



**2017-2018**  
**STUDENT HANDBOOK**

## **FORWARD**

The Student Handbook is a compilation of services and other information critical to Morehouse School of Medicine (MSM). It is designed to familiarize students with their rights and responsibilities as well as policies, procedures and regulations. In addition, this handbook includes useful information on community services that lend to promoting an optimum environment for student development, health and satisfaction.

The provisions of this handbook reflect the general nature of and conditions concerning student services at MSM, but do not constitute a contract or otherwise binding agreement. Procedures set forth in this handbook are subject to change at any time, and all programs and activities described in this handbook are subject to cancellation or termination by MSM without prior notice.

### ***Disclaimer:***

The information in the Student Handbook is current and accurate as of June 7, 2017. MSM reserves

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# Introduction

**TO ALL STUDENTS:**

To facilitate your transition into student life at the Morehouse School of Medicine (MSM), the Administration has prepared this STUDENT HANDBOOK. We have attempted to put in one place all the policies and procedures of the school pertaining to student life. The Table of Contents should

<b>MEDICAL DEGREE (MD)</b>
<b>Fall 2017 Semester Academic Calendar</b>
<b>First Year Students</b>

**Orientation (8:30am)**

**Wed. Jun. 28 – Fri.**









**GRADUATE EDUCATION IN PUBLIC HEALTH (GEPH)  
(MPH)**

**Fall Semester 2017 Academic Calendar**

<b>Orientation (Opening Session Friday, Aug. 4)</b>	<b>Wed. – Fri. Aug. 2 - 4, 2017</b>
<b>Registration (New Students)</b>	<b>Fri. Aug. 4, 2017</b>
<b>Fall 2016 Semester Classes Begin</b>	<b>Mon. Aug. 7, 2017</b>
<b>Drop/Add Period</b>	<b>Mon.</b>





# History & Organization

## **Historical Perspective**

Morehouse School of Medicine (MSM) was established in 1975 as The Medical Education Program

accredited in 1986. In July 1991, the Department of Psychiatry began enrolling residents into the





## Tuition and Fee Payments

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

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

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

## Finance Charges

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

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

## Refunds

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

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

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

## Student Accounts

The Cashier's office is located in the Harris Building, room 141. This office can assist you with questions regarding your student account or student account statement. The cashier is unable to cash personal, payroll or federal checks for students.

## Fiscal Year 2017-2018 Tuition and Student Fees for Medical Students

	MEDICAL STUDENTS			
	YEAR 1	YEAR 2	YEAR 3	YEAR 4
<b>Total Tuition</b>	<b>45,208</b>	<b>44,703</b>	<b>44,048</b>	<b>44,048</b>
<b>FEEES</b>				
Registration <sup>1</sup>	200	200	200	200
Health Insurance <sup>2</sup>	3,886	3,886	3,886	3,886
Life/Disability Insurance	61	61	61	61
Technology <sup>2</sup>	1,923	60	208	8
Library	150	150	150	150
Subject Boards	200	250	311	
Student Activity	250	250	250	250
Criminal Background Check <sup>†</sup>			75	75
Graduation				

## Fiscal Year 2017-2018 Tuition and Student Fees for PhD Students

	YEAR 1	YEAR 2	YEAR 3-4	YEAR 5
<b>Total Tuition+</b>	<b>26,561</b>	<b>26,561</b>	<b>26,561</b>	<b>26,561</b>
<b>FEES</b>				
Registration <sup>1</sup>	200	200	200	200
Health Insurance <sup>2</sup>	3,886	3,886	3,886	3,886
Life/Disability Insurance	61	61	61	61
Technology <sup>2</sup>	2,072	60		
Library	150	150	150	150
Student Activity	250	250	250	250
Graduation				150
Immunizations	250	250	250	250
Laboratory*	350	350	350	350
Criminal Background Check <sup>†</sup>	75			
Grady Credentialing <sup>††</sup>	50			
<b>Subtotal Fees</b>	<b>7,344</b>	<b>5,207</b>	<b>5,147</b>	<b>5,297</b>
<b>Optional Fees**</b>				
Parking	500	500	500	500
Dental Plan	273	273	273	273
Vision Plan	81	81	81	81
Malware Fee (IT) <sup>†††</sup>	50	50	50	50
Late Registration	75	75	75	75
<b>Total Fees</b>	<b>8,323</b>	<b>6,186</b>	<b>6,126</b>	<b>6,276</b>
Less: Optional Fees	(979)	(979)	(979)	(979)
<b>Fees</b>	<b>7,344</b>	<b>5,207</b>	<b>5,147</b>	<b>5,297</b>

<b>Total Tuition &amp; Fees</b>	<b>33,905</b>	<b>31,768</b>	<b>31,708</b>	<b>31,858</b>
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Tuition and Fees are charged on a full program basis. <sup>1</sup>A late fee applies if a student fails to register on the designated regi9.1 (ed)-10.5 (at)-5.7 (e nf if)15.6 ( ld Fee)-5.7 (ed)-10.4 ( 4h)-10.5 (at5 ( 4h)-1n a13.8..7 0 -0.007 w 7.9089 w 7

## Fiscal Year 2017-2018 Tuition and Student Fees

Tuition and Fees are charged on a full program basis. <sup>1</sup>A late fee applies if a student fails to register on the designated registration day. Student tuition and fees described above are good faith projections for the academic year. They are, however, subject to amendment at any time at the discretion of the board of Trustees of the School of Medicine in order to meet its financial commitments and to fulfill its role and mission. Every effort will be made to provide advance notice of such changes.

<sup>2</sup>Health Insurance and technology fees are good faith estimates for the academic year. Amounts are subject to change when the actual amounts are determined. Technology fees include laptop and software requirements specific for Master degree programs in GEBS. Please refer to the section on *Computer Use Policies* for further



## Fiscal Year 2017-2018 Tuition and Student Fees

	<b>Public Health (MPH)</b>	
	YEAR 1	YEAR 2
<b>Total Tuition</b>	<b>15,000</b>	<b>15,000</b>
Per Credit Hour Rate (based on 18 hours)	850	850
<b>FEES</b>		
Registration <sup>1</sup>	200	200
Health Insurance <sup>2</sup>	3,886	3,886
Life/Disability Insurance	61	61
Technology <sup>2</sup>	1,472	60
Library	150	150
Student Activity	250	250
Graduation		150
Immunization Fee	250	250
<b>Subtotal Fees</b>	<b>6,269</b>	<b>5,007</b>
<b>Optional Fees**</b>		
Parking	500	500
Dental Plan	273	273
Vision Plan	81	81
Malware Fee (IT) <sup>††</sup>	50	50
Late Registration	75	75
<b>Total Fees</b>	<b>7,248</b>	<b>5,986</b>
Less: Optional Fees	(979)	(979)
<b>Fees</b>	<b>6,269</b>	<b>5,007</b>
<b>Total Tuition &amp; Fees</b>	<b>21,269</b>	<b>20,007</b>

Tuition and Fees are charged on a full program basis.

<sup>1</sup>A late fee applies if student fails to register on the designated registration day.

Student tuition and fees described above are good faith projections for the academic year. They are, however, subject to amendment at any time at the discretion of the board of Trustees of the School of Medicine in order to meet its financial commitments and to fulfill its role and

## Student Healthcare Coverage

All enrolled students are required to have healthcare coverage at MSM through the provider Blue Cross/Blue Shield. Health insurance can be waived with proof of coverage by an acceptable group health insurance plan. A Basic or Enhanced Plan is available.

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Plan Rates Description	Basic Annual	(In Network) Deductible/Max Out-of-Pocket	Enhanced Annual	(In Network) Deductible/Max Out-of-Pocket
Student Only				



Deadlines must be strictly observed or students may not receive funds. Completed applications for eligible students received by published deadlines are given priority in funding. Late applications are accepted; however, they are evaluated on an “as-time-allows” and “funds available” basis.

Federal law requires that every student who receives Title IV funds (Federal Direct Unsubsidized, Stafford and or Grad PLUS loans) must complete



date) and submit it to the Registrar. These changes will only be recorded when there is sufficient evidence supporting the change. If there is a name change, students must provide a copy of MSM accepted forms of documentation justifying the name change to the Registrar's office.

Acceptable documentation for change of name:

- Any state or federal identifying document with picture (driver's license, passport, visa)
- Notarized Marriage Certificate
- Notarized change of name court order

### **Certifications/Verifications**

Students needing certification or verification of their status, enrollment and/or degree for insurance, educational or consumer loans should complete and sign a request form that is available in the Registrar's Office or the MSM website and submit it with any other required forms to the Office of the Registrar. Request for certifications or verifications are only for the current academic year and any past semesters that the student was enrolled. Requests for Dean's recommendations must be submitted directly to the Student Affairs Assistant Dean. The office can be reached at (404) 752-1651.

### **Cross Registration Information**

#### **Atlanta Regional Council for Higher Education (ARCHE)**

ARCHE Cross Registration is a program developed and sponsored by the Atlanta Regional Council for Higher Education. Under certain conditions the program allows students to take courses at a member institution that are not offered at the home institution. Students must be in good standing. All tuition and fees will be at the rate of the home institution and are paid through the home institution. Any special fees (i.e., parking, lab, etc.) must be paid to the host institution. Cross Registration does not constitute regular admission-processes; therefore students may not be admitted to the institution through the cross registration program. Students must request that the Registrar's Office of the host institution send an official transcript to their home institution upon completion of the term. The credit will be recorded according to the policies of the home institution. The following is a summary of the guidelines for the cross registration:

- Students must be enrolled in good academic standing at a member institution during the term in which they plan to cross register.
- Students who wish to cross register must have the approval of the Registrars at both the home and host institution. Application forms must be initiated at the home institution.
- Students may cross register only for courses for which they are eligible and have met the prerequisites.
- Students may cross register for a total of fifteen percent (15%) of the courses in their graduate program.
- MSM does not participate in Cross Registration during the summer semester.

