



**Institutional Handbook
Student Affairs**

2019-2020

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This handbook provides pertinent information about EVMS policies, activities and resources and every effort has been made to provide current and accurate information. Nothing in this handbook creates, is intended to create, or shall be construed to create, an express or implied contract between EVMS and its students and EVMS reserves the right to change or amend the handbook at any time. EVMS also reserves the right to modify or discontinue any services, programs or activities at any time. For more information, please contact Student Affairs.

TABLE OF CONTENTS

MESSAGE TO THE STUDENTS FROM THE PRESIDENT AND PROVOST _____ **1**

OUR MISSION, VISION AND VALUES _____ **2**

 MISSION _____ **2**

 VISION _____ **2**

 VALUES _____ **2**

STATEMENT ON DIVERSITY IN MEDICAL AND HEALTH PROFESSIONS EDUCATION _____ **2**

 EVMS DIVERSITY STATEMENT _____ **3**

STUDENT ADMINISTRATIVE MATTERS _____ **3**

 APPLICATION OF THE INSTITUTIONAL STUDENT HANDBOOK _____ **3**

 ACADEMIC CALENDAR _____ **3**

 CRIMINAL BACKGROUND CHECKS _____ **3**

 DRUG SCREENINGS _____ **6**

 EXCUSED ABSENCES _____ **7**

 GRADUATION _____ **7**

 IDENTIFICATION BADGES _____ **8**

 IMMUNIZATIONS AND TUBERCULOSIS SURVEILLANCE _____ **8**

 INTERNATIONAL STUDENTS (NON-U.S. CITIZENS) _____ **8**

 LEAVE OF ABSENCE _____ **8**

 PRE-MATRICULATION REQUIREMENTS _____ **12**

 PROFESSIONAL LIABILITY COVERAGE _____ **13**

 STUDENT NETWORK CREDENTIALS _____ **13**

 STUDENT REGISTRATION _____ **13**

 STUDENT RECORDS _____ **14**

 SUSPENSION POLICY _____ **14**

 TRANSFER CREDITS _____ **14**


 VETERANS USING GI BILL EDUCATIONAL BENEFITS _____ **15**

 WITHDRAWAL _____ **17**

STUDENT RIGHTS _____ **17**

 ANTI-DISCRIMINATION POLICY _____ **17**

THE RIGHT TO A RESPECTFUL AND PROFESSIONAL LEARNING ENVIRONMENT _____	17
THE RIGHT TO AN ETHICAL AND SAFE CLINICAL TRAINING ENVIRONMENT _____	20
THE COMPACT BETWEEN TEACHER AND LEARNERS OF MEDICINE AND HEALTH PROFESSIONS _____	21
REPORTING OF STUDENT MISTREATMENT _____	22
RETALIATION AND FALSE CLAIMS _____	22
STUDENT COMPLAINT PROCESS _____	22
FORMAL STUDENT GRIEVANCE PROCEDURE _____	23
TITLE IX SEX DISCRIMINATION REPORTING/COMPLAINTS AND GRIEVANCE PROCESS _____	25
GRIEVANCES/COMPLAINTS TO OTHER ADMINISTRATIVE BODIES _____	26
<i>STUDENT RESPONSIBILITIES</i> _____	26
CODE OF STUDENT CONDUCT _____	26
STUDENT HONOR CODE _____	34
COMPLIANCE REPORTING _____	35
STUDENT ATTIRE _____	35
DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM _____	36
APPROVAL PROCEDURES FOR EVENTS AND FUNDRAISING _____	36
APPROVAL PROCEDURES FOR HEALTHCARE-RELATED INTERNATIONAL TRAVEL _____	36
SOCIAL MEDIA POLICY _____	37
<i>STUDENT FINANCES AND GENERAL BILLING INFORMATION</i> _____	37
STUDENT ACCOUNTS RECEIVABLES _____	37
ACCOUNTS ONLINE _____	38
FINANCIAL AID _____	38
<i>STUDENT RESOURCES AND SERVICES</i> _____	39
STUDENT AFFAIRS _____	39
DISABILITY SERVICES _____	39
STUDENT HEALTH AND WELL-BEING _____	40
ACADEMIC DEVELOPMENT _____	42
PEER TUTORING PROGRAM _____	42
STUDENT GOVERNMENT AND ACTIVITIES _____	42
EDWARD E. BRICKELL MEDICAL SCIENCES LIBRARY _____	42



OTHER IMPORTANT INFORMATION	43
ANIMALS ON CAMPUS	43
ADVERTISEMENTS ON CAMPUS	43
CAMPUS MAP	44
COPYRIGHTED MATERIALS	44
INCLEMENT WEATHER POLICY	44
TOBACCO FREE CAMPUS	44
USE OF CAMPUS FACILITIES	44

MESSAGE TO THE STUDENTS FROM THE PRESIDENT AND PROVOST

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.

