and imprisonment. Offenders also may be subject to adverse employment actions, disciplinary sanctions and/or academic actions that may include, but not be limited to, a verbal or written reprimand, probation, suspension or dismissal from employment, school and/or resident training. All faculty, staff, employees, residents,

fellows, volunteers and students in the College are also subject to University policies and/or regulations on social media, (http://www.fau.edu/policies/files/9.2%20Social%20Media.pdf) as well as all other applicable University policies and regulations.

The following actions are strictly forbidden:

- Any violation of University Office of Information Technology and/or College of Medicine IT policies.

- In your professional role as a caregiver, you may not disclose the personal health information of other individuals. Removal of an individual's name does not necessarily constitute proper de-identification of protected health information. Inclusion of data such as age, gender, race, diagnosis, date of evaluation, or type of treatment or the use of a highly specific medical photograph (such as a before/after photograph of a patient having surgery or a photograph of a patient from a medical outreach trip) may still allow the reader to recognize the identity of a specific individual, and therefore is prohibited.

- You may not disclose private (protected) academic information of another student or trainee. Such information might include, but is not limited to: course, clerkship or rotation grades, narrative evaluations, examination scores, or adverse academic actions.

- For students, sharing PBL/IQ information within a class is acceptable, but sharing material between classes or outside Florida Atlantic University is not. Many of our cases have been generously provided to us by other medical schools with the stipulation that they would be used only by our students. In addition, it would defeat the purpose of problem-based learning if the learning objectives, study materials, etc. were available to students encountering cases for the first time. Therefore, the use of Facebook or other social media sites by students for any PBL or IQ materials is strictly prohibited. All postings for PBL and IQ are limited to established practices and tools set by course directors, the Office of Medical Education and College of Medicine IT.

- In posting information on social media sites, you may not present yourself as an official representative or spokesperson for FAU or its College of Medicine, unless authorized to do so by the President or Dean of the College of Medicine, respectively.

- You may not represent yourself as another person, real or fictitious, or otherwise attempt to obscure your identity as a means to circumvent the provisions of this policy.

- You must respect limited personal use permissions, when applicable, and may not utilize websites and/or applications in a manner that interferes with your official work and/or academic commitments. That is, do not consume university, hospital or clinic technology resources with personal use when others need access for patient or business-related matters. Moreover, do not delay completion of assigned clinical responsibilities in order to engage in social media activities.

In addition to the absolute prohibitions listed above, the actions listed below are strongly discouraged. Violations of these suggested guidelines may be considered unprofessional behavior and may be the basis for employment and/or academic disciplinary action.

Specifically, students who fail to adhere to the standards of professionalism regarding social media will be subject to the Policy on Academic, Professional and Behavioral Requirements and Standards Governing the Florida Atlantic University College of Medicine and/or other applicable University policies and regulations. Those students may be referred to the Associate Dean for Student Affairs and Admissions, and a Professionalism Incident Report (or other appropriate academic disciplinary action) may be made and presented to the Medical Student Promotions and Professional Standards Committee.

Residents and fellows who fail to adhere to the standards of professionalism regarding social media will be subject to the Graduate Medical Education Policy & Procedure Policy Statement "Disciplinary, Appeal and Dismissal Process". Residents and fellows may be referred to the residency program director or the Designated Institutional Official for sanctions, depending on the severity of the action. Engaging in the following activities (or similar conduct) by faculty, staff, employees, residents, fellows, students, and volunteers in the College may result in employment and/or academic disciplinary action:

- Display of vulgar language

- Display of language or photographs that imply disrespect for any individual or group because of age, race, gender, ethnicity, sexual orientation or other legally protected status

- Presentation of personal photographs or photographs of others that may reasonably be interpreted as condoning irresponsible use of alcohol, substance abuse, or sexual promiscuity

- Posting of potentially inflammatory or unflattering material on another individual's website or "tagging" another individual in an inflammatory or unflattering demeanor using a blog, social media or other web service

- Fraternization between faculty (including affiliate faculty), staff, employees, residents, fellows, students, and volunteers in an inappropriate manner of a personal nature, in violation of the Florida Atlantic University policy and/or College policy on Consensual Relations

When using social media websites/applications, faculty (including affiliate faculty), staff, employees, residents, fellows,), and students are strongly encouraged to use a personal e-mail address, rather than their fau.edu address, as their primary means of identification (see https://www.fau.edu/nit/it/policies/) Individuals also should make every effort to present themselves in a mature, responsible, and professional manner. Discourse should be civil and respectful.

Please be aware that no privatization measure is perfect and that undesignated people may still gain access to your social media sites. A site such as YouTube, of course, is completely open to the public. Future employers (residency or fellowship program directors, department chairs, or private practice partners) often review these social media sites when considering potential candidates for employment.

Finally, although once-posted information can be removed from the original social media site, exported information cannot be recovered. Any digital exposure can "live on" beyond its removal from the original website or social media service and continue to circulate in other venues. Therefore, think carefully before you post any information which may negatively impact your standing with the University or future employers. Always be respectful and professional in your actions.

RECORDING OF CLASS LECTURES BY STUDENTS' POLICY

Under a law enacted by the Florida Legislature, a state university student may, without prior notice, audio or video record a class lecture for a course in which the student is enrolled if the recording is for one of the following purposes:

(a) personal educational use of the student;

(b) in connection with a complaint to the university where the recording is made; or

(c) as evidence in, or in preparation for, a criminal or civil proceeding.

A recording of a class lecture may not be published without the consent of the lecturer, except it may be shared with university officials in connection with a complaint to the university or as evidence in a criminal or civil proceeding. Violation of this provision may subject the student to disciplinary action by the university and/or to legal action by a person injured by the publication.

A class lecture is defined as a formal or methodical oral presentation as part of a university course intended to present information or teach students about a particular subject. Recording class activities other than class lectures, including but not limited to student presentations (whether individually or as part of a group), class discussion (except when incidental to and incorporated within a class lecture), labs, clinical presentations such as patient history, academic exercises involving student participation, test or examination administrations, field trips, and private conversations between students in the class or between a student and the lecturer, is prohibited. Recordings may not be used as a substitute for class participation or class attendance. Failure to adhere to these requirements may constitute a violation of the University's Student Code of Conduct and/or the Code of Academic Integrity.

For purposes of the College of Medicine, class lectures do not include Problem-Based Learning (PBL)/Inquiry Cases (IQ)/Student-Led Inquiry (SLIQ) groups, Service Learning Projects, student and/or patient panels, Clinical Learning Groups (CLG) or clinical skills and simulation activities. Additionally, failure to adhere to these requirements may result in disciplinary action by the MSPPSC, up to and including dismissal from the College of Medicine.

To publish means to share, transmit, circulate, distribute or otherwise provide access to the recording, regardless of format or medium, to another person (or other persons), including but not limited to another student in the class. Additionally, a recording, or transcript of the recording, is published if it is posted on or uploaded to, in whole or in part, any media platform, including but not limited to social media, book, magazine, newspaper, leaflet, picket signs, or any mode of print.

One of the objectives of College of Medicine courses is to facilitate critical thinking and debate around topics, theories, and concepts where disagreement is not only anticipated, but encouraged. The ability to think critically, express your ideas clearly, and respond to the professor and other students civilly is the keystone of the academic experience. In College of Medicine courses, the professor may articulate positions and make statements for the purpose of accomplishing this objective and enhancing the learning environment. As a result, students should keep in mind that, at times, the ideas conveyed during class may not necessarily reflect the professor's personal beliefs or opinions on the subject matter.

SUBTANCE ABUSE POLICY

The COM adheres to the FAU Policy on a Drug Free Environment. Medical students who have a known or suspected abuse problem will be referred to seek professional care at Counseling and Psychological Services (CAPS). This will include mandatory education and possible referral to agencies that specialize in substance abuse and alcohol treatment and rehabilitation. If a medical student fails to attend an evaluation consultation at CAPS, or if abuse interferes with the student's academic work or performance in the clinical setting, a mandatory referral may be made to the Physician's Recovery Network for evaluation and treatment, prior to return to the classroom or clinical setting. The matter will also be referred to the MSPPSC. Students who refuse professional treatment and/or violate the provisions of the FAU Policy on a Drug Free Environment may be subject to dismissal from the FAU COM in accordance with the procedures in this Student Handbook.

Prevention, Treatment, and Assistance Resources for Medical Students

- COM Office of Student Affairs **Phone: 561-297-2219**
- FAU Counseling and Psychological Services Location SSB #8, Room 229 **Phone: 561-297-3540**
- FAU Student Accessibility Services, Location SU 133 **Phone: 561-297-3880**

ALCOHOL POLICY

As an institution of higher education, Florida Atlantic University is committed to providing a campus environment free of the abuse and illegal use of alcohol. Alcohol will only be permitted in settings that do not inhibit the full participation of those who choose not to drink alcohol and that comply with all federal, state, municipal and county laws and ordinances, all university regulations and policies, including this alcoholic beverages policy, and all health and safety regulations. All members of the Schmidt College of Medicine must abide by the **FAU Alcohol Policy 1.2**.

CONFLICT OF INTEREST IN ACADEMIC EVALUATION OF STUDENTS BY FACULTY POLICY

Conflicts of Interest Related to Student as a Patient

Faculty members and residents or fellows with academic assessment/evaluation responsibilities for students are precluded from evaluating any students who are also their patients, because of dual relationship and conflict of

interest issues. The conflict created by this dual role could affect both the quality of medical care and the content of such evaluations in the following way:

- A student-patient might be less likely to report a sensitive medical issue (e.g., drug abuse) to his/her physician if that physician will be providing an evaluation or grade for the student; and

- A faculty member's evaluation or grade (which could include some subjective elements) could potentially be, despite the evaluator's commitment to neutrality, positively or negatively affected as a result of the therapeutic relationship.

In instances of pre-existing doctor-patient/student relationships, the physician must discuss with the student the potential for a dual relationship and inform the student that he/she will recuse him/herself from any situation in which a formal evaluation is required.

In emergent situations or other instances in which an appropriate referral is not available, a student can seek the care of any faculty member or resident. In this circumstance as well, the physician must discuss with the student the potential for a dual relationship and recuse him/ herself from any situation in which a formal evaluation is required.

Conflict of Interest Related to Student in an Official Mentoring Relationship with Evaluating Faculty

The College of Medicine supports an active advising program for students in every year of medical school. This program supports faculty members, who are selected and trained by the College of Medicine, to counsel students regarding academic progress, career direction, and personal well-being. In order to preserve the integrity of the assessment system and protect students from either real or perceived bias, faculty members who serve in formal advisory roles and who have a conflict of interest related to their student mentees, will not assign summative course or clerkship grades to such student mentees without the participation of a faculty grading committee. Such faculty members may, however, provide formative feedback to their student mentees. Any faculty member contributing to the summative assessment process of a student with whom he/she has a conflict of interest must disclose the conflict of interest to the pertinent course, clerkship, rotation or curriculum director or grading committee.

Conflicts of Interest Related to Student with a Close or Personal Relationship with Evaluating Faculty

In addition to conflicts due to a pre-existing doctor-patient/student relationship (as described above), other conflicts might exist as a result of familial relationships, close personal relationships, or other circumstances which might create a conflict of interest, or the perception of a conflict within the evaluation process of a student. It is a professional obligation of the student to choose objective learning environments that are free of bias or perceived bias, so that they can be evaluated fairly. When the potential for nepotism, or any other bias or perception of bias exists, it is required that the students and faculty notify the course and curriculum directors so that changes in assignments can be made.

Notification and Scheduling

At the beginning of each course, clerkship, or rotation at the College of Medicine, the Office for Medical Education provides students and faculty with small group facilitator, preceptor, attending, and/or clinical site assignments as a routine part of the scheduling process. Students and faculty must report any potential and/or actual conflicts of interest with one another that might necessitate a change in assignments.