### **Participating Institutions**

Agnes Scott College

Brenau University (Atlanta Campus)

Clark Atlanta University

Clayton College & State University

Columbia Theological Seminary Emory University

Emory University

Georgia Institute of Technology

Georgia State University



**Personally Identifiable:** Means data or information which include: 1) the name of the student, the student's parent, or other family members; 2) the student's address; 3) a personal identifier such as a social security number or student number; or 4) a list of personal characteristics, or other information which would make a student's identity easily traceable.

**Family Educational Rights and Privacy Act (FERPA):** MSM is in full compliance with the federal Family Educational Rights and Privacy Act of 1974 as amended (P.L. 93-380) which gives students access to their educational records. Individuals who have particular questions or wish to view a copy of the Act are urged to contact the Office of the Registrar or the Dean's Office. Students can arrange to review their records by making an appointment with the Registrar located on the first floor of the Hugh Gloster Building, adjacent to the Office of Admissions and Student Affairs.

### 1. Directory Information

Under FERPA, directory information will be treated as public information and generally be available on all students and former students at the discretion of MSM. Directory Information includes the student's:

- Name, address, and telephone number
- Place of birth
- Major or field of study
- Participation in officially recognized activities
- Home town, hobbies and general information

#### **4. Release of Information Without Consent**

FERPA does allow for the release of educational records without consent, to the following parties or under the following conditions (34CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection to financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
-



**Library Hours:**

Monday through Thursday 8:00 am to 12:00 am

Friday 8:00 am to 10:00 pm

Saturday 10:00 am to 10:00 pm Sunday 12:00 pm to 12:00 am

Special hours for holidays, intercessions and tests are posted.

**Multi-Purpose Room and Group Study Rooms** The Library has a multi-purpose room and six group study rooms, which may be reserved ahead of time by filling out the signup sheet. A signup sheet is located on each door.

**Twenty-Four Hour Study Rooms:** The Library houses a twenty-four hours study area consisting of 12 rooms and lounging areas (located in front of the Library). This area offers students access to the MSM wireless network and includes a refreshment center. This area is available for individual and group study.

**Electronic Computer Laboratory (E-Lab)** is located behind the circulation desk. The facility is used by faculty, students and staff learning to utilize information technology and Internet resources in biomedical(e)Qlca.7 ( )-608 ( uti)-f71cb44.9 cb44.9 cb44 cb44.9 cb4P1.1 ( a)-11.6 ( )-12-i.8 (f 3 Tc )-44.9 (



MSM Public Safety Policy states that all students, faculty and staff MUST wear their MSM ID on the upper torso and visible at all times while on the main campus. NO ONE is allowed to open or hold open a door to any access controlled building for anyone not properly displaying an MSM ID except when escorting a personal visitor or visitor to your department. Employees and Students coming in after hours and on weekends MUST present their MSM ID, and sign in at the Lee Street gate.

MSM ALERT is a mass, urgent notification system, comprised of a variety of methods by which the



School. MSM will not provide an academic adjustment or accommodation that is not reasonable or that would result in an undue hardship to the School or otherwise fundamentally alter the program. Any applicant, student, resident, or employee who believes he or she has been denied any service or benefit or otherwise discriminated against or harassed due to a disability may contact the Title IX Coordinator or the Deputy Title IX Coordinator.

**Students having questions about or seeking to make requests for reasonable accommodations and academic adjustments based on a disability should contact:**

Manager for the Office of Disability Services  
Morehouse School of Medicine  
720 Westview Drive, SW  
Harris Building H-132  
Atlanta, GA 30310  
Direct Dial: (404) 756-5200  
Fax: (404) 752-1639  
Email: [ODS@msm.edu](mailto:ODS@msm.edu)

The Office of Disability Services (ODS) is located on the Westview Campus, Harris Building, room H-132. The ODS is open Monday -Friday between 8:30 am and 5:00 pm. Further information on the ODS can be found on the Web at:

<http://www.msm.edu/Administration/HumanResources/disabilityservices/index.php>

Students requesting academic adjustments or accommodations based on a covered disability must register with the ODS prior to course registration (or as soon as practicable) and follow all ODS procedures for requesting academic adjustments and accommodations. Students should be aware that they are responsible for making requests for reasonable academic adjustments and for submitting all necessary documentation in support of those requests.

The Office of Disability Services has been designated to review disability documentation and to determine eligibility for appropriate accommodations. Faculty members must not provide any disability-related academic adjustments to any student until s/he has received notification by letter to do so from the ODS.

Disabilities of a temporary nature may not be eligible for academic adjustments with the ODS, but ODS will assist the School staff and faculty in efforts to minimize academic disruptions. Students making requests for excused absences and emergency notification should first contact the Office of Student Affairs and, if the report relates to a disability-related issue, the Office of Student Affairs will communicate with ODS.

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

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

## **Student Government Association**

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

#### **Preamble**

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

#### **Mission**

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

1. To coordinate and express the concerns of the Student Body, subscribing to the majority viewpoint while protecting the right of dissenting opinion.
2. To work for the continued progress and development of Morehouse School of Medicine and to at all times act in the best interest of the institution.
3. To defend the rights of students and to act collectively taking those steps necessary to ensure fair treatment for all.

#### **Article I Name and Jurisdiction**

Section 1: Name

1.

Section 2: **MSM-SGA President** shall:

1. Serve as the spokesperson for the MSM-SGA and Student Body in all capacities
- 2.



**Section 11: Administrative Affairs Liaison** shall:

1. Serve as designated officer or appoint students for the following committees and any other administrative committees requiring student involvement
  - a. Library Committee
  - b. Curriculum Evaluation Committee member
  - c. Parking Committee
  - d. Information Technology
  - e. Other Committees
2. Make their program aware that they will fill one position of the set students on the Curriculum Evaluation Committee at the beginning of each academic year
3. Compose monthly reports for MSM-SGA from all necessary committees.

**Article IV Program Council Duties and Powers**

**Section 1: Program Councils** shall:

1. Establish meeting times, rules, and procedure at the beginning of each academic year
2. Allocate program specific money provided by the institutional financial officer to its constituent interest groups, classes, programs
3. Each Program Council shall provide one member to serve as their nominee for the MSM-SGA Presidential elections by the third Friday of February each academic year
  - a. It is the Program Council's responsibility to decide their nomination process
4. Provide monthly reports on the welfare of its constituents, initiatives and programs to be sent directly to the MSM-SGA President and made available for the entire Student Body.
5. Create and oversee any and all committees, both ad hoc and standing which are necessary to promote the welfare of its students
6. Abide by the MSM-SGA and Program Council Constitutions

**Article V Student Duties and Powers**



**President:** Rising 4<sup>th</sup> year MD, 2<sup>nd</sup> year MPH, **OR** 2<sup>nd</sup> year or greater GEBS student

**Vice President of Internal Affairs:** To be determined by program President \*

**Vice President of External Affairs:** To be determined by program President \*

**Secretary:** GEBS Student

**Treasurer:** GEBS Student

**Historian:** 1<sup>st</sup> year MPH Student

**Parliamentarian:** 1<sup>st</sup> year MD Class President



- i. Any reported campaigning of a candidate outside of the above-allotted period will be considered an election irregularity and will be grounds for disqualification.
  - i. Candidates may choose to have a campaign team.
    - i. Both the candidate and his or her campaign team must abide by the regulations of campaigning described below.
    - ii. A list of students who are on the campaign team must be sent to the MSM-SGA Historian prior to the Monday of elections week.
- 8. Campaign Regulations:
  - a. Candidates may only campaign within the allotted period as previously described
  - b. All campaign materials (flyers, videos, presentations, emails, etc) must be submitted to the MSM-SGA Historian 24 hours prior to their implementation for approval.
  - c. Candidates may use any social media outlets to solicit support; texts, etc; make announcements on campus; and verbal solicitation.
    - i. These forms of campaigning do not require prior authorization from the MSM-SGA Historian
  - d. All flyers, social media pages and posts used for campaigning purposes must be removed and email/text communication and verbal solicitations must cease by 8am on the Friday of election week
  - e. Candidates and campaign committees may not employ discriminating, incriminating, rude, or defaming behavior and/or messaging. These include, but are not limited to: “badmouthing,” rude comments on social media posts, removing or defacing other candidate campaign posters, flyers, etc.
    - i. Candidates who engage in these acts will be disqualified from further election proceedings.
    - ii. Violations of the above regulations may be submitted by any MSM student and must be submitted to the MSM-SGA Historian.
    - iii. The MSM-SGA Historian must maintain anonymity of violation submission.
    - iv. The MSM-SGA Historian may determine if violation is grounds for disqualification and must inform the accused candidate within 24 hours of being notified of alleged violation.
- 9. Candidates that are disqualified may submit an appeal letter to the MSM-SGA President within 24 hours of notification of disqualification.
  - a. Solely the MSM-SGA President will review the appeal and make the decision regarding the appeal.
  - b.

- i. In the event that none of the candidates have a relative majority of the votes, a run-off election will held for the two candidates with the greatest number of votes.
  1. This run-off election must occur on the Td(1.)Tj/TT1 1 Tf0 Tc 0-10.7 o8 (i)

## **Article IX Finances**

### **Section 1: Fiscal Year**

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

### **Section 2: Student Budget**

1. The student budget is prepared by the MSM Financial Officer.
2. Student organizations may submit requests for funding to the current MSM-SGA Treasurer.
3. For release of organizational monies, the MSM-SGA President and Treasurer must authorize.
4. The MSM-SGA President and Treasurer authorize the release of monies from the MSM-SGA budget.
5. In case of emergency, the dean of students may authorize the release of non-orgae o86-3.7 (e9 ( u(t

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amendments or vote on any questions or motions except during the election process and







Secretary: 1<sup>st</sup> year Class Secretary

Treasurer: 3

2.



3. Any student placed on probation will meet with the Dean of Student Affairs to discuss the terms of the probationary period. The terms of the probationary period include ineligibility to hold any elected office, limitation of the student's participation in institutionally recognized, organized and/or sponsored extra-curricular activities, participation in intra or extramural summer programs or/and to be a representative of MSM at meetings and conferences.