Richard V. Homan, MD
President and Provost of EVMS and Dean of the School of Medicine

OUR MISSION, VISION AND VALUES

MISSION

Eastern Virginia Medical School (EVMS) is an academic health center dedicated to achieving excellence in medical and health professions education, research and patient care. We value creating and fostering a diverse and cohesive faculty, professional staff and student body as the surest way to achieve our mission. Adhering to the highest ethical standards, we will strive to improve the health of our community and to be recognized as a national center of intellectual and clinical strength in medicine and health professions. Our commitment to ensuring institutional effectiveness is demonstrated by the continuous assessment processes we use to improve program performance and student learning outcomes.

VISION

Eastern Virginia Medical School will be recognized as the most community-oriented school of medicine and health professions in the United States.

VALUES

Three core values drive our daily efforts:

- **Excellence:** We determine with our stakeholders what is valuable and hold ourselves to high performance standards that fulfill our promises.
- **Collegiality:** We serve our community and one another, building strong and mutually supportive relationships. We work as a cooperative, united team to further our purposes of education, research and patient care.
- **Integrity:** We strive to maintain the highest ethical standards and accept accountability for all we do and say.

STATEMENT ON DIVERSITY IN MEDICAL AND HEALTH PROFESSIONS EDUCATION

Welcome to EVMS. The diverse attributes and experiences that our students, faculty, staff, residents and fellows bring to EVMS are essential for achieving our mission to excel in community-oriented education, patient care and research. We seek and value the contribution of each member of EVMS as we strive to build a culture of inclusion, team work and personal and professional development.

Diversity and Inclusion partners with the educational programs within the Schools of Medicine and Health Professions, and with Student Affairs to provide support and mentorship to students. The office also provides educational opportunities to enhance the knowledge of students on health disparities and social determinants of health and develop their competency to serve patients from diverse social and cultural backgrounds. The office builds and nurtures relationships with external partners including community groups, higher education institutions, public schools and local and national public health and health care organizations to facilitate learning in community-centered care and research.

As you embark on this important journey we ask you to take seriously the privilege of serving patients and families by embracing the core values of EVMS, excellence, collegiality and integrity.

Mekbib Gemedra
Vice President of Diversity and Inclusion

EVMS DIVERSITY STATEMENT

The education, research and patient care mission of Eastern Virginia Medical School is shaped by many considerations: the demographics of the surrounding communities, the significant presence of military personnel, retirees and their families, the rural and underserved communities of the Commonwealth of Virginia, and the broader national and global need to address gaps in the health workforce and the accessibility of health care.

Eastern Virginia Medical School has a unique history as one of the few institutions in the United States established by the local community to serve the local community. Indeed, its vision is to be the most community-oriented school of medicine and health professions in the nation. In fulfilling that vision, EVMS strives to attract talented students, trainees, faculty, staff and leaders who bring diverse attributes and experience to drive our collective commitment to excellence.

Eastern Virginia Medical School embraces diversity broadly defined, but places a special emphasis on recruitment of women, traditionally underrepresented minorities in medicine and the health professions (African Americans, Latinos, American Indians and Native Alaskans, and Native Hawaiians and Pacific Islanders), veterans and individuals who come from socioeconomically disadvantaged backgrounds. Acknowledging that diversity is a fluid and evolving concept, we will continually strive to be inclusive of individuals and groups in the broadest possible manner.

STUDENT ADMINISTRATIVE MATTERS

APPLICATION OF THE INSTITUTIONAL STUDENT HANDBOOK

The information contained in this handbook applies to students who have been accepted to or are in attendance at EVMS. In addition, the student rights and responsibilities outlined in the handbook apply to students visiting EVMS from another institution or program.

ACADEMIC CALENDAR

Each program at EVMS has a unique academic calendar, which is maintained by the EVMS Registrar. The EVMS Academic Calendar is posted 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.