Regarding the psychiatry clerkship, information about potential teacher/physician dual relationship will be provided to the medical students on the first day. Students are told that if they have seen a clinician at the facility as a patient, they should notify the curriculum coordinator who will modify the schedule to avoid activities with the clinician in question, without alerting the site director as to the purpose of the schedule change.

If a change in assignment needs to be made as a result of any of the conflicts mentioned above, the type of conflict will generally not be disclosed to the individuals involved, in the interest of privacy. The course administrator(s) will be instructed to facilitate such requests without inquiring as to the nature of the conflict of interest. Students have the obligation to avoid small groups, preceptor assignments, clinical sites, as well as specific clerkship and elective

rotations where evaluating faculty have a close or personal relationship with the student. Final schedules and assignments remain at the discretion of the College of Medicine.

MEDICAL STUDENT ROLES AND SUPERVISION POLICY

It is the policy of Florida Atlantic University Charles E. Schmidt College of Medicine that medical students must have appropriate clinical supervision while participating in all required and elective clerkships and rotations. In keeping with the statutes of the State of Florida and the requirements and standards of the Liaison Committee on Medical Education [LCME], all medical student trainees will function under the supervision of a faculty member or designee, with such designees including resident physicians (e.g. interns, residents, and fellows) and licensed independent practitioners (e.g., nurse, nurse practitioner, physician assistant, nurse midwife, nurse anesthetists), who are ultimately responsible for that patient's care.

LCME Standard 9.3 (Clinical Supervision of Medical Students)

"A medical school ensures that medical students in clinical learning situations involving patient care are appropriately supervised at all times in order to ensure patient and student safety, that the level of responsibility delegated to the student is appropriate to the student's level of training, and that the activities supervised are within the scope of practice of the supervising health professional." [LCME Functions and Structure of a Medical School: Standards for Accreditation of Medical Education Programs Leading to the MD Degree, Effective July 1, 2024]

PURPOSE:

To provide guidelines and procedures for the supervision of medical students participating in clinical rotations and clerkships with members of the medical staff who hold approved clinical privileges at the College of Medicine and/or its affiliated clinical sites.

SUPERVISION:

Qualified physicians in good standing on the medical staff of the College of Medicine or an FAU approved clinical site and holding an FAU College of Medicine Faculty appointment may serve as clinical supervisors and engage in the teaching, clinical supervision, and evaluation of students.

Medical students are defined as students actively enrolled in the FAU College of Medicine as candidates for the MD degree who are participating in approved clinical rotations and clerkships, as well as students accepted through the Visiting Student Learning Opportunities (VSLO) or other approved FAU College of Medicine medical student exchange programs. Medical students participating in away rotations shall be subject to, and must adhere to, the supervision policy of the host institution.

All medical students will be directly responsible to and supervised by designated faculty supervisor(s) with College of Medicine Faculty appointments during each clerkship/rotation. Supervising faculty members may, when they deem appropriate, delegate teaching and supervisory responsibilities to designees, including residents, fellows, or licensed independent practitioners who serve as healthcare extenders and are capable of providing the appropriate level of medical student supervision for patient care within the scope of their licensed practice. FAU approved clinical sites are responsible, consistent with applicable regulations and industry standards, for assuring that the healthcare providers employed at their site are appropriately trained, certified, and credentialed.

The supervising faculty member who is responsible for the care of the patient shall determine the appropriate level of student involvement/participation in patient care and the degree of supervision required, and should do so within the guidelines of this policy. Medical students are expected to assume developmentally appropriate, graduated levels of responsibility during their training all while being directly and/or indirectly supervised (as appropriate). It is the supervising faculty member's responsibility to determine the appropriate level of involvement/participation by the student and level of supervision that each student should have when providing patient care in a clinical learning environment. The degree of involvement/participation of students when providing patient care will be determined by the supervising faculty member based on a number of factors, including but not limited to:

- the developmental level of the student

- the complexity of the care or procedure
- the potential for adverse effects
- the demonstrated competence, maturity and responsibility of each student
- the consent of the patient to have a student involved in their care

Medical students are also always expected to take responsibility for their actions and be accountable for prioritizing the best interest of the patient. Students must recognize their own limitations and request assistance or decline participation in any aspect of patient care that they do not feel comfortable or competent in. Students should always use their best judgement to discern what is safest and best for the patient without fear of any consequences related to their evaluation, assessment, or advancement.

Levels of Supervision:

Direct: The supervising faculty member or designee is physically present with the medical student and the patient. (Required for all procedures)

Indirect Supervision with Direct Supervision Immediately Available: The supervising faculty member or designee is physically present at the clinical site and is immediately available to provide Direct Supervision. The supervisor may not be engaged in activities which would delay his/her response to a student requiring direct supervision. (Faculty supervisor may consider allowing a student to be involved in history taking, physical exam, data gathering, chart review, data analysis, and counseling under indirect supervision. Some 3rd and 4th year students may progress to be allowed to perform venipuncture and IV placement under indirect supervision with direct supervision immediately available.)

Oversight: The supervising faculty member is available to provide review of encounters and provide feedback after care is delivered. (Faculty supervisor would likely consider this only for experienced 4th year medical students performing history and physical exams.)

MEDICAL STUDENT ROLES:

Medical Students in Years One (1) and Two (2) of the MD program:

- Must clearly identify and introduce themselves to the patient and all members of the healthcare team as a medical student.
- Must be under the direct, indirect, or oversight supervision, as outlined in this policy, of a physician at all times who is a member of the clinical site's Medical Staff with an FAU faculty appointment. Student supervision may be delegated to a resident, fellow, or a licensed independent practitioner serving as a healthcare extender.
- May participate in history taking, physical exam, data analysis and have access to medical records with Oversight Supervision from the faculty supervisor and with patient consent that the student may be involved in this level of care.
- May observe in surgery with appropriate consent from the patient and surgeon of record.
- May assist in minor procedures **always under Direct Supervision** when the supervising faculty member agrees that the student has achieved the required level of competence and consent is granted by the patient. (e.g., immunizations, venipuncture and IV placement).
- May not document: progress notes, history and physicals, operative notes, or discharge summaries in the patient's permanent medical record.

- May not write or give verbal orders.

Medical Students Years Three (3) and Four (4) of the MD program:

- Must clearly identify and introduce themselves to the patient and all members of the healthcare team as a medical student.

- Must be under the direct, indirect, or oversight supervision of a physician at all times who is a member of the Facility's Medical Staff with an FAU faculty appointment. Student supervision may be delegated to a resident, fellow, or a licensed independent practitioner serving as a healthcare extender.

- May participate in care and management of the patient under the direct, indirect, or oversight supervision of the supervising physician or designee depending on the situation as defined above.

- May assist in procedures **always under Direct Supervision** when the attending physician agrees that the student has achieved the required level of competence and consent is granted by the patient. (See Procedures section of this policy)

- Third year (M3) students may not call consults to other physicians but may, under the direction of their supervising faculty member, call non-physician consults and schedule appointments.

- Fourth year (M4) students may under direct supervision call consults to other physicians.

- May not write orders or give verbal orders independently. May "scribe" orders only if the supervising faculty member is present and immediately reviews and countersigns the entry.

- May document in the medical record the following: progress notes, history and physicals, operative notes, discharge summaries provided that all student charting in the medical record is clearly indicated as a Medical Student Note. The supervising faculty member will remain directly responsible for the history and physical, progress notes, discharge summary, operative reports and daily visits, as well as compliance with CMS guidelines for student documentation in the medical record.

PROCEDURES:

1. A procedure is defined as any activity that is invasive to the patient, performed in an operating room, requiring a procedure note, or requiring informed consent of the patient.

2. Except as provided in item 3 below, all medical students must be under **Direct Supervision** for all procedures by a faculty supervisor for whom that procedure is within his/her scope of practice. The faculty supervisor must determine the extent to which that student is competent to participate in the procedure, and the patient must provide prior consent to the student's involvement in the procedure.

3. Medical students are expected to assume developmentally appropriate, graduated levels of involvement/participation in procedures during their training. Procedures that medical students should be proficient in when completing medical school, defined by the Association of American Medical Colleges (AAMC) Entrustable Professional Activities (EPAs) for entering residency, include venipuncture and inserting an intravenous line. Third and fourth year students may develop competency in these technical skills under direct supervision such that their clinical supervisor may decide to allow a student to perform these minor procedures under **Indirect Supervision with Direct Supervision Immediately Available** with the consent of the patient. These are the only procedures that may proceed to indirect supervision at the discretion of the supervising faculty member who is ultimately responsible for the care of the patient.

4. As with all clinical encounters, students must ask for assistance as needed if faced with any circumstance beyond their skill level or comfort. It is the professional expectation that each medical student know the limits of his/her capabilities and request assistance in the interest of patient safety without regard for his/her assessment or fear of reprisal.

5. It is the supervising faculty member and medical student's responsibility to ensure compliance with this policy. Ultimately, the supervising faculty member shall make the determination of the level of involvement/participation each student should have when providing patient care in a clinical learning environment.

6. Medical student activities may not be billed for except as permitted by CMS regulations. It is the responsibility of the supervising health professional to assure compliance with all local, state and federal guidelines regarding the provision of care, as well as documentation, and billing for services provided by the appropriately licensed and/or credentialed professional.

DUTY HOURS POLICY FOR CLINICAL ROTATIONS

Duty hours for FAU medical students while on clinical rotations will conform to the same restrictions mandated by the ACGME for PGY-1 residents:

Maximum Hours of Clinical and Educational Work per Week:

- Clinical and educational work hours for medical students must be limited to no more than 80 hours per week, averaged over a four-week period, and students must have one day off free of clinical work and required education in seven.

Mandatory Time Free of Clinical Work and Education:

- Medical Students should have eight hours off between scheduled clinical work and education periods.
- There may be circumstances when students choose to stay to care for their patients or return to the hospital with fewer than eight hours free of clinical experience and education. This must occur within the context of the 80- hour and the one-day-off-in-seven requirements.
- Medical students must have at least 14 hours free of clinical work and education after 24 hours of in-house call.

Maximum Clinical Work and Education Period Length:

- Clinical and educational work periods for medical students must not exceed 24 hours of continuous scheduled clinical assignments.
- Up to four hours of additional time may be used for activities related to patient safety, such as providing effective transitions of care, and/or student education.
- Additional patient care responsibilities must not be assigned to a medical student during this time.

Clinical and Educational Work Hour Exceptions

- In rare circumstances, after handing off all other responsibilities, a medical student, on their own initiative, may elect to remain or return to the clinical site in the following circumstances:
    - to continue to provide care to a single severely ill or unstable patient
    - humanistic attention to the needs of a patient or family
    - attend unique educational events.

  These additional hours of care or education will be counted toward the 80-hour weekly limit.

If a student encounters a violation of the Duty Hours Policy, the student may report it to his/her attending, the clerkship or rotation director, the Third- or Fourth-Year Directors, the Office of Student Affairs or any FAU faculty or staff member with whom he/she feel comfortable discussing it. If a student prefers to report anonymously, he/she can file an anonymous report

on the Student Affairs page of the College of Medicine website under the Reporting tab. Click this link for Anonymous Reporting.

POLICY ON COMMUNICABLE DISEASES

General Infections

Students, including all visiting students, with communicable diseases or conditions will not be permitted to engage in patient contact until such conditions have been resolved as documented by a physician. This restriction is necessary to protect the health and safety of FAU patients and staff. Persons with the following medical conditions will not be allowed patient contact without prior medical clearance: 1) active chickenpox, measles, German measles, herpes zoster (shingles), acute hepatitis, and tuberculosis; 2) oral herpes with draining lesions; 3) group A streptococcal disease (i.e., strep throat) until 24 hours after treatment has been received; 4) draining or infected skin lesions (e.g. Methicillin-resistant *Staphyloccocus aureus* (MRSA); or 5) HIV/AIDS (refer to the HIV/AIDS Information and COM Policy below).