**Organization Records**

1. The Coordinator of Student Activities shall maintain official records on each organization that is recognized (i.e. constitution, registration form, advisor's form,) and any material that the group may wish to keep on permanent record.
2. The organization shall be responsible for maintaining its records.  
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review them and forward to the Marketing and Communications (MARCOM) department for approval. The Coordinator of Student Activities will inform the student(s) where the flyers may be posted.

### **Sale of Food**

The sale of food items on the campus of MSM is subject to the approval of the Associate Dean for Student Affairs and the Coordinator of Student Activities.

### **Soliciting of Funds, Selling and Advertising**

Persons wishing to solicit funds; sell printed matter, products, services or other items or distribute commercial literature of any kind; post or distribute advertising material dealing with commercial items or services must secure advance approval, in accordance with institutional policy, from the Office of the Student Affairs.

Activities related to the sale of goods and/or services must be confined to specific areas of MSM. These activities must be sponsored by a recognized MSM organization. Individuals engaged in selling or soliciting goods or materials on campus must be MSM students or employees, or duly approved agents authorized to solicit on behalf of a recognized MSM organization.

### **Bulletin Boards and Posters**

The following regulations are designed to provide an uncluttered aesthetic environment and the orderly use of institutional property:

#### **Bulletin Boards**

- Postings of printed or pictorial matter are permitted only on MSM bulletin boards.
- The Student Activities Coordinator is responsible for monitoring the use of general MSM bulletin boards and sign holders.
- Institutional officials may remove any unapproved printed or pictorial matter posted in other than approved areas. The Student Activities Coordinator and MARCOM must approve printed or pictorial materials to be posted.

### **Student National Medical Association (SNMA)**

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

### **American Medical Student Association (AMSA)**

The American Medical Student Association (AMSA) is an independent national organization of medical students. Nationally, AMSA has over 120 local chapters and membership of over 20,000. AMSA affords its members the opportunity to take stands on political, social and medical issues within a structured organization. The AMSA chapter at MSM is alive and thriving with more than 60% of the enrolled students participating. The Minority Affairs Commission of AMSA was created to deal with special issues confronting minorities in medicine and has utilized two MSM chapter members as regional coordinator.

### **American Medical Association (AMA) - Medical Student Section**

The Medical Student Section of the American Medical Association holds its meetings in conjunction with the Annual and Interim Meetings of the AMA House of Delegates. Students develop resolutions for submission to the House and participate in educational sessions on a wide range of medical and socioeconomic issues.

The Medical Student Section Assembly structure allows for the participation of the medical student body from each allopathic and osteopathic medical school through a voting representative and alternate.

### **The American Medical Women's Association (AMWA)**

Women medical students created the American Medical Women's Association in 1987 to address issues concerning women as both physicians and health care specialists.

## **Professionalism**

### **Professional Conduct**

Medical and graduate students enter a field demanding high standards of ethical and personal conduct. It is expected that all students enrolled at MSM will conduct themselves according to acceptable professional standards. It is the students' moral duty to act appropriately in matters relating to ethical conduct. Students shall be aware of and strive to follow basic concepts of professional conduct concerning patient care, integrity and humanistic rights, as outlined in the AMA Principles of Medical Ethics, American Hospital Association Patients Bill of Rights, and as practiced by ethical members of the medical community.

- a. All students shall have the continuing responsibility to comply with federal and state laws; the rules of the School of Medicine, affiliated hospitals and other medical institutions; and other applicable guidelines; either stated, published, or implied.
- b. All students shall have the continuing responsibility to demonstrate behavior, which is consistent with the highest standards of professional and personal honesty. Failure to adhere to the

fundamental standard of conduct and/or honesty will be sufficient cause for removal from the School of Medicine.

- c. An effective educational environment requires that all participants support values such as mutual respect and civil behavior. Students are expected to behave during classes and on clerkships in a manner that supports the educational environment. Students must not engage in activities that are disruptive, disrespectful or cause willful interruptions of the teaching sessions, or activities that limit others who are in pursuit of educational, research or work goals. Cell phones must not be used during classes and other signaling devices must be silenced. Use of other devices is by permission of the instructor. Students disrupting class will be asked to leave and written documentation of such behavior will become a part of the student's permanent record.
- d. Dress code for classroom and basic science years: Personal hygiene and dress should reflect the high standards of a health professional in training. It is important that our students' appearance reflect the professionalism of the career for which they are training and be appropriate for the professional setting in which our curriculum occurs. Dress and demeanor reflect respect for intergenerational interaction. To that end, the following should be diligently avoided for the classroom and all other occasions specific to school and training requirements:



personal limitations; inability to function under pressure; or any other behavior that would have serious adverse effects upon the student's ability to practice medicine.

- b. A medical student is responsible for helping to meet a patient's emotional as well as physical needs and accordingly should demonstrate sensitivity and human consideration for patients through behavior, manner, dress, and grooming.
- c. A medical student occupies a position in which there is occasion to have knowledge of confidential or privileged information. It shall be the responsibility of the medical student not to disclose such information inappropriately or unethically.
- d. Students are expected to be on time, present a professional demeanor and wear professional/business attire during clinical experiences. Students must show respect for all personnel and patients with whom they interact. Business attire includes a tie (or tie equivalent) for men and corresponding business attire for women. Jeans/d(n)4.3 (i(b)-7.7 (tir)- (u)4 (f)ce((n)4.

All electronic devices such as phones, PDAs, iPods, iPads, MP3 players, fitness/activity trackers, headsets, and watches (including non-electronic watches) are prohibited in the examination rooms. Students should leave these devices securely in their lockers.

### **Academic Honesty**

All work, whether written or orally submitted, presented by students at MSM as part of course assignments or requirements or MSM-sponsored extracurricular activities

d. ) and full supervision by relevant faculty.



relevant by the committee. The student shall not have the right to be represented by legal counsel at these committee meetings.

2. After completion of the review, the committee shall submit its recommendations in writing to the Dean. These recommendations may include, but are not limited to, reinstatement, retention, probation, termination, suspension, special academic assignments, or other interventions deemed appropriate to the situation. On behalf of the appeals committee, the Dean will notify the student within ten working days of his/her decision. The judgment of the

- grading used to punish a student rather than for objective
- evaluation of performance
- assigning tasks for punishment rather than for objective
- evaluation of performance
- requiring the performance of personal services
-

When the informal approach fails to result in a satisfactory resolution, the student may use the Formal process.

Although use of the informal process is encouraged for resolving conflict, it is not a necessary

- In cases involving accusations of discrimination or sexual harassment, the Mediator will inform the accuser that she/he should submit a complaint to the institution's Discrimination Grievance Officer (DGO). The Mediator must inform the DGO the accusation has been made. The accuser must then meet with the DGO to decide whether



7.





The amount of time needed to conduct an investigation will depend in part on the nature of the allegation(s) and the evidence to be investigated (e.g., the number and/or availability of witnesses involved). Within 60 days of receipt of the complaint, the Title IX Coordinator or Deputy Title IX Coordinator will provide an interim notice of the outcome of the investigation or will advise the parties of the additional estimated amount of time needed for the investigation. Within 10 business days following the completion of an investigation, the Title IX Coordinator or Deputy Title IX Coordinator will simultaneously provide written notification to the Complainant and Respondent of the results of the investigation. If the investigation reveals that, by application of the preponderance of evidence standard, harassment, discrimination (or other inappropriate or unprofessional conduct



Federal regulations also require MSM to provide prospective and current students with contact information for filing complaints with the appropriate agency in the state where the student resides. The following links fulfill this obligation:

- 4 Student Complaint Information By State  
<http://www.sheeo.org/sites/default/files/Complaint%20Process%20Links%2012-2012.pdf>
  
- 4 Directory of State Authorization Agencies and Lead Contacts -  
<http://www.sheeo.org/sites/default/files/Directory%20of%20State%20Authorization%20Agencies%20and%20Lead%20Contacts%20-%20Gloria%27s%20draft%20May%2015%202015.pdf>

Because MSM is eager to listen to its students and assist them in resolving any issues they may have with the school, MSM encourages students to inform the school of their complaints first before contacting one of these agencies.

### **Compliance Hotline:**

Morehouse School of Medicine is an organization with strong values of responsibility and integrity. Our written standards and policies contain general guidelines for conducting business with the highest standards of ethics. The institution is committed to an environment where open, honest communications are the expectation, not the exception. As a student, you are encouraged to submit reports in instances where you believe violations stated in written standards and policies have occurred. Please seek guidance from the Office of Compliance on policies and procedures.

Students can place an anonymous report by phone or Internet to a reporting system that is administered and managed by a third party. This comprehensive reporting tool, allows the Office of Compliance and Corporate Integrity to proactively address compliance concerns and potential violations of regulations and policies. All information provided will remain **confidential**. To make a

feasible and reasonable, extenuating circumstances that arise during their education. A leave of absence will **not** be granted for academic failure. Time spent on leaves of absence is excluded from the matriculation time limit to graduation, specified by each degree program.

This policy provides students with general information regarding a Voluntary Leave of Absence (“LOA”). For more specific information regarding the circumstances and processes for a LOA, as well as conditions relevant to returning from Leave, students should speak with the Dean of Student Affairs. Students are responsible for understanding the implications of a LOA for financial aid, health insurance, and progress toward the degree.

This policy will not be used to resolve academic difficulties or to finish incomplete coursework. Additionally, this policy will not be used in lieu of disciplinary actions to address violations of MSM’s rules, regulations, or policies. A student who has engaged in behavior that may violate rules, regulations, or policies of MSM may be subject to the school’s disciplinary process. A student may be required to participate in the disciplinary process coincident with the request for a LOA. A student permitted to take a LOA while on academic probation and/or disciplinary status will return on that same status.

### **Types of Voluntary Leave of Absence**

#### **Medical Leave of Absence**

A student who must interrupt study temporarily because or- (r a L)e.7 (o)-6l(L)9.6 (l)-6.7 (o)-6.7 (r)-69 ( s





conditions for students' return, including but not limited to academic remediation, or to deny further leave. The maximum total time for LOA during matriculation is limited to 2 years for all degrees unless the student is enrolled in a dual degree program. The steps to petition for a leave of absence are as follows:

1. Obtain a Leave of Absence Form from the Registrar's Office.
2. Complete the form and submit the completed form with adequate supporting documentation to the Dean of Student Affairs for review.