CRIMINAL BACKGROUND CHECKS

Student criminal background checks (CBCs) serve to meet the compliance requirements of regulatory bodies and our affiliate hospitals, to identify applicants who may not be able to participate in clinical rotations/internships or obtain professional licensure, and to assure the

safety and well-being of students, patients, and employees of EVMS. As such, it is the policy of EVMS that CBCs are mandatory for all incoming and visiting students. (Please note, however, that CBCs are not a part of the application or interview process.) All CBCs will be reviewed in accordance with the procedure set forth below and information derived from a CBC will neither be used to make a decision about, nor to automatically disqualify, any applicant from acceptance to EVMS. This process also applies to students visiting from other educational institutions, and students who were previously in attendance and are returning from a withdrawal.

Initiating the Process

Matriculating Students

1. The CBC process for matriculating MD students is completed as part of the American Medical College Application Service (AMCAS), using AMCAS' vendor of choice. Information about the AMCAS CBC procedure can be found on the [AMCAS website](#).
2. All other matriculating students including health professions students, whether degree-seeking or non-degree seeking, students returning from withdrawal status, and those MD students who may not have had a CBC through AMCAS, will be provided instructions on how to complete the CBC process using EVMS' vendor after acceptance of an offer of admission by EVMS. Students returning to EVMS after a withdrawal will also follow this process.
3. Admissions will be responsible for ensuring that a CBC is conducted on all matriculating students prior to matriculation. If a student receives a notice of acceptance less than 10 business days prior to the first day of orientation/matriculation, that student must provide consent to release or conduct the CBC within 10 business days of receiving such offer. Failure to do so will result in the offer being withdrawn.

Visiting Students

All visiting students from another educational institution, who are coming to EVMS for a clinical or other rotation, must provide a CBC from their home institution that is not more than one year old to the Chair or Office Administrator in the department to which they will be rotating. Such CBC shall be sent to the EVMS Police and Public Safety and reviewed as set forth in this procedure.

Student Explanation

Upon receipt of a student CBC with a hit, the Associate Dean for Admissions and Enrollment shall review the student's application to determine if the criminal history was disclosed and/or explained on the student's application. If the criminal history was not disclosed on the student's application, or if the explanation on the application does not sufficiently explain the incident, Admissions staff shall send the CBC report to the student and request a detailed written explanation of the criminal history (including a request for any reason why the charge/incident was not disclosed on the student's application, if applicable). This explanation along with the CBC shall be sent to the EVMS Office of Police and Public Safety for review.

Review by EVMS Police and Public Safety

CBCs with a hit status shall be sent to the EVMS Chief of Police for review. Charges involving violence or threats of violence shall be referred to the Safety Management and Assessment

Response Team (SMART; see below) and the Chief of Police shall simultaneously notify the Associate Dean for Admissions and Enrollment and the Chair of SMART of such referral. All other charges will be referred back to the Associate Dean for Admissions and Enrollment for review by the CBC Committee (see below).

SMART Review

Upon notification by the Chief of Police, the student's explanation and CBC shall be sent by the Associate Dean for Admissions and Enrollment to the Chair of SMART for review at the next regularly scheduled SMART meeting or such earlier time as may be requested by the Associate Dean for Admissions and Enrollment. The SMART Chair will distribute the documentation to the members of SMART who will review the documentation and assess whether charges on the CBC are indicative of a future risk to EVMS, its patients, employees, students and/or the community at large. SMART may also request that the student provide additional information/records or have the student appear in person. Any records requested must be provided by the student within ten (10) days of the request. Upon receipt of all requested information and/or interview of the student, SMART members will review all facts and provide a threat assessment to the CBC Review Committee. Review may be conducted electronically at the discretion of the Chair of SMART. If no information is provided, or the student does not appear as requested, the recommendation will automatically be "withdraw admission offer" and the student's failure to cooperate will be noted. The recommendation by SMART will be documented and referred to the CBC Review Committee for review, as described below.

CBC Review Committee

Upon referral of a hit by Police and Public Safety, or a recommendation by SMART, the Associate Dean for Admissions and Enrollment shall convene the CBC Review Committee, which shall consist of:

1. Associate Dean for Admissions and Enrollment as Chair;
2. Vice President of Diversity and Inclusion;
3. For the Health Professions Programs: Program Director and Vice President & Dean of the School of Health Professions (or their designees);
4. For the MD Program: Chair of the Medical Admissions Committee (or his designee) and a member of the Medical Admissions Committee;
5. A member of the General Counsel (present, but shall not have a vote); and
6. Ad hoc members as the Chair may deem appropriate.

