

EVMS
Eastern Virginia Medical School

STUDENT HANDBOOK

2009-2010

Last Revision: July 1, 2009

The policies contained herein are provided to give a general understanding of the regulations governing Eastern Virginia Medical School. They are subject to revision at any time with little or no advance notification. EVMS assumes no responsibility for errors in or misrepresentation of these policies. For more information on the official policies of EVMS, contact the Office of Academic Affairs. Current policies and procedures will be located on the EVMS Intranet at <http://info.evms.edu/students>.

EVMS does not discriminate on the basis of race, color, national origin, gender, religion, age, sexual orientation, or disability in its programs, activities, or employment practices as required by Title VI, Title IX and Section 504. Inquiries may be directed to the Title IX and Section 504 Coordinator:

Associate Dean for Medical Admissions and Students
Lewis Hall, 700 West Olney Road
Norfolk, VA 23507
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MESSAGE TO STUDENTS FROM THE DEAN

Welcome to EVMS. Over the past few decades, the medical and health professions have seen advances in medical research that continue to improve our ability to prevent, diagnose, and treat disease. Research in human genetics has created new frontiers in gene therapy; new surgical techniques have reduced risks and recovery times; improved diagnostic tests have led to early and more effective treatment; and a greater awareness of the impact of lifestyle choices on health has made patients essential partners in their own health care.

These changes have created new expectations and put new demands on medical and health professionals and the health care system – challenges that EVMS is firmly positioned to meet.

EVMS is the cornerstone of the region's health care system and, through its many partnerships, offers students and residents a wide variety of academic and practice experiences. While providing outstanding training and experience for students entering the full range of medical specialties, EVMS also is committed to help meet the nation's need for more primary care physicians and other health professionals.

Since its inception in 1973, EVMS has earned a reputation for its focus on the broader health issues of the surrounding communities as well as a side of medicine that has not changed since the days of Hippocrates – the human side. While responding to change, EVMS remains true to its original mission to train physicians and other health professionals who are compassionate as well as competent.

This student handbook provides an overview of institutional policies and procedures that apply to students during their enrollment at EVMS. These policies and procedures are occasionally supplemented by other program specific policies and procedures.

Gerald J. Pepe, Ph.D.
Dean, EVMS

STATEMENT ON DIVERSITY IN MEDICAL AND HEALTH PROFESSIONS EDUCATION

Eastern Virginia Medical School is committed to fostering a diverse educational and academic program within a supportive and respectful environment. This commitment includes the recruitment, admission, retention and graduation of a diverse student body. EVMS implements this commitment by providing the opportunity for the open exchange of ideas and the incorporation of cultural competence in the curriculum. A diverse student body promotes cross-cultural understanding, an essential tool for all health care givers, and prepares students to function in a heterogeneous society.

STUDENT ADMINISTRATIVE MATTERS

ACADEMIC CALENDAR

Policy:

EVMS will establish and post on the institution's web site an academic calendar for two successive academic/fiscal years (i.e., July 1 – June 30) for all degree and certificate granting programs for which EVMS serves as the school of record. The Associate Dean for Medical Admissions and Students (MD program) and the Vice Provost for Planning and Health Professions (Health Professions programs) are responsible for confirming the necessary information. The academic calendar provides information for the Fall/Spring/Summer semesters/terms and includes the following dates for each enrolled class: orientation, beginning of classes, institutional holidays, breaks, end of classes, final exams, and graduation.

Procedure:

On or about February 1, the Associate Dean for Medical Admissions and Students and the Vice Provost for Planning and Health Professions will request that the appropriate program officials provide their respective information for the designated academic year. Programs are expected to respond by March 1, and a consolidated academic calendar will be prepared by April 1. The updated academic calendar will be posted to the designated EVMS web site by July 1, in conjunction with the electronic Catalog and the EVMS Student Handbook. For example, on July 1, 2008, the FY2009 and FY2010 academic calendars will be posted on the web site. By May 1, 2009, the FY2011 calendar will be finalized. On July 1, 2009, the FY2010 and FY2011 will be posted.

CRIMINAL BACKGROUND CHECK POLICY

Policy:

It is the policy of Eastern Virginia Medical School to perform criminal background checks on all incoming (including transferring) students. The criminal background check will be initiated when an applicant returns their completed Conditions of Acceptance form and deposit to EVMS or at the request of the Associate Dean for Medical Admissions and Students (or designee) for programs that maintain a wait list for prospective students. Decisions about the matriculation of an accepted applicant whose criminal background check reveals information of concern will be made by an Ad Hoc Committee appointed by the EVMS Dean/Provost.

All transferring students are required to agree to a criminal background check prior to the beginning of their clinical rotations. A decision about the continuation of a student's educational experience whose criminal background check reveals information of concern will be made by the Ad Hoc Committee described above.

A student who revokes or cancels his/her consent for a criminal background check will be considered in non-compliance of this policy and his/her student status will be terminated immediately.

Visiting students must provide evidence of a criminal background check performed by their home institution or agree for EVMS to initiate the check that will be paid for by the student.

Procedure:

- 1) All student criminal background checks will include a disclosure from the student of any misdemeanors or felony convictions, other than minimal traffic violations, including deferred adjudication, with a statement that non-disclosure/falsification may lead to dismissal.
- 2) The criminal background check is not a component of the application, interview, or decision-making process for entry into an EVMS educational program. It is a mandatory component of the pre-matriculation process. The letter sent by a designated EVMS official to each accepted applicant in a given educational program (and, at times, to selected wait-listed students) will include information about this requirement, with the contingency that the final decision about matriculation will be made after institutional review of the accepted applicant's criminal background check report.

- 3) Appropriate authorization, with pertinent identifying information necessary to initiate a criminal background check, must be received from each accepted applicant prior to initiating the check. This authorization will inform the accepted applicant that he/she will have access to criminal background check data about himself/herself to ensure the accuracy of the criminal background check report. Refusal to provide adequate/correct information or to provide consent for investigation will result in withdrawal of acceptance.
- 4) The Associate Dean for Medical Admissions and Students (or designee) will send a list of all incoming students, which will include each student's social security number, the addresses where the student had resided over the past seven years, and the signed Authorization for Background Investigation consent form to the Human Resources Department. The Human Resources Department will send the appropriate information to the agency that will perform the criminal background check.
- 5) The Director of Human Resources or his designee will review the findings of the criminal background check and if it reveals information deemed to be relevant to the student's suitability for matriculation, the Director of Human Resources or his designee will notify the student in writing. The student will be asked to review any adverse information and to provide a written response within ten calendar days to the Director of Human Resources. The Director of Human Resources or his designee will set up a meeting with the Ad Hoc Committee to review the information provided (including the student's response). Where appropriate, the student may be asked to meet with the Ad Hoc Committee for further clarification/details. The Ad Hoc Committee will make the final decision on the student's matriculation.
- 6) No information derived from a criminal background check will automatically disqualify any accepted student from matriculation. A final decision regarding matriculation will be made only after a careful review of factors including:
 - a. The nature, circumstances, and frequency of any offense(s)
 - b. The length of time since the offense(s)
 - c. Documented successful rehabilitation
 - d. The accuracy of the information provided by the student in his/her application materials.
- 7) The criminal background reports will be maintained in the Human Resources Department.
- 8) Information obtained will only be used in accordance with state and federal laws.
- 9) Reasonable efforts will be made to ensure that results of criminal background checks are kept as confidential as possible with a limited number of persons authorized to review results.
- 10) Enrolled students are required to disclose any misdemeanor or felony convictions other than minimal traffic violations, including deferred adjudication, within thirty days of occurrence to the Office of Student Affairs. Non-disclosure or falsification may be grounds for dismissal or degree revocation.

DISABILITIES

It is the goal of EVMS to provide access to needed resources for students with disabilities; so that these students are afforded every opportunity to do their best work. A disability is understood to be any medically documented impairment that substantially limits an individual in one or more major life activities (e.g., walking, seeing, hearing, or learning).

The procedure for students with disabilities is described in the Student Disability Policy. Students with medically documented permanent or temporary disabilities in need of special services are advised to contact the Student Disability Officer, the Associate Dean for Medical Admissions and Students, as early as possible.

DISCRIMINATION

EVMS is committed to the achievement, through its programs, activities and facilities, of equality of opportunity in education, professional training, athletic programs and recreation, and career advancement of its students without regard to race, color, religion, sex, sexual preference, national origin, age, disability or veteran status. In order to ensure that this policy is carried out, affirmative action will be taken to remedy the effect of any discriminatory act or practice for which EVMS is responsible. Every student at EVMS is free to seek answers to any questions and seek

adjustment of any grievance arising out of alleged discrimination on the basis of race, color, religion, sex, national origin, age or handicap without being restrained or subjected to interference, coercion, or reprisal because of, or as a result of, having filed a grievance or having made an inquiry or allegation of discrimination.

Faculty and administrative personnel are expected to see that allegations of discrimination receive prompt, impartial and sympathetic treatment and that the person or persons making the allegation(s) are not restrained or subjected to interference, coercion or reprisal because of, or as a result of, having made allegation(s) of discrimination.

ENROLLMENT STATUS CHANGE POLICY AND PROCEDURES

The Office of the Registrar at EVMS is responsible for verifying the status of all students. Any change in student status must follow the procedures outlined in the policy. The Office of the Registrar will report the effective date of student status changes monthly to National Student Clearinghouse.

EVMS will report the following enrollment statuses to the NSLDS.

- Full-time
- Half-time
- Less than Half Time
- Leave of Absence
- Withdrawn
- Graduated

Procedure for when a student is making a change in enrollment status or being asked to withdraw:

- 1) The student must schedule an appointment with the Program Director (for Health Professions students) or the Associate Dean of Academic Affairs (for Medical students) and submit the Status Change form for approval.
- 2) The Program Director (for Health Professions students) or the Associate Dean of Academic Affairs (for Medical students) will forward the signed form to the Registrar. The Registrar will then forward Status Change forms involving health professions students to the Associate Dean of Academic Affairs for approval. If the student is withdrawing or graduating, the Registrar will contact the student and provide the student with a Clearance Certificate and appropriate guidance regarding required signatures.
- 3) For all status changes, the Registrar will modify the Oracle database accordingly, report the change to the Clearinghouse or NSLDS if warranted, and provide a copy of the Status Change form to the Director of Financial Aid, the Program Director (for Health Professions students), and Financial Services (Accounts Receivable and Student Loans).
- 4) Exit interviews are required by the Office of Financial Aid and Financial Services (Student Loans) for all status changes if students received federal student aid and/or institutional loans.
- 5) The Health Professions Programs, for which EVMS is the school of record, will report by the 10th of each month on all students in their program to the Health Professions Supervisor, who in turn will submit an aggregate report of all Health Professions Programs to the Registrar on the next business day. The report should include program name, name of the student, student social security number, current enrollment status and effective date of enrollment status.

Withdrawal Policy for All Students

Withdrawals may be of four types:

- 1) Voluntary Withdrawal - at the request of the student
- 2) Medical Withdrawal - on recommendation of a physician
- 3) Academic Withdrawal - by action of the Student Progress Committee
- 4) Administrative Withdrawal - by action of the Dean's Office

When a student withdraws, is asked to withdraw, or takes a leave of absence from the Eastern Virginia Medical School (EVMS), he or she must complete a Status Change Form available from the Office of the Registrar

http://info.evms.edu/registrar_html/. The Registrar will sign and forward the Request to all appropriate parties. For more information on the refund of any unearned tuition or fees, refer to the student withdrawal refund policy located in the Student Finances section below.

Upon determination of student's withdrawal date, EVMS will calculate and refund any unearned tuition and fees within 30 days. Depending upon the withdrawal date, the student may be required to repay all or part of the financial assistance he/she received.

Tuition and fees will be charged on a percentage basis, based on the class week during which the student withdraws. A class week is defined as the period beginning on Sunday and ending on the succeeding Saturday. A separate schedule of refund percentages exists for each class year of each program. Acceptance deposits will not be refunded.

Withdrawal and Readmission Policy for MD Students

Students in the MD program wishing to arrange a voluntary or medical withdrawal should consult with the Associate Dean for Medical Admissions and Students to obtain information about the necessary administrative procedures.

Students who wish to be readmitted after a withdrawal must notify the Associate Dean for Medical Admissions and Students in writing at least sixty days prior to the date requested by the student for readmission. A longer period of notification is desirable if scheduling of clerkships or electives is involved. Acceptance for readmission will also depend on the enrollment availability. Applications for readmission will be kept on file and will be considered in the order received and as positions become available.

Students without academic deficiencies who withdrew within the previous 12 months may be readmitted at the discretion of the Associate Dean for Medical Admissions and Students. Students without academic deficiencies, who have withdrawn for medical reasons within the previous 12 months, must also provide documentation of clearance to attend classes from a physician.

Requests for readmission from students who had academic deficiencies at the time of voluntary or medical withdrawal, or whose period of withdrawal is greater than one year but less than two years, will be acted upon by the Student Progress Committee. Those on medical withdrawal must also obtain documentation of clearance to attend classes from a physician. A subcommittee of the Student Progress Committee will interview the student and review his/her request for readmission. The subcommittee will make a recommendation to the Student Progress Committee, which will make a final decision regarding readmission of the student.

Students whose period of withdrawal is greater than 2 years must reapply through the Office of Admissions.

Students whose requests for readmission are denied will have the right of appeal to the Dean of EVMS.

Leave of Absence Policy:

A leave of absence may be granted in accordance with Federal Title IV Refund Regulations (see <http://www.evms.edu/students/fin-aid/docs/title-iv-refunds.pdf>). An Enrollment Status Change Form (see <http://www.evms.edu/students/fin-aid/docs/student-status-change.pdf>) must be completed and signed by the student. If however, due to unforeseen circumstances, a student is prevented from completing the Enrollment Status Change Form, the institution may grant the student's request for a leave of absence provided that it documents the reason for its decision and then later collects the signed form from the student.

Health professions students should complete the form and present it to the appropriate program director. The program director shall review and sign the form, either approving or disapproving the request, and then forward the form to the Associate Dean for Medical Admissions and Students. Medical students should complete the form and present it directly to the Associate Dean for Medical Admissions and Students.

Only one leave of absence can be granted to a student in any 12-month period except as provided in the Federal Title IV Refund Regulations, and a leave of absence cannot exceed 180 days for any 12-month period. At the end of the requested leave of absence, the student must return or is considered to have withdrawn for financial aid purposes. Please refer to EVMS Withdrawal Refund Policy.

Privileges granted to students on leave of absence are as follows:

- 1) The use of library and other learning resources.
- 2) Attendance at and participation in classroom activities, excluding laboratories. A student may not participate in the professional skills program or sit in for examinations and will not, under any circumstances, receive credit, including elective credit, for any work done while on leave of absence.

Military Leave Policy:

A student reservist who is called to active military duty or a member of the military who is deployed will be granted a leave of absence from EVMS until he/she is released from active duty or deployment. The student must furnish to his/her program director (for health professions students) or to the Associate Dean for Medical Admissions and Students (for M.D. students) a copy of his/her orders or other documentation. Depending on the length of absence, the student will be eligible for a refund of tuition, credit against future enrollment, and the awarding of academic credit for work that is in progress.

ENTERING AND CHANGING GRADES IN A STUDENT TRANSCRIPT

EVMS is committed to maintaining confidential and accurate student records that document academic performance in the official transcript. Protecting the integrity of those records is a shared responsibility between the educational programs and selected infrastructure units including the Registrar and the Academic Computer Center.

Policy

Each educational program must assign one or more persons who are authorized to enter or change grades in the institutional database used to create student transcripts. The Registrar may enter or change a grade for students in any educational program if requested to do so by a program director or other designated official with oversight authority for the program.

Procedures:

1. Grades for all students must be entered into the Oracle database by a designated program representative, no later than one week after the end of the course.
2. Programs may change a student grade in Oracle until the mid-point of a program's subsequent grading period based on appeals, completion of assignments, or other circumstances deemed appropriate by the program director or designated official. After the mid-point, the program director or designated official must send a written notice to the Registrar explaining the circumstances and requesting the Registrar to change a grade.
3. Program officials are responsible for establishing procedures for sharing course grades with their students in a timely manner and in such a way that supports this policy and helps ensure accuracy.

Random audits of grade entries and grade changes will be conducted not less than annually by the Registrar, and reported to the Associate Dean for Medical Admissions and Students, the Executive Director of Operations and Compliance in the Office of Planning and Health Professions, and the Director of Financial Services.

GRADUATION POLICY

EVMS confers formal academic degrees at an annual Graduation Ceremony. The Ceremony is generally conducted on the third Saturday in May. The Ceremony will include all students in degree granting programs that have been recommended for graduation by the faculty and subsequently approved by the Dean/Provost, the Academic Affairs Committee of the Board of Visitors, and the full Board of Visitors.

The Ceremony follows the traditional order for commencement exercises. The President of EVMS is the official host for the Ceremony and confers the degrees upon presentation of the candidates by the Dean. All graduating students will be recognized by name as they cross the stage to receive their diploma and hood. Appropriate dress for all participants in the Ceremony is the traditional academic attire (i.e., cap and gown) specific to the degree being conferred. *A Guide to Academic Protocol* by M. K. Gunn (Columbia University Press, 1969) is a useful reference.

Graduating students from all programs are required to attend the rehearsal a few days before the Ceremony. The Senior Assistant Marshal will direct the rehearsal. Academic dress for students is distributed only at the rehearsal. Students may participate in commencement exercises before the completion of all academic requirements only with the faculty approval of the individual program and only if the graduation requirements are expected to be fulfilled

within approximately 90 days of the Ceremony. Students participating under these conditions will not receive their diplomas until all requirements are completed.

Commencement exercises are part of a larger academic tradition. Commercial activity is incompatible with these exercises (e.g., purchase of class photographs). Such activities are appropriately conducted during the rehearsal or at class banquets. Any public displays of graduation information and events must be approved by both the Chief Marshal and the Office of Marketing and Communications.

* Academic degrees in 2008-09 include:

MD	Doctor of Medicine	MS	Master of Science in Art Therapy and Counseling
PhD	Doctor of Philosophy	MS	Master of Science in Biomedical Science
PsyD	Doctor of Psychology	MS	Master of Science in Clinical Embryology and Andrology
MPA	Master of Physician Assistant		
MPH	Master of Public Health		

Although degrees are conferred in the graduation ceremony, EVMS may award and issue degrees to qualified students at any time during the year. Such students must be recommended for graduation by the faculty and subsequently approved by the Dean/Provost, the Academic Affairs Committee of the Board of Visitors, and the full Board of Visitors.

HIPAA TRAINING AND CERTIFICATION PROCEDURE

1. All incoming EVMS students at orientation will receive a HIPAA presentation, and take an online HIPAA quiz. The presentations will be the responsibility of the Office of Academic Affairs. The responsibility for verification of successful completion of the online quiz resides with the Office of Registrar for MD program and Health Professions Administration for Health Professions programs.
2. All full time EVMS students in all programs will take an online refresher course and quiz annually. Notification of the requirement and verification of successful completion of the online refresher course and quiz resides with Office of Registrar for MD program and Health Professions Administration for Health Professions programs.

SCHOOL OF RECORD

Unless otherwise noted, the information contained in this handbook applies to all programs where EVMS is the school of record. EVMS is not the school of record for The Virginia Consortium Program in Clinical Psychology and the Ophthalmic Technology Program. For these two programs, the information in this handbook applies to student behavior and grade grievances associated with courses taken at EVMS, while program specific policies and procedures provide guidelines for broader issues of student evaluation, comprehensive examinations, and performance and probation procedures.

STUDENT IDENTIFICATION POLICY

Each EVMS student, upon matriculation at EVMS, is issued a photo identification badge with student's name and program designation. This badge must be worn prominently at all times for access to EVMS facilities, affiliated hospitals, and when engaged in any school activity involving patient contact. It is also necessary for use of library facilities, obtaining student discounts at hospital cafeterias, etc.

STUDENT REGISTRATION

All students for which EVMS is the school of record are required to complete all registration forms (as required by the Registrar) including, but not limited to, pre-printed EVMS Registration Form (which includes SEVIS information), Student Access Form, the FERPA Directory Information Form (required by FERPA), as well as classes

to be taken within two weeks of the official registration date. Failure to meet this requirement will cause the student to be considered as having withdrawn from EVMS.

STUDENT RECORDS

Student records are protected and maintained by the Registrar. The Office of the Registrar will maintain the permanent records and documents that pertain to each student's progress during matriculation. Students have the right to review their records. In addition, the Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. For more information about your rights under FERPA, please visit http://info.evms.edu/registrar_html/.

Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue
S.W. Washington, D.C. 20202-4605**

ENTERING AND CHANGING GRADES IN A STUDENT TRANSCRIPT:

EVMS is committed to maintaining confidential and accurate student records that document academic performance in the official transcript. Protecting the integrity of those records is a shared responsibility between the educational programs and selected infrastructure units including the Registrar and the Academic Computer Center.

Policy:

Each educational program must assign one or more persons who are authorized to enter or change grades in the institutional database used to create student transcripts. The Registrar may enter or change a grade for students in any educational program if requested to do so by a program director or other designated official with oversight authority for the program.

Procedure:

- 1) Grades for all students must be entered into the Oracle database by a designated program representative no later than one week after the end of the course.
- 2) Programs may change a student grade in Oracle until the mid-point of a program's subsequent grading period based on appeals, completion of assignments, or other circumstances deemed appropriate by the program director or designated official. After the mid-point, the program director or designated official must send a written notice to the Registrar explaining the circumstances and requesting the Registrar to change a grade.
- 3) Program officials are responsible for establishing procedures for sharing course grades with their students in a timely manner and in such a way that supports this policy and helps ensure accuracy.
- 4) Random audits of grade entries and grade changes will be conducted not less than annually by the Registrar and will be reported to the Associate Dean for Medical Admissions and Students, the Executive Director of Operations the Office of Planning and Health Professions, and the Director of Financial Services.

ELECTRONIC RECORD STORAGE:

Upon completion of all graduation requirements, the Registrar will electronically store the student's documents listed below and permanently store hard copies of each student academic file at an off campus location. The Registrar's Office will have computer access to obtain any of the electronically stored documents. The only permanently archived student documents retained at EVMS under the custodial care of the Registrar and will include the following:

1. Personal identification, such as the student's photograph and a document containing the student's signature
2. Official dates of enrollment at EVMS, dates of leaves of absences or withdrawal, and graduation date

3. Official transcript of all medical school work
4. USMLE scores, ID number, exam date and notation of pass or fail (MD only).
5. Student's clinical clerkship performance evaluations written by faculty (MD only)
6. Documentation of grade changes.
7. Documentation of dismissal, withdrawal on Student Status Change Form or any disciplinary action
8. Copy of diploma

STUDENT SERVICES

The Office of Student Affairs exists for the purpose of enhancing the quality of student life by creating an environment that will support student academic, physical, emotional, and social development, while challenging them to develop their abilities to the fullest. Committed to this idea, the office complements the instructional program by providing services that help students to enter and enjoy, excel and exit from the Eastern Virginia Medical School. Students are offered opportunities to develop their basic academic skills, to expand their interpersonal leadership and career related skills, and to obtain support services designed to help them cope with educational, personal, health, and social problems.

Find out more information about the Office of Student Affairs at <http://www.evms.edu/students/index.html>.

STUDENT FINANCES

FINANCIAL AID

The primary purpose of the Student Financial Aid Program administered by Eastern Virginia Medical School is to provide an opportunity for students who, without financial assistance, might otherwise be unable to attend EVMS.

Preparing for postsecondary education is a large endeavor. The goal of the Office of Financial Aid is to assist students in preparing financially for attending school as well assisting in locating outside sources of grants and scholarships. The financial aid process begins with the student filing the Free Application for Federal Student Aid. Based on the FAFSA data, students' need for the Federal Stafford loan program will be determined. Students must also provide parental information and signature on the FAFSA to be considered for school-administered scholarships and loans.

Due to limited funding availability, students may rely on credit-based educational loans. Prospective aid recipients should assure they have a good credit rating or they may be ineligible for some forms of financial assistance.

Additional information is available from the EVMS Office of Financial Aid at 757-446-5804 or by email at finaid@evms.edu. The office is located in Lewis Hall, Room 1172.

POLICY ON STUDENT'S FAILURE TO MEET FINANCIAL OBLIGATIONS

Tuition and fees are set by the Board of Visitors, which reserves the right to revise tuition and fees at any time for students currently enrolled as well as for new students. Tuition and fees are due the first day of class of each academic term.

If the required tuition and fees are not paid by the due date, a late charge of \$50 may be imposed. If payment has not been received at the end of two weeks and a reasonable explanation has not been accepted by the Dean, the student will have all academic privileges withdrawn and no academic credit will be given for the period. In addition, the student will be charged 1 ½ percent of the amount due per month until payment in full has been received. Reinstatement is at the discretion of the Dean, following receipt of a written application for readmission and evidence of payment of all obligations. No official transcripts, certificates, or diplomas will be issued to any student who has not satisfied his or her financial obligations.

Failure to complete scheduled payments of tuition, fees, and other charges by EVMS and its components will result in:

- 1) Failure to grant degree(s);
- 2) Withholding issuance of diplomas;
- 3) Withholding issuance of transcripts of the permanent record;
- 4) Withholding certifications;
- 5) Withholding other student information; and
- 6) Discontinuing all academic pursuits at EVMS.

A discharge by bankruptcy does not automatically restore eligibility for transcripts or certifications. Examples of other charges are:

- 1) payments of principal and/or interest on schedule to EVMS;
- 2) payment for "bad checks" offered to EVMS; and/or
- 3) delinquent/defaulted student loans

The Office of Financial Aid will contact all former students and graduates who are more than 90 days delinquent on federal student loans. They will be advised of the hold status on academic transcripts and certifications until the delinquent/default status is resolved. It is the responsibility of the borrower to provide the school with documentation from the lender, holder or servicer when a default has been satisfactorily resolved in order to have the academic transcript or certification released. The Student Loan office is responsible for the billing and collection of institutional student loans. The Student Loan office will adhere to the terms and conditions in accordance with the institutional loan promissory notes.

FEDERAL AID TO INTERNATIONAL STUDENTS

Non-U.S. citizen applicants are not eligible for federal financial aid due to foreign status, and may be issued a conditional acceptance under the following terms:

- 1) Applicants with or applying for an F-1 VISA are required to submit current financial information that demonstrates the applicant has readily available funds to pay all tuition, fees, and living expenses for the first year of study, and documentation that adequate funds will be available for each subsequent year of study. (Note: M-1 VISA holders/applicants must demonstrate readily available funds for the entire period of study.)
- 2) Current financial information is defined as documentation no more than 60 days old from a financial institution. If the account is in the name of someone other than the student, a signed affidavit from the account holder expressing intent and ability to support the student's educational expenses will be required to be submitted with the financial information. Financial information that is not in U.S. dollars is required to be converted to U.S. dollars by a financial institution.
- 3) It is the responsibility of the student to submit the required financial information on an annual basis to the Director, Financial Aid one month prior to the start of classes.
- 4) It is the responsibility of the student to keep his/her VISA status in good standing and provide documentation of VISA status annually to the Associate Director of Human Resources one month prior to the start of classes.
- 5) The student will be required to comply with all federal immigration regulations.
- 6) Once the funds have been paid for the academic period, per Institutional policy, the funds will not be refunded if the student withdraws, is expelled, allows his/her VISA to expire, or leaves for any other reason during that period.

This policy applies to all residential programs offered at Eastern Virginia Medical School. Please direct payment questions to Michelle Byers, Director of Financial Aid (byersmd@evms.edu) and VISA status questions to Matthew Schenk, Associate Director of Human Resources (schenkmr@evms.edu).

STUDENT WITHDRAWAL REFUND POLICY

When a student contemplates withdrawing from EVMS, he/she must first consult with the Associate Dean for Medical Admissions and Students (for M.D. students) or the respective Program Director (for health profession students). Upon approval, when a student withdraws or is asked to withdraw from EVMS, he/she must complete a Student

Withdrawal Request Form which is available from the EVMS Registrar's web page and included in the Appendix to this Handbook. The Office of the Registrar will sign and forward the Request to all appropriate parties. The date listed on the Student Withdrawal Request Form will be considered the withdrawal date. The student will not be officially withdrawn until the Accounts Receivable Office receives notification of the withdrawal and has completed the EVMS Clearance Certificate. If a student withdraws without notifying the program, the withdrawal date will be the last known date of attendance. Once the completed Clearance Certificate is received by Accounts Receivable, EVMS has 30 days to calculate and refund any unearned tuition and fees. Depending upon the withdrawal date, the student may be required to repay all or part of the financial assistance he received.

Tuition and fees will be charged on a percentage basis, based on the class week during which the student withdraws. A class week is defined as the period beginning on Sunday and ending on the succeeding Saturday. A separate schedule of refund percentages exists for each class year of each program. Refund Schedules are available from EVMS web page at <http://www.evms.edu/students/fin-aid/refund-schedules.html> or the Office of Finance. The student should refer to the Withdrawal procedures described in this Handbook.

Determining the Refund Amount:

The following procedures are used to calculate the amount of tuition and fees to be refunded:

- 1) The refund percentage is obtained from the appropriate refund schedule and applied to the total amount of tuition and fees charged for the enrollment period. This is the amount to be refunded to lenders of non–Title IV funds and/or the student.
- 2) Unless mandated otherwise, the refund of non–Title IV funds is then distributed in the following order:
 - a. Primary Care Loans (PCL)
 - b. Loans for Disadvantaged Students
 - c. Military Scholarships
 - d. Tuition Assistance Grant (TAG) (LDS)
 - e. Institutional Funds
 - f. Alternative Loan Program (ALP)
 - g. Student
- 3) If the student was the recipient of any Title IV funds, a separate calculation will be performed to determine the amount to be refunded to Title IV lenders, as prescribed by the Department of Education. See Title IV Refunds at <http://www.evms.edu/students/fin-aid/docs/title-iv-refunds.pdf>.
- 4) The appropriate refund percentage obtained in #1 above is also applied to any Title IV funds. If this amount is less than the amount actually refunded to Title IV lenders, the student may be liable for the difference.

Leave of Absence

Students who are on an approved leave of absence are not considered to have withdrawn. If, however, the leave of absence is not approved or they fail to return from a leave of absence, they will be considered to have withdrawn. See Leave of Absence Policy below.

GENERAL STUDENT BILLING INFORMATION

Overall policy:

Tuition and fees are due by first day of classes.

Overall delinquent policy:

Accounts are considered past due if not paid in full by the close of business on the first day of classes. Unpaid account balances 30 days after the start of classes are considered delinquent.

Overall timeline:

- 30 days in advance of classes- paper bill placed in student box
- First day of classes – tuition and fees are due
- Weekly on Monday – updated electronic financials statement posted to the MyEVMS.edu
- 7 days after the start of classes – Reminder letter about past due balance.

- 14 days after the start of classes – Reminder letter about past due balance. Past due account subject to a late fee of \$50.
- 21 days after the start of classes – Reminder letter about past due balance and note to set up meeting immediately with the Associate Dean for Medical Admissions and Students (Dr. Solhaug) or the Executive Director of Operations and Compliance (Jeff Johnson).
- 30 days after the start of classes -Unpaid account balances are considered delinquent and must be paid immediately or be the student may be suspended from classes.

Have a question or concern about billing, where should I go?

- ✓ Check MyEVMS.com for account balance to make sure all charges and loan proceeds look correct. Instructions are:
 - ❖ Go to EVMS.edu homepage at <http://www.evms.edu>
 - ❖ Select EVMS Portal (a link to MyEVMS.edu) under Student Sites
 - ❖ Log in to MyEVMS.edu using same Username and Password as used for logging onto Blackboard. Go to Home menu and select Financial Statement.
 - ❖ For any problems logging onto MyEVMS.edu, contact the EVMS Network Center at (757) 446-5871. If you have successfully logged onto the site but cannot find your financial statement or you have questions about your statement, contact Kesha Jordon in the Student Billing department at (757) 446-6063, jordankm@evms.edu.
Go to EVMS public website <http://www.evms.edu/fin-svcs/acctsrec.html> and select FAQ or see below.
- ✓ Call or go to Student Billing department located in Suite 307 at Smith Rogers Hall. Direct phone number is 446-6063.
- ✓ Still not satisfied, bring your concern to the Associate Dean for Medical Admissions and Students (Dr. Solhaug) or the Executive Director of Operations and Compliance (Jeff Johnson).

STUDENT HEALTH AND WELL BEING

STUDENT HEALTH SERVICES

The health fee paid by full–time students covers professional services, outlined in the Department of Family and Community Medicine Student Health Brochure, rendered at Ghent Family Practice or Portsmouth Family Medicine. For an additional fee, this coverage may extend to the student’s immediate family. Laboratory or other diagnostic tests, outlined as a covered service in the Department of Family and Community Medicine Student Health Brochure, are not covered if performed outside of the Ghent Family Practice or Portsmouth Family Medicine’s offices. These services may be covered (at least in part) by your individual hospitalization or major medical insurance plan if the studies are ordered by physicians at Ghent Family Practice or Portsmouth Family Medicine. Students are advised to review their own policies carefully for details. All full–time students must participate in this program.

OCCUPATIONAL HEALTH

The Occupational Health (OH) Department is located in Fairfax Hall–Suite 506; <http://www.evms.edu/occ-health/index.html>. The OH staff reviews student health documentation prior to matriculation to ensure that the student meets the Centers for Disease Control and Prevention (CDC) recommendations for immunizations and tuberculosis (TB) surveillance and the immunization requirements required by Virginia law. Services performed by OH include: annual tuberculin skin tests or TB Symptom Surveillance Questionnaires for student’s with a previous positive tuberculin skin test, Hepatitis B vaccine and antibody titers if indicated, blood/body fluid exposure management (i.e. contaminated needle sticks, blood splashes, etc.), and other vaccines such as influenza. You can request copies of your immunization record by email fax or in writing to the OH staff.

OCCUPATIONAL HEALTH REQUIREMENTS

1) PRE–MATRICULATION HEALTH REQUIREMENTS

- a. Detailed information about pre-matriculation health requirements can be found at: <http://www.evms.edu/occ-health/index.html>.

- b. Eastern Virginia Medical School adheres to the Centers for Disease Control and Prevention (CDC) recommendations for immunizations and tuberculosis surveillance for health care workers. EVMS will provide each student with the Student Health Requirement Form: <http://www.evms.edu/occ-health/students.html>. The completed Student Health Requirement Form must be submitted to the Occupational Health Department no later than 30 days prior to matriculation. Applicants accepted less than 30 days before the first day of classes will receive an additional 2 weeks to complete the Student Health Requirement Form.
- c. Failure to comply with the completion of pre-matriculation health requirements may result in withdrawal of acceptance to Eastern Virginia Medical School or suspension from classes.

2) IMMUNIZATION REQUIREMENTS FOR MEDICAL AND HEALTH PROFESSIONS STUDENTS

a. Purpose:

- i) Because of their contact with patients or infectious material from patients, many medical and health professions students are at risk for exposure to and possible transmission of vaccine-preventable diseases. Maintenance of immunity, therefore, is an essential component of infection control to safeguard the health of medical and health professions students and protect patients from possible infection by medical and health professions students.

b. Policy:

- i) Medical, health professions (except M.P.H. and Clinical Embryology), and visiting students must provide evidence of immunity (immunization records or results of serologic testing). Detailed information about the immunization requirements is located: <http://www.evms.edu/occ-health/students.html>. Failure to comply with this policy will result in suspension from classroom and clinical experiences.
- ii) The student must attach a copy of the immunization record and/or titer results for proof of immunization. If a student cannot obtain all or part of his/her records, he/she must be revaccinated or have positive blood titers for measles, mumps, rubella and varicella prior to matriculation. Students needing special consideration because of disabilities must notify the Associate Dean for Medical Admissions and Students in writing.

3) HEPATITIS B IMMUNIZATION PROGRAM

a. Purpose:

- i) Nosocomial transmission of Hepatitis B virus (HBV) is a serious risk for health care personnel. Hepatitis B vaccination of medical and health professions students who have contact with blood and body fluids can prevent transmission of HBV and is strongly recommended.

b. Policy:

- i) Hepatitis B vaccine is available to all students through the Occupational Health Department. The vaccine is available at no charge for programs that have included the fee for the vaccine in addition to the student health fee (i.e. Medical Students, Art Therapy Students, Physician Assistant Students, and Surgical Assistant Students). Students with possible exposure to blood who refuse the vaccine must sign a Declination Form.

4) TUBERCULOSIS SURVEILLANCE FOR MEDICAL AND HEALTH PROFESSIONS STUDENTS

a. Purpose:

- i) Medical, health professions, and visiting students will comply with current recommendations from the Centers for Disease Control and Prevention (CDC) and the Occupational Safety and Health Administration (OSHA) for medical surveillance related to the prevention of tuberculosis transmission in health care facilities.

b. Policy:

- i) Incoming students will be required to provide documentation to the Occupational Health Department of a two-step tuberculin skin test (TST) within 12 weeks prior to matriculation. If the student can provide documentation of a negative TST performed in the previous 12 months, a single step TST will be required. Students with a previous positive TST must complete a Tuberculosis Surveillance Form and

provide documentation of a negative chest x-ray and documentation of prophylactic treatment or reason it was contraindicated.

- ii) Students who convert to TST positive must have a chest x-ray performed within one week of conversion. Students with negative chest x-rays must submit documentation from their treating physician regarding an evaluation for INH therapy. If INH therapy is not initiated, documentation from the treating physician must be provided stating the reason therapy was not started. This documentation must be provided to the Occupational Health office within thirty days of the conversion. Documentation from the treating physician regarding completion of nine months of INH therapy must be provided to the Occupational Health office as well.
- iii) All students will be required to have a TST on an annual basis thereafter. Students with a previous positive TST must complete a Tuberculosis Surveillance Form annually. Students can schedule a testing through the Occupational Health Office by calling 757-446-7427.
- iv) Visiting students must provide documentation of a negative TST within the previous 12 months to the Occupational Health Office. If the student has a positive TST, they must complete a Tuberculosis Surveillance Form, provide documentation of a negative chest x-ray, and documentation regarding an evaluation for INH prophylaxis.
- v) Failure to comply with this policy will result in suspension from classroom and clinical experiences.

5) WORK RESTRICTIONS DUE TO COMMUNICABLE DISEASES

a. Purpose:

- i) To decrease the risk of transmission of communicable diseases from medical and health professions students to patients, students with signs and symptoms of communicable diseases will be evaluated and may have work restrictions imposed. Work restrictions will be based on the Centers for Disease Control and Prevention (CDC) "Recommendations for prevention of infections in health care personnel" (1998).

b. Procedure:

- i) Students exhibiting signs and symptoms of communicable diseases and not under a physician's care will be restricted from patient contact until receiving medical clearance from their private physician and Occupational Health. Signs and symptoms of communicable diseases include, but are not limited to, the following:
 - (1) 100.5 degrees F/38
 - (2) Open, draining wounds or degrees C weeping dermatitis
 - (3) Cough > 2 weeks
 - (4) Infectious skin lesions/rash
 - (5) Conjunctivitis, drainage from
 - (6) Jaundice one or both eyes
 - (7) Acute diarrhea
 - (8) Active Herpes Simplex lesions
 - (9) Vomiting
 - (10) Chicken Pox
- ii) Documentation from the student's private physician will be presented to Occupational Health before the student can be cleared to return to class or clinical activities.
- iii) The nature of the student's illness will be kept confidential by the Occupational Health staff.

6) CONFIDENTIALITY OF OCCUPATIONAL HEALTH MEDICAL RECORDS

a. Policy:

- i) It is the policy of EVMS to use information obtained in interactions with the Occupational Health staff for medical purposes only. Medical records are the property of EVMS and information contained in them will be released only after written consent of the student and in accordance with the provisions of the Patient Health Records Privacy Act of Virginia.

b. Procedure:

- i) All information obtained from pre-matriculation medical health forms will be collected and maintained on separate forms, in separate medical files, and will be treated as confidential medical records.
- ii) Persons having access to these medical records are limited to: the Occupational Health Medical Director, the Occupational Health staff or contract physician, the Occupational Health nursing staff, and select administrative staff.
- iii) All medical information will be kept confidential, with the following exceptions:
 - (1) Supervisors will be informed about necessary restrictions on the work or duties of a student and necessary accommodations.
 - (2) First aid and safety personnel may be informed, when appropriate, if the disability might require emergency treatment or if any specific procedures are needed in the case of a fire or other evacuations.
 - (3) Government officials investigating compliance with the Americans with Disability Act (ADA) and other federal and state laws prohibiting discrimination on the basis of disability or handicap should be provided relevant information on request. Other federal laws and regulations, for example the Occupational Safety and Health Administration (OSHA), may also require disclosure of relevant medical information.