For the purpose of determining LOA eligibility, a student must be in good academic standing and have completed all incomplete coursework. Students on academic or disciplinary probation status, if granted a leave of absence, will resume their probationary status upon return from their leave. Students should consult financial aid regarding any conditions for leave of absence over ninety (90) days. Time spent on leaves of absence is excluded from the matriculation time limit to graduation specific for each degree program.

Requests for LOAs should be made prior to the registration (drop/add) period for the semester during which the LOA is scheduled to begin, if possible. Retroactive leaves cannot be granted. Students who wish to withdraw from a semester-in-progress should consult with the Dean of Student Affairs for additional information.

**FAILURE TO ENROLL FOR TWO (2) CONSECUTIVE SEMESTERS WITHOUT AN APPROVED LEAVE OF ABSENCE WILL RESULT IN AN AUTOMATIC TERMINATION**



invasion of privacy, unauthorized access and trade secret and copyright violations may be grounds for sanctions against members of the academic community. Guidelines in the Tenets of Community Behavior and Academic Code regarding plagiarism or collusion on assignments apply to course work completed with computers just as they do to other types of course work.”

7. Abide by all applicable software copyright laws and license agreements. Institutional policies expressly forbid the copying or installation of software that has gpresree ree r03 Tc 0.025 Tw (a7.3

In the event that a student uses an unauthorized device for an examination (or other course/institutional assignment) and encounters any issues that adversely impacts that student's performance on the examination, the student's score on that assignment will be recorded as zero (0) and a "do-over" opportunity or extended time will not be allowed. This will also result in a professionalism finding recorded for the student.

## The Basics

### **Student Lounges**

The Ava-Gayle Parkes, M.D. Memorial Student Lounge is located on the second floor of the Medical Education Building for use by students. Student lounge areas are located across from the elevator on the second floor of the Hugh M. Gloster Building, and in the **Billy Suber Aaron Pavilion**. Students

## General Policies and Regulations

### Student Communication and Use of MSM Email

Responsible use of computing resources at MSM is detailed in the section on Computer Use Policies. MSM Email is used for official communication. Students are responsible for regular reading of email to their MSM address and are responsible for adhering to messages conveyed by this route. Course web sites (Blackboard) are also official communication and students are responsible for notices and information posted to these sites.

### Use of Buildings

Students are permitted to use the two lecture rooms on the first floor of the Hugh M. Gloster Building (HGB), and spaces on the second floor on a 24-hour basis, subject to their prior reservation. Rooms for group study are available on the second floor of HGB and in the Billy Suber Aaron Pavilion. Conference rooms in the Medical Education Building (MEB) and Research Wing (RW) may be used by students. Please reserve using “After-Hours Run in Outlook”.

When using the buildings, furniture should not be rearranged or moved from one room to another. It is expected that facilities are left clean and in good order.

**No Pets are allowed on campus.**

### Child Visitors

**Purpose:** To establish MSM policy governing child visitors, which incorporates responsibility and awareness for comprehensive institutional child safety that reflects the best interest of children and MSM.

**Responsibility:** Under the direction of the President, the Senior Vice President for Management and Policy, Deans, and Vice Presidents shall ensure thorough and complete compliance with this policy.

- b. At all times during these visits, children must be supervised by a designated MSM







## Doctor of Medicine (MD) Program

### Admission Standards

#### New Students

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

Applicants who have completed coursework at, or hold a bachelor's or advanced degree from an institution of higher learning outside the United States must have their transcript(s) certified for equivalency to U.S. degrees or coursework by a credential evaluation service that is a member of the National Association of Credential Evaluation Services (NACES). Applicants who have completed coursework at, or hold degrees from, a postsecondary institution in Australia, Canada (except Quebec), New Zealand, or the United Kingdom will normally not need to have their academic transcripts evaluated and certified for equivalency.

Any applicant seeking transfer of credits from an institution outside the United States into a Morehouse School of Medicine program must have a course-by-course evaluation of relevant transcripts completed by a member of NACES. Applicants are encouraged to have a broad educational background, yet no specific major is deemed superior to another.

Coursework must include one year of:

Biology with Laboratory

General Chemistry with Laboratory

Organic Chemistry

### Technical Standards for Medical School Admissions and Graduation

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

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

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

A candidate for the M.D. degree must have aptitude, abilities, and skills in five areas: observation; communication; motor; conceptual, integrative and quantitative; and behavior and social. Technological compensation can be made for some handicaps in these areas, but a candidate should be able to perform in a reasonably independent manner.

**Observation:** Observation necessitates servat56-y2ns6j7(1.06(y2r)16(y2r1)nski(dar(-281361001u(ate (L





- c. Develop an appropriate diagnostic and therapeutic plan, appropriately using information resources, laboratory and imaging testing
- d. Communicate (in writing and orally) effectively and respectfully with peers, faculty, colleagues, and other members of the healthcare team, understanding the role of consultations and referrals
- e. Communicate and interact with patients in an effective, respectful, and compassionate manner, including counseling them on risks, prevention, lifestyle and therapy issues
- f. Obtain, analyze, and use the medical literature and other information resources to address medical questions

## FOURTH YEAR CURRICULUM

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

**Total Credits for MD Program: 191.0**

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

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

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

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

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Interested students should contact Dr. Martha Elks (404-752-1881) or Dr. Douglas Paulsen (dpaulsen@msm.edu, 404-752-1559) for information on the program and about the application process.

## Scholastic Non-Cognitive Evaluation

Certain personal characteristics, as set forth on the Scholastic Non-Cognitive Evaluation Form, are important to individuals preparing for a career in medicine. Therefore, scholastic non-cognitive evaluations are designed to point out the outstanding or the inadequate personal characteristics of students. While the majority of students who apply to medical school will possess these characteristics, it is important to have a method to identify either outstanding students or the unusual student who does not possess the characteristics necessary to practice medicine. For this reason, scholastic non-cognitive evaluations may be used. Evaluations may be made by faculty members of each course and will be submitted to the Office of Student Affairs.

## Components of Non-Cognitive Evaluation

### Professionalism

**Responsibility** - Interpersonal interchanges are carried out in a reliable and trustworthy manner. The student can be counted on to keep his agreements.

**Ethics** - The student manifests the highest standards of ethics and behavior.

**Maturity** - The student functions as an adult avoiding childish self-centeredness and adolescent over-reactivity to stressful situations. A significantly mature student is not excessively loud or boisterous and refrains from rude-,uc(h)10.3 or (vi)5.(c(h)10.appropr (vi)5.3 (a)2.8 (t)5.2 (e)2. (d beh)10.3 (a)2.4eth)1

**Future Potential** - The student shows an ability to make rational and logical decisions regarding options, reflecting his/her ability to make intelligent decisions in his/her personal life and in clinical problems.

**Moral Turpitude** (adherence to laws and standards) - The student respects the rights and privacy of other individuals and does not violate the laws or the accepted customs and mores of our society. The student is not in violation of the Controlled Substance Act of the United States and is not guilty of an alcohol related offense.

**Use of non-cognitive evaluation**



**Non-Cognitive Evaluation form**

Student \_\_\_\_\_

Date \_\_\_\_\_

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

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

**Professionalism**    **Medical Ethics**    **Communication**    **Teamwork**

## **Breaches of Professionalism on Clinical Services**

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

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

In particular, the following actions are unacceptable:

- Verbal, physical, sexual or other harassment, abuse, or threats of faculty, staff, peers, patients or their families.
-



For the **second late episode** in a year, there will be a 10% penalty for that and ALL REMAINING EXAMS for the year. In addition, two late arrivals will result in a professionalism referral to the Office of Student Affairs and Admissions.

For the **third late episode**, penalty will rise to 20% for all remaining exams of the year.

### **Standardized Patient Experiences and Exams**

Students are scheduled for a series of required



and chaired by the Associate Dean of Student Affairs. The Associate Dean of Student Affairs may request that the student submit additional information relating to the negative finding, such as a written explanation, court documents and police reports. The committee will review all information available to it and determine whether the student should be permitted to participate in clinical rotations or be dismissed from the program.

If the committee determines that dismissal from the program is warranted, a student may appeal that decision in accordance with the school's grievance procedure for academic matters found in the student handbook.

### **Committee Review Standards**

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

### **Confidentiality and Recordkeeping**

- A. Background check reports and other submitted information are confidential and may only be



**Second Year Deceleration:** Students who have passed all courses in the first year integrated curriculum, but whose cumulative curriculum average is less than 72%, will be required to decelerate in the second year. In the first phase of the second year, the student will take Fundamentals of Medicine 2, Microbiology, Nutrition, and Pharmacology. In the second phase of second year deceleration, the student will take Pathology and Pathophysiology.

Students who electively decelerate will usually follow this pattern. Depending on personal circumstances, the Associate Dean of Student Affairs can approve alternative course structures. Students who drop courses already in progress will be subject to tuition charges in accordance with stated processes. Financial aid will be adjusted based on course load. A student will receive a WF if they are failing a course and withdraw after 50% of the course has already been completed.

### **United States Medical Licensing Exam (USMLE)**

All students enrolled in the MSM MD Program are required to take and pass (both) Steps 1 and 2 of the USMLE examination. There are two separate components of the USMLE Step 2 exam, i.e., Step 2 Clinical Knowledge (CK) and Step 2 Clinical Skills (CS). The USMLE Step 1 and Step 2 examinations are intended to measure the understanding of scientific principles and the foundation of medical knowledge an examinee should possess in the basic biomedical and clinical sciences, respectively.

Students' eligibility for sitting at these examinations is determined by the Student Academic Progress Promotions Committee (SAPP). (See section on Academic Standards.)

### **Policy Guidelines for the USMLE, STEP I**

- All basic science coursework must be satisfactorily completed prior to sitting the USMLE, STEP 1 examination.
- All first time takers without academic deficiency oefn sl (n)8sec5eo3k5 ( (a)-o6b)-6.7 (e)28c(f)7t( i)0.5



pass on Step 1 in order to start a rotation. Their schedule will remain as set (in the June 1 schedule) and they will be eligible to start the next rotation on their original schedule after receipt of a passing score.