The EVMS CBC Review Committee will be responsible for reviewing the criminal background report, any SMART recommendation, and any other information that was provided and that may be relevant to the final admission decision of the conditionally admitted student. The CBC Review Committee shall consider factors such as: the best interests of the program, the number of offenses, the nature, and seriousness of each offense, the circumstances under which each offense occurred and any mitigating circumstances present, the age of the student when each offense was committed and the length of time that has passed since each offense.

Upon review and discussion of all facts the members of the CBC Review Committee shall, by majority vote, determine whether the offer of admission shall be withdrawn. Any CBC Review Committee member who knows, or has a real or perceived conflict of interest with regard to, the student being reviewed shall abstain from acting or voting in such instances and shall notify the CBC Review Committee Chair as soon as such conflict is known.

The CBC Review Committee will document its decision, in writing, for final action by the Associate Dean for Admissions and Enrollment, as described below.

Final Action

If the CBC Committee votes to withdraw acceptance, the Associate Dean for Admissions and Enrollment shall notify the student within ten (10) business days of a decision having been made. Notices shall be in writing and, in accordance with the Fair Credit Reporting Act, the student shall be advised that the CBC report was used in making the decision.

Updates

Matriculated students/students in attendance have an obligation to notify EVMS of any misdemeanor or felony charges, convictions, or pleas made after the date of the CBC. Notification shall be made to the Associate Dean for Student Affairs, in writing, within fifteen (15) days of the occurrence unless the conviction is drug or alcohol related. Students convicted of a drug or alcohol related offense must notify the Associate Dean for Student Affairs within five (5) days of such conviction. All charges and convictions will be reviewed in accordance with this CBC procedure outlined above. In addition, such conviction may be grounds for disciplinary action by the student's Program or Student Progress Committee (SPC). For drug convictions, EVMS may also be required to notify the appropriate federal agency within if the student is receiving federal loans. Failing to disclose a charge or conviction of this section will be a violation of the Code of Student Conduct.

CBC Report Recordkeeping

All actions or referrals shall be documented on the Criminal Background Check Routing form and, along with the CBC reports and any supporting documentation shall be part of the Admissions record until such time as the student matriculates. The record will then be transferred to the student's academic file and copies will be available to the student, upon request, for purposes of providing CBC verification to rotation/clinical sites. For non-degree seeking students and visiting students, the record will be maintained in the Registrar's office. All records will be maintained in accordance with the Family Educational Rights and Privacy Act.

DRUG SCREENINGS

Many 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. The academic program will be responsible for the cost of a test. Refusing a test, testing positive or refusing to allow a site official to convey positive test results to EVMS will be a violation of the Code of Student Conduct.

EXCUSED ABSENCES

Excused absences for Health Professions students are determined by a student's respective Program and the student should consult the Program or Program Handbook to determine the procedure for excused absences. Excused absences for MD students follow the "Approved Leave" procedures outlined in the MD Student Handbook. For any absence of greater than two weeks, please see "Leave of Absence" procedures described in this handbook.

GRADUATION

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 (i.e., master's level and doctoral degrees) that have been recommended for graduation by the faculty and subsequently approved by the Provost, the Academic and Student 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 school. All graduating students will be recognized by name as they cross the stage to receive their diploma. Only doctoral degree students will be hooded on stage. 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 receptions. Any public displays of graduation information and events must be approved by both the Chief Marshal and Marketing and Communications.

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 Provost, the Academic Affairs Committee of the Board of Visitors, and the full Board of Visitors.

IDENTIFICATION BADGES

Each EVMS student enrolled in an academic program requiring attendance on campus, including the residential component of a distance program, will be issued a photo identification badge with student's name and program designation upon matriculation at EVMS. This badge must be worn prominently on person at all times for access to EVMS facilities and affiliated hospitals, as well as when engaged in any school activity involving patient contact. It is also necessary for use of library facilities, obtaining student discounts at hospital cafeterias, and for selected other functions. Students enrolled in a completely distance program have the option of obtaining a photo identification badge obtained by visiting the Human Resources Department, located in Smith Rogers Hall, between the hours of 8:00 a.m. – 4:00 p.m., Monday through Friday.