BLOOD/BODY FLUID EXPOSURES

Students who have an unprotected blood/body fluid exposure (e.g., needle stick, scalpel cut, splash to eyes, nose, mouth, or to non-intact skin) should immediately wash the wound or skin site with soap and water. Mucous membranes should be flushed thoroughly with water. The student should then contact the Occupational Health staff at pager 757-584-0550 or 757-533-2595 if during business hours and EVMS Exposure Pager at 757-669-1157 during nights or weekends. The exposure should also be reported as soon as possible to their supervising clinician. The “Bloodborne Pathogens Exposure Card” is a laminated instruction card that should be attached to the student’s identification badge. The card gives specific instructions for the protocol to be followed post exposure. Replacement cards can be obtained from the Occupational Health staff. For further information, please refer to the Occupational Health website: <http://www.evms.edu/occ-health/exposures.html>.

BLOODBORNE PATHOGEN TRAINING

Medical and health professions students (except M.P.H.) are required to successfully complete Bloodborne Pathogen Training during orientation and prior to beginning their formalized clinical rotations. This course is available on Blackboard (<http://evms.blackboard.com>). If you need additional information, please contact the Occupational Health Department at 757-446-7427.

HEALTH INSURANCE POLICY

All full-time matriculated (degree/certificate) students of EVMS must have hospitalization, medical/surgical, and major medical coverage. Applications for the student plan are available in the Office of Academic Affairs. Students may elect to obtain their own coverage but must provide the Office of Academic Affairs with proof of insurance which includes the name, identification numbers, and expiration date of the hospitalization and medical/surgical plan in which they and their dependents are enrolled. Married students are strongly urged to be certain that their spouses have medical/surgical insurance coverage.

MENTAL HEALTH SERVICES

Counseling services are available to all full-time students through EVMS Student Mental Health Services Director. These services offer personal assessment, short-term individual counseling, crisis intervention, and referral for psychiatric services or long-term counseling. They are available to help students and their spouses free of charge. Contacts are completely confidential. For an appointment or more information, contact the Department of Psychiatry at 757-446-5888.

PHOENIX PROGRAM

PHOENIX is an assistance program for students who are having difficulty coping because of alcohol or other drug abuse and/or emotional problems. PHOENIX Committee meets regularly and is comprised of students elected by their peers as well as faculty appointed by the Dean.

General Goals:

- a) To provide compassionate assistance to those in need
- b) To provide help in strictest confidence, fully protecting the rights of students to receive treatment
- c) To assure that recovering students are able to continue their education without stigma or penalty

Why the Phoenix Program?

Impairment due to alcohol, substance abuse, or mental illness has been increasingly recognized as a significant problem nationwide. Research suggests that 12–14 percent of all practicing physicians are, or will become impaired during their careers. A large percentage of them report that their problems began during undergraduate and graduate years of training. The purpose of PHOENIX is to provide a support program for all EVMS students. This program is modeled after physician health and effectiveness programs that have been adopted by all 50 state medical societies.

When is there a problem?

The stress of education due to academic and clinical workload, financial pressures, and changes in lifestyle normally elicit the development of healthy coping mechanisms by students. Occasionally, however, a student may be unable to adapt successfully to these stresses and may engage in potentially harmful coping mechanisms. When these maladaptive coping techniques are relied upon heavily, a student may experience problems. The impaired student is one whose behavior usually violates the accepted standards of professional conduct. This behavior can include academic problems, inability to cope with life stresses, alcohol and drug dependence, eating disorders, and emotional difficulties.

Respect for Privacy

The issue of confidentiality is foremost in our minds. The success of this program depends on trust. Those involved with PHOENIX will protect the privacy of the student who chooses to participate. At no time during the process will uninvolved individuals be informed of a student's problems by members of the PHOENIX program.

Students are not named during the review process unless it is necessary to disclose their identity. The PHOENIX process begins with a mutual agreement between the student and two PHOENIX program members – a student and a faculty member. At no time is the content of this contract disclosed to anyone outside the student and his or her health care provider.

Family Members

One's spouse and children are vital parts of the total education community. A student's family members – both spouse and children – may utilize the PHOENIX program.

EVMS NEUROPSYCHOLOGY CENTER

Formal evaluation of students for learning disabilities, attention–deficit hyperactivity disorders, emotional problems, etc., is provided by EVMS Neuropsychology Center (757-446-8400). A discussion with the student is followed, when appropriate, by an individualized battery of standardized achievement, aptitude, and other instruments, concluding with a session in which the results are interpreted for the student. Results are considered confidential unless the student grants permission or a third party payer requires information (about which student is informed in advance). Reports are written as needed (e.g., to NBME for accommodations during board exams for students with disabilities). Students may contact the Center directly or be referred. The cost is to be paid by student or third party, with discounts possible.

YMCA MEMBERSHIP

The majority of the matriculated students of EVMS will receive a membership at the local YMCA.

STUDENT RIGHTS AND RESPONSIBILITIES

EVMS expects its students to assume the responsibility for their own behavior, to follow the standards of conduct of academic communities, to conduct themselves in the highest traditions of health professionals who are engaged in the pursuit and application of knowledge, and to abide by the laws of the United States, the Commonwealth of Virginia, and the rules and regulations of EVMS. Special emphasis is placed on honesty and integrity in testing, research, patient care, and on the appropriate acknowledgement of the contributions of others to one's own work. Any student who violates the following general standards of conduct may be subject to administrative and/or disciplinary action as hereinafter provided. More specific guidance concerning student rights and responsibilities can be found in this Student Handbook for medical students in the Policies and Procedures for Medical Student Evaluation and Progress and for health professions students in the Policies and Procedures for Health Professions Students Evaluation and Progress.

NON-ACADEMIC POLICIES AND PROCEDURES

CODE OF STUDENT CONDUCT

EVMS students shall conduct themselves in a manner compatible with the educational mission of EVMS and shall be disciplined for misconduct or unprofessional behavior. Specifically, students are subject to disciplinary action for the following:

- 1) Forgery, alteration, or misuse of EVMS or other official documents, records, or identification;
- 2) Knowingly furnishing false information to EVMS;
- 3) Obstruction or disruption of EVMS operations;
- 4) Obstruction or disruption of EVMS–authorized activities;
- 5) Physical or violent verbal abuse of any person on property owned or controlled by EVMS or at functions sponsored or supervised by EVMS;
- 6) Conduct that threatens or endangers the health or safety of any person, including oneself, on property owned or controlled by EVMS or at functions sponsored or supervised by EVMS;
- 7) Theft of or damage to EVMS property;
- 8) Theft of or intentional damage to private property on premises owned or controlled by EVMS;
- 9) Unauthorized entry of EVMS facilities or property;
- 10) Unauthorized access, use or misuse of EVMS property, including, but not limited to: attempting to leave the library with library materials which have not been properly borrowed; unauthorized use or misuse of computer equipment, computer software and hardware; or misuse of EVMS telephones;
- 11) Violation of EVMS regulations or campus policies approved by the Board of Visitors, the President, or the Dean and described in official EVMS publications;
- 12) Use or possession of alcohol, marijuana, narcotics, or illicit drugs (except as expressly permitted by law or EVMS regulations) on property owned or controlled by EVMS;
- 13) The sale or distribution of marijuana, narcotics, or dangerous drugs (except as expressly permitted by law) on property owned or controlled by EVMS or at functions sponsored or supervised by EVMS;
- 14) Violations of EVMS housing policies;
- 15) Lewd, indecent, or obscene conduct on property owned or controlled by EVMS or at functions sponsored or supervised by EVMS or EVMS–related organizations;
- 16) Drunken or disorderly behavior on property owned or controlled by EVMS or at functions sponsored or supervised by EVMS or EVMS–related organizations;
- 17) Intimidating behavior directed toward any student, faculty member, staff member, or administrator;
- 18) Failure to comply with the directions of an EVMS official acting in the performance of his/her duties;
- 19) Violation of EVMS firearms policy;
- 20) Circulating a report or warning that property under EVMS control or supervision may be subject to a bombing, fire, crime, emergency, or other catastrophe, knowing that the report or warning is false;
- 21) Tampering with safety equipment or the inappropriate use or possession of safety equipment on property owned or controlled by EVMS;
- 22) Giving false testimony or evidence at any official EVMS hearing or to any EVMS official;
- 23) Conduct deemed unlawful by the criminal statutes of the Commonwealth of Virginia or the United States of America and conduct that endangers or threatens the security of EVMS community;
- 24) Violations of the conditions of a sanction imposed through EVMS disciplinary procedures;
- 25) Violation of EVMS' sexual harassment policy;

- 26) Any student who conspires to commit, or who participates in an action that results in a violation of the Code of Student Conduct, shall be bound by the acts of every person participating in such an action and shall be disciplined accordingly; and
- 27) Falsifying medical records while on a clinical rotation.

The [EVMS Code of Conduct \(the “Code”\)](#) is a statement of our collective commitment to upholding the policies, standards, laws and regulations that guide and govern our daily work. Each member of the EVMS community is individually accountable for his or her own actions and collectively accountable for ensuring that EVMS remains compliant and with principle.

STUDENT DRESS CODE

Introduction

Patients, family members and visitors to our practice judge us in part by the image we present to them. This image is formed by the service we provide, by the way we look and by the way we speak. Sloppy appearance implies sloppy care. These guidelines are published to ensure that we are creating a visual image that tells our patients we are a quality organization to which they can entrust their health care.

These guidelines are for use by the physicians, providers, residents and students of EVMS Health Services while in the workplace.

Compliance and Enforcement

Each physician, non-physician provider, resident and student shall comply with the professional image standards as a work ethic obligation to foster a positive work environment and professional public image. During orientation the chair, division director, residency training program director, clerkship coordinator or designee will review the professional image standards with and clarify any questions with each new provider, resident, or student.

The follow-up practice will be to monitor compliance and to provide immediate feedback to the individual when variances are noted. Counseling for non-compliance with the standards may result in progressive disciplinary action. The chair, division director, residency training program director or clerkship coordinator will make the final determination of “appropriate” for their respective areas.

Unusual situations or emergencies may be evaluated by the chair, division director, residency training program director or clerkship coordinator regarding variances from appropriate attire (examples: moving, severe weather, crisis, etc.).

Students

Students will wear clothing appropriate to a business office and/or scrubs and should be neat and clean. Hair shall be appropriately styled and groomed.

Students are expected to wear a short, clean, white lab coat with their name and appropriate EVMS logo.

Glossary of Terms:

APPROPRIATE: as defined by the professional image standard for EVMS Health Services.

BUSINESS ATTIRE: street clothing worn by physicians, non-physician providers, residents, and/or medical students is defined as career dress/skirt, dress slacks (no jeans, stirrup pants, denim, spandex, tights), skirt and blouse, sweaters, split skirts below the knee for female physicians, non-physician providers, residents, and/or medical students; suit or shirt, tie and dress slacks for male physicians, non-physician providers, residents, and/or medical students (sweaters and vests are optional). Skirt/dress is to be no shorter than 2 inches above the knee.

CLEAN: non-soiled, non-stained, and pressed.

CLINICAL SETTING: direct and indirect patient care areas.

COORDINATED: clothing that is in proper relation and appropriately matched; scrub jackets and tops

should match in design or be color coordinated.

FOOTWEAR: described as shoes and socks or hose worn with either clinical or business attire; business type shoes serviceable for walking (excludes tennis shoes); hosiery is preferred to be worn with shoes by female physicians, non-physician providers, residents, and/or medical students; socks to be worn with shoes by male physicians, non-physician providers, residents, and/or medical students.

GROOMING: maintenance of professional exterior appearance which includes hair (below shoulder length pulled back in clinical settings), beards/mustaches (neatly trimmed), nails (neatly trimmed no greater than ½ inch beyond fingertip); nail color shall be appropriate to the clinical and business environment. Hair accessories are to be color coordinated with attire and conservative in style; hair color shall be appropriate to the clinical and business environment.

IDENTIFICATION: EVMS badges shall be displayed while in medical school facilities/buildings.

IMAGE: the overall appearance projected by the individual to other physicians, non-physician providers, residents, and/or medical students and customers.

JEWELRY: defined as either clinical or business jewelry.

CLINICAL JEWELRY: professional jewelry; minimal in number and size; earrings (one to two in number, no moving parts, no hoops larger than the size of a quarter); rings shall number no more than three; no bangle bracelets; no body piercing jewelry to be visible at any time.

MAKE-UP: make-up shall be in keeping with portraying professional image.

NEAT: attire and appearance characterized as wrinkle-free, non-frayed, hemmed, non-faded, appropriately mended, tucked in, etc.

NON-UNIFORM: career clothes worn in patient care areas.

PERFUME/COLOGNE: perfume/cologne is discouraged for all physicians, non-physician providers, residents, and/or medical students who have direct patient contact.

PERSONAL CLEANLINESS: personal hygiene which prevents body odor, dirt accumulation on the body, nails or hair.

PROFESSIONAL: career clothing, jewelry, hair accessories and grooming styles which are in good taste, non-seductive, modest, not exotic or extreme in style, appropriate length, free of patches or slogans; excludes wearing casual clothes such as jeans, overalls, tank tops, t-shirts, sweat shirts/pants, halter tops, shorts, sun dresses, etc.

PROPER FIT: clothing that is proportionally correct for the body size (not too tight, oversized, too short, too long, etc.).

SCRUBS: non-traditional uniforms worn by clinical staff, which is either unit provided or employee provided.

UNIT PROVIDED SCRUBS FOR AMBULATORY OR FACILITIES: scrubs that are the required uniform for infection control reasons; scrubs are provided and laundered by the unit and are not to be worn to and from work; this type of scrub shall only be worn in emergency situations such as soiling of employee provided scrubs, etc.

STREET CLOTHES: appropriate career clothing worn in the clinical and business setting; professional attire which can also be worn outside of the organization.

TATTOOS: No tattoos may be visible at any time.

UNDERCLOTHING: clothing to be present but not visible (example: colors, prints, etc.); worn under the exterior garments.

UNIFORM: traditional white uniform or scrub uniform clothing.

SEXUAL HARASSMENT POLICIES AND PROCEDURES

Policy:

EVMS prohibits sexual harassment within the organization. Sexual harassment subverts the mission of the institution and threatens the academic performance, learning environment, educational experience, careers, and well-being of students, faculty, and staff. Harassment in any form is considered reprehensible and will not be tolerated. Relationships involving sexual harassment have no place in EVMS and are prohibited. These policies and procedures provide for a prompt and equitable resolution of sexual harassment complaints. Accordingly, the policies and procedures are intended not only to prevent sexual harassment, but also to prevent retaliation against complainants or those supplying information regarding a complaint. Upon notification of alleged sexual harassment, a thorough and impartial investigation of complaints will be initiated, including the opportunity to present witnesses and other evidence. Protection for a person who considers himself/herself falsely accused has also been incorporated.

Definition:

Sexual Harassment is defined as any unwelcome verbal exchange (e.g., jokes, innuendoes, or slurs) or physical conduct (e.g., touching or gesturing of a sexual nature), including unwelcome sexual advances, request for sexual favors or other verbal or physical conduct of a sexual nature that creates a hostile or offensive educational environment or limits a student's ability to participate in or benefit from an educational program or activity. Such conduct violates EVMS policy and subjects the offender to disciplinary action when:

- 1) Submission to such conduct is made either explicitly or implicitly a condition of an individual's education and training.
- 2) Submission to or rejection of such conduct by an individual is used as a factor affecting the individual's education, including but not limited to any evaluation, schedules, or promotions.
- 3) Exposure to such conduct limits a student's ability to participate in or benefit from an academic, educational, extracurricular, athletic, and/or other program of the school, regardless of whether it takes place on school property, at a class or training program sponsored by the school at another location, or elsewhere.

Sexual intimidation is a blatant misuse of power and authority that undermines academic freedom and is inimical to a fair and humane environment. An immediate and appropriate investigation will be undertaken when incidents of sexual harassment or intimidation are alleged.

False accusations of harassment can have as great an impact on the accused as actual harassment can have on the complainant. These procedures are therefore intended to protect the rights of both the complainant and the accused to the fullest extent possible. The accused will have the right to pursue the same options as the complainant in order to redress what he or she believes to be a false accusation of harassment.

Any retaliation or threat of retaliation against an individual for presenting a complaint of harassment or testifying as a witness to the alleged harassment is prohibited and will be treated as a separate incident, to be handled in the same manner and subject to the same procedures as the complaint itself.

All EVMS officials, including the President, the Dean, and Department Chairpersons, shall take appropriate steps to disseminate this policy statement and to inform employees and students of procedures for lodging complaints. All members of the student body, faculty, and staff are expected to assist in implementing this policy. The scholarly, educational, or artistic content of any written, oral, or other presentation or inquiry shall not be limited by this policy. It is the intent of this paragraph to assure that academic freedom is allowed to all members of the academic community. Accordingly, this provision shall be liberally construed but shall not be used as a pre-textual basis for violation of this policy.

Any medical or health professions student with a complaint of sexual or discriminatory harassment should contact the Associate Dean for Medical Admissions and Students or another member of the administrative staff. In addition, students with these complaints should feel free to contact the Associate Dean for Medical Admissions and Students to obtain information on EVMS Procedure for handling such complaints.

Procedure:

Any complaint of harassment brought by a student against any other member of EVMS community shall be governed by the following procedures. The procedures for EVMS as set forth shall be equally applicable to the accused to redress what he or she believes to be a false accusation of harassment.

- 1) A complaint of harassment or inquiry may be informally presented either verbally or in writing by an individual who claims to have been harassed to the Associate Dean for Medical Admissions and Students. The Associate Dean for Medical Admissions and Students shall have the right to delegate responsibilities as individually or collectively outlined in this document (excluding student appeals) to another faculty member of EVMS. A charge of misconduct can originate from various sources and come to the attention of the Dean in a number of ways. The Associate Dean for Medical Admissions and Students and/or his/her designee, in order to follow the general principals outlined above and upon hearing the complaint, should promptly investigate all pertinent sources of information. This can include seeing the accused and the accusers alone or in concert. The Director of Health Professions or his/her designee can seek advice and assistance as needed to determine whether the evidence is sufficient and/or the charge serious enough to warrant a formal hearing. If it is decided that no formal hearing is required, the Associate Dean for Medical Admissions and Students or the Dean's designee may counsel the parties concerned regarding improving their future behavior and/or clarifying the issues initiating the original complaint. If it is decided that the charge warrants a formal hearing, then the formal hearing procedures will be observed.
- 2) If the complaint of harassment or inquiry is presented by someone other than the complainant, the individual shall be informed of the institutional policies and procedures regarding harassment and shall be advised that:
 - a. The initial complaint or inquiry shall be kept confidential.
 - b. A complaint cannot be processed further without the complainant's specific consent.
 - c. The complainant should contact the Associate Dean for Medical Admissions and Students if he/she wishes to proceed.
- 3) In the first conversation with the complainant, the Associate Dean for Medical Admissions and Students shall discuss the institutional policies and procedures regarding harassment and the confidentiality of the initial complaint or inquiry. The complainant shall also be apprised of the following four options available to promote internal resolution of a complaint:
 - a. Informal, direct discussion between the complainant and the accused;
 - b. Written communication (letter) from the complainant to the accused describing the incident(s), indicating the writer's reaction to the incident(s), and recommending an appropriate remedy;
 - c. Investigation and mediation of the complaint by the Associate Dean for Medical Admissions and Students;
 - d. Filing a formal written grievance.

Each option in this section may be exercised independently. The selection of one option does not prevent the use of another option at a later date. The complainant will be encouraged to pursue the options sequentially, but any formal grievance must be filed within 10 business days of the date of the incident.

- 4) In pursuing Options 4a or 4b, the complainant may seek the advice of the Associate Dean for Medical Admissions and Students. The complainant has the choice of whether or not to inform the accused that the Associate Dean for Medical Admissions and Students has been contacted.
- 5) If option 4c is pursued by the complainant, the Associate Dean for Medical Admissions and Students, before proceeding with investigation and mediation, shall inform the complainant that the accused must be notified of the complaint including the specific allegations and the identity of the complainant. Should the individual decide not to continue the investigation and mediation process after receiving this information, the Associate Dean for Medical Admissions and Students will respect the right of the complainant to withdraw consent to proceed.
 - a. As part of the investigation, the Associate Dean for Medical Admissions and Students will talk with the person directly involved in the complaint to obtain relevant facts and opinions. If it is necessary to speak to any persons other than the complainant and the accused, the Associate Dean for Medical Admissions and Students shall do so only after informing the complainant and the accused of the intended inquiry. If it appears appropriate, the Associate Dean for Medical Admissions and Students may arrange a mediation meeting with the complainant and the accused in an effort to resolve the issue and explore reasonable remedies.