- Students who took Step 1 by June 30 with failing scores reported after the start of rotations will complete the rotation then study for and repeat Step I and post a passing score prior to restarting clinical rotation. Students who are delayed by 16 weeks or more will not graduate with their class in May.
- Students with a failing score on Step 1 must seek individual counsel with the Associate Dean of Student Affairs and devise a study plan and examination schedule that aligns with the rotation schedule.
- Students who delay sitting for Step 1 beyond June 30, or who fail to pass this exam are ineligible for financial aid *until they pass the exam and commence the third year curriculum.*

#### **Policy Guidelines for the USMLE, STEP 2**

- No student will be allowed to sit for the USMLE, Step 2 until all third year core clerkships are completed.
- A passing score on both the USMLE Step 2 CK and Step 2 CS examination is a requirement for graduation from MSM.
-

promotion, non-promotion, probation or dismissal. All such information and discussion of such information concerning any and all individual students shall be strictly confidential.

The following are policies utilized by the Promotions Committee (MD program):

- a. The Maximum number of years allowed for matriculation shall be six years, excluding any leave of absence.
- b. The 1st and 2nd Year curriculum will consist of no more than 36 months excluding any leave of absence and the 3rd and 4th year curriculum will consist of no more than 36 months excluding any leave of absence.
- c. Students must pass Step 1 within 12 months of completing the 2nd Year Curriculum (a passing score must be posted by June 30 of the next academic year after completion of year 2). Students are allowed no more than 3 attempts to take and pass Step 1. Students are allowed maximum of 3 attempts to take and pass Step 2 CK (Clinical Knowledge) and CS (Clinical Skills). Students must pass Step 2 CK and CS within four months of completing

orientation of the next academic year (for those entering 2<sup>nd</sup> year) or USMLE exam (after 2<sup>nd</sup> or 3<sup>rd</sup> year). It is the student's responsibility to work with the Course Directors to complete all remediation requirements.

m. If on the decelerated track, any student with a warning letter or midterm deficiency in any course will automatically be placed on academic probation.

n. When action is taken following a review of a student's academic-4.8 (e3 (i.6 (-4.8 (e3 (i.6 (-4.8



be scheduled for a dismissal hearing. However, upon the committee's review of each student's academic record, any one or more of the following may also be considered or recommended:

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

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

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

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

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

within 10 working days of receipt of the letter from the SAPP Committee Chairperson regarding the SAPP decision.

- d. The student must present the basis for the appeal to the President/Dean in his/her notification

Maximum Duty Period Length: Duty periods for medical students may be scheduled to a maximum of 24 hours of continuous duty in the hospital. Programs must encourage students to use alertness management strategies in the context of patient





- Examination) must be obtained from the Associate Dean for Student Affairs prior to the examination or upon documentation of illness or other emergency taking place.
- p. Examinations to make up a deficiency due to an excused absence should be scheduled in the week following the end of the clinical clerkships in June. Special arrangements and time will be available for students requiring remediation or reexamination and must be completed by 3 weeks after the final rotation. The Clerkship Director will review students' requests. Additional fee will apply for the rescheduling of the OSCE for an unexcused absence.
  - q. Students who miss 5 or more working days on a rotation due to any reason may be required to withdraw from the rotation and restart at a later date. Students who complete 75% or less of a rotation for any reason may be required to withdraw from the rotation and restart the rotation at another time.

### **Fourth Year Clerkships and Electives**

Each student will be required to submit a complete schedule for the fourth year signed by his/ her faculty advisor by April 15<sup>th</sup> of the third year in order to register for the fourth year. Changes in this schedule may be mandated by the SAPP Committee, for the purpose of remedial work. However, elective credit will not be given for course remediation.

### **Credit for Fourth Year Rotations**

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

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

### **Elective Rotations**

- Students covered by the MSM health insurance policy will be covered in international travel, however, it is likely that if the student needs to be seen for a health concern while abroad, they will have to “pay out of pocket” then be reimbursed by the insurance carrier after the claim forms are submitted upon return to the U.S.
- Students should express their interest in pursuing international electives as soon as possible prior to the start of the fourth year.
- A written request for receiving credit for an international elective should be submitted to the Curriculum Manager along with full documentation of the experience, proposed educational activities, the dates of the elective, and the name of the supervising physician.
- MSM sponsored international electives are approved by the Curriculum and Evaluation Committee and elective credit is granted to students selected to participate based on criteria set by the Course Director.
- For opportunities outside of MSM sponsored electives, students are responsible for initiating contacts with potential sites and making all arrangements.
- Students are expected to be aware of in-country health and safety issues and to comply with CDC recommendations for travel immunizations.
- The student assumes full legal and financial responsibility for participating in this experience.
- Proof of additional medical evacuation/emergency coverage must be provided prior to approval of the experience.
- An evaluation from the international site coordinator must be submitted before credit is granted for the experience upon return.
- Students should designate persons both in foreign country and in the U.S. who may be contacted in the event of an emergency.

It is recommended that away electives be taken prior to March. March is the month for the announcement of the “MATCH”. Evaluations from electives taken in April might be more easily obtained from our own institution rather than from outside institutions.

All officially registered students at MSM are covered for malpractice while taking electives at LCME accredited institutions.

*Note: Only MSM students taking international electives can receive credit at MSM. Visiting student credits must be assigned at their own institution if participating in international electives sponsored by MSM.*

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applicants they prefer and continue to make offers until they have filled all of their positions with applicants who would accept an offer.

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

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

Those students who are applying to those specialties, which require an earlier matching process

complete all requirements for receipt of the M.D. degree within one month of commencement in order to receive a May diploma.

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

**b. Licensure**

The entrance requirements and the curriculum of the School of Medicine meet the provisions of the Composite State Board of Medical Examiners of the State of Georgia. The Certificate of the National Board of Examiners is accepted as adequate qualification for the medical license by the licensing authorities of most states. The School of Medicine requires students to take these examinations. Consult individual state boards of medical licensure for information regarding licensure.

**c. Graduation Honors**

A candidate for graduation who earns a cumulative grade point average of 3.50-3.69 will be graduated “cum laude;” a cumulative grade point average of 3.70-3.84 will be graduated “magna cum laude;” and a cumulative grade point average of 3.85-4.00 will be graduated “summa cum laude”. Additional awards are presented at the annual Class Day Ceremony.

# Graduate Education in Biomedical Sciences (GEBS)

## **Historical Perspective and Program Goals**

The GEBS program's overall mission is to produce basic scientists (with an emphasis on underrepresented minorities) well trained to teach and conduct research in the biomedical sciences. MSM-trained biomedical scientists are encouraged to develop a special commitment to performing research on diseases and disease processes that disproportionately affect minority populations and/or to educating underrepresented minority students. The GEBS program offers a doctoral degree in Biomedical Sciences; Masters of Science degrees in Biomedical Research, Biotechnology, Clinical Research, Medical Sciences, and Neuroscience. In 1992, Morehouse School of Medicine (MSM) initiated a Ph.D. in Biomedical Sciences program. The first Ph.D. degrees were awarded in 1998. The M.S. degree in Clinical Research is designed to prepare clinical and translational research faculty, residents and others for a career in clinical research. In 2008, MSM initiated a program of study leading to M.S. degrees in Biomedical Sciences. The first M.S. degrees in Biomedical Sciences were awarded in 2010. The M.S. degree in Medical Science initiated in 2012 began as a one-year Post-Baccalaureate program that evolved into a two-year program. The B.S./M.S. in Neuroscience dual degree program was introduced in 2014.

The Ph.D. program is designed to develop independent investigators for leadership in academic, government, and corporate biomedical research. The M.S. programs are designed for students to explore their interests and pursue specialized biomedical training beyond the baccalaureate. The M.S. programs support professional development or preparation for even more advanced training. Students may study with graduate faculty in a variety of academic departments or research institutes. Available areas of research focus include, but are not limited to, AIDS & infectious disease, cancer, cardiovascular and related diseases, cell biology, chronobiology, developmental biology, molecular biology, musculoskeletal biology, neuroscience, reproductive science, vision research, and biomedical technology. Policies for these graduate programs are set by a committee of the Graduate Faculty (Graduate Education in Biomedical Sciences Committee, or GEBSC). GEBSC serves in an advisory capacity to MSM's Academic Policy Council in general, and to the Associate Dean for Graduate Studies in particular. GEBSC reserves the right to adjust the curriculum and policies of the GEBS programs at such times or in such ways it deems appropriate to carrying out its charge to maintain and improve the quality of these educational programs. The policies set by GEBSC govern the Doctor of Philosophy and Master of Science Programs. The governing policies for all programs are listed in this handbook following the descriptions of each program.

## **Ph.D. in Biomedical Sciences**

The Ph.D. in Biomedical Sciences Program provides an opportunity for students to develop, demonstrate, and document their superior academic capabilities in science through achievements in the classroom and in the research laboratory. The Ph.D. is the highest academic degree granted by any institution of higher learning and denotes intellectual achievement at the highest level. The program at MSM is rigorous and demands diligent effort, academic excellence and dedication to advancing knowledge in the biomedical sciences, high moral and ethical standards, and a commitment to serving others through research and teaching. Success in the program requires advanced skills in classroom learning; determination, patience, persistence and meticulous attention to detail in the laboratory; an ability to establish and maintain effective and cordial collaborative working relationships with other scientists; and exceptional concentration and creativity in handling massive amounts of information. The program provides both a broad background in human biology and highly specialized study in

biologic processes and disease entities of particular interest to our students and faculty. A minimum of 72 semester hours of graduate credit, consisting of core courses (39), elective courses (8 minimum) and dissertation research (25 minimum), are required for graduation. Elective courses must be selected with the help of the research advisor to assure an adequate knowledge base for the chosen field of study.

The M.S. in **Biomedical Research**

pathway is the most appropriate. For instance, students interested in becoming a physician and pursuing research have a number of options open to them one of which is the dual M.D./M.S. in





which a final selection of acceptance to the program will be made. Program is only open to US citizens and permanent residents.