A student who has a communicable disease and is unsure whether he/she should participate in patient care should seek medical care from a private physician or a physician on staff at FAU Student Health Services. All students with a communicable disease must receive written medical clearance by a physician prior to returning to clinical care activities. A case-by-case evaluation of each infected student will be done by his/her physician to determine eligibility to perform the duties required on the clinical rotation. Based on the recommendations of his/her physician, it is the responsibility of each infected medical student to notify the College of Medicine Office of Student Affairs if he/she is unable to perform clinical work. Appropriate documentation is required. All such notifications will be kept strictly confidential.

Prior to the start of clinical experiences, a student who has chronic hepatitis B virus (HBV), chronic hepatitis C virus (HCV) or HIV/AIDS is required to notify the Office of Student Affairs of his/her status. All such notifications will be kept strictly confidential. Prior to the start of any clinical experiences, infected students are required to seek medical consultation by a physician to determine his/her ability to perform the duties required of the clinical rotation. Medical students are not obligated to answer patient questions related to their own HBV/ HCV/HIV/AIDS status, nor shall they answer such questions related to other students, other health care personnel, or patients. Serologic testing of medical students for HBV/HCV/HIV antibody will not be performed routinely unless the person is seropositive. Testing is recommended when there has been a documented needle or sharp instrument puncture or mucous membrane exposure to the blood or body fluids of patients, or when there has been a medical student-to-patient exposure. Refer to the “Exposure at FAU,” “Exposure at a College of Medicine Affiliate Site Not Located on the Campus of FAU” and other policies and procedures in this Student Handbook.

Students who are at high risk of infection from patients or other personnel because of their immune status or any other reason are encouraged to discuss their work responsibilities and educational activities with their personal health care provider. If the health care provider believes that there are certain assignments the individual should not accept for personal health reasons, this should be discussed with the Associate Dean for Student Affairs or designee. Accommodations may be available under the Technical Standards. Students should contact the FAU Student Accessibility Services (SAS) to see whether such accommodations are available. Medical students with HBV/HCV/HIV seropositivity shall have periodic physical examinations by their private physician or a physician on staff at FAU Student Health Services. Written health clearance will be provided to the Associate Dean for Student Affairs or designee, who will notify the student’s clerkship/rotation director of his/her ability to return to practice direct patient care. All correspondence will be kept confidential and will not be used as a basis for discrimination.

The greatest theoretical risk of medical student-to-patient transmission of HBV, HCV or HIV/AIDS involves invasive or exposure-prone procedures with manipulation of needles or other sharp objects not under direct visualization. Medical students who have HBV/HCV/HIV seropositivity may not perform invasive or exposure-prone procedures unless such activity is approved in writing by: 1) an expert panel duly constituted to guide and review performance of such procedures (see https://www.cdc.gov) for more information regarding exposure-prone procedures and recommendations for expert panel oversight); 2) the student’s personal physician (who may be a physician from FAU Student Health Services); 3) the clinical clerkship/rotation director; and 4) the Associate Dean for Medical Education or designee.

The Centers for Disease Control and Prevention (CDC) guidelines for the Management of Hepatitis B virus-Infected Health-Care Providers and Students (https://www.cdc.gov/vaccines/hcp/acip-recs/vacc-specific/hepb.html) and the Society for Healthcare Epidemiology of America (Henderson DK et al. Infection Control and Hospital Epidemiology, 2010; 31 (3): 203-232.) suggest that medical students with HBV, HCV and HIV seropositivity can continue to attend classes and participate in clinical clerkships, rotations and preceptorships. For chronically infected HBV/HCV or HIV positive health-care providers and students who plan on performing exposure-prone procedures, an expert panel will be duly constituted to guide and review performance of such procedures. Chronically infected HBV-infected health-care providers and students are NOT required to: 1) repeatedly demonstrate non-detectable HBV viral loads on a greater than semiannual frequency; 2) pre-notify patients of his/her HBV-infection status; or 3) submit to mandatory antiviral therapy. Standard Precautions should be adhered to rigorously in all health care settings for the protection of both patient and provider.

Education and Training

All students initially receive general information pertaining to the prevention and transmission of occupational exposures during the orientation to the College of Medicine. During this time, students will be required to receive immunizations against hepatitis B, meningitis & varicella, and tuberculosis screening if not documented on the history and physical exam form submitted prior to registration. More formal clinical information about the prevention and pathophysiology of all infectious diseases that might potentially be transmitted in a clinical care setting is provided prior to the start of clinical clerkships. This would include education regarding hepatitis A, hepatitis B, hepatitis C, varicella, influenza, meningitis, tuberculosis, and HIV.

Students will be provided with education on universal blood and body fluid precautions during orientation sessions for first year students, and prior to the start of the clinical clerkships. Students will also receive information on infection control and prevention of the spread of communicable disease. During the first day students are assigned to work at a clinical rotation site, the faculty at the affiliate site will provide information regarding the policies and procedures at their respective site that students must follow in the event of exposure, as described below in “Needlestick Injury and Other Potential Blood-borne Pathogen Exposure”. **All students are required to complete annual training in OSHA and HIPAA**.

OSHA

Students are required to complete two modules: Blood Borne Pathogens and Formaldehyde Use. Successful completion of these modules is monitored via the website by the Office of Student Affairs.

HIPAA

HIPAA training is completed pre-matriculation and then during the second term prior to promotion to each subsequent year.

Standard Precautions

Infection control policies are established for the surveillance, prevention, and control of infection caused by a variety of microorganisms. Blood, semen, and vaginal fluids are the three most potentially infectious body fluids, but other body fluids such as cerebrospinal fluid, synovial fluid, pericardial fluid, peritoneal fluid, amniotic fluid, and unfixed body tissues should be considered potentially infectious, especially if contaminated with blood. Universal precautions should always be followed, even when handling fluids and tissues that are not normally infectious such as saliva, feces, urine, sweat, sputum, vomitus, and tears; it should be noted that these body fluids carry a greater risk of infection if contaminated with visible blood, which can result from an accidental occurrence or complication of patient contact and procedures.

Students are required to follow appropriate infection control procedures, including the use of personal protective equipment, whenever there is a risk of parenteral, cutaneous, or mucous membrane exposure to blood, body fluids, or aerosolized secretions from any patient, irrespective of the perceived risk of a blood borne or airborne pathogen. Regardless of the real or perceived communicable disease status of the patient, all students and staff should follow standard universal precautions when providing patient care. The basic precautions include:

- Always wash hands before and after patient contact, according to the policy of the clinical site, even if gloves are used.
- Always wear gloves when exposure to blood, body fluids, and other body excretions is likely.
- Use gloves appropriately according to aseptic and/or sterile techniques and always change gloves between patients.
- Wear gowns/aprons when soiling of clothing with blood or body fluids is likely.
- Wear masks, face shields, and eye protection when aerosolization of blood or body fluids may occur.
- Dispose of sharps in designated rigid sharp containers. Never recap needles by hand.
- Dispose of waste saturated with blood or body fluids in designated red biohazardous waste containers.

Exposures to Blood and Other Potentially Hazardous Biological Fluids or Other Injuries

The FAU Department of Environmental Health and Safety (EHS) handles cases of occupational exposure for students and staff in FAU clinical and laboratory settings. The FAU policies and procedures pertaining to occupational exposure to contaminated body fluids (e.g., a needlestick injury) in both laboratory (e.g., anatomy lab) and clinical care settings owned or operated by FAU or on the FAU campus for both students and staff are described in the FAU Exposure Control Plan (https://www.fau.edu/ehs/documents/pln02v3bbpecp.pdf also available on FAU's Environmental Health & Safety Manuals and Programs Page: https://www.fau.edu/ehs/safety/safety-manuals/). The plan provides for appropriate post-exposure treatment and addresses the key aspects of OSHA Directive 29 CFR Part 1910.1030, Post-exposure Evaluation and Follow-up, located at https://www.osha.gov/OshDoc/data_BloodborneFacts/bbfact04.pdf

Students who become exposed to contaminated body fluids while at a clinic or lab site owned or operated by FAU or on the FAU campus will follow the established follow-up protocols at FAU in order to receive diagnostic and therapeutic care post-exposure. Depending on the level of complexity, diagnostic testing and treatment may be provided at FAU Student Health Services during normal business hours; if complex services are required or exposure takes place when FAU Student Health Services is closed, the student will be referred to obtain care at an outpatient facility in the community.

A student who becomes exposed to contaminated body fluids while at a clinic or lab site that is not owned or operated by FAU or located at the FAU Campus (e.g., hospital or preceptor office) is required to contact his/her supervising faculty member at the affiliate site. This physician will ensure that the student follows the appropriate needlestick protocols (and other appropriate protocols and policies) established at the specific affiliate site in order to receive immediate diagnostic and therapeutic care post-exposure incident. All clinical care sites that are affiliated with the COM are required to have established bio-safety protocols to provide follow-up diagnostic, preventive, and therapeutic care for medical students who sustain needlestick injuries and/or other exposures.

Regardless of the Facility at which the exposure occurs, the FAU College of Medicine provides (and requires of all its affiliated clinical care sites) a system in which all medical students, including visiting students, must report all accidental exposures to blood and other potentially hazardous biological fluids that occur including, but not limited to, accidental needlestick and anatomy lab injuries. This process is necessary for the following reasons:

- to quickly evaluate the risk of infection
- to inform the exposed student about treatments available to help prevent infection
- to monitor for side effects of treatments
- to determine if infection subsequently occurs

This process initially involves the immediate provision of appropriate first aid, including ample washing of the exposed area that was punctured by the needle, or otherwise exposed, with soap and water. The subsequent steps are determined based on whether the exposure occurred at a FAU laboratory or clinical setting on a FAU campus or if the exposure occurred at a FAU affiliate hospital or clinical setting not located on a FAU campus or owned or operated by

FAU. The flow-chart below describes the protocol that must be followed by any student who has an exposure to blood and other potentially hazardous biological fluids.

Exposures to Blood & Other Potentially Hazardous Biological Fluids (Includes Needlestick Injuries) or Other Injury (Includes Anatomy Lab Injuries)

WHERE did the exposure occur?