- b. All investigation findings and mediation efforts of the Associate Dean for Medical Admissions and Students shall be kept confidential and shall not be disclosed to anyone other than the complainant and the accused, except that the investigation findings shall be made available if a grievance is subsequently filed and is subject to formal legal action. Records shall be maintained in a separate file.
- 6) A formal grievance must be filed in writing by the complainant within 10 business days of the alleged harassment, utilizing the student grievance process either as a medical student or as a health professions student, as the case may be. In any grievance hearing on a charge of sexual harassment, the following additional procedures shall apply:
- a. During a hearing, no evidence may be presented which pertains to the past sexual history of the accuser or of any witnesses.
 - b. During a hearing, unrelated past sexual history of the accused may not be entered as evidence or discussed in the hearing.
 - c. The accused and accuser will be notified in writing of the outcome of disciplinary proceedings, any sanctions imposed, and of the final action taken by the Dean on any appeal.
 - d. In cases where a sanction of disciplinary suspension or dismissal is imposed, a notation of the sanction will be recorded on the student's official school transcript.
 - e. The accuser shall have the right to have an accompanying advisor throughout a hearing.
 - f. The accuser shall be informed of all witnesses to be called, to the extent known, during a hearing.
 - g. A hearing involving charges of sexual assault shall be closed.
 - h. All proceedings in cases involving sexual assault will be treated confidentially, to the extent provided by law, and the identities of any involved party will not be disclosed to anyone not directly involved with the School's disciplinary process.

SMOKING AND TOBACCO POLICY

It is the policy of EVMS to provide a smoke-free environment for its students, faculty, staff, residents, and contractors. Effective January 1, 1009 the Medical School shall be a tobacco-free campus including satellite offices. This includes smoking and smokeless tobacco products. The tobacco-free zone includes the parking garages and lots. Tobacco use will not be permitted in school vehicles and in private cars parked on school property (Eastern Virginia Medical Center and satellite offices). Enforcement of this policy is a responsibility for all faculty, staff, residents and students of EVMS, who are expected to be positive role models and good ambassadors of the Tobacco Free initiative to non-EVMS persons on campus. Those who violate the policy are subject to disciplinary action.

POLICY ON ALCOHOL AND OTHER DRUGS

(For EVMS Students only, not residents or fellows)

Policy:

It is the policy of EVMS to maintain an alcohol and drug free work and learning environment. Drugs are defined as those controlled substances identified in the Federal Controlled Substances Act (a copy of the Act is available in EVMS Human Resources Department (757-446-6043). The use of drugs and/or alcohol results in increased absenteeism, a lowered educational performance, an increased risk to patients, and decreased productivity. In addition, there are serious health risks associated with the illicit use of drugs and alcohol and as a medical school it is vitally important that we maintain a healthy educational environment.

Procedure:

- 1) All student incidents of possession, use, or distribution of alcohol (on campus or in clinical training facilities) and illegal drugs will be reported to the Associate Dean for Medical Admissions and Students. The student may be counseled, required to seek treatment, dismissed from the institution, or subject to other disciplinary action depending on the circumstances.
- 2) If a member of the faculty, staff, or student body has reasonable suspicion through direct observation that a student appears to be under the influence of alcohol or illegal drugs in an academic setting, which includes clinical rotation facilities, the student will be referred to the Associate Dean for Medical Admissions and

Students, who will then determine if testing is warranted and if the student should be removed from class and/or clinical activities. Refusal to be tested may be grounds for immediate dismissal from the institution. Students who test positive will be referred to the Phoenix Committee. Refusal to seek treatment or failure to follow the treatment/rehabilitation program as outlined by the Phoenix Committee may result in immediate dismissal from the institution.

- 3) Students convicted of a drug offense must notify the Associate Dean for Medical Admissions and Students within five days. Such conviction may be grounds for disciplinary action, including immediate dismissal from the institution. The Associate Dean for Medical Admissions and Students must notify the appropriate federal agency within ten (10) days if the student is receiving federal loans, along with: (a) the Vice Provost for Planning and Health Professions and appropriate program director for health professions students, or (b) the Associate Dean for Education for medical students. EVMS will adhere to procedures outlined in the institutional Criminal Background Check policy.
- 4) Some clinical training sites may require students to have a drug screening test before beginning a rotation at their facility. All EVMS students are expected to comply with the requirements of the training facility. If a student refuses a test, the student will be referred to Associate Dean for Medical Admissions and Students. The academic program will be responsible for the cost of a test. If a student agrees to the test, they must sign a release form authorizing an appropriate site official to convey positive test results to the applicable program director for health professions students. The program director will report positive test results to the Associate Dean for Medical Admissions and Students, who in turn will follow the procedures outlined above in Section 1).
- 5) Additional information regarding Alcohol and Drug policies applicable for EVMS students is found in the EASTERN VIRGINIA MEDICAL SCHOOL, HUMAN RESOURCES POLICIES AND PROCEDURES, EMPLOYEE RELATIONS, and ALCOHOL AND DRUGS POLICY 4.53
http://info.evms.edu/humanresources/postdocs/policies/_employeerelatio_/453update030806/default.htm
Relevant Sections applicable to EVMS Students are the following: GENERAL STATEMENT OF PURPOSE, Page 1; PROCEDURES D. EDUCATION, Page 6; PROCEDURES E. VIOLATION AND PENALTIES, Page 9.

WEAPONS POLICY

It is the policy of EVMS to promote a weapons free environment for the safety of all. EVMS prohibits the possession of any handguns or other weapons, concealed or not, in all EVMS facilities, including and without limitation, all buildings, grounds, student apartments, parking areas, or any other properties owned or operated by EVMS. The only persons permitted to carry weapons at EVMS are Campus Security Department and any other law enforcement officers in the line of duty.

Possession of a concealed handgun permit shall not exempt any person from the provisions of this policy. Pursuant to Virginia Code 18.2–308(a) (2001) and to the Norfolk City Code 47–1(0), “the granting of a concealed handgun permit shall not thereby authorize the possession of any handgun or other weapon on property or in places where such possession is otherwise prohibited by law (schools, churches, courthouses, bars, etc.) or is prohibited by the owner of private property.”

Definition:

"Weapons" includes an array of harmful devices including but not limited to handguns, shotguns, pistols, switchblades, knives, slingshots, metal knucks, blackjacks, clubs, explosive devices, and all other weapons as described in Virginia Code 18.2–308(a) (2001).

Procedure:

Compliance is required by all students, employees, patients, and visitors. Students and employees who violate the policy will be required to remove their weapons from EVMS premises and are subject to disciplinary action. Visitors and patients found carrying weapons at EVMS will be asked to leave the premises with their weapons. Anyone refusing to leave will be subject to arrest and prosecution.

Responsibility:

It is the responsibility of every student, employee, patient, and visitor to ensure adherence to this policy. Anyone noticing a person carrying a weapon should report it immediately to EVMS Security Department at 446–5198.

HOUSING POLICY FOR HAGUE CLUB APARTMENTS

EVMS owns and operates the Hague Club Apartments, which offers one and two bedroom apartments, as well as one bedroom loft apartments to EVMS students and residents. The purpose of the Housing Policy is to establish a clear understanding and agreement between the student and EVMS with regard to the terms and conditions of occupancy in medical school housing. The execution of the housing agreement represents acceptance of these terms and conditions. It is the student's responsibility to know these terms. All of the policies in this handbook, including the policies on alcohol and drugs, smoking and weapons, apply to The Hague Club Apartments. For additional information on the Hague Club apartments, contact the manager of the apartments at 757-446-5961 or 757-446-9236.

MEDICAL STUDENT NON-ACADEMIC GRIEVANCE AND APPEALS PROCEDURE

Students in the MD program at EVMS have the right to due process involving grievance and appeals procedures for non-academic grievances

- 1) Any medical student who has a non-academic grievance should follow the steps listed below to have his or her grievance addressed.
 - a. The initial step is for the student to discuss the grievance with his or her faculty advisor and/or departmental chairman.
 - b. If this does not lead to a resolution of the problem, the faculty advisor and/or the departmental chairman will discuss the situation with the Associate Dean for Medical Admissions and Students.
- 2) If the grievance is not resolved at this level, a standing committee of five members acting as a Grievance Committee will, upon request of the student, address the problem. This Grievance Committee will have three student representatives, one from the Student Affairs Committee, one from the Student Progress Committee and one from the Office of Academic Affairs and two faculty members, the latter two to be named by the Faculty Senate.
- 3) Written recommendations for the Grievance Committee will be forwarded to the Dean for his/her final resolution of any student grievance.

HEALTH PROFESSIONS STUDENT NON-ACADEMIC GRIEVANCE AND APPEALS PROCEDURE

Students in the Health Professions programs at EVMS have the right to due process involving grievance and appeals procedures for non-academic grievances

- 1) The student should discuss the grievance with his or her Health Professions Program Director.
- 2) If the grievance is not resolved at the Program Director level, a student may file a written appeal to the Vice Provost for Planning and Health Professions within seven working days of the student's notification of the program director's decision. Upon receipt of the appeal, the Vice Provost for Planning and Health Professions or designee will review all pertinent material and meet with the student. The Vice Provost for Planning and Health Professions will convene a Grievance Committee composed of three members to include program directors, faculty, and/or chairs of departments not directly involved in the grievance issues. All testimony, evidence, and witnesses relevant to the appeal shall be made available to this committee. The student has the right to appear before the committee, present testimony and such witnesses or evidence as is deemed relevant by the committee. The student shall not have the right to be represented by counsel at these Committee meetings.
- 3) After completion of the review, the Committee shall submit its recommendations to the Vice Provost for Planning and Health Professions. On behalf of the Grievance Committee, the Vice Provost for Planning and Health Professions will notify the student within ten working days of his/her decision. 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. The judgment of the Vice Provost for Planning and Health Professions concerning the grievance shall be final and binding on all parties with the exception of recommending the termination a student's participation in an academic program.
- 4) In the case of termination of an individual from an academic program, the student may file a written appeal to the Dean within five working days of the student's notification from the Vice Provost for Planning and Health Professions. The Dean will review all pertinent material and notify the student within ten days of receipt of the appeal of his/her decision. The decision of the Dean is final.

ACADEMIC POLICIES AND PROCEDURES

MEDICAL STUDENT EVALUATION AND PROGRESS

The following policies and procedures for student evaluation and progress are subject to change and should not be construed as a contract between the student(s) and the Eastern Virginia Medical School.

EVALUATION POLICY

1. General Principles:

- a. Candidates for the degree of Doctor of Medicine must demonstrate the requisite knowledge and skills to complete the prescribed course of study and must also demonstrate the personal characteristics and qualities necessary for the safe and effective practice of medicine. Therefore, students will be regularly evaluated during their training, both with regard to their academic performance and with regard to their professional development. Satisfactory academic accomplishment and professional development are both essential requirements for graduation.
- b. The purpose of academic evaluation is to certify students for graduation from EVMS by documenting their competence in the biological, behavioral, and clinical sciences. Evaluations:
 - i. Assure adequate competence of students in the knowledge, skills, and attitudes essential for the practice of medicine.
 - ii. Will be based on the goals and objectives of the curriculum and will assess the mastery of fundamental concepts as well as the ability to integrate knowledge and skills.
 - iii. Provide early detection of unsatisfactory or marginal performance in order to assist students to meet acceptable academic standards, or if necessary, to redefine educational and career goals.
 - iv. Document distinguished performance in a manner that benefits students' further educational and career planning.
 - v. Document institutional progress toward educational goals and objectives and provide the information necessary to modify and strengthen the curriculum.
- c. The purpose of evaluation of professional behavior is to certify students for graduation by documenting judgment, attitudes, and behavior appropriate for the practice of medicine. Students will be evaluated with regard to respect for ethnic and cultural diversity; professional demeanor and conduct; concern for the welfare and dignity of patients, colleagues, and coworkers; trustworthiness and responsibility to duty; and other such personal and professional characteristics deemed appropriate by the faculty.
- d. The evaluation of students' academic progress and professional development is a corporate responsibility of the faculty of the medical school.
 - i. The Student Progress Committee, appointed annually by the Dean of the Medical School, has overall responsibility for assessing student performance and progress, and for recommending appropriate remediation or corrective action when necessary.
 - ii. Evaluation of students' performance in each course is the responsibility of each course director; reports of student performance will be regularly forwarded to the Associate Dean for Medical Admissions and Students, the Associate Dean for Education, and the Student Progress Committee for review.

2. Specific Principles:

- a. Course goals and objectives, standards for acceptable performance, and evaluation methods are communicated in writing to students by course directors and faculty at the beginning of each course. Written objectives will be provided for all educational activities to be evaluated, including laboratory exercises.

- b. Requirements for grades are determined by individual course policy within institutional guidelines. These requirements are communicated to students in writing at the beginning of each course.
- c. The only grades recorded by the Registrar's Office on student transcripts are Honors, High Pass, Pass, or Fail. "Incomplete" is not a grade but a temporary notation indicating that a grade could not be determined because the student had not completed a course because of extenuating circumstances (e.g., personal illness, family emergency, etc.). An "Incomplete" not converted to another grade within 120 days becomes a grade of Fail.
- d. Clinical Courses (Clerkships and Electives)
 - i. Standard evaluation instruments are used in all clerkships to measure the achievement of shared objectives and for measurement of objectives specific to each clerkship. Evaluation instruments will include regular assessments of patient encounter and procedure logs maintained by students.
 - ii. Clerkship directors communicate regularly during the clerkship with the appropriate faculty and residents at each site to:
 - 1. Discuss student progress
 - 2. Document the progress of each student
 - 3. Identify problem areas
 - 4. Plan supplementary strategies, if necessary
 - 5. Assess the effectiveness of supplementation
 - 6. Ensure active student participation in the above process
 - iii. Each clerkship will provide a mid-clerkship evaluation that is communicated to the student that documents performance and enumerates any improvements necessary to achieve satisfactory evaluation at the end of the clerkship.

3. Institutional, Course Director, and Student Responsibility for Evaluation:

- a. EVMS is responsible for:
 - i. Developing an integrated evaluation system that gives the student an opportunity to build on strengths and correct weaknesses, particularly in relation to skills that are common to several disciplines; e.g., problem-solving and physical examination skills.
 - ii. Providing regular review of the guidelines for evaluation and recommending necessary changes to the Associate Dean for Education for review and implementation.
 - iii. Providing a systematic, legally acceptable appeals process for reviewing a student's failure to meet the institution's academic and/or professional standards.
- b. The course director is responsible for developing and overseeing the evaluation process for students for that course. This responsibility includes:
 - i. Developing written goals, objectives, standards of acceptable performance, and a systematic objective evaluation policy that are communicated in writing to students and faculty and upon which all evaluation is based.
 - ii. Predetermining and communicating in writing the relative weight of each evaluation (e.g., written, practical, quizzes, and laboratory) used to determine the course grade.
 - iii. Informing students of their performance in the course, giving each an opportunity to respond to any identified deficiencies.
 - iv. Documenting student progress, outstanding accomplishments, and deficiencies in writing with specific examples.
 - v. Providing course faculty with the results of the course and their personal faculty evaluation.
- c. Each student at EVMS is responsible for:
 - i. Obtaining the written goals, objectives, standards of acceptable performance, and evaluation policy for each course.
 - ii. Complying with evaluation requirements of each course and with the comprehensive evaluation requirements established by the institution.
 - iii. Ascertaining his/her own evaluation results.
 - iv. Seeking faculty assistance in correcting unsatisfactory or marginal performance.
 - v. Initiating the institutional appeals process if the student objects to the institution's response to his/her failure to meet the institution's academic and professional standards.

- vi. Completing an evaluation of each course and of the faculty who are responsible for a significant amount of teaching in each course.
 - d. The Office of Education:
 - i. Will receive final course grades from course directors and distribute grades to appropriate course directors, department chairs, Deans, and the Registrar.
 - ii. The Registrar will maintain an accurate and current transcript of each student's academic performance.
4. Evaluation Methodology:
- a. Standards of acceptable performance for individual course evaluations are communicated to students at the beginning of each course. Standards of acceptable performance for other evaluations considered in student progress decisions (e.g., United States Medical Licensing Examinations, Clinical Skills Assessment, professional conduct, etc.) will be communicated to students in advance of such evaluations.
 - b. Examinations:
 - i. Test achievement of stated course objectives.
 - ii. Are constructed according to recognized principles of test design.
 - iii. Are consistent with institutional standards for length and difficulty.
 - iv. Meet reasonable criteria for reliability and validity.
 - v. Are reviewed by faculty course directors and their designees prior to administration and later for item analysis.
 - c. For clinical performance evaluation, the specific behavioral criteria for each clerkship and elective are distributed to students at the beginning of the clerkship or elective. Unified competency objectives for the M4 Skills Assessment exam are distributed at the beginning of the M3 year.
 - d. For oral examinations, reliability is maximized through a structured process with written criteria and training of the examiners.

EVALUATION PROCEDURES

1. Preparation of Examinations

- a. Examinations are administered at the end of each course and, at the course director's option, periodically throughout the course in consultation with the group of concurrent course directors at dates and times specified in the course calendar. Quizzes are scheduled at the beginning of the course with consideration of their effect upon the other scheduled courses.
- b. Examinations may cover any material included in the course, and may be derived from any learning activity in the course. The number of questions will be based on the course director's and faculty's assessment of the relative importance of the material covered.
- c. The course director and faculty will ensure that examination questions are written with consideration for:
 - i. Appropriateness of content
 - ii. Effective item construction
 - iii. Types and levels of skills tested—e.g., problem-solving, synthesis, analysis, attitudes.
- d. Office of Education staff is available to assist with review of examinations with sufficient pre-administration lead-time.

2. Administration of Examinations

- a. The course director is responsible for administering the examination. Students will not be permitted to ask questions during the examination. A sheet for comments and/or questions will be attached to each examination.

- b. The Office of Education is responsible for administering the NBME subject examinations. Departmental staff will help to administer NBME examinations and will comply with NBME regulations.
 - c. Examination scores will be posted via electronic mail as soon as possible following the examination. If scores are not posted electronically, they will be posted in Lewis Hall using an anonymous identifying number for each student. The posting of scores may be delayed if faculty members are unavailable to review exam results or if all students have not taken an examination. NBME subject examination (“shelf exam”) scores will be posted in a timely manner.
3. Scoring of examinations
- a. Students’ optical scan answer sheets are the official record of the students’ examination performance.
 - b. Optical scan answer sheets must be clearly and legibly identified by each student’s unique identifying number. Answer sheets not so identified will not be scored.
 - c. Optical scan answer sheets will not be returned to the student and may not be altered in any way after submission.
 - d. Double-answered questions will be scored as incorrect.
 - e. Answers marked in examination books will not be scored.
 - f. Optical scan answer sheets marked other than as directed will not be scored.
4. Review of examination items
- a. Item analysis and overall evaluation results are reviewed by the course director. The course director has the final authority on the content of the examination and the results.
 - b. The answer key will be posted by the course director, with the exception of NBME subject examinations, and a copy of the examination will either be returned to the students or made available for review by the students following the examination with explanatory key.
 - c. A student who fails an examination is required to make an appointment with the course director or designee to review his/her performance on the test and plan appropriate remedial action.
5. Procedure for Faculty Review of Examination Questions (excluding NBME subject examinations)
- a. A student may comment on or request a review of any test question at the time of an examination by writing the request on a sheet appended to each examination for this purpose.
 - b. Following the examination, the key and a copy of the examination are posted for student review. Students may request review any item within one working day of the posting of the key. Items will be reviewed by the course director who has the final authority regarding the content of any examination item and the correct answer.
 - c. Scores for all evaluations contributing to the course grade will be posted for three days prior to the computation of final grades. Students may challenge any score within this time but not individual examination questions. Challenges must be made to the course director who has responsibility for the accuracy of examination scores and course grades.
 - d. After the final grades for a course have been reported, no challenges will be permitted.
6. Reporting of Course Grades
- a. After entering all evaluation scores into the grade data base for Year 1–2 courses, the Office of Academic Affairs will compute the cumulative course score according to weights provided by the course director. Grades of Honors, High Pass, Pass, and Fail are calculated based either on predetermined (criterion-based) scores or on institutional (norm-based) guidelines, as described by

each course syllabus at the beginning of the course. Either the standard deviation formula (0.5 or 1.1 SD above the mean) or a specified percentage score may serve as a mechanism to determine such.

- b. The course director will review these data and will provide the final grades to the Office of Academic Affairs for Year 1–2 courses.
- c. The Offices of Academic Affairs enter the grades for Year 1–2 courses into the grade database and they are transferred onto student transcripts.
- d. Clerkship, elective grades, and written evaluation forms will be completed and filed with the Office of Academic Affairs within two weeks, but no later than four weeks after the final day of the clerkship.
- e. Students may request an individual summary of the course results from the Office of Academic Affairs. If requested, a summary report will be sent to the student's faculty advisor by the Office of Academic Affairs.