**GEBS General Admission Policies and Procedures**

**Selection Criteria**

Selection of applicants for GEBS Programs is competitive. Applications are reviewed by GEBS Admissions Committees based on undergraduate and other graduate performance in general and on performance in the natural sciences in particular. In addition, performance on the Graduate Record Examination (MCAT for MSMS program) and letters of reference from former or current instructors and/or research supervisors are important factors. The following are the selection criteria for the GEBS programs:

1. Academic achievement: A minimum cumulative GPA of 3.0 is required for admission to the GEBS programs. A minimum cumulative GPA of 3.5 is required for admission to the GEBS programs with a research focus. A minimum cumulative GPA of 3.5 is required for admission to the GEBS programs with a research focus and a minimum cumulative GPA of 3.5 is required for admission to the GEBS programs with a research focus and a minimum cumulative GPA of 3.5 is required for admission to the GEBS programs with a research focus.

2. Graduate Record Examination (GRE): A minimum score of 149 is required for admission to the GEBS programs. A minimum score of 159 is required for admission to the GEBS programs with a research focus. A minimum score of 159 is required for admission to the GEBS programs with a research focus and a minimum score of 159 is required for admission to the GEBS programs with a research focus.

3. Letters of Reference: Two letters of reference are required for admission to the GEBS programs. One letter should be from a former or current instructor and the other should be from a research supervisor. The letters should be submitted with the application.

4. Interview: An interview is required for admission to the GEBS programs. The interview will be conducted by the Admissions Committee.

5. Other: Other factors that may be considered in the selection process include the applicant's work experience, extracurricular activities, and personal statement.

requirements for international applicants. See the online application instructions for the various GEBS degree programs at <http://www.msm.edu/Education/GEBS/index.php>

**Curriculum Outlines and Degree Requirements by program**

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

### **Degree Requirements for the Ph.D. / Steps in the Process**

#### **Temporary Advisor**

Negotiating the graduate curriculum requires frequent guidance from experienced individuals. First

## **Qualifying Examinations**

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

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

## Passing or Failing the CCE



**Cover Page**

The Cover Sheet for Dissertation Proposal (found in the student resources material on Blackboard) should be used. This includes the title of the project proposed; the names of the student, the research advisor, the dissertation committee members; and the date of submission. The cover sheet should be taken to the student's proposal presentation in order to obtain all committee members' signatures.

**Defending the dissertation proposal**

The student should expect to go through several drafts of the proposal with the advisor before formally submitting the proposal to the dissertation committee. Once the proposal is submitted to the committee, the student should be prepared within one-to-two weeks to present and defend the proposal to the dissertation committee. The presentation should last thirty (30) to sixty (60) minutes and include visual aids as appropriate. The student should expect to receive, and be prepared to answer, specific questions on, and criticisms of, various aspects of the proposal including the rationale .3 (e )0cl



## **Publication Requirement**

Students must publish a minimum of one, first-author, scientific article covering their dissertation research in a peer-reviewed, scientific journal to qualify for the Ph.D. A copy of this and all articles published by each student must be submitted to the GEBS office. If graduation deadlines are an issue and the article has been accepted but not yet published, documentation from the journal that the article has been accepted and is in press will suffice. Articles for which the student is listed as co-first author may satisfy this requirement if approved by the GEBS Curriculum Committee. Such decisions are made on a case-by-case basis and require 1) submission of the article (or manuscript along with in-press documentation from the journal) to the GEBS Curriculum Committee, and 2) a published footnote in the article clearly indicating the co-first authorship.

## **Presentation Requirements**

All Ph.D. students beyond their second year of study are required to present their work annually at MSM's Curtis Parker Student Research Day. If their abstract is not accepted for a platform presentation then they must present a poster. Students are required to complete a minimum of two professional scientific presentations to qualify to graduate. Only one of these may be a Curtis Parker Day presentation.

The other may be any of the following:

- 1-hour seminar advertised to the MSM community and open to the public
- Platform presentation at a national scientific conference accompanied by a first-author, published abstract.
- Poster presentation at a national scientific conference accompanied by a first-author, published abstract.

## **Completion of Degree Requirements**

Once the written dissertation has reached its final stages the student must, with the approval of the dissertation committee, schedule a public presentation and defense of the work. A completed final draft of the dissertation must be delivered to each member of the dissertation committee at least two weeks prior to the dissertation defense. Students may complete the requirements for graduation at any time during the year. However, students wishing to participate in the May commencement ceremony must have completed all degree requirements including turning in their final, approved dissertation as well as the completed and approved Dissertation Defense Report to the GEBS office by May 1st. The Associate Dean for Graduate Studies has the discretion to grant extensions on a case by case basis. The following criteria will be considered in granting extensions;

- Student is ready for the defense before April 15th but is simply unable to find a date that all committee members can be present prior to that.
- Extenuating or emergency person/family circumstances, but the student is on track to complete the requirements.

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

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

- The dissertation must be publicly and successfully defended.
- All members of the student's thesis advisory committee must be present at the defense and approval of the defense must be unanimous.
- At least one first-authored (or co-first authored) scientific manuscript covering aspects of the student's dissertation project must be submitted to a reputable peer-reviewed scientific journal (as documented by a copy of the dated receipt of the submission from the journal).
- If that manuscript has not yet been accepted for publication, notice must have been received from the journal indicating that the paper has been received, reviewed, and may be acceptable with revisions. In this case, an assessment by the student's advisor and dissertation committee members must also be provided to the Office of Registrar Services (GEB 3020.499 (GEB)-5y t

portal allows for controlled access to the research content of the dissertation thesis (up to one year), and digital storage for archival purposes (See GEBS office for further information about submission to ProQuest).

**Ph.D. in Biomedical Sciences Program**

<b>Requirement</b>	<b>Target date</b>
Core course work .....	May of first academic year
Qualifying Exam, Part I (Core Comprehensive) .....	June of first academic year
Lab rotations .....	August (end) of first academic year
Select research advisor .....	August of second academic year
Select all dissertation committee ...	September of second academic year
All required course work (includes electives)	May of second academic year
Qualifying Exam, Part II (Elective Competency) .....	June of second academic year
Qualifying Exam, Part III (Dissertation Proposal) .....	June (end) of second academic year
Degree Candidacy .....	August (beginning) of third academic year
First-author scientific article	
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\*The M.S. curriculum is subject to ongoing revisions and may undergo changes during a student's tenure, including changes that affect graduation requirements.

\*\* The student's thesis committee determines when, and whether, sufficient research has been

identified, the MSBR Program Director and temporary advisor will assist the student in selecting elective courses in time for registration for the second semester. Once students have completed their required lab rotations and a research advisor has been selected and approved by GEBSC, they may begin accruing thesis-research credit for work in the advisor's laboratory.

### **Qualifying Examinations**

The qualifying exams for the M.S. in Biomedical Research involve two parts: 1) The Core Comprehensive Exam and 2) The Thesis Proposal.

1. The Core Comprehensive Exam (CCE): M.S. students must have earned at least a B (3.0) average overall in their core science courses (Graduate Biochemistry and Lab and Human Biology and Lab) to qualify to sit for the CCE. Student must have a minimum 2.75 (B) average in all science courses to qualify to sit for the CCE. Student must have a minimum 2.75 (B) average in all science courses to qualify to sit for the CCE.



**Proposing the research project and the thesis advisory committee:** The student must submit to the Office of Graduate Studies a completed form (available on Blackboard) indicating: 1) the title or topic of the proposed thesis research, the names of the research advisor and thesis advisory committee members, 2) the area of expertise for which each committee member was selected, and 3) the signatures of the advisor and each committee member confirming his/her willingness to serve. If any proposed committee members are not members of the MSM Graduate Faculty, their curriculum vitae (CV) must accompany the form on submission. The CV must provide evidence that such individuals hold a Ph.D. and/or M.D., are active in biomedical research, and have expertise appropriate for their role on the committee.

### **Approval of the research project and the thesis advisory committee**

The Associate Dean forwards the completed form and any accompanying documents to the chair of GEBSC for consideration during the next monthly meeting. If that committee recommends approval, the documents are returned along with GEBSC's recommendation to the Associate Dean who will make the final determination and notify the student whether the proposed project and thesis committee have been approved. If GEBSC recommends disapproval, the documents, along with the rationale for disapproval and any recommended adjustments, will be returned to the Associate Dean who will call a conference between the student and his or her advisor to discuss the committee's recommendations. After making any adjustments deemed appropriate by the student and advisor, the revised documents and a letter addressing GEBSC's specific concerns must be resubmitted as described above.

### **Preparing the thesis proposal**

The student may now prepare the formal thesis research proposal. The content and format of the thesis proposal are to be determined by the student's thesis advisory committee. The guidelines that follow are simply suggestions that the committee might wish to consider.

The proposal should consist of approximately ten (10) pages of double-spaced, typewritten text. It should follow the general format and guidelines for a PHS-398 grant application to the National Institutes of Health (NIH) as outlined below. The page limitations are intended as a guide to the student and his or her committee. Again, the student's thesis committee sets the specific requirements and may, at their discretion, require a significantly different format.

**Cover Page:** The Cover Sheet for Thesis Proposal (found in the student resources material on Blackboard) should be used. This includes the title of the project proposed; the name of the student, the research advisor, and the thesis committee members; and the date of submission. The cover sheet should be taken to the student's proposal presentation in order to obtain all committee members' signatures.

**Abstract:** The next page should consist of a brief overview of the project including the rationale, the

existing knowledge of the field and specifically identify the gaps in our knowledge that the project is intended to fill (two pages).

**Experimental Design and Methods:** Describe in detail the experimental design and the methods that will be used for each specific aim. The experimental design should clearly indicate how each method relates to the hypotheses and aims of the project. Briefly describe the potential outcomes for each experiment and how each would be interpreted as a test of the hypotheses. Briefly outline any anticipated technical problems (or weaknesses inherent in the methods)

**Defending the thesis proposal:** The student should expect to go through several drafts of the proposal with the advisor before formally submitting the proposal to the thesis advisory committee. Once the proposal is submitted to the committee, the student should be prepared within one-to-two weeks to present and defend the proposal to the committee. The presentation should last thirty (30) to sixty (60) minutes and include visual aids as appropriate. The student should expect to receive, and be prepared to answer, specific questions on, and criticisms of, various aspects of the proposal including the rationale for the work, basic scientific and biologic principles, methodology, and the background literature.