FAU Laboratory or Clinical Setting on FAU Campus?	FAU Affiliate Hospital or Clinical Setting Not Located on Campus or Owned/Operated by FAU?
Step 1 Immediate provision of appropriate first aid	**Step 1** Immediate provision of appropriate first aid
Step 2 Contact supervisor to report the incident	**Step 2** Contact supervising physician to report incident
Step 3 Follow the established Exposure Control Plan per the supervisor in order to receive immediate diagnostic and therapeutic care	**Step 3** Follow the established hospital or clinical site exposure protocol per the supervising physician in order to receive immediate diagnostic & therapeutic care
Step 4 If unable to follow the Exposure Control Plan, report immediately to the nearest FAU affiliate hospital emergency room for evaluation	**Step 4** If unable to follow the hospital or clinical site exposure protocol, report immediately to the nearest FAU affiliate hospital ER for evaluation
Step 5 Contact the FAU Department of Environmental Health & Safety for post-exposure evaluation & follow-up within 24 hours at 561-297-3129	**Step 5** Contact the deans of the COM Office of Student Affairs at 561-297-2219 and complete the FAU 'Medical Student Exposure Incident Report Form' online within 24 hours of exposure

Step 6
Contact the deans of the COM Student Affairs at 561-297-2219 & complete the FAU 'Medical Student Exposure Incident Report Form' online within 24 hours of exposure

FAU Affiliate Hospitals/Clinics

Bethesda Hospital East - Baptist Health

Bethesda Hospital West – Baptist Health

Boca Raton Regional Hospital - Baptist Health

Caridad Center

Cleveland Clinic Florida

Delray Medical Center - Tenet Healthcare

Good Samaritan Medical Center

Holy Cross

JFK Medical Center

Jupiter Medical Center

Mission Medical Clinic

Palms West Hospital

South County Mental Health Center

St. Mary's Medical Center - Tenet Healthcare

Wellington Regional Medical Center

West Boca Medical Center - Tenet Healthcare

West Palm Beach VA Medical Center

The student will need to contact the Deans of the COM Office of Student Affairs and complete the FAU "Medical Student Exposure Incident Report Form" available on the Office of Student Affairs webpage (https://www.fau.edu/medicine/students/reporting/).The Deans of the COM Office of Student Affairs must be notified of the exposure/injury and the form must be submitted **within 24 hours of the exposure/injury incident.** Subsequently, the student may require blood testing to rule out the presence of hepatitis B, hepatitis C, HIV, and/or other infectious agents in both the index source as well as the student. Any student identified as a candidate for post-exposure HIV prophylaxis as a result of this protocol is to be immediately referred to one of the College of Medicine's hospital affiliates or local ambulatory care centers for initiation of medications as prescribed by the medical staff. It should be noted that locating and testing the index source is critical for appropriate management, including immediate and follow-up testing of the student and/or source and, if medically indicated (e.g., HIV infection), for the student to receive prophylactic antiretroviral medication as soon as possible, preferably within two hours of exposure. More information is available at the Centers for Disease Control web site: https://www.cdc.gov/. ***Upon exposure to blood and/or body fluid and/or injury, the student assumes the responsibility for all charges associated with diagnosis and treatment that are not covered by his/her health insurance plan.***

Confidentiality and Testing

As with any blood-borne exposure, appropriate documentation is necessary. The affiliated clinical site and the COM require that a formal report of the exposure incident or unusual occurrence be filed. The student will need to complete the FAU "Medical Student Exposure Incident Form" as discussed above. The COM shall respect the confidentiality of individuals with blood-borne or airborne pathogens to the extent permitted by state and federal law. Students and personnel will not be tested for HIV without their knowledge or consent, except that in certain circumstances testing may be a condition of employment or may be required by occupational exposure incident protocols. In cases of non-occupational exposure, confidential testing is available through FAU Student Health Services, the Office of Health and Wellness Education (HIV testing only), the student's private health insurance plan, or the Palm Beach County Health Department.

HIV/AIDS/Other Communicable Diseases Information and COM Policy

It is the policy of the COM to assess the needs of students and faculty with the human immunodeficiency virus (HIV) infection and other communicable diseases (e.g., Hepatitis B or C) on a case-by-case basis. If any such infection occurs in a medical student, any recommendations made or actions taken by the COM will respect the confidentiality and welfare of the student, while also recognizing and responding to issues regarding the welfare of patients, the COM and affiliated hospitals/clinical sites. Each student's situation will be evaluated by the COM on a case-by-case basis.

Students of the COM who are or may become infected with the HIV or other communicable virus will not be excluded from enrollment or employment, or restricted in their access to university services or facilities, unless individual medical evaluation establishes that such exclusion or restrictions are necessary for the welfare of the student, patients and/or other members of the university community.

Students and members of the COM community who may be at risk for HIV or other communicable infections are encouraged to get tested. Free HIV counseling and testing is available at FAU Student Health Services and the Office of Health and Wellness Education (http://www.fau.edu/wellness/#). For more information concerning these services offered by FAU Student Health Services, please visit http://www.fau.edu/wellness/hivtesting.php.

Students with Blood-Borne and Airborne Infections

Acquisition of infection from patients and staff, particularly due to respiratory pathogens, is an all too frequent and avoidable event. To help protect students from this risk of nosocomial-acquired infection, the COM has implemented an educational program on respiratory pathogens. Students are required to complete a Canvas course pre-matriculation and during the second term prior to promotion to each subsequent year and submit a completion screenshot into Complio. In addition, all third-year medical students undergo N-95 Respirator Fit Testing before the beginning of clinical rotations. Instruction on the technique of using this personal protective equipment is taught.

Participation in Clinical Care Activities

Students infected with blood-borne or other pathogens shall not, solely because of such infection, be excluded from participation in any phase of medical school life, including educational opportunities, employment, and extra-curricular activities, except as otherwise required by applicable federal, state, or local law or unless their health care condition presents a direct threat to the health and safety of themselves or others. Students infected with airborne pathogens may be excluded from participation in such activities during the infectious stage of their disease.

Students who know or who have reasonable basis for believing that they are infected with blood-borne or airborne pathogens are expected to seek expert advice regarding their health circumstances to have a clear understanding of the medical issues presented by these infections. See the "Policy on Communicable Disease" above in this Student Handbook. Supportive, confidential, and individualized counseling is available at FAU Student Health Services.

Students who are at high risk of infection from patients or other personnel because of their immune status or any other reason are encouraged to discuss their work responsibilities and educational activities with their personal health care provider. If the health care provider believes that there are certain assignments the student should not accept due to personal health reasons, this should be discussed with the Associate Dean for Student Affairs and Admissions

(or designee) In some cases, students may be unable to participate fully in medical school life or meet the technical standards of the FAU College of Medicine because of their disease. In all cases, the student should contact the OSA and the FAU Office of Student Accessibility Services to discuss the existence and nature of the disability and whether reasonable accommodations are available. For more information, see the policy on "Students with Disabilities" contained in this Student Handbook. If a student's exposure results in the contraction of a disease or disability, the student will be allowed to continue in the education program with as little disruption and as safely as possible depending on the circumstances. The student's specific medical circumstances will be confidentially evaluated on a case-by-case basis and appropriate recommendations regarding the student's progress through medical school may be submitted to the MSPPSC for appropriate action, if necessary.

FAU COLLEGE OF MEDICINE SELF-INSURANCE PROGRAM (FAU SIP): REQUIRED REPORTING

Employees of the FAU Board of Trustees, students, residents and healthcare providers have an individual responsibility to report to the FAU SIP any *event* that you reasonably believe may have caused or resulted in an *injury to a patient.*

A reportable event is:

- Any occurrence that has produced an actual, potential, or perceived injury
- A practice, situation, premise, or product defect that may produce an injury if left uncorrected
- Any other unexpected or untoward outcome or event where established policy or procedure was not followed
- Any other conditions you feel may give rise to a malpractice claim

Medical students must notify their supervisors (clinical preceptor/course director, clerkship attending/clerkship director) and the COM Office of Student Affairs of any reportable event. Residents must also notify their attending and department residency program director of any reportable event.

How to Report: Immediately upon the occurrence of a reportable event, call the FAU SIP representatives at (352) 273-7006. When in doubt regarding an event – **ALWAYS REPORT.**

For more detailed information and examples of reportable events, go to the SIP website located at http://www.myflsip.org/, and under "Participant Resources" click on "Incident Reporting Guide."

INDUSTRY RELATIONS

The Charles E. Schmidt College of Medicine (COM) at Florida Atlantic University (FAU) recognizes the possibility of conflict of interest or apparent conflict of interest in interactions with corporations, representatives of corporations and other individuals supported by medically-related industries. At the same time COM recognizes that several medically-related industries provide appropriate and legitimate support for educational and patient care activities. This policy serves to describe an acceptable learning environment where faculty, students and residents are shielded from industry bias. This policy incorporates standards of practice comparable to those adopted by medical schools nationwide. Please refer to the following link for the complete Industry Relations Policy. https://www.fau.edu/medicine/documents/industry-relations-policy.pdf . Please refer to the following link for the FAU Conflict of Interest Policy: https://www.fau.edu/compliance/conflict-of-interest/

RESEARCH COMPLIANCE POLICY

All medical students planning to participate in any type of research during their tenure at the College of Medicine, including during the summer and holiday breaks, must comply with all regulatory and training requirements for the research project prior to the start of any activity. The COM Research Office (https://www.fau.edu/medicine/research/contact/) can provide guidance if needed.

STUDENT SERVICES

TUITION AND FINANCIAL AID

Office of Medical Student Financial Aid

The Office of Medical Student Financial Aid is located in Rooms 228C and 228D. Both the Director of Medical Student Financial Aid and Associate Director of Medical Student Financial Aid and Student Records are available to meet with students regarding aid eligibility, budgeting, planning for Federal Student Loan Repayment, institutional scholarships and any other financial topic of interest or concern to students. Meetings may be scheduled Monday through Friday, virtually or in-person, from 8:00 a.m. to 6:00 p.m.

Types of aid

There are several financial aid and scholarship options available to medical students, such as the FAU Graduate Grant, institutional and private scholarships, and federal and private student loans. Financial aid includes:

- FAU Graduate Grant: These awards are based on financial need and are not repaid.
- College of Medicine Scholarships: These awards may be based on merit, financial need, and/or other considerations, subject to applicable law, and are not repaid.
- External Grants and/or Scholarships: These are grants and scholarships awarded to students by outside agencies and must be reported to the Medical Student Financial Aid Office.
- Federal Student Loans: These loans offer the option to defer repayment until after graduation or withdrawal from school. They are available to help meet students' cost of attendance after grant and scholarship options have been exhausted. Federal Student Loans are considered a form of financial aid.
    - Unsubsidized Federal Direct Student Loan: Students do not have to demonstrate financial need to receive this loan and interest payments are not subsidized by the government. Because these loans are federally guaranteed, they do not require a credit check. All students are eligible provided they are not in default or own a repayment on a Federal Grant or existing Federal Student Loan, and/or have not exceeded the federal aggregate loan limit. Students may either pay the accrued interest while in school or allow it to be added to the principal balance upon entering repayment. The Free Application for Federal Student Aid (FAFSA) must be filed to borrow through this program.
    - Federal Graduate PLUS Loan: The Federal Graduate PLUS Loan is available only to legacy borrowers who borrowed a federal loan in their current program of study prior to July 1, 2026. To be considered, students must first file the FAFSA to determine eligibility for the lower-cost Federal Direct Loan program. Eligibility for the Graduate PLUS Loan is subject to a mandatory credit check. Students who do not initially meet the credit requirements may apply or reapply with a creditworthy co-borrower. Additional information is available on the College of Medicine Financial Aid website.
- Alternative (Private) Student Loans: Alternative student loans are credit based and available through multiple lending institutions. The terms of these loans can differ significantly from those of the Federal Loan Programs. Look at items such as deferment, forbearance and repayment provisions, to include what happens to the loan balance in the event of death or permanent disability. These loans are not eligible for forgiveness through the Federal government, to include Public Service Loan Forgiveness, and are seldom used by our students.

FAU College of Medicine Scholarships

There are several College of Medicine Scholarships for which students may apply. Satisfactory academic progress standards must be maintained, and all coursework must be passed on the first attempt to maintain eligibility for scholarships that continue in future years. Students who take an approved leave of absence may continue to apply for and receive scholarships upon their return to the College, provided the leave was not granted in conjunction with an academic or professional deficiency. Students who fail to maintain satisfactory academic standing or who do not pass all coursework on the first attempt will lose their eligibility for new or renewable scholarships.

Debt Management and Loan Exit Counselin

The College of Medicine offers a required Debt Management and Financial Literacy program for all students. Throughout all four years, students participate in a mandatory Canvas-based course designed to build financial literacy and promote informed borrowing. The course incorporates financial aid presentations and requires online modules from the AAMC's FIRST (Financial Information, Resources, Services, and Tools) Financial Wellness Program, covering a broad range of topics related to debt and money management. During Years 1 and 2, the program emphasizes foundational concepts such as budgeting and MedLoans® tracking for borrowers. In Years 3 and 4, students participate in more advanced webinars addressing topics such as Public Service Loan Forgiveness (PSLF) and home financing.