7. Policy Concerning Absence or Lateness for Scheduled Examinations

- a. Examination schedules are published in the course calendar and will be distributed at the beginning of each course. Examinations may include written, practical, laboratory evaluations, or quizzes. All students are expected to take examinations on the scheduled day and time unless specifically authorized to take an examination at another date or time as outlined in “b” and “c.” Make-up examinations will not be provided for students missing examinations except as specified below.
- b. When absence from an examination is anticipated for a valid reason (e.g., important personal business which cannot be rescheduled, family or personal illness, etc.), specific written approval must be sought from the Associate Dean for Medical Admissions and Students in advance. If such approval is obtained, the student is responsible for contacting the course director at the earliest feasible moment to arrange a make-up examination. The Associate Dean for Medical Admissions and Students may consult with the course director to determine the feasibility of providing a rescheduled examination.

Note: Travel arrangements for scheduled EVMS holidays, personal, or family events scheduled without due regard for the EVMS academic calendar will not be considered valid reasons to take examinations at other than the scheduled dates and times.

- c. In the event that absence from an examination can not be anticipated (e.g., emergent illness), the student should notify the course director as soon as is practicable, if possible, prior to the examination. The student must then consult with the course director to arrange an appropriate date and time for the examination. Such absences will be reported to the Associate Dean for Medical Admissions and Students for review and approval before the make-up examination is administered. Repeated failure to take examinations as scheduled may be considered to represent unprofessional behavior.
- d. Students are expected to be present at the specified site and ready to begin the examination at the scheduled time. Students arriving late may be excluded from the examination at the discretion of the course director. Students who are admitted late to an examination will ordinarily be expected to complete the examination by the end of the scheduled examination period and may not be permitted extra time to complete the examination. Such students may not have access to information or examination materials provided prior to their late arrival.
- e. Students arriving late for examinations will be reported to the Associate Dean for Medical Admissions and Students. Repeated tardiness will be considered evidence of unprofessional behavior.
- f. The course director will post in a conspicuous place the names of students who are not taking the examination at the time scheduled. The honor code does not allow seeking or sharing evaluation-related information or coaching another student regarding the content of an evaluation.

STUDENTS EXPERIENCING ACADEMIC DIFFICULTY

1. The Student Progress Committee, appointed annually by the Dean of EVMS, has overall responsibility for the assessment of student performance and progress as well as for recommending to the appropriate remediation or other action when a student's performance is not satisfactory. The Student Progress

Committee will consist of faculty appointed by the Dean and four student representatives elected by the respective medical student classes.

2. The Student Progress Committee will review the overall record of each student who fails or withdraws from a course. A majority of the membership of the Committee will constitute a quorum. A simple majority vote of those present is required for any action of the Committee.
 - a. The course director will submit a remediation plan for each student who fails a course. Additional information regarding a student beyond that contained in the academic record may be obtained from advisors or other sources as the Committee deems appropriate, and the Committee will usually interview the student.
 - b. On the basis of its review, the Student Progress Committee will make a recommendation for resolving the deficiency. This recommendation will be forwarded, with all pertinent background information, to the Dean. A copy of the Student Progress Committee's recommendation will be sent to the student, to the director(s) of the relevant course(s), and to the relevant department chair(s). This written notification will include a statement of the decision and the consequences of failure to complete the remedial plan successfully.
3. In its consideration of each student's progress, the Student Progress Committee examines and considers all information at its disposal, including a student's academic performance in other courses, and attitudinal and other personal or extenuating factors. Marginal or failing performance in other courses will be considered. In arriving at its recommendations, the Committee will use the following guidelines, but is not obligated to adhere strictly to these guidelines:
 - a. A student who fails one course will generally be required to take and pass an appropriate remedial course approved by the course director and by the Student Progress Committee before proceeding to the next academic year.
 - b. A student who fails two or more courses may be required to repeat the year or may be dismissed from EVMS. A decision between these options will be made by the Student Progress Committee, based on the student's overall performance and any relevant extenuating circumstances. A student required to repeat a year will ordinarily be required to repeat all courses for that year, including those courses in which his or her performance was otherwise satisfactory.
 - c. A student that demonstrates marginal performance (e.g., scoring more than 1.5 s.d. below the class mean or in the bottom 10% of class performance in a course) will be reviewed by the Student Progress Committee. A student that demonstrates continuing marginal performance in multiple courses may be dismissed from EVMS at the discretion of the Student Progress Committee.
 - d. A student who fails a repeated course or any course in a repeated year will be subject to dismissal from EVMS.
 - e. No student may repeat more than one year in his/her tenure at EVMS. A student is expected to satisfy all of the requirements for the M.D. Degree in no more than five academic years.
 - f. A student who is dismissed from EVMS and who desires reinstatement must reapply for admission. The Student Progress Committee may accompany its recommendation for dismissal with advice about readmission, but this advice is not binding on the Admissions Committee. No student may reapply more than one time during an academic year.
4. A student may appeal to the Dean of EVMS for a review of the Student Progress Committee's recommendation. The appeal must be submitted in writing within five working days of the student's notification of the Student Progress Committee's decision and must state in detail the reasons for the appeal and the relief the student requests. If an appeal is not lodged within five days, the Student Progress Committee's decision becomes final.
 - a. Upon receipt of an appeal of the Student Progress Committee's decision, the Dean or designee, will review all pertinent material and meet with the student. The Dean or his/her designee may also contact the department chair, course director, the Student Progress Committee chairman and/or

members, the student's advisor, and/or other persons as deemed necessary. The Dean also has the prerogative to constitute an advisory group to assist in this review.

- b. No later than 15 working days after receipt of the appeal, the Dean will render a decision either supporting or modifying the Student Progress Committee's recommendation. This decision by the Dean is final.

PROCEDURE FOR DROPPING A COURSE

1. A student who wishes to drop a course must present a request to do so to the course director and to the Associate Dean for Medical Admissions and Students. The request must state the reason for dropping the course and the student's plans for retaking the course. In order for the request to be accepted, it must be approved by both the course director and the Associate Dean for Medical Admissions and Students.
2. No student may drop a course after the eighth week of the semester except for documented medical reasons.
3. A student may not drop more than one course in any year. The dropped course must be passed before the student can proceed to the next year's course work.
4. If a student drops a course, the notation withdrew (W) will be placed on the transcript with the date of withdrawal. No indication will appear as to whether the individual withdrew passing or withdrew failing.
5. The Associate Dean for Medical Admissions and Students will send notification of approval of a student's request to drop a course to the:
 - Dean
 - Registrar
 - Curriculum Coordinator
 - Department Chair
 - Course Director
 - Student Progress Committee

GRADING POLICY

1. Grading System
 - a. A grade of Pass signifies satisfactory course performance. The passing grade for all courses in the first and second years is 70% or, at the discretion of the course director, 1.5 standard deviations below the mean, whichever is lower. This standard may be further adjusted downward upon the agreement of the course director and the Office of Academic Affairs. Standards to be used for determining a passing grade will be published at the beginning of each course.
 - b. Students' raw scores are converted into corresponding percentage scores (P) that are subsequently used in assigning grades. If the final course grade is based on scores from more than one evaluation:
 - i. A percentage score (P) is calculated for each evaluation for each student.
 - ii. Each evaluation is pre-assigned a weight by the course director.
 - iii. A composite percentage score (Pc) is calculated for each student, equal to the sum of each evaluation's percentage score (Pi) multiplied by its respective weight (a). $P_c = \sum aP_i$
 - iv. Course grades are assigned according to the composite percentage score (Pc) distribution.
 - c. A Fail grade is assigned if the Pc is below the Pass/Fail cut point as determined in above.
 - d. A grade of Honors may be awarded by the course director to students who demonstrate distinguished understanding of the course material. The determination of distinguished performance may be based upon the attainment of either a particular score or a score at or above 1.1

standard deviations from the mean. Standards to be used for attainment of Honors will be published at the beginning of each course.

- e. A grade of High Pass may be awarded by the course director to students who demonstrate excellent understanding of the course material. The determination of excellent performance may be based upon attainment of either a particular score or a score at or above 0.50 standard deviations above the mean but not qualifying for Honors. Standards to be used for attainment of High Pass will be published at the beginning of each course.
- f. Minor adjustments in the standards for Honors and High Pass (e.g., adjustments for number of significant figures and rounding) may be made by the course director after review of class performance.

2. Promotion Guidelines

- a. A student must pass all components of each year of the curriculum before proceeding to the next year. A student who fails any component must successfully remediate as prescribed by the Student Progress Committee before proceeding to the next year.
- b. Normally, remediation of a course may occur only during scheduled vacations. Remediation should not occur while the student is taking other class work.

3. Records

- a. The official student transcript records only the grades of Honors, High Pass, Pass, Fail, and Withdraw.
- b. In the event of a Failure, which the student successfully remediates, the notation of F/P is made.
- c. In the event of failure of remediation, the notation F/F appears.
- d. If a student repeats a year, the second set of course grades also becomes part of the transcript.
- e. The transcript will provide no ranking of students or numerical scores.
- f. Summary information from clerkships may contain numerical scores only when there are published criteria for the scores and these criteria are applied to all students regardless of clerkship site.

4. Review of Progress for Graduation

The Student Progress Committee, after complete review of a student's academic and non-academic performance, will certify to the faculty that the student has or is expected to meet all of the requirements for graduation within 3 months of the date of graduation. This recommendation will be presented at a regular faculty meeting. The faculty in turn will recommend to the Academic Affairs Committee of the Board of Visitors that a student has met or will meet all of the requirements for graduation. The Academic Affairs Committee in turn will make the recommendation to the Board of Visitors, who is empowered to grant the Doctor of Medicine degree.

5. United States Medical Licensing Examinations (USMLE) Step 1 and Step 2

- a. Students must take USMLE Step 1 before the first day of their M3 orientation. Illness or other extraordinary circumstances may be considered as reasons for a delayed examination. Only the Associate Dean for Medical Admissions and Students may grant permission for a delay in examination date. Permission for late examinations will not be granted to accommodate vacation plans, planned personal events, etc.
- b. Students must take USMLE Step 2 CK (Clinical Knowledge) and Step 2 CS (Clinical Skills) before December 31 of their M4 year.
- c. Students must pass Step 1 and Step 2 CK (Clinical Knowledge) of the USMLE Examinations before graduation. At this time, a passing grade on Step 2 CS is not required for graduation from EVMS.

- d. Students who fail USMLE Step 1 must meet with the Associate Dean for Education to determine their course of action. Students failing Step 1 on their first attempt will ordinarily be withdrawn from their clinical clerkships until they have retaken the examination but will be allowed to start their next scheduled clerkship before their scores are reported. Students failing Step 1 for a second time will not be permitted to resume their M3 year until they have obtained a passing score on the examination. Students failing the examination for a third time may be dismissed from EVMS.

Note: Any clerkship(s) missed as a result of failure on USMLE Step 1 must be completed prior to beginning the M4 year. This may result in delayed graduation from EVMS.

- e. Students who fail USMLE Step 2 CK must meet with the Associate Dean for Education to determine their course of action.
- f. Students are responsible for registering for the USMLE. Registration deadlines are posted by the Office of Academic Affairs.

MEDICAL STUDENT ACADEMIC GRIEVANCE AND APPEALS PROCEDURE

Students in the MD program at EVMS have the right to due process involving grievance and appeals procedures for academic grievances.

- 1) Students experiencing difficulties within the medical academic program or feel they are being unfairly treated should first address these issues with the faculty member involved, the course director for basic science courses, and the clerkship director for clinical science rotations or department chair if appropriate.
- 2) If the issue is not satisfactorily resolved at the faculty level or either with the course director or clerkship director, the student may appeal to the Associate Dean for Education. The appeal must be submitted in writing within seven days after the student is notified of the course director or clerkship director's decision and must state in detail the reasons for the appeal and the action the student requests. If no appeal is lodged within seven days, the student's grievance will be considered resolved.
- 3) Upon receipt of an appeal to the course director or clerkship director's decision, the Associate Dean for Education or designee will review all pertinent material and meet with the student. The Associate Dean for Education may also contact the faculty member, course director, clerkship director, or other persons as necessary. The Associate Dean for Education also has the prerogative to constitute an advisory group to assist in this review. No later than 15 days after receipt of the appeal, the Associate Dean for Education will render a decision either supporting or modifying the course director or clerkship director's decision. This decision will be transmitted to the student in writing, with a copy forwarded to the course director or clerkship director.
- 4) The student may file a further written appeal to the Dean of EVMS within five working days of the student's notification from the Associate Dean for Education. The Dean will review all pertinent material and notify the student within ten days of receipt of the appeal of his/her decision. The decision of the Dean is final.

HEALTH PROFESSIONS STUDENT EVALUATION AND ACADEMIC PROGRESS

This section specifies the general policies and procedures applicable to all of the health professions programs. In addition to the policies listed here, each program may have additional requirements that are communicated to students in writing at the initiation of their first semester or at other times as deemed necessary.

Background

The EVMS School of Health Professions provides an administrative structure for a variety of academic programs, including Art Therapy and Counseling (MS), Biomedical Sciences (PhD), Biomedical Sciences Master's Research Track (MS), Master of Public Health (MPH), Master of Physician Assistant (MPA), Medical Master's (MS), Surgical Assistant (Certificate or Graduate Certificate), Clinical Embryology and Andrology (MS), Ophthalmic Technology (Certificate), and the Virginia Consortium Program in Clinical Psychology (PsyD). EVMS serves as the school of record for all programs shown above except Ophthalmic Technology and Clinical Psychology.

GRADING SCALE POLICY

Health professions programs for which EVMS serves as the school of record will use the following grading scale for those courses in which grades affect the Grade Point Average (GPA).

<u>Grade</u>	<u>Grade Points</u>	<u>Grades not affecting GPA:</u>
A =	4.00	AU = Audit
A- =	3.67	I = Incomplete
B+ =	3.33	P = Pass
B =	3.00	W = Official Withdrawal
B- =	2.67	WF = Unofficial
C+ =	2.33	Withdrawal
C =	2.00	
C- =	1.67	
D+ =	1.33	
D =	1.00	
D- =	0.67	
F =	0.00	

A grading policy that is consistent with program or departmental guidelines will be established for each class by the instructor. The requirements for grades are based on course policy and institutional guidelines. These requirements, along with the goals and requirements for each course, the nature of the course content, and the methods of evaluation, are communicated to students at the initiation of each course. Programs are responsible for sending grade reports to students at the end of each term.

Grade Point Calculation Policy

The grade point average is calculated by dividing the accumulated number of grade points earned by the accumulated number of credit hours attempted. Grades of "F" and repeats are included, but official withdrawals, audits, and grades on non-credit courses, non-degree credit courses, and pass/fail degree courses are not. If a student is required to repeat a course or receives permission from a program director to repeat a course, the grade point average will be calculated using only the repeated course grade and the corresponding point value. However, the original grade assigned for that course must remain on the transcript.

Grades in courses accepted for transfer credit are generally not counted in the computation of grade point average.

Students must have a cumulative grade point average of 3.00 or higher for graduation. Students falling below the minimum GPA requirement may be placed on probation or suspended in accordance with the regulations established by each program.

Incomplete Grade Policy

The grade "I" indicates assigned work yet to be completed in a given course or an approved absence from the final examination.

Incomplete Grade Procedure

When an instructor assigns a grade of “I,” a written agreement is prepared and signed by the instructor and student that specifies the work remaining to be completed and the time frame for doing so. The work should be completed as soon as possible, but not later than the mid-point of the following grading period/semester unless special written approval is granted by the Course Director and Program Director for extraordinary circumstances. The student must petition the Course Director and the Program Director for such an extension at least two weeks before the end of the agreed upon deadline. Unless an extension has been approved by the Course Director and the Program Director, the “I” will convert to either an “F” or the grade as specified in the written agreement after the mid-point of the semester. An “I” grade may not be changed to a “W” under any circumstances.

Withdrawal Policy

A student can withdraw from a course up until the mid-point of the grading period/semester and receive a W grade. Withdrawal after the midterm is not permitted without special approval. However, in the event of an illness or severe hardship beyond the student's control, the student should submit a written petition for permission to withdraw from the course to the instructor and program director no later than the last day of classes. If permission is granted by both the instructor and program director, a grade of W is recorded. If permission is not granted by both, then the student cannot withdraw from the class. A student who stops attending classes without withdrawing is assigned a WF grade, unless the student's performance was failing, in which case a grade of F will be assigned. The grade of WF will carry no grade points and will be computed in the grade point average as a grade of F.

PROGRESS REVIEW

Policy

Regular assessment of students and feedback to them is essential to effective teaching and learning. All possible effort should be extended to identify students whose performance is unsatisfactory and establish remedial intervention. Course instructors and program directors will regularly review the academic progress of their designated students and evaluate the overall progress of each student at the conclusion of each grading term and academic year.

Procedure

Each program will establish policies and procedures for completing assessments, communicating results to students, and documenting outcomes. Procedures for addressing performance deficiencies or circumstances that may prohibit students from successfully completing a program are outlined in subsequent pages in the Performance Deficiencies and Probation Procedures. Programs may have additional remediation policies and procedures and students should contact the appropriate program office or director for this information.

Grade Appeals Policy

Students may appeal or seek remediation of a grade based on the policies and procedures established by the applicable program. Students who desire an appeal or seek remediation of a grade should first address the issue directly with the appropriate course instructor and follow all program specific policies and procedures. If the issue is not satisfactorily resolved with the course instructor, the student may appeal the decision to the program director. If the issue is still not resolved, the student may appeal to the Vice Provost for Planning and Health Professions. This will begin the “Due Process Policy: Appeals and Grievance Procedures” process described hereinafter.

Additional Grading Policies and Procedures

Additional information regarding policies and procedures not listed in this Handbook, including elective, pass/fail, and audit course options and procedures for evaluating, dropping a course, and reporting of grades, vary for each program and will be communicated to students at the initiation of their first semester and other times as deemed necessary.

Student Progress Policy

Health professions programs are responsible for monitoring student progress on a regular basis, including providing timely feedback to students, developing remediation plans or related action steps to assist students experiencing academic difficulty, or assigning disciplinary action as deemed appropriate by the faculty and the program director. Program directors shall provide an annual report at a Health Professions Leadership Team meeting that summarizes student progress issues for their respective programs. The report will generally occur near the end of the academic year.

Satisfactory Academic Progress Policy

EVMS health professions students are expected to attain a term Grade Point Average of at least 3.0 to be considered in good academic standing and a cumulative GPA of at least 3.0 to graduate. Students who do not meet these criteria are subject to formal warnings, probation and/or dismissal. Students who receive a warning or are placed on probation must demonstrate sufficient academic progress in the following term, as determined by the program director and faculty, to remain in the program. Students on probation who fail to demonstrate academic progress in the following term will be subject to dismissal. The program director and faculty should consider the extent to which a student is performing at a level necessary to attain the knowledge, skills, and competencies required to succeed in the program, including ability to meet the cumulative GPA and other graduation requirements. All programs must review the academic progress of their students on a regular basis and at such intervals deemed appropriate but not less than once at the end of each grading term.

HEALTH PROFESSIONS PROGRAMS TRANSFER CREDIT

Policy

Transfer of credit may be allowed for course work taken at a regionally accredited institution of higher learning, such as the Southern Association of Colleges and Schools, for courses in which a grade of B (3.0) or higher was received or a passing grade was achieved in a pass/fail course. Doctoral programs may accept a maximum of 12 transfer credits, and master's programs may accept a maximum of 9 transfer credits. Course grades obtained from another institution will not be counted in the GPA. Programs must establish and publish their criteria for accepting transfer credits as well as their policies on accepting experiential learning, advanced placement, and/or professional certificates toward curriculum requirements. It is the responsibility of each program to determine a student's comprehension of the requisite material and to ensure that the course work and/or learning outcomes are comparable to that offered by the applicable EVMS program. EVMS assumes responsibility for the academic quality of any course work or credit recorded on the institution's transcript.

Procedure

Applicants seeking to transfer academic credits or any other type of learning experience into an EVMS program should follow program procedures, including the submission of transcripts and other detailed information such as syllabi, course descriptions, learning objectives, or other materials that will assist the program in determining equivalence of course requirements. Decisions regarding applicability of transfer courses/credits are made by the program director in consultation with the faculty as deemed appropriate. Transfer applicants should contact the program for special application or credential requirements.

Assigning Credit Hours Policy

EVMS health professions programs use the calculus in the table below to assign course credit hours.