If the proposal is accepted by the thesis advisory committee, the research advisor will forward a copy of the proposal, with the cover page signed by all the committee members, to the Associate Dean for Graduate Studies. The Associate Dean will notify GEBSC and the Registrar that this step has been completed. Should the student fail to gain approval of the research proposal, the thesis advisory committee will advise the student of the steps needed to have the proposal approved.

To maintain adequate progress and thus avoid academic probation, the proposal must be approved by the thesis advisory committee within 15 months of entry into the program.

### **Thesis Advisory Committee, Meetings, and Credit for Thesis Research**

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

### **Student Residence Requirement**

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

### **Presentation Requirements**

All M.S. students beyond their first year of study are required to present their work annually at MSM's Annual Curtis Parker Student Research Day. If their abstract is not accepted for a platform presentation then they must present a poster. Students are required to complete a minimum of one professional scientific presentation to qualify to graduate. This may be a Curtis Parker Day platform presentation or one of the following:

One-hour seminar advertised to the MSM community and open to the public



- Platform presentation at a national scientific conference accompanied by a first-author, published abstract.
- Poster presentation at a national scientific conference accompanied by a first-author, published abstract.

### **Completion of Degree Requirements**

## Master of Science in Biomedical Technology Curriculum Outline\*

### FIRST YEAR CURRICULUM

<b>Fall Semester</b>	<b>Semester Credit Hours</b>
Graduate Biochemistry	3
Graduate Biochemistry Lab	2
Human Biology	3
Human Biology Lab	2
Scientific Integrity	2
Critical Thinking and Scientific Communication I	2

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

### SECOND YEAR CURRICULUM

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

\*The M.S. curriculum is subject to ongoing revisions and may undergo changes during a student's tenure, including changes that affect graduation requirements.

\*\*The student's mentor committee determines whether any technical experience is applicable to the technical training requirement and whether sufficient research has been successfully completed to merit the M.S. degree.

### Degree Requirements for the M.S. in Biomedical Technology

#### **Temporary Advisor**

Negotiating the graduate curriculum requires frequent guidance from experienced individuals. Entering M.S. students are assigned a temporary advisor to facilitate decision making during their first 6 months of study. The temporary advisor will ideally be a full member of the graduate faculty who has succeeded in guiding one or more students to M.S. or Ph.D. degrees. Where possible, a temporary advisor in a field with experience related to the stated technical interests of the student will be selected. In addition, the Director of the MSBT program will serve as an additional advisor to all first year students. At least twice during the first semester, students are expected to arrange a meeting between their temporary advisor, and the MSBT Program Director to discuss their progress and any problems they may be having.

#### **Coursework**

The first six months of M.S. study are devoted primarily to instruction in core (required) courses



students must pass Part I within fifteen (15) months of entering the program unless granted a special exception by GEBSAP. Students who cannot pass the exam within this time period are subject to dismissal.

**Written essay examination**

component), the GEBSAP committee may, at their discretion, allow the student to retake that portion of the exam. However, in no case will a student be permitted more than 2 retakes on a component failed on the first sitting of the exam. If the student cannot earn a passing grade on the second retake of that component (i.e., on the third attempt), the student will face immediate dismissal with the option to withdraw from the degree program. The Associate Dean will forward the GEBSAP decision to each student by formal letter.

The examination period is considered to begin the first day of the written exam and to end with the receipt of this letter from the Associate Dean.

a Noninvasive Cardiovascular and Hemodynamic Core Laboratory, Analytical and Protein Profiling Laboratory, a Bio-statistical and Data Management Core, a Nursing Core, a Recruitment/Retention Core responsible for all study participant enrollment activities, and Bio-nutrition Core. It also supports the Master of Science in Clinical Research Program for the training of doctoral level professionals to perform clinical research. The Clinical Research training in the M.S. in Biomedical Technology program would focus on training Clinical Study Managers to organize and support clinical trials.

**Microscopy and Biomedical Imaging:** MSM's Histology, Electron Microscopy, Confocal Microscopy, and Image Analysis Core Laboratories house an array of microscopic and bio-imaging equipment that serve as powerful tools in today's biomedical sciences. Our faculty and staff are experts in their use and have provided excellent hands-on training for many students and investigators over the years.

**Molecular Biology & Genomics:** MSM's Molecular Biology Core Laboratory is well equipped to provide DNA sequencing, Single Nucleotide Polymorphism (SNP) analysis, and DNA fragment analysis services and training as well as additional training in related methodologies. MSM's Functional Genomics facilities include multiple microarray systems and investigators experienced in applying them to solve challenging biomedical research problems.

**Analytical and Protein Profiling:** This laboratory analyzes both human and animal samples. Its primary focus is to provide reliable and comprehensive analytical services to basic and clinical researchers. Examples of the services and expertise include:

- SELDI Proteomics
- Mass spectrometry (GC/MS)
- Trace metals analysis
- High performance liquid chromatography (HPLC)
- Sample preparation (derivatization, extraction, purification)
- Reporting of raw data and data analysis
- Technical consultation on analytical methods.

### **Proposing the technical apprenticeship program and the technical advisory committee**

The student must submit to the Associate Dean for Graduate Studies a completed form (available from the GEBS Office) indicating: 1) the title or topic of the proposed technical apprenticeship







# Master of Science in Clinical Research Curriculum Outline\*

## FIRST YEAR CURRICULUM

<b>Fall Semester</b>	<b>Semester Credit Hours</b>
Principles of Clinical Research	2
Clinical Research Seminar (P/F)	1
Fundamentals of Biostatistics	3
Mentored Research Project (P/F)	1
Community Engagement and Health Disparities	2
Practical Skills Workshop Series	1

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

## SECOND-YEAR CURRICULUM

<b>Fall Semester</b>	<b>Semester Credit Hours</b>
Mentored Research Project (L/G)	5
Ethics of Clinical Research in Vulnerable Population.3 (i)-8 8.3 (d.5 ( )2)]TJ0 Tc.337 TD[(Co).4 (l)3.3 (i)-8.7 (r	
Mentored Research Project (L/G)	5 10.3 ( P)TJ0.003 Tc 0 Tw T*[(Et6.4 (l)3.3 (i)-8

3. Clinical Research Seminar Series: this monthly series will feature CRECD trainees, MSM Instructors, Consultants, Mentors as well as distinguished outside speakers. Trainees will have an opportunity to gain exposure to a variety of role models from within, as well as outside the MSM community. Trainees will also present their work for critical review and comments. This format will expose the trainees to contemporary critical thinking on health disparities to generate new ideas and to foster research collaboration within MSM as well as with collaborating institutions.
  
4. Mentored Research Project. The mentored research project will account for twelve (12) of the required (36) credit hours for successful completion of the M.S. in Clinical Research. Applicants to the M.S. program will develop research proposals in consultation with their clinical chairs and/or research mentors and submit them for review and approval by the Curriculum Committee. The proposal will form the basis for the mentored research project. A final oral presentation of this research is

Applicants must have the support of their department chair.

Physician trainees (senior residents or fellows) may be eligible.

MSM residents or fellows must obtain departmental permission.

- A letter of recommendation from your MSM department chair or residency director.
- Two other letters from MSM or other faculty who are capable of speaking to your professional skills and goals.
- A copy of your official appointment to MSM's faculty and or residency program.
- Two to three page research abstract or narrative.
- Fully completed online application.
- Transcript of doctorate degree.
- Entrance Requirements for dual degree candidates (must be current MD or PhD students).
- Must have completed the requirements for the 1st year of the PhD program.
- If MD students, must have completed the requirements for the second year of the MD program.
- Follow the application requirements for undergraduate/master's level applicants noted above.
- PhD candidates must have letter from mentor/advisor and approval of PhD program.
- MD students must have approval of MD program.

## **Master of Science in Medical Sciences Curriculum Outline**

### **FIRST YEAR CURRICULUM**

<b>Fall Semester</b>	<b>Semester Credit Hours</b>
Basic Biochemistry	3
Principles of Anatomy & Physiology I	3
Critical Thinking and Problem Solving I	4
Fundamentals of Public Health	2
Survey of Medical Terminology	1

<b>Spring Semester</b>	<b>Semester Credit Hours</b>
Principles of Anatomy & Physiology II	3
Introduction to Health Professions	2
Critical Thinking and Problem Solving II	3
Introduction to Biostatistics	3
Community Health Promotion I	3

### **SECOND-YEAR CURRICULUM**

<b>Fall Semester</b>	<b>Semester Credit Hours</b>
Introduction to Neurobiology	3
Introduction to Neurobiology Lab	2
Biology of Disease: Current Concepts	3
Introduction to Epidemiology	3
Introduction to Medical Microbiology	3

<b>Spring Semester</b>	<b>Semester Credit Hours</b>
Introduction to Medical Pharmacology	3
Biomedical Genetics	3
Culminating Project	3





After graduation from their home undergraduate

The two closest grades out of the three will be averaged. If the three grades are evenly distributed all three scores will be averaged. The two closed-book exam grades will be averaged and that average

the documents are returned along with GEBSC's recommendation to the Associate Dean who will make the final determination and notify the student whether the proposed project and thesis committee have been approved. If GEBSC recommends disapproval, the documents, along with the rationale for disapproval and any recommended adjustments, will be returned to the Associate Dean who will call a conference between the student and his or her advisor to discuss the committee's recommendations. After making any adjustments deemed appropriate by the student and advisor, the revised documents and a letter addressing the specific concerns of GEBSC must be resubmitted as described above.

**Preparing the thesis proposal:** The student may now prepare the formal thesis research proposal. The content and format of the thesis proposal are to be determined by the thesis advisory committee of the student. The guidelines that follow are simply suggestions that the committee might wish to consider.