IMMUNIZATIONS AND TUBERCULOSIS SURVEILLANCE

EVMS adheres to Centers for Disease Control and Prevention (CDC) recommendations for immunizations and tuberculosis (TB) surveillance and the immunization requirements of Virginia law. Medical, health professions (except Clinical Embryology) and visiting students must meet the [health requirements for incoming students](#). Students who fail to comply with the health requirements may be subject to withdrawal from acceptance or, if post matriculation, from their academic program.

INTERNATIONAL STUDENTS (NON-U.S. CITIZENS)

International students are those students who are accepted into an on-campus program, but are not U.S. citizens or legal permanent residents. An international student will require an F-1 VISA or another visa that allows enrollment in an educational program while maintaining status. In order to apply for the VISA, the student must first request an I-20 form from EVMS Human Resources. The request should be made at least six weeks prior to the program start date and must be accompanied by documentation demonstrating an ability to pay all tuition, fees, and living expenses. Similar documentation may also be requested by EVMS for subsequent year(s) of study. Once the I-20 is issued, it is the responsibility of the student to apply for the VISA and to comply with all federal immigration regulations in order to keep the VISA status in good standing.

LEAVE OF ABSENCE

There may be circumstances that require students to take time away from their educational program. If the time away will be more than two weeks, a leave of absence (LOA) may be required. There are two types of LOA:

1. Voluntary LOA
2. Involuntary LOA

Whether voluntary or involuntary, LOA will be granted for up to 12 months. In exceptional circumstances, consideration will be given for an extension, up to a maximum of 24 months. At the end of the requested LOA, the student must return or will be considered withdrawn for financial aid purposes.

Voluntary LOA

When a student is unable to continue his or her studies for a period of two weeks or more because of illness or emergent personal/family problems or chooses to interrupt his or her

studies for research or other personal pursuits, but intends to return to EVMS to complete the currently enrolled academic program(s), they are eligible for a Voluntary LOA. A student who needs to be excused from fewer than two weeks of coursework should contact his or her Program Director (for Health Profession [HP] students) or the Associate Dean for Student Affairs or designee (for Doctor of Medicine [MD] or Medical Masters [MM] students). In cases where illness is preventing a student from participating in coursework, documentation determined appropriate by the Associate Dean for Student Affairs must be submitted.

Student reservists who are called to active military duty or members of the military who are deployed will be granted a Voluntary LOA until they are released from active duty or deployment. Students must furnish a copy of their orders or similar official documentation to the Associate Dean for Student Affairs or designee.

Voluntary LOA Process

To request LOA, a student must complete and sign the Leave of Absence/Withdraw Form, found on the [Registrar's webpage](#). The signed form must then be presented to the Associate Dean for Student Affairs or designee, who will review the form, approve it if appropriate, and submit it to the Registrar. If, due to unforeseen circumstances, a student is in communication with the Associate Dean for Student Affairs but is unable to complete the Leave of Absence/Withdraw form before starting the Voluntary LOA, the Associate Dean for Student Affairs or designee may document the reason and grant the student's request for a Voluntary LOA provided that the student return the signed form within two weeks. Failure to return the form will result in the LOA being deemed an Involuntary LOA.

Once a student is on Voluntary LOA, he or she may use the Brickell Medical Science Library, his or her EVMS email, and other network resources. Access to program activities, classroom activities, and Blackboard may be terminated while a student is on LOA. A student may not participate in clinical activities or the professional skills program and will not, under any circumstances, receive credit, including elective credit, for any work done while on LOA. An MD student who is on an approved LOA remains in good standing with EVMS and eligible to take USMLE board exams. Health Professions students should consult their program director for national exam eligibility.

Return from Voluntary LOA

A student who wishes to return from a voluntary LOA must contact the Associate Dean for Student Affairs prior to the intended return date. Due to the structure of some academic programs, the Associate Dean for Student Affairs will determine the return date in consultation with the Program Director. Students on Voluntary LOA for medical reasons must provide clearance from their treating physician to return, including verification that the student will be able to meet the academic and technical standards outlined by their Program. Once cleared to return, the student will complete and sign the Return from Leave of Absence Form with the Registrar.

Involuntary LOA

In rare circumstances, the Associate Dean for Student Affairs or designee may place a student on an Involuntarily LOA when there is a reasonable possibility the student's behavior will result in harm or injury to self or others and after an individualized assessment has determined that the risk of such harm cannot be eliminated or reduced.