In addition to the online Canvas course, the program includes individualized counseling at key points in a student's medical education. One-on-one meetings are optional for first- and second-year students, while all third-year students are required to complete mandatory debt management counseling to review their financial position prior to applying for residency. Graduating seniors will attend exit interviews conducted by the Office of Medical Student Financial Aid. Individual loan summary sheets for student borrowers indicating types of loans, total loan debt and the name(s) and contact information of the loan servicers will be provided. Loan repayment strategies including loan consolidation, loan forgiveness, as well as loan deferment and forbearance options will also be discussed. Students will be encouraged to address any other issues or concerns they may have regarding their student loan debt.

Visit the Office of Medical Student Financial Aid website at https://www.fau.edu/medicine/students/financial-aid/ for more detailed information about Financial Aid at the College of Medicine. Please feel free to contact the FAU Office of Medical Student Financial Aid at mdfinancialaid@fau.edu **for additional information.**

Tuition Refund Policy

The COM adheres to the FAU policy on tuition refunds. Withdrawal or dismissal will result in a graded refund of tuition and fees as indicated below, consistent with Florida Atlantic University Regulations 8.002, "Fee Assessment and Remittance", 8.003, "Special Fees, Fines and Penalties", and 8.006, "Waiver of Tuition and Other Fees". The date of withdrawal is **the last date of attendance, which** is confirmed by the Associate Dean for Student Affairs and Admissions, or designee for that semester. See https://www.fau.edu/regulations/chapter-8/

1. Students who withdraw from the University before the end of the first week of classes will receive a full refund, less non-refundable fees.

2. Students who withdraw from the University during the second through fourth weeks of the current semester for purposes other than exceptional circumstances will receive a 25 percent refund, less non-refundable fees.

3. Students who withdraw after the fourth week of classes will not receive a refund, unless the withdrawal takes place due to exceptional circumstances, such as illness, military conscription, or death of an immediate family member (see https://www.fau.edu/regulations/documents/chapter4/regulation-4-013-4-21-2020.pdf) **Medical students who would like to seek consideration of exceptional circumstances should submit their requests to the Associate Dean for Student Affairs and Admissions, or designee at the College of Medicine for assistance with complying with University Regulation 4.013.** Situations such as employment changes, relocation of home, transportation problems, dislike for the instructor/course, etc. are not considered "exceptional circumstances". For more information, see University Regulations: https://www.fau.edu/regulations/chapter-8/

4. All third-party charges, including health and disability insurance, must be negotiated directly with the carrier or plan. If enrolled in the Florida Atlantic University Student Health Insurance Plan (SHIP) through Insurance for Students (IFS), you remain enrolled until the end of the coverage period for which you have paid. There is no option to

terminate your coverage unless you enter the armed forces. In that case, you will be refunded a prorated share of your premium. If enrolled in the Insurance for Students (IFS) Disability Insurance Program offered by FAU, the policy allows a prorated return of unearned premiums.

STUDENT RECORDS AND REGISTRATION

STUDENT ACADEMIC RECORDS POLICY

The College will adhere to The Florida Atlantic University Board of Trustees regulation 4.008 (Access to Student Education Records) https://www.fau.edu/regulations/chapter-4/

A student, by written request to the Associate Dean for Student Affairs and Admissions or Assistant Dean for Student Affairs, may examine his or her official academic record. The record shall be made available for review by the student within 30 days of the request. The academic record shall be examined, under observation of the College of Medicine Office of Student Affairs designated personnel, and shall not be altered, destroyed, or removed from the office.

ENROLLMENT IN OTHER DEGREE PROGRAMS

Students who would like to apply to other certificate or degree programs while they are attending medical school must obtain approval from the Office of Student Affairs and the Office of Medical Student Financial Aid prior to applying.

ACADEMIC ADVISING AND ASSISTANCE

Academic Parliaments

Academic Parliaments at the College of Medicine serve to support student engagement in and out of the classroom by creating a supportive, reflective, learner-centered environment for the personal and professional development and to enrich the foundation towards a successful transition into medical school and beyond for each student. The Academic Parliaments were named by the College's inaugural class of 2015 after two impactful and prominent physicians, Dr. Elizabeth Blackwell and Dr. Charles Drew. Each student is assigned to one of the two Parliaments at the start of medical school. Parliaments also help in building a sense of community by developing long-term personal relationships among peers, including support of self-care strategies encompassing but not limited to physical and emotional wellbeing.

Student Affairs Deans and Director of Student Success Services: The Deans for Student Affairs and the Director of Student Success Services present students with information on the resources available to them to support student success and wellbeing. These sessions are delivered in large groups as well as through individually scheduled meetings. During the beginning of medical school, the Student Affairs Deans and the Director of Student Success schedule "check-in" meetings with the students to discuss their transition into medical school and to encourage the use of resources that promote student success. Student Affairs Deans also begin conversation in career interests during these Year 1 meetings. Throughout a students' tenure through medical school, the Deans for Student Affairs and Career Coaches provide sessions on professional developed and career advising through lecture, workshops, and individual meetings.

Medical Student Peer Mentoring: Second year medical students are paired with incoming first year students to serve as mentors. Responsibilities of the peer mentors include:

- Help the incoming student acclimate and adjust to the new physical and academic environment at the College of Medicine
- Provide support and guidance from the medical student perspective
- Reiterate resources available to students at the College and University
- Engage in and foster a collegial environment for all students

MD CAREER ADVISING

The Office of Student Affairs sponsors many career development and advising activities. These activities include presentations of the AAMC Careers in Medicine curriculum, Careers in Medicine panel discussions, lunchtime conferences held by specialty interest groups, and individual meetings with Career Coaches and Deans for Student Affairs. The major purpose of these activities is to provide students with a framework for thinking through the important issues in selecting a career path that is a good fit both personally, professionally, and academically. The programs will also help to inform students on what it is like to practice within a given specialty.

The AAMC Careers in Medicine (CiM) is a career planning program designed to help students choose a medical specialty and select and apply to a residency program. This four-phase process guides students through the elements of career planning, including self-understanding, exploring a variety of medical careers, and choosing a specialty to meet their career objectives. As students work through the CiM program, they will gain the tools to make an informed decision. To access this program, student may go to the Careers in Medicine web page and enter their AAMC user name and password. For further information regarding CiM, please contact the Office of Student Affairs.

Residency Application Process

The Office of Student Affairs is dedicated to helping students with the entire residency application process. This includes assistance with the NRMP, residency application services, such as the Electronic Residency Application Service (ERAS) and other services, CVs, personal statements, preparing for interviews, and individual mock interviews. Key activities include the following:

- Career Coaching Program consisting of longitudinal career coaching
- Visioning Night held in January of the third year
- CiM presentations held in the third year and fourth year on various topics concerning the residency process
- Review of CVs and personal statements
- Issuance of ERAS or other application services tokens
- Review of the MSPE (Dean's letter)
- Upload of transcripts and MSPEs to residency application services such as ERAS or other application services
- Individual mock interviews
- Individualized Match preparation meetings with Career Coaches and Deans for Student Affairs
- Advice on residency process and general career advice

ACADEMIC ASSISTANCE

Tutoring, Study Skills, and Monitoring of Student Performance

FAU COM faculty members (course/clerkship directors and other course faculty) can provide students who request or need course/clerkship content-specific academic assistance and support. In addition, the Director of Student Success Services oversees tutorial services for first- and second-year students provided by upperclassmen. These tutoring sessions are free for all medical students. When necessary, tutoring by upperclassmen may be provided on an individual and small group basis.

The Director of Student Success Services provides 1) group study skills sessions open to all students early in Year 1 and multiple Step 1 preparation sessions for students in Year 2, a NBME subject exam preparation session for students in Year 3, and a Step 2 CK preparation session for students in Year 4., and 2) individual meetings focused

on study, test-taking, and other skills for students in all years. Students should contact COM faculty members (course/clerkship directors and other course faculty) directly with a request for content-specific academic assistance and support. Students may access tutoring services or assistance from the Director of Student Success Services or through any of the following means: self-referral; suggestion from course directors, faculty, advisors, and mentors; referral by the OSA; or recommendation or mandate of the SCRC or MSPPSC.

Course and clerkship directors and SCRC monitor student performance regularly. In Years 1 and 2, course directors review scores on all exams and faculty feedback on small group performance to identify students who are underperforming academically, professionally, or with any of the required competencies, and provide assistance, which may include course content-specific academic assistance and support they arrange and/or referral to competency directors and/or the Director of Student Success Services. In Year 3, clerkship directors monitor all written assessments and patient/procedure logs and meet with each student assigned to them as a Feedback Mentor every two months throughout the year. Course and clerkship directors discuss academic difficulties with their students and can arrange referrals to competency directors and/or the Director of Student Success Services as needed.

Students who are concerned that they may be underperforming or concerned about potentially failing a course, clerkship or rotation are encouraged to self-refer by making an appointment with the Director of Student Success Services, Dr. Christine Woolf. This is an opportunity for a student to express their academic and personal concerns. Also, any student can make an appointment with the Director of Student Success Services to help them develop strategies to meet class or rotation expectations. Students are encouraged to have ongoing communication with course faculty to answer questions and obtain additional academic assistance.

In addition to COM tutoring services, FAU Academic Advising Services (https://www.fau.edu/uas/) offers the following individual and group programs: tutoring, study skill strategies, time management, improving organizational skills, and other special techniques designed to assist students with meeting the rigorous demands of the curriculum.

MEDICAL STUDENT WELLNESS

The University provides services to help medical students succeed academically and professionally. All students are encouraged to take care of themselves physically, emotionally, mentally, socially, and spiritually. Physical wellness is aided by eating properly, exercising regularly, not smoking, avoiding excessive alcohol and the use of recreational substances, and adopting healthy sleep habits.

- Visit the campus Recreation Center to exercise with free weights, machines, or aerobics classes.
- Visit the FAU Student Health Service for minor illnesses, injuries, and regular preventive care (physical exams, screening tests, and immunizations).
- Visit the Office of Health and Wellness Education for a variety of health educational programs, personal consultations, computerized fitness testing, massage, and acupuncture, as well as workshops on wellness topics important for all young adults.

Emotional wellness can be aided by becoming better organized, managing time well, keeping in touch with family and friends, managing stress well, knowing yourself, and developing meaningful personal relationships as well as collegial relationships with other students and faculty who could serve as tutors and mentors. Spiritually is not limited to your specific place of worship but can be defined as keeping in touch with your own inner source of strength, often through meditation, prayer, contemplation, and visualization. Finally, while it is recognized that time for extracurricular activities will often be limited and may need to be modified, medical students are encouraged to continue pursuing their interests, hobbies, and personal relationships while in medical school.

PERSONAL COUNSELING

Personal counseling services are provided by FAU Counseling and Psychological Services (CAPS) (http://www.fau.edu/counseling/. ***The Counseling Center's records and information are considered confidential and are set apart from all other records at the University.*** Together with the Office of Health and Wellness

Education (http://www.fau.edu/wellness/), CAPS provides confidential psychological evaluations and consultations for students in individual and group sessions; psycho-educational and wellness programs on a variety of mental health topics, including stress management, adjustment, worry, time management, depression, personality profiles, identifying cognitive strengths, anger management, relationships, maintaining academic and social balance, study skills, test-taking skills, enhancing self-esteem, and leadership (https://www.fau.edu/counseling/services/scope-of-services/); seminars alerting the University community to the early-warning signs, recognition and follow-up of disruptive or troubled students; and neuropsychological evaluations designed to enhance academic performance and retention

Student counseling services offered by CAPS include:

- Individual, group and relationship counseling provided by psychologists, clinical social workers, mental health counselors, marriage and family therapists, and supervised graduate student trainees
- Psychiatric medication services
- Alcohol and drug assessment and counseling
- Counseling in life skills and life choices
- Workshops and seminars in interpersonal and wellness areas

As described on the CAPS website, good reasons for seeking counseling include “sad or nervous a lot; difficulty with alcohol or drugs; thinking about harming yourself or others; trouble adjusting to college life or studies; relationship problems; a recent trauma you can’t resolve; questions about career or identity; feeling lonely or homesick; roommate or friendship problems; body image or weight problems; feeling too much stress; difficulty with sex or intimacy; wanting assistance solving personal questions or life problems.”