The proposal should consist of approximately ten (10) pages of double-spaced, typewritten text. It should follow the general format and guidelines for a SF424 (R&R) grant application to the National Institutes of Health (NIH) as outlined below. The page limitations are intended as a guide to the student and his or her committee. Again, the thesis committee of the student sets the specific requirements and may, at their discretion, require a significantly different format.

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



for the proposed experiments. (5 – 7 pages).

**Defending the thesis proposal**





## Transfer of Credit

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

The course must be part of an accredited graduate program.

1. The course must cover subject matter deemed by the Associate Dean to be appropriate for a degree in the biomedical sciences.
2. The coursework must have been completed no more than five (5) years prior to applying for transfer of credit.
3. The student must have completed the course in question and earned a grade of B or better, as documented on an official transcript contained in the student's official record (Pass/Fail credits may not be transferred.).
4. The student must write a formal letter of application to the Associate Dean for Graduate Studies, requesting that credit for the course in question be transferred to the current program. The formal application for credit must be accompanied by:
  - a. A copy of the course description from the university catalog.
  - b. A copy of the course syllabus indicating the course content.
  - c. The name and edition of any textbook used for the course.
  - d. The name, address, current phone number, and email address for the course director.
  - e. If the student is specifically seeking to substitute a course from another university for a core course in the MSM graduate curriculum, a letter from the course director of the corresponding course in the MSM curriculum must accompany the application. That letter must indicate that the course taken is an adequate substitute for the MSM course. The course director may, at his or her discretion, administer a comprehensive examination on the subject(s) in question before providing a letter of support for the transfer. However, the student should be aware that questions appearing on the core comprehensive exam are written and graded by MSM core course faculty and completing a similar course at another institution may not provide adequate preparation for that comprehensive exam.

The Associate Dean for Graduate Studies will review all completed transfer-of-credit applications and determine whether the course credit is transferable. If the transfer is approved, the Associate Dean will notify the Registrar and the student of the decision. If the transfer is denied, the Associate Dean will immediately notify the student of the outcome and the reasons for the denial.

Hours of graduate credit earned on a quarter system, if transferred, will be recalculated and included in the student's record as semester credit (five quarter hours = three semester hours).

**Transfer of M.S. in Biomedical Research students into the Ph.D. in Biomedical Sciences Program**

Current M.S. students wishing to apply for entry into the PhD program prior to completing their M.S. requirements must meet four criteria:

1. They must complete an official online application for transfer between degree programs.
2. They must be students in good standing (at least a 3.0 grade-point average) for their course work.



For students who have achieved degree candidacy, adequate progress is determined by the dissertation, thesis, or technical advisory committee overseeing their advanced training.

Failure to make adequate progress constitutes grounds for discontinuation of tuition, stipend, and federally subsidized financial aid support, or consideration for dismissal. Failure to make adequate progress for two consecutive semesters will trigger automatic dismissal recommendation.

### **Graduate Student Grade Dispute**

If a student has a dispute or grievance involving a grade on an exam or in a course, or a score on a qualifying examination, the following steps must be followed:

1. Informal discussions are encouraged between the student and faculty member assigning the grade in a good-faith effort to resolve the problem quickly.
2. If this step does not resolve the issue and the student wishes to pursue the matter further, the student must write a detailed description of the dispute or grievance, including any supporting information, and provide it to the course director and to the faculty member.
3. If the course director and the faculty member are the same person, go to step 4. The course director will then read and discuss the written document with the student and the faculty member (separately or together) in a further attempt to resolve the matter. If this step does not resolve the issue, the course director will obtain a letter from the faculty member explaining the basis for the grade and any recommendations to resolve the dispute.
4. If these recommendations are not agreed to by the student, the course director will review both the student letter and the faculty response and recommend, in writing, a resolution to the issue that will be provided to both the faculty member and the student. If this step does not resolve the issue and either the student or the faculty member wishes to pursue the matter further.
5. The student and/or course director will submit, in writing, a request for arbitration by the Associate Dean for Graduate Studies. The request must be accompanied by the written document describing the student concerns and faculty recommendations provided to and by the course director.
6. The Associate Dean will review the pertinent documents, request additional information if needed and attempt to resolve the issue by consulting with all the parties and providing a written recommendation for the resolution.
7. If the student, faculty member, or course-director is unwilling to accept the Associate Dean's recommendation and wishes to pursue the matter further, the Associate Dean will refer the matter, including all the documents described above to the GEBSAP committee. GEBSAP may deliberate and rule solely based on the written documentation provided, discuss the issue with either or both parties, and/or call in others to obtain additional information. Based on their deliberations, the committee may make one of four rulings: 1) Accept the grade initially assigned, 2) Accept the course director's recommendation, 3) Accept the Associate Dean's recommendation, or 4) Provide its own ruling to settle the issue.
8. The GEBSAP ruling will serve as the official, binding, and final plan of action for student and faculty members alike. All complaints related to discrimination or harassment will be dealt with following the institutional anti-discrimination and harassment policy described separately in the student handbook.

### **Student-Mentor Conflicts**

If a student or faculty mentor has a dispute or grievance involving a conflict with the other, informal discussions are encouraged between the student and faculty mentor in a good faith effort to resolve

the problem immediately. When informal discussion fails to result in a satisfactory resolution the issue should first be brought to the attention of the student's research advisory committee. If a suitable resolution cannot be reached by the advisory committee, the student, faculty member, or thesis/dissertation committee member may submit a written request for arbitration to the Associate Dean for Graduate Studies. The Associate Dean will request a written description of the incident(s) leading to the conflict from both parties. The Associate Dean may meet with the student and mentor separately or call a meeting between the student and his or her mentor to resolve the conflict or grievance. If the issue remains unresolved the Associate Dean may refer the matter to GEBSAP, with all appropriate documentation, for further arbitration. The GEBSAP ruling will serve as the official, binding, and final plan of action for both the student and mentor. All complaints related to discrimination or harassment will be dealt with following the institutional anti-discrimination and harassment policy described in the student handbook.

### **Breach of Ethics**

Faculty or student concerns about student breaches of academic or professional ethics (e.g., plagiarism, cheating, academic dishonesty, falsifying data) will be submitted to the Associate Dean and forwarded directly to the GEBSAP committee for evaluation without notifying the student of the charge. The GEBSAP committee will deliberate on the validity and evidence for the concern. The committee may dismiss the charge and notify the Associate Dean. If the GEBSAP committee feels there is sufficient merit to the charge to pursue the case further, they will notify the student and request a written response or have them appear before the committee to address the charge. After reviewing the response, the GEBSAP committee may take one of 3 actions: 1) They may dismiss the charge, 2) They may uphold the charge, or 3) They may request additional information and deliberate further until a decision can be reached. Once a decision is reached, the committee will notify the Associate Dean. The Associate Dean will then relay the committee's final decision to the student and the faculty member. If the decision is to uphold the charge, the Associate Dean will instruct the GEBSAP committee to proceed with scheduling a dismissal hearing.

### **Withdrawal from the program**

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

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

### **Leave of Absence**

Permission for a maximum one-year leave of absence from the graduate program must be requested in writing to the Associate Dean for Graduate Studies and is subject to approval by GEBSAP. An official leave of absence must be granted in writing by the Associate Dean. Such leaves are rare and require substantial justification. When a leave of absence is granted, enrollment and stipend support are suspended, as are the allowable periods of stipend support (six-years) and time-to-degree (seven-



years), for the duration of the approved leave. The leave of absence does not go into effect until the required documentation has been received by the Office of the Registrar.

notify the student in writing by registered mail of the dismissal recommendation and the grounds cited by GEBSAP. Upon receipt of the letter from the Associate Dean, the student has ten (10) days to respond in writing, acknowledging receipt of the notice, requesting a meeting with the GEBSAP committee for an opportunity to rebut the dismissal recommendation if that is the student's wish, and describing any additional information to be presented in the GEBSAP committee meeting. No information other than that described in the letter of acknowledgment may be presented at the committee meeting. Failure to acknowledge receipt of the Associate Dean's letter, in writing, within ten (10) days results in automatic dismissal. Upon receipt of the student's reply and request for a meeting, the Associate Dean will alert the GEBSAP Chair of the need to schedule a meeting within three to six weeks. Students are not allowed to contact GEBSAP committee members prior to their meetings. If a student fails to request a meeting with the committee, the committee will deliberate and make a decision based on the data presented in the academic record.

The GEBSAP committee will schedule the meeting through the office of the Associate Dean for Graduate Studies, who will inform the student of the meeting date. Failure to appear at the appointed time and place for the meeting will result in final dismissal. Neither witnesses nor legal counsel will be permitted into the meeting. Written input, in the form of letters of support or comment, in the (lrt thn,e8 at h10.3 (ir)5.1 (u)510.3 (yp ear at(-4.6 o)3t5.2]T03 (rm)20 (it( co6.4 (m)n)8. aesn)7 (.e8 atp-3.eti)87 ( gn

between the student and the President/Dean to discuss the appeal. Neither witnesses nor legal counsel will be permitted in that meeting, although the President/Dean may request the presence of





# **MPH Program General Admissions Policies & Procedures**

## **Entrance Requirements**



**2. Integrative Learning Experience**

**3. Public Health Leadership Seminars**

**4. Professional Development**

**5. Academic Writing Workshops**

**D. Academic Progress and Standards**















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## **ACKNOWLEDGMENT**

I hereby acknowledge that I have received the Morehouse School of Medicine (MSM) 2017-2018 Student Handbook. I accept responsibility for reading and understanding the policies, procedures, rules and benefits in the Student Handbook and I agree to abide by its contents which set forth the terms and conditions of my enrollment and subsequent matriculation as an MSM student.

I understand that if I have questions about the Handbook or its contents, I am to discuss them with the Dean of Students or the Dean's designee.

Circumstances may require that the policies, procedures, rules and benefits described in this Handbook change as MSM deems necessary or appropriate. I understand that I will be notified of such changes and dates of implementation by my MSM e-mail account or through other appropriate means.

\_\_\_\_\_  
**Student's Name**  
**(Print or Type)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Student's Signature**