Type of Course	Credit/Contact Hours
Lecture, Seminar, Independent Study	1 credit = 15 contact hours
Laboratory	1 credit = 30 contact hours
Clinical Rotations, Internship	1 credit = 80 contact hours

PERFORMANCE DEFICIENCIES AND PROBATION PROCEDURES

Procedures for addressing academic and non-academic deficiencies that may impede student progress or prohibit students from successfully completing a program are defined below. A process for appealing adverse decisions affecting students is also provided to ensure appropriate due process. The following guidelines will apply to programs in which EVMS is the school of record.

Deficiencies

Deficiencies, which may result in probation or dismissal/termination of a student, include both academic and non-academic areas. The Vice Provost for Planning and Health Professions or designee may intervene to address academic and non-academic deficiencies and may impose such remedies as are determined to be in the best interests of EVMS.

- a) Academic Deficiencies include but are not limited to an inadequate knowledge base; a lack of information gathering ability, problem solving difficulties, poor clinical and technical skills; or errors in judgment.

- b) Non-Academic Deficiencies include but are not limited to any action or behavior that is considered unacceptable to the training program faculty; poor professional relationships; moral and ethical values unacceptable to the profession; failure to comply with the standards of student behavior including the Code of Student Conduct set forth herein, the rules, regulations and bylaws of EVMS and/or affiliated practicum sites or the laws which govern the healing arts in the Commonwealth of Virginia; and/or a lack of abilities and talents that are necessary for the performance of expected duties for that health profession.

Stages of Intervention

Each academic program has its own probation policies and procedures. Some may require a written or verbal notification and/or warning from an instructor, advisor, or program director to convey concern about student performance and/or to inform the student of the risk of probation unless performance improves. In all programs, a student placed on probation will be informed in writing and his or her performance will be monitored. The written notification must specify if termination in the educational program is a potential outcome of the probationary status. Academic credit may or may not be given for the probationary period and extension of training time is at the discretion of the program director.

Intervention strategies for addressing academic and non-academic deficiencies are classified into three stages: Stage 1 – Notification/Warning, Stage 2 – Probation, and Stage 3 – Dismissal.

Stage 1 – Notification/Warning: Stage 1 deficiencies are those which are deemed to be disruptive to the program or to other students, faculty, or staff involvement in the program and are severe enough to warrant counseling by the program director. A Stage 1 notification requires written documentation in the student's file.

Stage 2 – Probation: Continued disruptive behavior will result in Stage 2 probation status. Students may also be placed directly on probation by the program director if their behavior so warrants. Stage 2 probation requires written documentation in the student's file, and the student must be notified in writing that non-remediation may result in dismissal from the program.

Stage 3 - Dismissal: Continued disruptive behavior as defined in Stage 2 deficiencies may result in dismissal from the program. Students may also be dismissed by the program director without prior notification or warning if their behavior so warrants. Any Student dismissed from the program must be notified in writing and made aware of his/her right to appeal the decision through the Grievance Policy process.

Where the conduct of a student represents a serious compromise to acceptable standards of patient care or jeopardizes the welfare of patients under his/her care, the program director has the option of immediately suspending the student from clinical duties until such time as an appropriate investigation of the allegations or situation may be investigated. The student must be informed in writing if termination of his/her participation in the educational program is a potential outcome of the probationary status. The Vice Provost for Planning and Health Professions, and the Associate Dean for Medical Admissions and Students must be notified when a student is placed on probation.

Probationary status will be defined by the program's faculty and/or program director. While on probation, the student will be provided close faculty supervision and may or may not be given credit for the time period during which the probationary status is in effect. If the probationary period is not creditable toward the required time for the educational program, an extension of training time (within timeliness for the degree) may be considered at the discretion of the program director.

Identification and Remediation of Deficiency Areas

Faculty and other professional staff will promptly notify the program director of areas of concern regarding a student's professional behavior and development. Upon notification of a potential problem, the program director or a designee will investigate the report and, if the concern appears to be warranted, will proceed with the formal procedures described below. Program faculty and program directors should use their reasonable judgment in documenting academic and non-academic student issues including remediation plans, progress reports, and supervision meetings. Written documentation is required if a student is placed on probation or dismissed from the program. The following steps serve as general guidance for addressing student problems.

- 1) The Issue is reported and investigated.
- 2) A remediation plan is developed.

- 3) Program director or designee meets with the student to discuss the issue(s), remediation activities, plan a schedule, and potential outcomes.
- 4) The remediation plan is implemented, supervision meetings are conducted to review progress, and progress report(s) are written.
- 5) At the agreed upon time, the progress of the student is evaluated and a determination of the success of remediation is ascertained. The program director or designee meets with the student to review the remediation and a report is provided to the student regarding his/her status. If applicable, a report (Stage 2 and Stage 3) is provided to the Program's faculty and/or program director. If a Stage 3 (probation) deficiency is not successfully remediated and the program director chooses to terminate the student's participation in the program, the student must be notified of this in writing and made aware of his/her right to appeal the decision through the Grievance Policy.

Right to Appeal

Students have the right to appeal any adverse decision made regarding their professional and educational development. Please refer to the "Due Process Policy: Appeals and Grievance Procedures" process in the next section.

HEALTH PROFESSIONS STUDENT ACADEMIC GRIEVANCE AND APPEALS PROCEDURE

Students have the right to due process involving grievance and appeals procedures for both academic and non-academic grievances.

- 1) Students experiencing difficulties within the academic program or who feel that they are being unfairly treated should first address these issues with the course instructor, the program director, or the department chair if appropriate.
- 2) If the issue is not satisfactorily resolved at the program level, the student may appeal the program director's decision to the Vice Provost for Planning and Health Professions. The appeal must be submitted in writing within seven days of the student's notification of the program director's decision and must state in detail the reasons for the appeal and the requested action(s). If no appeal is lodged within seven days, the program director's decision becomes final.
- 3) Upon receipt of an appeal of the program director's decision, the Vice Provost for Planning and Health Professions or designee will review all pertinent material and meet with the student. The Vice Provost for Planning and Health Professions may also contact the program director, course director, the student's advisor, and/or other persons as necessary. The Vice Provost for Planning and Health Professions also has the prerogative to constitute an advisory group to assist in this review. No later than 15 days after receipt of the appeal, the Vice Provost for Planning and Health Professions will render a decision either supporting or modifying the program director's decision. This decision will be transmitted to the student in writing, with a copy forwarded to the program director. The decision of the Vice Provost for Planning and Health Professions is final in all issues of academic grievance, with the exception of the action of terminating a student's participation in an academic program.
- 4) In the case of the termination of an individual from an academic program, the student may file a written appeal to the Dean within five working days of the student's notification from the Vice Provost for Planning and Health Professions. The Dean will review all pertinent material and notify the student of his/her decision within ten days of receiving the appeal. The decision of the Dean is final.

EVMS HONOR CODE

Introduction

The Student Body of EVMS conducts its affairs by means of an Honor Code. This is done in the belief that responsible self-government in later life is developed and nurtured in a maturing process of student self-government. In the spirit of the human values in medicine philosophy and implicit in such an Honor Code is the fostering of a sense of trust in the EVMS community. Under this code, every student is assumed trustworthy and averse to participating in any dishonorable or dishonest act in all medical school matters.

The students, faculty, and administration of EVMS join together in support of this Honor Code for the purposes of (a) providing an atmosphere of mutual trust, concern, and respect; (b) fostering honorable and ethical behavior; and (c) cultivating lifelong professional conduct. Any student who fails to abide by the Honor Code or live up to its principles is subject to disciplinary action by the Honor Court. All students are obligated to support the Honor Code and report any violation thereof to the Honor Council. Each student subscribes to the Honor Code by signing in writing his/her support at the time of matriculation.

Article I: Honor Code Acknowledgement and Student Signature

It shall be the duty of the Chairperson of the Honor Council to see that each matriculant is provided with a copy of information to access the Honor Code before matriculation. All students, matriculating and returning must annually sign the acknowledgement below to indicate that they have read and understand the Honor Code. The Honor code is located in the EVMS Student Handbook and is available at: <http://www.evms.edu/students/handbook/index.html>.

“I, the undersigned, have read the Honor Code of the Student Body of EVMS. I understand what is expected of me as a student of that institution and I hereby pledge my word of honor that I will support the Honor Code in all of its details including possible jury duty.”

Article II: Violations of the Honor Code

Any action indicating lack of integrity in all matters related to being an EVMS student is considered both a violation of ethics and an act of dishonesty and will be considered a violation of the Honor Code. Such offenses include, but are not limited to, lying, stealing, engaging in or attempting to engage in cheating, plagiarism, sabotage, falsifying or manipulating data, or knowingly passing off work of another as one's own while enrolled as a student at EVMS, regardless of whether the act occurs while the student is on the property of EVMS, or elsewhere.

It is essential that the EVMS Honor Code concerns itself solely with what the current student generation finds dishonorable and/or academic dishonesty, as described above and defined below, as opposed to undesirable. Therefore, any action which constitutes a violation of the EVMS Code of Student Conduct or of the laws of the United States or of the Commonwealth of Virginia shall fall, unless otherwise indicated herein, under the general jurisdiction of the President and the Dean of EVMS to be handled as disciplinary matters, and/or where indicated, the appropriate prosecutorial bodies and judicial forums of the Commonwealth of Virginia and its political subdivisions or those of the United States.

Acts observed that appear to be in violation of the Honor Code must be reported to the Honor Council. Failure on the part of a student to report such apparent violation will itself be considered a violation of the Honor Code. Lack of knowledge of the aforementioned principles will not be considered as a defense in a trial.

Violations of the Honor Code are defined as follows:

Section A – Lie:

It is considered a violation of this Honor Code for a student to:

- 1) Make an oral or written statement which the student knows to be false.
- 2) Offer any oral statement or initials/signs any written statement which is known by the student to be false, misleading, or fraudulent.

Section B – Cheat:

It is considered a violation of this Honor Code for a student to:

- 1) Knowingly obtain or give unauthorized assistance from any source in work submitted as one's own individual efforts.
- 2) Intentionally prevent equal access to educational materials by another member or members of EVMS community.
- 3) Knowingly acquire, receive, or pass on information about the content of an examination prior to its authorized release or during its administration; provision or utilization of unauthorized aids; or impermissible collaboration.

Section C – Steal:

It is considered a violation of this Honor Code for a student to:

- 1) Wrongfully take, obtain, or withhold property from the possession of the true owner with the intention of permanently or temporarily depriving said owner of the use or possession of the property.
- 2) Take the personal property of another individual without the owner's expressed or implied permission.

Section D – Plagiarize:

It is considered a violation of this Honor Code for a student to deliberately steal, appropriate, or use passages or ideas from another and fails to properly acknowledge (e.g., footnote) the source of these ideas.

Section E– Sabotage:

It is considered a violation of this Honor Code for a student to intentionally impair another student's academic performance.

Section F– Falsification:

It is considered a violation of this Honor Code for a student to falsify or manipulate data by creating, enhancing, or otherwise changing actual results or information in academic, clinical, research, or administrative matters.

Section G– Failure to complete Honor Council sanctions:

It is considered a violation of this Honor Code when any student who is assigned community service hours or other sanctions by Honor Council action fails to complete required hours in the time allotted. New charges may be filed and would be considered a second offense of the Honor Code which would carry Class VI sanctions.

Article III: Structure of the Honor Council

Section A – Honor Council Members:

One Honor Council member for every thirty (30) students from each class of each degree or certificate program of EVMS shall be elected, with a minimum of one member per class per degree.

Section B – Chairperson of the Honor Council:

The Chairperson of the Honor Council shall be a member of the Honor Council and shall be a fourth-year medical student. He/she shall be elected by the Honor Council and shall serve for a term of one year.

Section C – Vice Chairperson of the Honor Council:

The Vice–Chairperson of the Honor Council shall be a member of the Council, elected by the Council and shall serve a term of one year. He/she shall fulfill the role of Chairperson in the Chairperson's absence.

Section D – Secretary of the Honor Council:

The Secretary of the Honor Council shall be a member of the Council, elected by the Council and shall serve a term of one year.

Section E – Election of Council Members:

Honor Council members shall serve for a term of the duration of his/her degree or certificate program. Election of class representatives of the Honor Council will take place concurrently with the election of class officers. Replacements shall be elected from the class of the member(s) being replaced.

Section F – Duties and Responsibilities of the Council Members:

Honor Council members are elected representatives of their respective classes who shall uphold the Honor Code, act fairly and impartially and only upon evidence formally presented during the course of trial or other appropriate hearing. Such Council Members shall act in a manner befitting the trust accorded by their class and in conformity with the provisions and spirit of the Honor Code.

Section G – Removal from the Honor Council:

No member shall be involuntarily removed from the Honor Council without evidence and proof of improper conduct, including, by way of examples, acceptance of personal favors, gratuities or bribes, perjury, or other conduct of a manner not befitting a member of the Honor Council. Any student who believes an Honor Council member may have been involved in improper conduct may bring the matter to the attention of the Chairperson of the Honor Council. The Chairperson of the Honor Council shall investigate all complaints of an Honor Council member's improper conduct and shall present the evidence to the entire Honor Council. The Honor Council shall vote on whether to remove the accused Honor Council member. A vote of 75% of the Honor Council shall be required to remove an Honor Council member. This vote shall be supervised by the Advisor to the Honor Council.

Article IV: Structure of the Honor Court

Section A – Chairperson:

The Chairperson of the Honor Council shall preside over the Honor Court unless he/she is disqualified pursuant to Article IV, Section I below.

Section B – Jury:

The jury, which shall be the body responsible for hearing and determining violations of the Honor Code, shall consist of the following members:

- 1) An eleven member jury shall be composed of seven Honor Council members and four jurors selected from the student body by random sample. However, the Advisor to the Honor Court will ensure that at least one juror shall be from the same program as the student charged. If one of the seven Honor Council members selected for the jury, or one of the four randomly selected jurors is not from the same program as the student charged, then the Advisor to the Honor Court shall replace one of the randomly selected jurors with a randomly selected juror from the same program as the student charged.
- 2) Any member of the Honor Council who is of the same class as the student charged may excuse himself/herself from the jury if the member believes that he/she will be unable to carry out the duties of a juror in an unbiased manner. The excused Honor Council member may serve the Court with collection and presentation of evidence.
- 3) Should a juror, however selected, be unable to serve for a good cause, the Honor Council or the Advisor to the Honor Court shall select a replacement in the same manner as his/her predecessor was selected as provided for in Article IV, Section B– (2) above. Should a juror be absent on the date(s) of trial, the presiding member of the Honor Court shall appoint an alternative juror in the same manner provided in Article IV–B (2) above.

Section C – Clerk of the Court:

During each trial conducted by the Honor Court, the Secretary of the Honor Council shall serve as Clerk of the Court and shall be present throughout any trial with the responsibility of keeping accurate records of all proceedings, including a recording of the trial proceedings.

Section D – Prosecution Counsel:

The Honor Council member who investigated the alleged violation as specified in Article V, Section B must serve as prosecution counsel for the student body. Failure to fulfill this duty will require a resignation of the Honor Council member from the Honor Council unless extenuating circumstances, as judged by the Chairperson, exist.

Section E – Defense Counsel:

Prior to each trial, the student charged may choose any currently enrolled student at EVMS, including any Honor Council member (with the exception of the Chairperson) to act as his/her defense counsel. If the student cannot or does not make a decision regarding defense counsel, the Honor Council shall appoint a member to serve as defense counsel for the student charged. Failure of an Honor Council member to fulfill this duty if requested by the student charged will require a resignation from the Honor Council unless extenuating circumstances, as judged by the Chairperson, exist. The student charged may elect not to have a defense counsel. The student may use a member of EVMS faculty or administration or a licensed attorney in an advisory capacity prior to trial, but these advisors may not serve as counsel or be present during the trial.

Section F – Advisors to the Honor Court:

The Honor Council shall select a member of the faculty or administration to serve as the Advisor to the Honor Council during any Honor Court trial. This Advisor shall act only in an advisory capacity and shall not participate in the trial except as an advisor.

Section G – Courtroom Participants and Witnesses:

All members of the Honor Council not otherwise participating in the Honor Court or trial shall be present in the courtroom for the presentation of evidence and witnesses. Unless the student charged exercises his/her right to demand a public trial, no person other than those specified in this Article shall be allowed in the courtroom during a trial without the prior permission of the Chairperson of the Honor Council.

Section H – Honor Court Quorum:

The entire membership of the Jury (eleven members) shall constitute a quorum.

Section I – Eligibility of Chairperson of the Honor Court:

The Chairperson of the Honor Council shall automatically be disqualified from serving on the Honor Court at any trial in which he/she is called as a witness for the prosecution or the defense, or if said Chairperson is connected with the student charged by any ties which might render him/her partial.

If the Chairperson is ineligible to serve as Chairperson for a given trial or must be absent for any other reason, the Vice-Chairperson of the Honor Council shall assume the responsibilities of the Chairperson for the conduct of the trial. If the Vice-Chairperson is also ineligible to serve as Chairperson of the Honor Court or is otherwise unavailable for any reason, then the Honor Council shall choose a temporary Chairperson from among the remaining eligible Council Members or from among the Pan Student Council members.

Article V: Pre-Trial Procedures

Section A – Reporting a Breach of Honor:

Any student believing that a violation of the Honor Code has been committed has a duty to report the suspected violation of the Honor Code to the Chairperson of the Honor Council or a single Honor Council representative no later than two (2) week days past the date of the accuser's discovery of the alleged incident. In cases where an Honor Council representative is contacted first, that representative and the accuser shall report to the Chairperson as soon as possible but within 24 hours of the initial report to the representative. Upon report of the suspected violation to the Chairperson, the Chairperson and the accuser shall meet the accused student within twenty-four (24) hours of the report of the suspected violation to the Chairperson. At this meeting, the accuser will inform the accused of the accusation. The Chairperson shall explain the process that will follow to the accused to ensure his/her understanding. The Chairperson shall emphasize the importance of confidentiality of the process to both the accused and the accuser. The accuser shall not discuss the suspected violation with anyone other than the Chairperson of the Honor Council at this time.

Section B – Investigation:

The Chairperson of the Honor Council shall designate an Honor Council member to act as investigator, who shall interview all parties and investigate the alleged violation quickly, confidentially, and without prejudice. Failure of an Honor Council member to fulfill this duty if requested by the student charged will require a resignation from the Honor Council unless extenuating circumstances, as judged by the Chairperson, exist. The Honor Council member investigating the accusation shall not discuss the investigation with anyone except the Chairperson. If the investigator requires assistance with the investigation, the Chairperson may appoint another Honor Council member at his or her discretion to assist in the investigation. Such investigation shall include, but not be limited to, collection of signed, written statements from all persons interviewed with respect to the alleged Honor Code violation. All persons interviewed should be advised that they are bound by confidentiality and are not to discuss that they were interviewed or anything to do with the investigation with anyone, including the accused or any other members of the Honor Council. Investigators should make contacts for interviews in the most discrete manner possible.

Section C –Presentation of Evidence for Charges:

The investigator shall present all evidence from the investigation to a voting panel consisting of the Chairperson, the Advisor to the Honor Council, the Secretary, a randomly Honor Council member not of the same academic class as the accused, and a randomly chosen student not of the same academic class as the accused. The panel shall determine if there is sufficient evidence to bring charges against the accused student. The purpose of this panel is not to determine guilt or innocence, but merely to determine if there is sufficient evidence to proceed with charging the student. The voting members of the panel include the Chairperson, the Secretary, the Advisor to the Honor Council, the random Honor Council member, and the random student present at the meeting. A majority vote is needed to proceed with charging the student (see Section D below). If the panel determines that there is insufficient evidence of a suspected violation of the Honor Code to go forward, the student accused shall be deemed exonerated and all records of the initial report and subsequent investigation shall be destroyed. The accused student will be notified immediately regarding the decision of this panel.

Section D – Student Options and Formal Notification of Charge:

If the panel determines that the evidence is sufficient to proceed with a trial, then the student shall be charged and shall be orally advised by the Chairperson of the initial classification of the offense and the alternative pleas available to him/her under the Honor Code, which are as follows: (i) to plead guilty and accept the consequences within Article VIII; (ii) to plead not guilty and elect to stand trial; or (iii) to leave school. At this meeting, the Chairperson shall present to the accused the following written notice of charge:

NOTICE OF CHARGE

TO: _____

Norfolk, Virginia

(Name of Student Charged)

(Month/Day/Year)

(Address)

"You are charged by _____
(Name of Accuser(s))

That you, _____
(Name of Student Charged)

In violation of the Honor Code Section(s) _____

On _____, did the following acts:
(Date)

You have three (3) alternative pleas to the charge(s), which are:

- 1) To plead not guilty to the charge and to elect to stand trial before the Honor Court as hereafter specified; or
- 2) To plead guilty to the charge and accept the consequences of such guilty plea as outlined in Section VII of the Honor Code; or
- 3) To leave school without a trial. Should you elect to leave school, you will be deemed to have elected a plea of guilty to the charge and accept the consequences outlined in Section VII, of the Honor code.