You can visit or call CAPS and request a half-hour intake session with one of the counselors. (Please inform them at the time of intake that you are a medical student at the College of Medicine.) At the first appointment, the counselor and student make decisions about what kind of help is needed and will be most beneficial. Students requiring immediate help can be seen on an emergency basis the same day. CAPS is located on the 2nd floor above the Breezeway Cafeteria, about a 5-minute walk from the Charles E. Schmidt College of Medicine building. The contact information for CAPS is:

PHONE: (561) 297-2277

Schedule an Appointment Online:
https://counseling.fau.edu/(S(2szu0d45k2e11b55qz5ogx55))/OnlineScheduling

OFFICE HOURS: Mon - Friday, 8:00 am - 5:00 pm; (Mon – Thurs, some appointments are available from 5-6 pm; inquire with therapist or front desk staff)

LOCATION: Student Services Building (SS-8) Room 229

Medical students seeking personal counseling should call CAPS during normal business hours to make an appointment or schedule an appointment online. Whenever possible, special appointments will be made to accommodate students’ schedules. Urgent or crisis matters will be triaged immediately with on-campus psychological services or referral to services in the community.

Support is also available in the evening and on weekends. **In an immediate emergency, call 911**. Otherwise, choose the option that best suits your needs:

- **CAPS Crisis Line 561-297-2277**

If you (or a friend) are experiencing distress and need someone to talk with in the middle of the night or on the weekend, call the CAPS main number, follow the prompts and you will be immediately connected to a licensed therapist.

- **2-1-1 United Way of Broward and Palm Beach Counties -** A local 24hr hotline that assists in suicide prevention as well as information and referrals to health, social, and human services. Dial 2-1-1

- **FAU Victim Services** - A 24hr resource and support service for anyone in the University community who has been a victim of actual or threatened violence. (561) 297-0500 (ask to speak to an advocate)

The COM recognizes that many physical and psychological health issues confronting medical students may be of a sensitive nature and that a doctor-patient relationship between FAU faculty members and students is inconsistent with an appropriate teacher-student relationship. FAU faculty members who provide health care services of a sensitive nature to any medical student may have no involvement in the academic evaluation or promotion of that student. ***See Policy on Recusal from Academic Evaluation of Students by Faculty in this Student Handbook***).

The College of Medicine has adopted the AAMC *COMPACT BETWEEN TEACHERS AND LEARNERS OF MEDICINE* to serve as a guide for appropriate relationships between faculty members and learners (students and residents). ***See Article III of the COM Student Mistreatment Policy in the COM Policies section of this Student Handbook and website link.*** *(*https://www.fau.edu/medicine/students/reporting/). Incidents that violate appropriate teacher-learner relationships can be reported to the OSA or the University Ombudsperson (ombuds@fau.edu). Information will be treated as confidentially as possible and will be dealt with accordingly by the Dean or designee.

The Office of the Ombuds (http://www.fau.edu/ombuds/index.php) is an additional resource available to medical students. The Ombuds functions independently and serves as a neutral problem-solver, has access to all University offices, records and personnel. The Ombuds provides information on processes, refers to appropriate offices, investigates, recommends and mediates.

PROFESSIONALS RESOURCE NETWORK (PRN)

PRN is a program designated as the State of Florida's Impaired Practitioners Program. The mission of PRN is to protect the health and safety of the citizens of Florida through early identification, referral for evaluation/appropriate treatment, and accurate monitoring techniques of impaired healthcare professionals. PRN's services are available to all licensed practitioners, those in the process of applying for a license, temporary license holders, residents, medical students and requests from other state Physician Health Programs. By enrolling at FAU COM, students consent to referral to PRN if deemed appropriate by FAU College of Medicine authorities. For more information about PRN, please visit their website (http://www.flprn.org/).

FAU STUDENT HEALTH SERVICES

Preventive and Therapeutic Health Services

The Student Health Services (SHS) at FAU provides registered medical students with confidential, professional, patient-centered primary medical care, sexual and reproductive health, dental, nutrition services, psychiatric services and health education for the prevention, diagnosis, and treatment of routine illness and injuries. All students are required to pay a student health fee per academic year, which entitles them to unlimited office visits at no additional charge to see a licensed primary care physician, physician assistant, nurse practitioner, or registered nurse, as well as access to receive immunizations, lab tests, and office procedures. There is a nominal charge for ancillary services, such as vaccines, lab tests, medications, and office procedures, which is considerably lower than that charged by local urgent care centers and emergency rooms. The health fee is paid at the time of registration prior to the first day of class.

Students requesting clinical care services are expected to schedule an appointment via the patient portal or a phone call to the front desk. Sick students without appointments may be triaged by a Registered Nurse and then referred to see a provider if needed. The following is an outline of services offered to registered, health-fee paying students through the SHS.

Clinical Care Services

- General Medical Clinic
    - Primary care services: including general physical examinations, pap smears and other screening tests, as well as chronic disease management
    - Acute health care: students can be seen for acute illnesses such as respiratory viruses, pneumonia, abdominal pain, headaches, etc.
    - Sexual and reproductive health: no cost STI testing, prevention and treatment of STIs, vaginitis, contraception management including IUDs and Nexplanon insertion
    - Laboratory: on site lab including CLIA-waived point of care testing and phlebotomy
    - Office procedures/diagnostics: EKG, vision screening, laceration repair, immunizations (MMR, Hepatitis B, Tdap, HPV, and others)
    - In house dispensary for common prescriptions
- Psychiatry Services
    - Evaluation, diagnosis and treatment of common mental health disorders with a board-certified psychiatrist
- Nutrition Services
    - Individual consultations for disordered eating, weight management, sports nutrition and more
- Dental Services
    - Dental care including oral exams, cleanings and fillings

Services Not Provided

- X rays and other sophisticated diagnostic testing
- Specialty physician care (i.e., obstetrics, surgery, orthopedics, ophthalmology, cardiology, gastroenterology, etc.)
- Emergency care after clinic hours
- Overnight infirmary services

For the above services, referrals are made to several local hospitals, pharmacies and physicians. The student must assume financial responsibility, as the Student Health Fee only covers services that are performed at campus clinics.

EMERGENCY SITUATIONS

On campus: Call the Florida Atlantic Police Department at (561) 297-3500. Off campus: Call 911 or **(561) 297-3500** or go to the nearest hospital ER. A list of nearby hospitals is located on the Student Health Services web site under the “After-Hours & Emergency Info” tab: http://www.fau.edu/shs/

For urgent, not life-threatening, situations, you may go to the FAU SHS during the hours of operation Monday through Friday. If healthcare services are required outside SHS Clinic hours, you may contact one of the nearby facilities listed on the Student Health Services web site under the "After-Hours & Emergency Info" tab: http://www.fau.edu/shs/ or your private physician. Please note that costs of all services provided outside the Student Health Center are the student's responsibility and are NOT covered by the health fee.

The information below is provided as a courtesy. Additional health care providers are available; please consult with your insurance company. FAU College of Medicine does not endorse any specific facilities or services.

Boca Raton Regional Hospital 800 Meadows Road, Boca Raton 561-395-7100	CVS MinuteClinic 520 S. Federal Highway, Boca Raton 561-362-3240	MD Now Urgent Care 7035 Beracasa Way, Ste. 105, Boca Raton 561-361-1515
West Boca Medical Center 21644 State Road 7, Boca Raton 561-488-8000	US Healthworks 1786 NW 2nd Ave., Boca Raton 561-368-6920	Boca Regional Urgent Care 20665 Lyons Road #A3, Boca Raton 561-883-6677

FAU EMERGENCY ACTION AND VICTIM SERVICES

The **FAU Emergency Action Guide** was developed by the University's safety committee to provide pertinent information for the FAU community in the event of an emergency or crisis.

The **FAU Victim Services** provides free and confidential services to assist students, faculty, staff, and university visitors who have experienced actual or threatened violence. FAU Victim Services is dedicated to providing advocacy and assisting any FAU community member who identifies as a victim to understand what resources are available to them and how to navigate the processes, they may want to go through in overcoming traumatic events. Victim advocates provide comprehensive crisis intervention supportive services to aid those criminally victimized from assault, battery, relationship abuse (physical, verbal or emotional), sexual and/or attempted sexual battery (acquaintance rape, date rape, stranger rape, molestation), stalking (repeated following or harassment), hate and/or property crimes to lessen the impact of victimization. Clients are provided with information and options and are free to decide which, if any, course of action they will pursue.

Victim Services

The victim advocate can help you with information about your options in cases of rape, sexual harassment, stalking, cyber stalking, relationship violence, assault, battery and other crimes. ***You DO NOT have to make a police report to utilize the services of a victim advocate***. The advocate can provide crisis intervention, emotional support, evaluation of options, and an explanation of the legal process.

- Crime victims have certain rights in the State of Florida such as possible restitution and/or compensation, to be present, informed and heard protection from intimidation, to submit an impact statement and the right to have an advocate present at depositions. It is the job of Victim Services to assure that victims obtain their rights.

- Other services include assistance filing Victim Compensation forms, assistance with the injunction process, referral to on-campus and local social service agencies, liaison with police departments, safety planning, accompaniment through the criminal and judicial system and documentation of victimization to employers or professors.

    - Victim Services is for all students, faculty, and staff who may become victims of crime either **off or on any FAU campus**. Victim Services is located in S.E. Wimberly Library, Room 156. Contact victim

services 24/7 at (561) 297-0500 (ask to speak to an advocate) or at 561-297-4841 during business hours or visit www.fau.edu/police/victim-services/.

FLORIDA ATLANTIC POLICE DEPARTMENT (FAPD)

The Florida Atlantic Police Department (http://www.fau.edu/police/) is a full-service law enforcement agency that operates a 24-hour Communications Center and is staffed by both state-certified police officers and civilian professional staff. The department provides comprehensive public safety services to the University community, to include but not limited to, two full-time victim advocates, a licensed mental health clinician certified crime prevention practitioners, a Criminal Investigations Division, and a Canine Unit. FAPD also operates a Community Service Officer (CSO) program staffed by trained FAU students who work in support of sworn officers. Additional services available to the FAU community include but not limited to, fingerprinting, special event coordination, lost and found services, and building access management using OWL Cards. The OWL CARD is swiped at the card reader and if the cardholder is authorized, access is granted and a log maintained of the transaction. ***For problems or questions related to card access to the Charles E. Schmidt College of Medicine (BC-71), Jeff Clark (561) 297-2322 or John Gabrielsen (561) 297-0706.*** Only these authorized staff add or remove people, clearances, or times.