A student will not be subject to an Involuntary LOA in lieu of disciplinary or other action under the Code of Student Conduct or academic procedures. An Involuntary LOA from EVMS will only be considered after reasonable attempts to secure a Voluntary LOA have been exhausted and the student's behavior has not improved.

Interim Action

Upon recommendation of the Safety Management and Assessment Response Team (SMART), or when imminent harm is a concern, the Associate Dean for Student Affairs or designee may take interim action to remove or ban the student from campus, clinical activities, or from EVMS facilities pending the Involuntary LOA determination. In such event, the Associate Dean for Student Affairs or designee will notify the student in writing as soon as practicable after the student is removed. All interim actions will remain in effect until a final determination has been made. The student's emergency contact may also be notified of the decision to implement an interim action as may be permitted under the Family Educational Rights and Privacy Act (FERPA).

Involuntary LOA Process

When an Involuntary LOA is being considered, the Associate Dean for Student Affairs will give the student written notice that provides:

1. An explanation and description of the basis for the possible leave;
2. The student's right to meet with the Associate Dean for Student Affairs or designee to respond to the details of the basis for the possible leave;
3. The student's right to bring an advisor or support person (e.g., family member, friend, support person, etc.). An advisor may not speak on behalf of the student and cannot be an attorney representing the student;
4. The date and time for the required meeting; and
5. Information about relevant policies and/or procedures.

If the student is unable to attend the meeting when scheduled, the Associate Dean for Student Affairs or designee will make best efforts to reschedule the meeting to a time when the student can meet. Requests for additional time to meet will be considered on a case-by-case basis. If the student fails to respond, fails to schedule or reschedule a meeting within a reasonable time period, refuses to meet, or is incapacitated and unable to respond, the Associate Dean for Student Affairs will place the student on Involuntary LOA.

At the meeting, the student will be given an opportunity to present information they wish for the Associate Dean for Student Affairs to consider about why they should not be placed on an Involuntary LOA and may be given an opportunity to go on a Voluntary LOA. If the student does not

keep the meeting appointment or refuses to meet with the Associate Dean for Student Affairs or to go on Voluntary LOA voluntarily after the meeting outlined above, the Associate Dean for Student Affairs will place the student on an Involuntary LOA.

Following the meeting, the Associate Dean for Student Affairs will notify the student in writing as to the whether the student will be placed on Involuntary LOA. If the Involuntary LOA will proceed, the Associate Dean for Student Affairs notify the student of the decision, in writing, along with the duration of the Involuntary LOA, the conditions for reinstatement to the program, any campus restrictions, and any information related to the appeal process.

Students who are placed on Involuntary LOAs for any reason will also be referred to SMART for review. If SMART decides to further limit a student's access to EVMS academic buildings, activities, and resources, the student will be notified accordingly. Such additional restrictions are not subject to appeal.

Access to program activities, classroom activities, and Blackboard terminates once a student is placed on Involuntary LOA and access to other resources such as the Brickell Medical Science Library, EVMS email, and other network resources will be determined on a case-by-case basis. Students on Involuntary LOA may not participate in clinical activities or the professional skills program and will not, under any circumstances, receive credit, including elective credit, for any work done while on LOA. An MD student on an Involuntary LOA is not in good standing with EVMS and is not eligible to take USMLE board exams. Health Professions students should consult their program director for national exam eligibility.

Appeal of Involuntary LOA

If a student believes that a decision for an Involuntary LOA made by the Associate Dean for Student Affairs or designee was arbitrary or unreasonable, the student may appeal to the Dean of their school (i.e., Dean of the School of Medicine or Dean of the School of Health Professions). Appeals must be submitted to the Dean, in writing, within five (5) business days of being notified of the Involuntary LOA decision and must outline the facts the student believes were not considered and/or explain what procedures arbitrary.

The Dean will review the appeal and supporting information and will notify the student, in writing, as to whether the Involuntary LOA is upheld or reversed, within fifteen (15) business days of receipt of the appeal. The Dean may also grant the appeal in part and deny the appeal in part, or modify any portion of the return conditions placed on the student. The student shall remain on Involuntary LOA with all stipulated limitations while their appeal is pending. If it is determined that the student is permitted to return to school, then the decision letter will also address the status of any interim action that was imposed. The Dean's decision is final.