You have ten (10) calendar days to file a written plea electing one of the above alternatives with the Chairperson of the Honor Council. Once filed, your plea is irrevocable unless the Honor Council Chairperson grants your permission to change it. Your plea may be filed with the Chairperson through the Office of the Associate Dean for Medical Admissions and Students.

Signed:

Chairperson of the Honor Council
Eastern Virginia Medical School

Section E – Time Limit on Plea:

The student charged must file with the Chairperson of the Honor Council a written plea to the written charge received from such Chairperson as provided in Article V, Section D above. The plea must be one of the following three (3) alternatives:

- 1) Plead guilty as charged; or
- 2) Plead not guilty; or
- 3) A written statement of the student's decision (and intention) to leave school without a trial, which will be indicative of guilt, whereupon the Dean will be notified accordingly. Should a student elect to leave school, he/she accepts imposition of any punishment which the Honor Court may impose under Article VIII below.

A written plea cannot be changed without the prior written consent of the Honor Council Chairperson. The student's initial plea must be received by the Honor Council Chairperson within ten (10) calendar days after receiving Notice of Charge as provided by Article V, Section D above. The Honor Council will thereafter proceed to act upon the written plea of the student charged. If no plea is received within the ten (10) calendar days as specified above, then the student charged will be deemed to have elected to plead not guilty and to stand trial.

Section F – Trial:

Should the student charged plead not guilty and elect to stand trial, the Chairperson or his/her representative shall, within two (2) week days, mail to the student charged a notice in writing of the following:

1. The specific Honor Code violation(s) and a brief statement of the facts which support the charge(s) brought against him;
2. The right to remain silent;
3. The right to have a student counsel appointed from the Honor Council to act as defense counsel;
4. The right of the student to choose alternative defense counsel from the EVMS student body or the Honor Council to assist in his/her defense;
5. The right to use a member of EVMS faculty or administration or a licensed attorney in an advisory capacity prior to trial, but that these advisors may not act as counsel or be present during the trial;
6. The name of the student body prosecutor appointed pursuant to Article IV, Section D; and
7. The right to have a public or closed trial.

The student charged may elect to have a public trial by the Honor Court open to the entire EVMS community. Unless the student charged exercises his/her right to demand a public trial, a closed trial will be conducted within thirty (30) days of the formal charge. Discovery meetings shall be conducted between the defense counsel, prosecution counsel, and the Chairperson as deemed necessary in preparation for the trial. The final discovery meeting will be five (5) days prior to the trial. All witnesses' identities and evidence will be presented for all parties to review. Full disclosure of information to be used must be made at this time. No material shall be entered at a later date except at the discretion of the Chairperson. Written statements are required of all witnesses who are going to be called to testify. No changes may be made to any original written statement after the final discovery meeting except as an addendum to the original statement. All addenda must be made in writing prior to the start of the trial. If any party feels additional time for preparation is needed, a request may be made at this time. The Chairperson has the discretion to grant an extension and determine its length.

Section H – Absence of the Student Charged:

Failure of the student charged to be present or otherwise participate for his/her trial at the time and place specified by the Honor Court shall not be considered indication or admission of his/her guilt or innocence. Evidence shall be presented by the prosecution, and a verdict shall be rendered accordingly. If the excuse given by the student charged for non-attendance at the trial is both deemed satisfactory and acceptable by the Honor Council, a new trial may be granted by the Honor Council.

Article VI: Trial Procedures

Section A – Time and Place:

Trials will be held on the date, time, and place determined by the Honor Council. The student charged shall be given written notice of the trial at least seven (7) days in advance. The parties may agree to an earlier trial date.

Section B – Confidentiality:

All members of the Honor Council, the Honor Court, and all persons involved in investigating, prosecuting, defending, serving as a witness, juror, page, or participating in any other capacity in connection with any charge, investigation, trial or punishment provided under this Honor Code shall hold in the strictest confidence and not discuss information learned during such service or participation. They shall not discuss or disclose any information concerning the merits of the charge either with faculty, members of the student body, officials of EVMS, or any person not associated with EVMS, or among themselves, before or after a trial, except as otherwise provided in this Code. They shall keep such information confidential except as may be expressly required to be discussed or revealed in connection with the appeals specified in this Honor Code.

Notwithstanding anything in this section or the Honor Code, members of the Honor Court may request procedural guidance from the Chairperson, the Advisor to the Honor Council or the EVMS General Counsel at any time.

Section C – Record of Procedures:

The Clerk of the Honor Court shall record the entire trial. Such recordings shall be kept in a secure place by the Associate Dean for Medical Admissions and Students for the protection of both the student charged and EVMS until a verdict is rendered. Only the jury, the Honor Court, the Chairperson and the Clerk of the Honor Council shall have access to said recording, except that in the event of an appeal by the student of either the guilty verdict or the punishment imposed. In this case, the recording will be made available through the Chairperson of the Honor Council to the officials or body to whom the matter may be appealed, to the prosecutor, and to the student charged and/or his/her counsel.

Section D – Pages:

Pages (when necessary) shall be selected from Honor Council members by the Chairperson to usher witnesses to and from the trial proceeding.

Section E – Instruction to the Court:

The Chairperson of the Honor Council shall read the following statement at the beginning of each trial:

“The Court is instructed that the Honor Code presumes every person charged with a violation to be innocent until his/her guilt is established beyond a reasonable doubt that an Honor Code violation was committed. The presumption of innocence applies to the student charged at every stage of and throughout this entire proceeding, in reference to the entire case or to any fact essential to proving the charge made against him/her in the written notice. Unless the evidence presented against the student charged establishes beyond a reasonable doubt that an Honor Code violation was committed, it is the duty of this Honor Court to give the student charged the benefit of that doubt and find the student charged not guilty.”

Section F – Presentation of Evidence:

All witnesses shall be sworn in by the Chairperson before giving testimony. Opening statements may be given first by the prosecution and then by the defense. The prosecution will then call witnesses. After examination of a witness by the prosecution, the defense has the privilege of cross-examination. As long as relevant evidence is elicited, the Chairperson will allow examination and cross-examination to continue.

The defense counsel for the student charged will then call witnesses for the student charged. After examination of a witness by the defense counsel for the student charged, the prosecution has the privilege of cross-examination. As long as relevant information is elicited, the Chairperson will allow examination and cross-examination to continue.

After completion of testimony from witnesses and at the discretion of the Chairperson, either counsel has the right to recall any witness for questioning to clarify any statement which the counsel considers unclear in the light of testimony presented by another witness. All witnesses must stay until the completion of the trial and are excused by the Chairperson.

During the course of the trial, any juror may ask the Chairperson of the Honor Court to have any witness clarify or enlarge upon his/her testimony.

At the conclusion of the evidence presentation, the prosecution and the student charged (or his/her counsel) will be allowed to make any closing statement or argument that they deem appropriate. The prosecution will proceed to make its initial closing statement or argument, whereupon the student charged or his/her counsel shall make his/her closing statement or argument. The prosecution will be permitted to make the final closing response, but, in such response, the prosecution may only comment on matters which were raised or argued in the response or closing argument of the defense.

Following the closing arguments, the jury shall be sequestered for private deliberations to determine the verdict, at which time the Chairperson of the Honor Court shall again read to the jurors the instruction set forth in Article VI,

Section E above. During these deliberations, the jury shall have access to all trial materials presented as evidence and the recording of the trial. No recording shall be made of jury deliberations.

Section G – Rendering a Verdict:

The jurors shall vote by secret or closed ballot. Voting by “open” ballot (e.g., raising hands) is not permitted under any circumstances. To find the student charged guilty of a charge, a total of nine (9) of the eleven (11) members of the jury must vote "guilty as charged." Alternately, the student charged shall be acquitted if three (3) or more of the eleven (11) members of the jury vote "not guilty."

When the jury has reached its decision, the Chairperson will recall the Court back into session and state the decision (verdict).

If the student is found guilty or pleads guilty before or during a trial, all records of the charge or trial shall be retained and stored by the Honor Council Chairperson through the Associate Dean for Medical Admissions and Students for a five (5) year period, to ensure the protection of the student charged, after which these records will be destroyed.

If the student charged is exonerated of the violation(s) charged the Clerk of the Court shall destroy all records relating to the case. However, one (1) copy of all information and recordings shall be kept by the Associate Dean for Medical Admissions and Students in a secure location for a five (5) year period, after which these records will be destroyed. Furthermore, if the verdict of not guilty was rendered in a public trial, written notice of such verdict shall be posted on a public bulletin board in the student lounge for a period of seven (7) days after trial.

Article VII: Classification of Offenses

Section A – Classifications:

Offenses are classified into one of six categories (Class I, II, III, IV, V, and VI) depending upon the severity of the offense and the circumstances of its occurrence:

- 1) Cases involving lying, cheating, and plagiarism are Class II Offenses.
- 2) Those involving falsification, sabotage, and stealing are Class IV offenses.
- 3) Offenses, other than those already classified as Class VI, may be elevated one class for each of the following:
 - a. Endangering another student or faculty member,
 - b. Threatening personal harm to another student or a faculty member,
 - c. Recruiting another student to violate the Honor Code,
 - d. Premeditation.
 - e. and/or ambiguous or extenuating circumstances.
- 4) Multiple elevations are acceptable.
- 5) Class VI offenses are reserved for second offenses of the Honor Code. Thus, the maximum classification for first offenses is Class V.
- 6) Offenses may be reduced one class for ambiguous or extenuating circumstances.

Section B – Definitions:

Endangerment is defined as the probability that an innocent student is exposed to academic harm or physical or psychological injury as a result of another person's Honor Code violation.

Premeditation is the preparation to do an act before it is carried out.

Section C – Determination of Classification:

The default classification before any reductions or elevations are considered shall be reported to the accused at the time of charges by the Chairperson. The default classification is set forth in Article VII, Sections A-1-3.

The seven (7) Honor Council members who were present on the jury shall make final determination of classification. A majority vote is required for each elevation or reduction of classification for the offense. Failure to receive a

majority vote for elevations or reductions will result in the default class for the offense as set forth in Article VII, Section A. All determinations of classification shall be done without consideration or discussion of possible punishments.

Article VIII: Punishment

Section A – Punishment:

If the jury renders a verdict of guilty or the student charged makes an oral plea of guilty upon the record during trial, the punishment for the violation of the Honor Code shall be determined by the seven (7) Honor Council members who serving on the jury. Prior to establishing the punishment, the Honor council members may review all evidence and the recording of the trial.

If the Honor Council receives a written plea of guilty by the student charged before a trial, seven (7) Honor Council members shall be randomly chosen to determine the punishment. Prior to establishing the punishment, the Honor council members may review all evidence. The student charged may also address the seven (7) members of the Honor Council prior to the determination of punishment.

Minimum punishments are set forth according to the classification of the offense. All offenses will result in probation for the duration of the student's enrollment at EVMS.

Class I: Recommended zero (0) on any affected assignments, 25-50 hours of university service, plus any reparations deemed necessary by the council.

Class II: Recommended zero (0) on any affected assignments, 50-75 hours of university service, plus any reparations as deemed necessary by the council.

Class III: Failure of any affected course with notation of such on the transcript, citing Honor Council action, 75-100 hours of university service, plus any reparations as deemed necessary by the council.

Class IV: Failure of any affected course with notation of such on the transcript, citing Honor Council action, 100-125 hours of university service, plus any reparations as deemed necessary by the council.

Class V: One academic year suspension from EVMS, failure of any affected course with notation of such on the transcript, citing Honor Council action, plus any reparations as deemed necessary by the council.

Class VI: Permanent expulsion from EVMS and notation of failure of any affected course by Honor Council action on transcript, plus any reparations as deemed necessary by the council.

Affected assignments and/or courses are those on which or in which the Honor Code violation occurred. In cases where no assignment was involved or the Honor Code violation was outside of a course, no zeros on affected assignments or failure of course(s) is necessary.

If the seven (7) Honor Council members determine that the minimum punishment as outlined above is not sufficient, they may elect to add additional sanctions from those outlined above from other classifications. For example, additional university service hours may be imposed; failure of a course for Class I-III offenses implemented, or in the case of stealing, equitable restitution to the injured party or parties may be added. All punishments must have a majority vote. Failure to receive a majority vote for changes results in the minimal punishment for the classification, as outlined above, being maintained.

Section B – Time Frame:

In the event that the charged student pleads guilty before or during his/her trial, or in the event the jury returns a verdict of “guilty,” a punishment shall be established and the student charged shall be notified of the punishment imposed within forty-eight (48) hours of the guilty plea or verdict.

Section C – Enforcement of Punishment:

The Advisor to the Honor Council and the Chairperson shall see that the sanctions imposed are carried out appropriately.

In the case of university service, the Associate Dean for Medical Admissions and Students and Chairperson shall determine the nature of the activities to be performed and the time frame they will be completed. All university service hours shall be documented by the guilty student and signed by a supervisor at the activity. This documentation shall be turned in promptly through the Office of Student Affairs. Any false documentation by the guilty student or supervisors shall be considered an Honor Code violation and will result in charges being filed under the Honor Code.

The Associate Dean for Medical Admissions and Students shall ensure that any notations on transcripts are made and that suspensions and expulsions are carried out. A report shall be given to the Chairperson of these actions.

Article IX: Appeal**Section A – Right to Appeal:**

The student charged has the right to appeal to the Dean of EVMS or his/her designee any guilty verdict and/or any punishment imposed either as a result of a jury trial or a plea of guilty.

Section B – Written Request for Appeal and Time for Filing:

To appeal, the student must file a written request for appeal to the Dean within seven (7) calendar days of receiving the official notification of the jury's verdict and/or of the punishment imposed. The Dean will have seven (7) week days in which to respond to the appeal.

Section C – Scope of the Appeal:

On the appeal, the Dean of EVMS shall review the full record made before the Honor Court to determine whether the Honor Court and Honor Council provided the student charged with a fair trial on the charge(s) made and the evidence presented, and whether the Honor Court and Honor Council acted in conformity with the authorities granted and procedures established by this Honor Code both in determining guilt and in imposing punishment. The Dean shall grant an appeal only if at least one of the following conditions is established:

- 1) Overwhelming new and relevant evidence not available at the time of trial.
- 2) Procedural misconduct resulting in compromise of due process.
- 3) Disproportion of punishment to crime.

In the event that one or more of these conditions are met, the Dean will grant an appeal. The matter will then be returned to the Honor Council Chairperson who will convene an Appeal Board to hear the case.

Section D – Prosecution's Right to Appeal:

The prosecution shall not have a right to appeal, absent a showing that the trial was tainted by misrepresentation, perjury, fraud, mutual mistake, or duress, as determined by the Dean.

Section E – Appeal Board:

The Appeal Board will consist of five (5) randomly chosen members of the Honor Council excluding the following participants in the original trial: the Chairperson, defense counsel, prosecution counsel, or any member of the jury. If any of the five (5) Honor Council members on the Appeal Board were at the trial for any reason, they shall review the recording of the trial in its entirety before the appeal.

Section F – Chairperson:

The Chairperson of the Honor Council shall act as the Chairperson of the appeal hearing and is a non-voting member.

Section G – Counsel:

The defense counsel and prosecution counsel shall retrain their roles for the appeal hearing. If either is not available, the Chairperson shall appoint another Honor Council member to fill the role. The student charged may seek outside counsel from EVMS faculty, EVMS administration, and/or any outside source, including licensed attorneys. EVMS shall provide a licensed attorney as an advisor for the appeal process if the student charged has retained and/or is being advised by a licensed attorney. Licensed attorneys may be present at the Appeal Board, but they may not address the Appeal Board directly.

Section H – Time and Place:

The appeal hearing will be held on a date, time, and place determined by the Honor Council but not later than thirty (30) calendar days past the initial granting of the appeal. The student charged shall be given written notice of the date, time, and place of such hearing at least seven (7) days in advance of the hearing.

Section I – Presentation of Case:

The student charged or his/her counsel other than a licensed attorney shall have the right to comment on the trial proceedings, the evidence in the record, and what final disposition the Appeal Board should make of the case. In addition, if the Dean granted the appeal based on overwhelming new evidence not present at trial, the student charged or his/her counsel may present any new evidence that has been discovered and may call witnesses to present the new evidence. New evidence shall be made available to the prosecution at the time of the request for an appeal. Prosecution shall have an equal opportunity to comment in the same manner as the defense. Each side shall limit their remarks to thirty (30) minutes unless the Chairperson has granted an extension.

After completion of the statements by all parties or, if applicable, the presentation of new evidence, the Appeal Board members may request additional information, explanation or clarification from either party.

At the conclusion of the questioning by the Appeal Board, the prosecution and the student charged or his/her counsel will then be allowed to make a closing statement or argument.

Following closing arguments, the Appeal Board shall be sequestered for private deliberations.

Section J – Rendering a Verdict:

The Appeal Board will deliberate on the merits of the appeal presented and review the grounds on which the appeal was granted by the Dean. The Appeal Board may also review the evidence presented and recordings of the trial and/or request additional information contained in the record as they feel necessary to decide on the appeal.

The Appeal Board will have the option to uphold a verdict, reverse the verdict, or modify the punishment based on the evidence presented in the appeal hearing. Punishment may consist of only those available as provided in Article VIII, Section A. If the Dean granted the appeal based on procedural misconduct resulting in a compromise of due process, the Appeal Board will also have the option to grant a new trial.

The Appeal Board will vote by closed ballot. A majority vote is required to uphold the verdict, reverse the verdict modify the punishment or grant a new trial, as applicable.

Section K – Disposition:

The outcome of the Appeal Board hearing will then be forwarded to the Dean of EVMS and the Honor Council. The Dean will notify the student charged of the outcome of the appeal hearing and implement the final decision rendered. No further appeal shall be considered.

Section L – Status of Student Charged During Appeal:

While any appeal is pending, a student charged who has been found guilty and sanctioned with suspension or expulsion shall nevertheless be allowed to attend classes while the appeal is pending and shall remain a student in good standing at EVMS with all rights, privileges, and duties attendant thereto, unless, in the judgment of the Dean, the retention of these rights are not in the best interest of the institution.

Article X: Review Board

After each Honor Court trial, all members of the Honor Council will meet at a time set forth by the Chairperson to discuss the case. Persons not elected to the Honor Council may not attend. The Chairperson, at his/her discretion, may ask the Advisor to the Honor Council to attend. The purpose of this Review Board is to review the investigation, the trial, the determination of guilt or innocence, the determination of classification and punishment, and any appeal process that may have taken place. This meeting is for the education of Honor Council members on the execution of this Honor Code and to address any questions or concerns that any member may have. No changes to the verdict, classification, punishment, or appeal will be made as a result of this Review Board. All discussions will be confidential and no report shall be made of this proceeding.

Article XI: Report to EVMS Community

Section A – Guilty Verdict:

In the event the student charged is found guilty, the Honor Council Chairperson shall report the name of the convicted student and the offense of which he/she was found guilty to the Dean. If the trial was public, the verdict and punishment shall be made public. If the trial was not public, the offense and punishment imposed may be made public if deemed advisable by the Chairperson.

Section B – Verdict of Not Guilty:

If the student charged is exonerated of the violation(s) charged the Clerk of the Court shall destroy all records relating to the case. However, one (1) copy of all information and recordings shall be kept by the Associate Dean for Medical Admissions and Students in a secure location for a five (5) year period, after which these records will be destroyed. If the verdict of not guilty was rendered in a public trial, written notice of such verdict shall be posted on a public bulletin board in the student lounge for a period of seven (7) days after trial.

Article XII: Faculty Involvement

Section A – Faculty Cooperation:

The cooperation of the faculty is essential in carrying out the spirit of the Honor Code.

Section B – Monitoring:

During examination, the instructor(s) of the course or member(s) of that department may at his/her discretion remain in the room.

Section C – Reporting a Violation:

The faculty should report any violation of the Honor Code to the Honor Council through the Chairperson. If the faculty does not know the Chairperson, they may ask the Dean for the Chairperson's contact information but shall not give any report of the violation to the Dean. Upon the faculty member's belief that an Honor Code violation has occurred, the Honor Council shall implement the same procedures as set forth beginning in Article V through the subsequent Articles of this Honor Code. The Chairperson shall then assign an Honor Council member to act as investigator.

Section D – Confidentiality:

The faculty member making an accusation shall uphold confidentiality in all matters and not discuss the situation with any other member of the faculty at EVMS.