Emergency Contact Information

- **Students on campus who need emergency assistance while on campus should call the FAPD at (561)-297-3500, available 24 hours a day, 7 days a week.**
- **Students off campus who require emergency services while off campus should call 911.**
- **Students who experience actual or threatened violence may contact FAU Victim Services for support and assistance**
    - **24/7 Advocate Line- (561) 297-0500 (request to speak with an advocate)**
    - **Business Hours Line- (561) 297-4841**
    - **Email- victimservices@fau.edu**
    - **Website- http://www.fau.edu/police/victimservices/**
- **For more information visit: http:www.fau.edu/police**

POLICY REGARDING ACCESSING HEALTH SERVICES

Medical students may be excused from classes or clinical rotations in order to access health services as described in the College of Medicine Attendance Policy. Students should make every effort to schedule elective healthcare appointments during Independent Study Time or White Space Time. If this is not possible and students must miss mandatory activities, the course or clerkship director may require make-up coursework. In the event of urgent or emergent medical issues that require an absence from class or clinical activities, students should contact the Office of Student Affairs, course and clerkship directors as soon as possible. Students are expected to follow all relevant College of Medicine policies governing communicable diseases and percutaneous exposure and should be excused from classes or clinical activities in a timely manner in order to adhere to these policies.

FAU CAMPUS RESOURCES & FACILITIES

LIBRARY SERVICES

FAU's Medical Library collection is located digitally at https://library.fau.edu/medical and physically in the main S.E. Wimberly Library located on the Boca Raton campus. The Medical Library faculty maintains offices in the College of Medicine (COM) and the main library. The COM medical librarians are the primary point of contact for medical

students related to the medical library collection and services. Contact information, in-person and virtual appointments can be found at https://library.fau.edu/medical/staff. The S.E. Wimberly Library offers study spaces, computer workstations, wireless connection and a wide variety of library services. The main library includes copying, printing, interlibrary loans, reference service, and individual assistance in using databases and other virtual resources. The Library is a member of the National Network of Libraries of Medicine. Hours of operation can be found at https://library.fau.edu/hours.

TRANSPORTATION AND PARKING

Medical students are encouraged to review the University's Parking Rules and Regulations. Students will be provided a copy of the University's Parking Rules and Regulations when they purchase their virtual parking pass. The regulations are also posted on the Parking and Transportation website at http://www.fau.edu/parking/. It is the responsibility of each student to become familiar and comply with the University's Parking and Transportation Rules and Regulations. All questions may be answered by reviewing the website or calling Parking and Transportation at (561) 297-2771 or email at FAUPARK@fau.edu.

CONTACT INFORMATION FOR ACCREDITING AND GOVERNING AGENCIES

Students who wish to file a complaint with FAU's accrediting agencies or the Florida State University System Board of Governors may contact:

- Southern Association for Colleges and Schools Commission on Colleges - http://sacscoc.org
- Liaison Committee for Medical Education (LCME): Any person concerned about the quality of an undergraduate medical education program accredited by the LCME may contact the Secretariat to discuss lodging a complaint. Only those complaints will be investigated that, if substantiated, may constitute noncompliance with accreditation standards. The LCME will not intervene on behalf of an individual complainant regarding, for example, matters of admission, appointment, promotion, or dismissal of faculty or students.
- Accreditation Council for Graduate Medical Education (ACGME): Any person concerned about the quality of a graduate medical education program accredited by the ACGME may file a formal complaint through https://www.acgme.org/Residents-and-Fellows/Report-an-Issue/Office-of-Complaints
- Board of Governors - http://www.flbog.edu/contact/.

INFORMATION TECHNOLOGY (IT) POLICIES

All College of Medicine students who are granted access to FAU-issued computing and technology resources (desktops, laptops, tablets, mobile phones, printers, etc.), application systems or access to the FAU network must adhere to the requirements described in the *Information and Data Security Policies* manual. The manual details the mandatory standards and policies enforced by FAU and the COM IT Office to protect information systems and assets from internal and external threats. For more information, see http://www.fau.edu/security/.

The privilege of using the computing and technology resources provided by FAU is not transferable or extendible by students to people or groups outside of the school and terminates when a student is no longer enrolled in the College of Medicine.

This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a student violates any of the terms and conditions named in this policy; privileges may be terminated, access to FAU technology resources may be denied, and appropriate disciplinary action may be applicable. Accordingly, this policy establishes the expectations for students regarding the utilization of technology devices provided by FAU for educational purposes.

iPads & IPad Accessories

All students must take personal responsibility for the security of the equipment, software and data in their care. iPads and IPad accessories that are provided to students are the property of FAU and, as such, will be subject to inspection or log monitoring at any time. COM IT may also choose to remotely disable a student's iPad if the device or data has been compromised, is lost or stolen, or if a student is in non-compliance with established policy and/or directives.

All iPads are loaned for academic purposes and students should understand that there is no reasonable expectation of privacy concerning data or software on these devices.

Device failure, theft or damage is the sole responsibility of the student who will bear all costs for repairing/replacing the parts or purchasing a new device. The student will provide payment for the replacement or repair of the device, which will be processed between the student, COM IT Office and COM Office of Student Affairs.

All students will coordinate the return their devices to the COM IT Office at the end of their medical education. Failure to return the devices and related accessories will result in a delay of receipt of their graduate diploma.

Additional standards related to FAU-issued computing devices are as follows:

- Unauthorized or unlicensed software must not be installed or loaded on FAU Devices. Students may choose to install Apps on the iPads if they are either educational-based, part of classroom exercises, or are of benefit to the learning process. No gaming, chat apps, social media software is permitted unless approved by the curriculum and CoM IT.
- Students must ensure that their device is not used by unauthorized persons.
- Students must keep their FAU issued mobile devices powered on and updated at all times.
- Students must take all reasonable steps to ensure that the device is not damaged through misuse.
- COM IT will maintain temporary "loaner" iPads and laptops in the event that the unit requires repair or maintenance. Theft or damage to any device is the sole responsibility of the student who will bear all costs for replacing the parts or purchasing a new device.
- All students are encouraged to regularly save all data to the network drives and an approved central cloud location, i.e., OneDrive, Canvas, iCloud, etc. The COM will not be responsible for any loss of data on the devices.
- Devices should never be left unattended in public places (e.g., car, library, restaurant, restroom, etc.).
- Students must immediately report any possible security breaches to COM IT.
- Students must abide by all of the IT policies of FAU in addition to those specifically for the COM. This includes all HIPAA and FERPA regulations pertaining to security and privacy.

Bring Your Own Device (BYOD)

Students may choose to bring their own mobile, tablet or laptop device and connect to the FAU network for official business, educational or research purposes. COM IT is not responsible for either the physical or data security of the device or its contents and will not provide software installations, troubleshooting, service or maintenance for any personal device. The student is responsible for the proper care of their personal device, including any costs of repair, replacement or any modifications, software installations and other support needed to use the device at school.

Violations of any school policies, administrative procedures or school rules involving a student's personally owned device may result in the loss of use of the device in school and/or disciplinary action. Additionally, FAU and the College of Medicine reserve the right to contact the University Police Department or other law enforcement if there is any reason to believe that the student has used their personal device to violate federal, state or local laws, engaged in any criminal or unlawful behavior, or is involved in other misconduct while using their personal device while

connected to the FAU network. FAU's Office of Information Technology (OIT) and COM IT will provide all relevant information to law enforcement on the log activity of the personal device(s) connected to the FAU network.

The student may not use personal devices to record, transmit or post photos or videos of any information pertaining to HIPAA, confidential or sensitive information. The student, while connected to the secured FAU network, should only use their device to access relevant files and educational content on an as-needed basis.

Receiving and Returning Your Devices

Student iPads are and will remain property of FAU and all users shall adhere to this policy and acceptable use policy for technology. iPads will be distributed at M1 orientation upon signature of the COM iPad Agreement document and the Acceptable Use Policy.

Students who withdraw from FAU for any reason must return their individual school iPad on or before the date of termination. If a student fails to return the device at the end of the school year or upon termination of enrollment in the College of Medicine, the student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the iPad. Failure to return the iPad will result in a theft report filed with appropriate law enforcement. Random inspections of student iPads, which can be done in person or remotely, will be conducted to ensure compliance with provisions of this policy.

Lost or Stolen Devices

iPads that are stolen or lost must be reported to the COM IT Office. Students must follow the procedure for lost/stolen iPads (https://comsupport.fau.edu/kb/articles/ipad-lost-stolen-repairs) within 24 hours of the incident.

iPads issued by the COM include internal tracking and security software. In the event the iPad is reported lost or stolen, this internal tracking security software will be used to locate the device and/or remotely disable the device.

Damaged or Malfunctioning Devices

There is a need/responsibility to protect the FAU-issued devices by the University and the student.

- Students are responsible for the general care of the iPad and any accessories issued to them by FAU.
- Repair needs must be taken to the COM IT Office for an evaluation of the equipment. Students are not permitted to take their IPad or any accessory to any repair clinic without the approval from the COM IT team.
- Devices that malfunction or are damaged must be reported to the office within 24 hours or sooner.

In the event there are repeated incidents of accidental damages to the iPad, the COM and student will develop an action plan to identify appropriate strategies to ensure the device is maintained and utilized in a safe manner.

Devices damaged or inoperable will be repaired with the cost being borne by the student. In the event that a student's iPad needs repair, a loaner device will be provided as soon as possible while the device is being repaired.

Upkeep and Care of the Device

Students are responsible for:

- Keeping their device battery charged for school each day.
- Using a clean, soft or anti-static cloth to clean the screen, no cleansers of any type.
- Keeping their device in a secure location and never left in an unlocked locker, unlocked car or in any unsupervised or unsecure location.

- Not leaving the device in a place that is experiencing hot or cold conditions. (i.e. car in summer or winter). Extreme heat will damage the unit and extreme cold will cause severe screen damage.

- Not removing the protective case provided.

- Not changing device settings.

- Ensure device is powered on at all times and that all OS and security updates are installed as they are available. Using their device in a responsible and ethical manner.

- Obeying all applicable rules and laws concerning behavior and communication that apply to iPad/computer use.

Originally Installed Software and/or Apps

The apps and operating system originally installed by FAU must remain on the device in usable condition and be easily accessible at all times. From time to time, the school may add additional apps and Operating System upgrades. The licenses for this software may require that the software be deleted at the end of the course. Upgrade versions of licensed software/apps are available from time to time.

FAU reserves the right to restrict content to be installed on the device. Students will be provided with purchase codes (at no charge) to download selected basic apps. Throughout the school year, additional apps may be added by the school or the student.

In the event that significant or irreparable technical difficulties occur, the iPad will be restored from a backup or will be reset to factory settings. FAU does not accept responsibility for the loss of any apps or documents deleted due to the necessity of a re-format and/or re-image.

Students may install appropriate apps on their iPad via their FAU iTunes account. FAU will, within reason, provide configuration settings that will not allow inappropriate content/apps/music to be installed on the iPad. This does not, however, limit what can be downloaded to the student's individual account or other personal device when they are not on the school's network.

Students will be expected to delete student music, photos, and apps in the event storage space becomes an issue. Students should save work to the digital storage provided by iCloud or email documents to themselves. FAU reserves the right to inspect a student's iPad. This includes but is not limited to email, documents, pictures, music, or other components associated with all FAU technology and computing resources. The end user has no expectation of privacy.

Students are only permitted to use their iTunes account that was created using their FAU Email address. Use of personal iTunes account is strictly prohibited as it will interfere with Apps provided by the College of Medicine.

EMAIL POLICY

FAU uses electronic mail (e-mail) to provide official information to students, and ***a student's FAU e-mail account is the official method the College of Medicine uses to communicate with students.*** Students must check their FAU e-mail accounts at a minimum daily. Only the College's faculty, staff, students, and other persons who have received permission under the appropriate authority are authorized users of the FAU e-mail systems and resources. Use of e-mail is encouraged where such use supports the University's academic goals and facilitates communication between faculty and students. However, if a student uses email in an unacceptable manner, he/she is subject to sanctions, including but not limited to, having his/her campus e-mail account deactivated. The student will receive an initial warning and reports of any subsequent violations will be sent to the MSPPSC for final recommendations and action. Responding to emails from all faculty and staff in a respectful, sensitive, and polite manner within 24 hours of receipt is required of all students.