Article XIII: Accusations

Honor Code violation accusations can be made by any member of the faculty, staff, or student of EVMS through the Honor Council.

Article XIV: Amendments

Section A – Amendment Proposals:

An amendment to this Honor Code may be proposed by either of the two following methods:

- 1) A two-thirds ($2/3$) affirmative vote of the Honor Council, or
- 2) A petition signed by twenty-five (25) members of the student body setting forth the proposed amendment(s), which shall be presented to the Honor Council.

Section B – Notifications:

At least two (2) weeks prior to a referendum, any proposed amendment shall be made public by distribution and discussion of the proposed amendment(s) to the student body.

Section C – Vote Procedures:

Proposed amendments may be submitted for approval to the Board of Visitors after a $2/3$ affirmative vote by the Honor Council and a $2/3$ affirmative vote by the Pan Student Council.

MISCELLANEOUS

LIBRARY REGULATIONS

The Edward E. Brickell Medical Sciences Library collection contains over 25,000 books, offers access to over 2,000 journals online totaling over 95,000 volumes, plus 1,800 audiovisual programs. Its scope encompasses basic and biomedical sciences, clinical medicine, and health care. The online catalog (WebCat) can be searched by author, title, subject, or keyword, and gives the location of materials in the collection. Books are shelved by the National Library of Medicine classification scheme.

Collections:

The **Reserve collection** is located behind the circulation desk on the first floor. It contains required materials for courses or clerkships including review texts, core texts, photocopied articles, AVs, and computer software. Some materials are restricted to in-library use. Submission of materials for reserve is limited to faculty and staff.

The **Reference collection** is located on the first floor and contains directories, dictionaries, handbooks, and indexes, plus:

- Information for patients and their families in the Lay Health collection
- EVMS theses and dissertations
- Facsimiles of classic medical texts in the St. Jude collection

REFERENCE MATERIALS CANNOT BE CHECKED OUT.

The following collections can be found on the first floor next to the reference collection:

- **Student Resource Collection (SRC)** containing textbooks, study guides and handbooks donated by students. Materials can be checked out by students for six weeks.
- **Cultural Awareness Collection** containing books, CDs, DVDs, and other multimedia materials. Books may be checked out for two weeks; AV materials may be checked out for one week.

Journals are shelved alphabetically by title and divided by date of publication:

- Current unbound issues – first floor. Many of our current journals are available in electronic format only.
- Journals published from 1990 through the latest bound – second floor.
- Journals published 1979–1989 are on the third floor.
- Journals published before 1979 – fourth floor (during evening and weekend hours, library staff will retrieve journals from the fourth floor as needed).

Held titles, volumes, and issues are listed in the online catalog WebCat.

The **Audiovisual (AV) collection** is located on the first floor of the library. It contains slides, videos, audiocassettes, and computer programs (CDs). AVs can be checked out for one week. AV equipment is available for use in the library study rooms.

The **Historical collection** is located on the fourth floor. The Dr. and Mrs. J. Thiemeyer, Jr., Medical History and Reading Room houses a special collection of over 1,000 books, journals, and medical artifacts, in large measure a gift from the Norfolk Academy of Medicine. Many of the books were in the personal libraries of prominent Norfolk physicians, some as far back as the American Revolution. The historical collection may be consulted by appointment only. To schedule an appointment, call 757-446-5842.

Location:

The Edward E. Brickell Medical Sciences Library opened in March of 2000 on the west side of Lewis Hall, at 740 West Olney Road (at the corner of Olney and children's Lane, across from the Children's Hospital of the King's Daughters). The mailing address is P. O. Box 1980, Norfolk, VA 23501-1980.

Hours of Service
Monday – Thursday 8:00 a.m. – 12:00 midnight

Friday	8:00 a.m. – 6:00 p.m.
Saturday	9:00 a.m. – 7:00 p.m.
Sunday	1:00 p.m. – 12:00 midnight

Changes in the library hours will be posted in advance on the library door. Access to the library during special study-hall hours is limited to EVMS students.

The computer laboratory is open 24 hours a day, seven days a week. When the library is closed entry to the Computer Laboratory is through Lewis Hall.

Telephone Numbers

Reference/Information	757-446-5851
Circulation	757-446-5850/5845
Administration	757-446-5841
Interlibrary Loan	757-446-5848/5861
Computer Laboratory	757-446-5294
Fax	757-446-5134

Circulation of Library Materials

To borrow materials, clients must be registered in the library information system (SIRSI). Each client is assigned a unique barcode. A bar-coded ID badge or library card should be presented when borrowing materials.

Materials must be checked out at the first floor circulation desk.

Loan Periods:

- Books – 2 weeks
- Journals – 1 week
- Audiovisuals (AV) – 1 week
- AV equipment – Overnight
- Reserves – Varies, usually 2 hours
- Laptop computers – 2 hours (in library use only)

Renewals:

Materials may be renewed at the circulation desk or by phone unless a hold request has been placed on an item. A maximum of three renewals is allowed. Laptops may be renewed once.

Hold Requests:

You may request that circulating materials be held for you when they are returned; holds may not be placed on reserve materials. Items needed urgently may be recalled and must be returned immediately. You may request that books or journals be pulled and placed on the hold shelf for you. A maximum of five requests at one time will be taken per individual. Materials will be held for seven working days. If not picked up within that time, they will be returned to the collection and will not be pulled a second time. Such requests are handled at no charge on a limited basis.

Returning Library Materials:

All library borrowers are responsible for the safe and prompt return of items checked out in their names. To ensure that you are properly credited for returning your library materials, return them through the book drop at the circulation desk. Do not leave materials on the top of the circulation desk. If the library is closed, return your books and journals through the book drop located in the wall outside the front door of the library. Do not return AVs, CDs, videos, AV equipment or laptop computers through the book drop; return them to the circulation desk. You will be responsible for damage to these fragile items.

Overdue or Lost Library Materials:

Having overdue library materials will result in the loss of borrowing privileges. Borrowers who lose or fail to return library materials are liable for replacement cost plus a \$10.00 processing fee.

Fines:

- Fines are charged for overdue reserve materials.
- The fine rate is \$1 per item per hour or any increment thereof, to a maximum \$5 per item per day.
- Daily fines are cumulative (i.e., three days overdue = \$15).
- Fines for overnight and other authorized loan periods are calculated from one hour after the library opens on the due date (i.e., from 9:00 a.m. Monday–Friday, from 10:00 a.m. Saturday and holidays, and from 1:00 p.m. Sunday).
- Fines are due at the time of return.
- Unpaid overdue fines automatically accrue against the borrower's checkout record, semi-annual loan refunds, and affect ability to graduate.

Fax Service:

The library will send and receive faxes for students. Outgoing local calls are free, but there is a \$1.00 charge for long distance faxes. All incoming faxes must have an accompanying cover sheet.

Photocopiers:

Self-service photocopiers are located on the first, second, and third floors of the library. Copiers on the first floor accept coins; however, all copiers accept debit cards sold at the circulation desk in \$2.50, \$5.00, \$10.00, and \$20.00 increments. Copies are \$.05 each and library staff cannot provide change. Copying is at the user's risk.

Computer Services:

The library contains a computer laboratory and classroom open only to EVMS students, staff, and faculty, and requires a network account. Each venue contains 30-networked stations and a shared laser printer. Computer-assisted instruction (CAI) programs in the basic and clinical sciences; word processing, graphics, and spreadsheet programs; e-mail; and the Internet are also available. Headphones may be checked out at the circulation desk.

- No software may be installed on Lab and Classroom computers.
- Files must be saved on diskettes or network drives (files saved on computers are deleted frequently).
- The library assumes no responsibility for lost, damaged, or deleted data.
- Copying lab software is a violation of licensing agreements and is strictly forbidden.

Plug-in and wireless connections are available throughout the library (carrels, tables, and in study rooms) for all EVMS network account holders. Five laptop computers are available for checkout for in-library use. Student-owned laptops must be configured for use with the network by the EVMS Academic Computer Center.

Group Study Rooms:

Sixteen group study rooms of varying sizes are located on the second and third floors of the library and are generally available for use on a first-come, first-served basis. Priority is given to those using curriculum-related AVs. Groups have priority over one or more people studying individually, and individuals must yield or share the space. Only faculty may reserve these rooms for EVMS instruction.

Food and Drink Policy:

The library permits food and drinks, within reason, to be consumed in most locations. All food/drink containers and wrappers must be disposed of in the large, black food-disposal receptacles and aluminum-can recycling bins located on each floor of the library. Do NOT dispose of these items in the wastebaskets located throughout the library. Food/drink is prohibited in the Historical collections area and is discouraged in the computer lab and classroom where damage to equipment could easily result. Food delivery, catered events, and cooking in the library are not permitted.

STUDENT ADVISING POLICY

All EVMS faculty are accessible to students for academic advising at stated times outside regularly scheduled class hours. For additional information, medical students should contact the Office of Academic Affairs, and health professions students should contact their program director.

STUDENT-FACULTY RELATIONSHIP AND PROVISION OF HEALTH CARE

Background

EVMS places a high value on protecting the student-faculty relationship that is a hallmark of higher education. Because clinical faculty may periodically provide health care services to EVMS students, the institution recognizes that provision of care could jeopardize the student-faculty relationship. This could be especially problematic in situations in which the treating faculty member also serves in an educational capacity, such as a course or clerkship director. Furthermore, it is essential that protected health information always be maintained separately from a student's academic records.

Policy

Students and faculty have the right and are encouraged to request that a change be facilitated in either the provision of care or the educational experience if one or both parties conclude that circumstances may impede the student-faculty educational relationship. The implementation of this policy and procedure should in no way delay or deny the provision of essential or urgent care required by a student.

Procedure

Students or faculty initiating a request for such a change should contact the Associate Dean for Education (for medical students) or their Program Director (for health professions students) and explain the circumstances. The Associate Dean for Education or the Program Director will then make a determination as to whether or not a change is warranted, and take such steps as deemed appropriate to resolve the situation. As a general rule, the preferential resolution will result in changing an aspect of the educational component if possible (e.g., assigning a student to a different preceptor and/or facility) so as to avoid disrupting a student's continuity of care. The matter will be treated in a confidential manner, and the student and faculty member will be notified by the proper official as soon as an arrangement has been finalized.

If a student arrives at an EVMS clinical site for a scheduled or unscheduled appointment and is not comfortable with being seen by the assigned treating faculty member, the student should request to see a different health professional at that time. Every effort should be made to accommodate the student's request in a manner that causes the least possible disruption to the facility's provision of health services.

STUDENT GOVERNMENT AND ACTIVITIES

Each student class in every educational program annually elects class officers. This generally includes a President, Vice President, Secretary, and Treasurer. In addition, each class elects representatives to the Phoenix Committee, the Honor Committee, as well as other committees as appropriate. The class officers comprise the Pan Student Council (PSC). Annually, the PSC elects an executive council including a President, Vice President, Secretary and Treasurer. The PSC meets on a monthly basis with the Dean/Provost and the Associate Dean for Medical Admissions and Students to ensure that there is appropriate communication between the administration and our student body. The PSC also coordinates various student activities, and it is responsible for the review and acceptance or rejection of the charter for each of our student organizations annually. The Student Organizations and Clubs are coordinated through the following link: <http://evms.collegiatelink.net>.

SUSPECTED PRECEPTOR OR HEALTH PROFESSIONAL MISCONDUCT

All licensed health care professionals have a duty to conduct themselves appropriately and provide health care services in an ethical, safe, and professional manner. Students in the medical and health professions may interact with physicians, nurses, physician assistants, and many other professionals during the course of their education and training, including didactic and clinical settings. In the unlikely event that you observe unethical, unsafe, or

unprofessional behavior from a licensed health professional, even if that person is not serving as your preceptor, it is important that you understand how to respond.

Whereas licensed health professionals have a duty to report unethical, unsafe, or unprofessional conduct that they observe in other licensed health professionals to the appropriate Board in the Department of Health Professions, students have no such requirement. Students are generally less experienced and may be less capable of identifying certain types of actions such as the accuracy of a diagnosis or the safety of a treatment plan, but are certainly in a position to recognize inappropriate or possibly illegal behavior such as assault or sexual harassment. The hypothetical range of possible misconduct or inappropriate behavior is vast. Students are expected to exercise reasonable judgment based on specific circumstances and the degree of urgency, but as a general rule should follow the guidelines below if you witness or suspect misconduct on the part of a licensed health professional:

1. Initially, and if reasonable under the circumstances, ask the preceptor or health professional about the incident. If this doesn't resolve your concerns,
2. Discuss the incident or behavior with an appropriate school official, particularly the Program Director (for health professions students) or the Associate Dean for Education (for medical students). You may provide a written description of the incident prior to, during, or after the discussion with a proper official. Written remarks should be as specific as possible without violating HIPAA regulations regarding patient identifiers and information.
3. While you are not encouraged to submit a formal complaint directly to the Virginia Board of Health Professions or any other agency or institution, if you choose to do so please provide a copy of that complaint to the appropriate school official.

School officials will take such actions as are deemed appropriate and lawful, and will determine if the student(s) initiating a complaint or reporting an incident should be informed about such actions.

STUDENT PUBLICATION POLICY

Publications originated by EVMS students that are directly related to a student's curriculum or academic work must follow institutional and/or program policies and procedures. For example, publications resulting from research projects may require review and approval by the Institutional Review Board or other appropriate EVMS regulatory committees. Medical students should consult the Associate Dean for Education or a designated faculty advisor/mentor for guidance. Health professions students should consult their Program Director or a designated faculty advisor/mentor for guidance.

INCLEMENT WEATHER POLICY

The nature and mission of EVMS dictate that certain services are provided on a continuing basis without interruption due to inclement weather.

In extreme weather conditions, the President of EVMS or his official designee may make the determination to close the medical school. Such decisions will be announced on local television and radio stations and posted on the EVMS web site.

Depending on the severity of the weather conditions, the school may close to any of the following extents:

- **Open, but student lectures delayed**
(Students/residents on clinical rotations report to their clinical rotations on time. No student lectures before 10:00 a.m. – full class schedule after 10:00 a.m.)
- **Close the school completely**
(No student lectures, no clinical or resident operations in EVMS facilities. Students/residents assigned to non-EVMS facilities follow policies/procedures of the facilities.)

PROCEDURES

1) Communicating EVMS status in the event of inclement weather

Should weather conditions be so extreme that the President makes the decision to close the school or to delay student lectures, he instructs the Director of Physical Facilities to communicate the decision. The following chart outlines the methods used for communicating the school's status in the event of inclement weather:

Status	Announcements
Open	No announcements will be made.
Open, but student lectures delayed (students or residents on clinical rotations report to their clinical rotations on time. No student lectures before 10:00 a.m. – full class schedule after 10:00 a.m.)	<ol style="list-style-type: none"> 1. An email will be sent to all EVMS students informing them that classes scheduled before 10:00 a.m. are canceled and classes starting at 10:00 a.m. or later will convene as scheduled. 2. Message will be posted on the home page of the EVMS website (www.evms.edu) and on the recorded message for the EVMS main telephone number (757-446-5600). 3. There will be NO announcements on radio or TV. Students are responsible for checking their email, the website, or calling the main number to determine school status.
Close the school completely (No student lectures, no clinical or resident operations in EVMS facilities. Students/residents assigned to non-EVMS facilities follow policies/procedures of the facilities.)	<ol style="list-style-type: none"> 1. Announcements on radio and TV will indicate "EVMS Closed." 2. Message will be posted on the home page of the EVMS website (www.evms.edu) and on the recorded message for the EVMS main telephone number (757-446-5600).

2) Decision to Close Early Made During Working Hours:

- a. The Human Resources Department notifies all departments, via telephone, as to the closing time.
- b. In addition, a broadcast email is sent to all EVMS employees and students, and notice is posted on the EVMS website.
- c. When appropriate, the Office of Marketing and Communications will contact the media for closing notification.

USE OF CAMPUS FACILITIES POLICY

All requests for the use of educational space within EVMS campus must be submitted for approval through the SCHED program maintained by the Academic Computer Center. EVMS educational space is designed to be used solely for educational activities for EVMS affiliated students, physicians, other health professionals, and the community. The priority for use of these facilities is as follows:

- 1) Student education has priority over all other activities. All decisions to move students from a regularly scheduled activity in any room within EVMS campus must have the written permission of the Dean or his/her designee.
- 2) Education activities sponsored by EVMS, Eastern Virginia Graduate School of Medicine, or any of the respective departments or programs have priority over activities sponsored by community health care

organizations or other educational institutions.

- 3) Continuing education activities sponsored by EVMS–CME program have priority over all other continuing education activities sponsored and/or presented by any other groups.
- 4) Student activities must be scheduled and approved in writing by the Office of Academic Affairs.

ANIMALS ON CAMPUS POLICY

Dogs, cats, and other animals, except Seeing Eye dogs, dogs that assist those who are physically challenged, and animals approved for laboratory or research purposes, are prohibited in all EVMS buildings, offices, and classrooms, and are subject to being removed from the campus and impounded by the Bureau of Animal Control.

Dogs, cats, and other animals are permitted on campus grounds as long as they are accompanied by an attendant. Animals found unattended on the campus, including animals found tied or leashed to trees, poles, or other objects on the campus, are subject to being impounded by the Bureau of Animal Control.

The Director of Public Safety is responsible for the administration and implementation of this policy.

The owner of any animal impounded by the Bureau of Animal Control is responsible for all resulting fines and fees. Civil litigation may result if injuries or damages are inflicted by the animal.

POSTING OF SIGNS AND ADVERTISEMENTS ON CAMPUS POLICY

Posting:

No materials shall be posted on trees, windows, walls, doors, or glass panels either inside or outside medical school buildings. The only exceptions are:

- 1) Materials relating to fire, health, or safety (such materials must be approved for posting by the Director of Public Safety) and
- 2) Materials posted on bulletin boards.

Assigned Bulletin Boards:

Bulletin boards in Lewis Hall are provided for the posting of signs, papers, posters, advertisements, etc., and are subject to the following regulations:

- 1) Bulletin boards are assigned by the Associate Dean for Medical Admissions and Students for the exclusive use of students.
- 2) Assigned bulletin boards are labeled and are the responsibility of the student club to which they are assigned.
- 3) No materials may be posted on assigned bulletin boards without authorization of the assigned student club.
- 4) The student club is responsible for removal of unauthorized material and for keeping posted materials updated.

General Bulletin Boards:

- 1) General bulletin boards are posted in various campus locations and are available for the use and benefit of the campus community.
- 2) Material posted on general bulletin boards is subject to approval by the President or an authorized representative.
- 3) Areas designated for the posting of materials are designed to provide a means to advertise campus events, publicize services for students, and inform students, faculty, and staff of interesting off-campus activities. All individuals and organizations posting notices are expected to design and display their materials in a manner respectful of the diverse beliefs, opinions, and attitudes that exist in an institution of higher learning. Posted items must be educational or informative in nature. Items advocating an infraction of any law, ordinance, or official EVMS regulation may not be displayed and are subject to removal by the President or an authorized representative.

FREQUENTLY USED PHONE NUMBERS

Alumni Relations	446-6054
Anatomy	446-5648
Behavioral Medicine Clinic	446-7484
Doctor/Patient Course Director	446-7464
Financial Services	446-6067
Ghent Family Practice	446-5811
Graduate Medical Education	446-6190
Office of Student & Academic Affairs	446-5244
Associate Dean	446-5638
Admissions	446-5812
Financial Aid	446-5813
Human Values in Medicine	446-5879
Minority Affairs	446-5869
Registrar	446-5805
Research & Evaluation	446-5892
Student Activities	446-5827

Library and Learning Resources

Circulation	446-5845
Computer Laboratory	446-5294
Director	446-5841
Interlibrary Loan	446-5848/5861
Learning Resource Center	446-7485
Reference	446-5851
Technical Services	446-5842
Neuropsychology Center	446-8400
Portsmouth Family Medicine	446-7400
Psychiatry	446-5888
Security Department	446-5198
Student Health Services	446-5951

Eastern Virginia Medical Center
Norfolk, Virginia

Eastern Virginia Medical Center



APPENDIX OF FORMS FOR STUDENTS

Office of the Registrar http://info.evms.edu/registrar_html

- * Address Changes Form
- * Request for transcript of record Form
- * Request for Name Change Instructions and Form
- * Student Status Change Form
- * Release of Directory Information Form
- * Request for Release of Information/Enrollment Verification Form
- * Request to Inspect and Review Education Records Form
- * Request to Amend Education Records Form
- * Request for Tutor Form
- * Annual FERPA Notice

Office for Student Affairs <http://www.evms.edu/students/index.html>

Occupational Health Department <http://www.evms.edu/occ-health/students.html>

- * Student Health Requirements Form