UNIVERSITY POLICIES

The following University policies are of particular significance to the College of Medicine; students are expected to be aware of these policies and adhere to them.

FAU Policy on Consensual Relations:
http://www.fau.edu/policies/files/1.10%20Consensual%20Relations.pdf

FAU Policy on Drug-Free Environment:

http://www.fau.edu/policies/files/1.6%20Drug-Free%20Environment.pdf

FAU No Smoking Policy:

https://www.fau.edu/healthycampus/tobaccofree/FAQs.php

FAU Regulation 4.007 (Code of Conduct):

https://www.fau.edu/regulations/chapter-4/

FAU Emergency Policies:

http://www.fau.edu/policies/files/1.14%20Emergency%20Management.pdf

FAU Regulation 7.008 (Anti-Harassment/Anti-Discrimination):

https://www.fau.edu/regulations/chapter-7/

FAU Regulation 5.013: (Executive Service)

https://www.fau.edu/regulations/chapter-5/

FAU Regulation 5.014 (University Support Personnel System Employee Performance Evaluations)

https://www.fau.edu/regulations/chapter-5/

FAU Regulations and Policies: http://www.fau.edu/regulations/

APPENDICES

APPENDIX A: THE HIPPOCRATIC OATH

I do solemnly vow, to that which I value and hold most dear:

That I will honor the Profession of Medicine, be just and generous to its members, and help sustain them in their service to humanity;

That just as I have learned from those who preceded me, so I will instruct those who follow me in the science and the art of medicine;

That I will recognize the limits of my knowledge and pursue lifelong learning to better care for the sick and to prevent illness;

That I will seek the counsel of others when they are more expert so as to fulfill my obligation to those who are entrusted to my care;

That I will not withdraw from my patients in their time of need;

That I will lead my life and practice my art with integrity and honor, using my power wisely;

That whatsoever I shall see or hear of the lives of my patients that is not fitting to be spoken, I will keep in confidence;

That into whatever house I shall enter, it shall be for the good of the sick;

That I will maintain this sacred trust, holding myself far aloof from wrong, from corrupting, from the tempting of others to vice;

That above all else I will serve the highest interests of my patients through the practice of my science and my art;

That I will be an advocate for patients in need and strive for justice in the care of the sick.

I now turn to my calling, promising to preserve its finest traditions, with the reward of a long experience in the joy of healing.

I make this vow freely and upon my honor.

APPENDIX B: CONDITIONS OF ACCEPTANCE

CONDITIONS OF ACCEPTANCE

The offer of Admission to the Charles E. Schmidt College of Medicine at Florida Atlantic University carries the following contingencies which must be met before you matriculate on XXX.

You must:

1. Satisfactorily complete all coursework that you are taking or will take between now and the start of medical school.

2. Satisfactorily complete all prerequisite courses for entry to the Charles E. Schmidt College of Medicine.

3. Provide evidence that you have received, or qualified for a bachelor's degree or higher, by furnishing final official transcripts from all institutions attended beyond high school by XXX.

4. Provide a clear national criminal background check through Certiphi Screening, Inc. facilitated through the AAMC. You will receive a notice from Certiphi Screening, Inc. asking for permission to run a background check starting XXX. Follow the instructions provided by Certiphi Screening, Inc. and grant permission to run the background check. More information on the criminal background check can be found in the XXXX AMCAS Applicant Guide.

5. The COM Office of Student Affairs will provide a Mandatory Pre-Matriculation Compliance Requirements Checklist XXX. All Pre-Orientation paperwork must be completed prior to matriculation by the appropriate deadlines as specific by the COM Office of Student Affairs.

6. Complete an additional level 2 background check, including fingerprinting and drug testing, through Complio. You will receive information from the COM Office of Student Affairs with instructions on how to create your Complio profile and complete the required level 2 background check, starting XXXX.

7. Complete the immunization and health forms on Complio through Complio and the FAU Division of Student Affairs Medicat by the appropriate deadlines as specified by the COM Office of Student Affairs.

8. Provide evidence that you have health and disability insurance (or are covered by another individual for both types of insurance).

9. Continue to maintain and exhibit the high moral character expected of individuals entrusted with the privilege of studying medicine.

An informational website for incoming medical year one students will be available mid-May XXXX. The site will contain information such as important dates, M1 compliance documents, White Coate Ceremony and orientation. ***Orientation is mandatory and will start on XXX***.

Residency for Tuition Purposes – Florida Residency for Tuition Purposes refers to whether you are a permanent in-state (Florida) resident or an out-of-state resident. This classification determines your tuition cost as defined by ***Florida State Statute*** Florida Statute 1009.21 ***and the*** *State Board of Education Rule 6A-10.044.* **For more information, visit: https://www.fau.edu/registrar/residency/**

M.D. Financial Aid website provides an overview of important dates and information specific to financial aid at the Charles E. Schmidt College of medicine. To view financial aid resources, visit: t https://www.fau.edu/medicine/students/financial-aid/. Contact the office of Financial Aid via phone: (561) 297-2591 or email: mdfinancialaid@health.fau.edu

All communications with accepted applicants takes place via email. Please make sure your contact information is up to date in the AMCAS system via your primary application. **DO NOT send changes to us by email and DO NOT add them as an update to your secondary application.**

Travel during the Pre-Matriculation

▪ You must inform both the *Office of Student Affairs* and the *Office of Admissions* of your plans to travel between ***April 30, 2026,*** *and* ***July 27, 2026***. During this critical pre-matriculation period, all incoming students are expected to complete the required onboarding tasks—regardless of travel plans.

▪ These requirements include, but are not limited to, submitting immunization records, initial Residency for Tuition Purposes application and compliance requirements for the following departments: *Admissions, Office of Student Affairs and the MD Financial Aid office.*

▪ ***NOTE: Many of these steps cannot be completed from outside of the country, and failure to complete them on time may impact your ability to matriculate***.

If at any time your plans change and you wish to decline our offer of acceptance and withdraw your application, please send an email with your name and AAMC ID to mdadmissions@health.fau.edu .

APPENDIX C: MAP

http://www.fau.edu/about/boca-raton.php

APPENDIX D: DEFINITIONS

Below is a list of definitions that are used in the College of Medicine Student Handbook.

AAMC	Association of American Medical Colleges, a non-profit organization that includes U.S. and Canadian medical schools, teaching hospitals, health systems, and academic and scientific societies; represents faculty, medical students and residents
ACGME	Accreditation Council for Graduate Medical Education, the organization that accredits residency programs and institutions such as hospitals and medical schools that sponsor residency programs
ADSA	Assistant Dean for Student Affairs who also serves as the designee for the ADSAA
ADSAA	Associate Dean for Student Affairs and Admissions
ADMSAC	Assistant Director for Medical Student Affairs and Compliance
AMCAS	American Medical College Application Service
BMS	Biomedical Science Department
CAPS	Counseling and Psychological Services at Florida Atlantic University
CDC	Centers for Disease Control and Prevention
CIPEC	Curriculum Integration and Program Evaluation Committee
CLG	Clinical Learning Group: a component of the Foundations of Medicine (FOM) course for year 1 and 2 students. These small group sessions provide a time for reflection and discussion of recent clinical experiences in their preceptors offices and with standardized patients; focus is oral case presentations, note writing, clinical reasoning, evidence based and patient centered practice, as well as integrating issues of ethics, cultural competency, geriatrics, and community advocacy.
COM	College of Medicine, refers to the Charles E. Schmidt College of Medicine at Florida Atlantic University
COMCC	College of Medicine Curriculum Committee
ERAS	Electronic Residency Application Service
Faculty	Refers to members of the faculty of the COM
FAFSA	Free Application for Federal Student Aid
FAU	Florida Atlantic University
FBS	Fundamentals of Biomedical Science: The course name for the integrated basic science courses in Fall semester of year 1 which includes anatomy along with other core basic science disciplines such as biochemistry, immunology, histology, etc.

FCHS Family and Community Health Sciences: One of two six-month longitudinal integrated clerkships in year three that integrates clerkships in psychiatry, obstetrics, gynecology, and pediatrics.

FERPA Family Education Rights and Privacy Act, as amended from time to time

FOM Foundations of Medicine: A four part, integrated patient-focused course that teaches students clinical skills longitudinally across years one and two.

GME Graduate Medical Education, refers to residency programs that follow medical school

HIV Human Immunodeficiency Virus

ICA Institutional competency assessment: Clinical assessment of students to measure acquired proficiency in clinical skills used during competency weeks.

IPFC Integrated patient-focused curriculum

PBL, IQ, SLIQ Problem-based learning/Inquiry cases/Student-led inquiry cases; small, student-directed, case-based learning groups in basic science courses in years one (PBL/IQ) and two (IQ/SLIQ)

LIC Longitudinal Integrated Clerkship; refers to either of the two integrated clerkships in Year 3 – Medical and Surgical Sciences (MSS) or Family and Community Health Sciences (FCHS))

LCME Liaison Committee on Medical Education, the organization that accredits medical schools in the US and Canada

Medical Student Refers to any person who is enrolled in or seeking an MD degree from the College of Medicine

Member of the University Community Refers to Trustees, students, faculty, staff and all visitors, contractors and guests to the University or any of its campuses, facilities or events

MSPE Medical Student Performance Evaluation or “Dean’s Letter”

MSPPSC COM Medical Student Promotions and Professional Standards Committee

MSS Medical and Surgical Sciences: One of two six-month longitudinal integrated clerkships in year three that contains inpatient and outpatient experiences in Medicine, Critical Care, Surgery, Anesthesiology, Emergency Medicine, Pathology, Radiology, Geriatrics, and Palliative care

Notice Used in the context of delivering a notification to someone. Official correspondence will be sent to the student’s physical address on file with the registrar, or to the FAU email address if the student is a current student. The COM uses electronic mail to provide official information to students. Students are responsible for the content of University and COM communications sent to their FAU email account and are required to activate that account and check it regularly.

NSB Neuroscience and Behavior: Year 1 course using an integrated approach by combining lectures, problem-based learning, and anatomy laboratory.

OME Office of Medical Education at the College of Medicine

OPEA Office of Program Evaluation and Accreditation at the College of Medicine

OSCE Objective Structured Clinical Examination, A structured clinical standardized patient exam used to test clinical skills performance and competence

OSA	Office of Student Affairs at the College of Medicine
OSHA	Occupational Health and Safety Administration
PBL	Problem Based Learning; refers to the format of problem-based small group cases used in the COM during Year 1 basic science courses
PIR	Physicianship Incident Report; a report submitted to the Senior Associate Dean for Student Affairs; generated when a student's behavior raises some concern regarding his/her professional and ethical conduct
PT1-4	Pathophysiology and Therapeutics Courses in years 1 and 2: GI and Human Nutrition (PT1), Cardiovascular, Pulmonary, Related Hematology (PT2), Renal, Endocrine, and Reproductive Systems (PT3), Immunologic, Hematologic, Infectious Disease (PT4).
S & T	Synthesis and Transition: A two-week course at the beginning of year 3 that focuses on differential diagnosis, treatment decisions, and integrated simulation sessions as students prepare for their clerkships.
SCP	Science of Clinical Practice: a component of the Foundations of Medicine (FOM) course for year 1 and 2 students. These small group sessions provide a time for reflection and discussion of physicianship and doctoring topics including difficult conversations, ethics, cultural competency, geriatrics, and public health, as well as time to practice humanistic communication skills.
SCRC	Student Competency Review Committee
SHS	Student Health Services at Florida Atlantic University
SP	Standardized patient: professional patient used during OSCEs, ICAs, and clinical teaching sessions
TTR	Transition to Residency: a two-week capstone course at the end of year four.
University	Florida Atlantic University
UME	Undergraduate Medical Education
USMLE	United States Medical Licensing Examination, a series of national exams administered by the National Board of Medical Examiners