Return from Involuntary LOA

When all criteria for reinstatement (as outlined in the Involuntary LOA notice) has been complete, a student may request to return from an Involuntary LOA by submitting a written request to return along with all supporting documentation demonstrating compliance with the conditions of reinstatement to the Associate Dean for Student Affairs or designee. Upon receipt of the written request for reinstatement, the Associate Dean for Student Affairs or designee will review and confirm compliance and will arrange for the student to appear before the Student Progress Committee (SPC) to discuss their request to return. Within ten (10) business days of the meeting, the Associate Dean for Student Affairs or designee will communicate the decision of the SPC about the student's readiness to return to EVMS. Factors that may be considered when making the decision regarding reinstatement include, but are not limited to the following:

1. The conduct's impact on others, if any, within or outside the EVMS community;
2. The input of any healthcare professionals with whom the student has consulted;
3. The student's activities and conduct as a non-student during the period of involuntary leave; and
4. Other authorized information the Associate Dean for Student Affairs deems relevant.

Due to the structure of some academic programs, the Associate Dean for Student Affairs will determine the return date in consultation with the Program Director.

Transcript Notations for All LOA

Leaves of Absence from EVMS, whether voluntary or involuntary, will be noted on the student's transcript in the following format:

Leave of Absence (Last Date Attended) – (Return Date)

LOA Tuition and Fees Impacts

Fees, or applicable refunds, for students on an LOA will be calculated in accordance with the [Student Accounts Receivable Policy](#). In addition, students who take LOA for more than 180 days may be considered "financially withdrawn" for student aid purposes. It is incumbent upon students to talk with the Financial Aid or Financial Services office to understand the financial ramifications of taking an LOA, including what tuition will be owed, what aid may need to be returned, and how such status may trigger loan repayment.

PRE-MATRICULATION REQUIREMENTS

It is the policy of EVMS that all students accepted into the Schools of Medicine and Health Professions must complete all pre-matriculation requirements, as set forth in the Conditions of Acceptance letter signed by the student, prior to matriculation.

In some instances, the Schools of Medicine and Health Professions may make offers of admission just prior and up to the day of matriculation. As such, an applicant accepting an offer of admission within the three-week period prior to matriculation will have a three-week period from the date the offer is accepted to complete all pre-matriculation requirements as outlined on the Conditions of

Acceptance letter. During such time period, the student may attend classes, but no financial aid will be disbursed.

Upon matriculation, Student Affairs, in consultation with Program Directors, will assume responsibility for tracking compliance with the pre-matriculation requirements. After three weeks of the start date of the program, students who have not completed their pre-matriculation requirements shall be withdrawn by the Associate Dean for Student Affairs. Students in attendance for more than fourteen (14) calendar days may also owe tuition and fees in accordance with the EVMS [Student Accounts Receivable Policy](#). The time frame for completing pre-matriculation requirements may be extended by the Associate Dean for Student Affairs in extenuating circumstances. Requests for an extension must be emailed to the Associate Dean for Student Affairs prior to the expiration of the three-week period and will be evaluated on a case-by-case basis. For health professions students, extensions may only be granted with additional approval from the Program Director.

PROFESSIONAL LIABILITY COVERAGE

The professional liability that EVMS carries covers students providing health care services or while participating in EVMS-sponsored programs and activities. Students are covered while they are enrolled as a student at EVMS and are participating in school-approved programs, whether academic or in the community. If an individual is not enrolled as a student at EVMS or if the student is participating in volunteer or extra-curricular activities (e.g., volunteer hospital rotations during the summer), the professional liability does not cover that individual. If a student remains enrolled, but is temporarily on LOA, the student's coverage is reinstated when the student returns to academic duties.

STUDENT NETWORK CREDENTIALS

Secure active directory network accounts are established by the Network Information Center for all individuals matriculating into EVMS. The secure credentials and complex passwords are created within five (5) business days and initially authorize access to EVMS student registration, student orientation, and Blackboard pre-matriculation training content. These credentials are transmitted to the students via email from Admissions and Enrollment. Additional privileges to campus email, intranet, Blackboard, and other secured systems are authorized as students matriculate. Complex passwords must be updated every six (6) months. All active directory accounts are subject to the information technology policies governing use, restrictions and confidentiality and posted to [EVMS MyPortal](#). Use of secure credentials is an essential mechanism for helping to verify student identity and to protect student privacy, especially for distance learning courses and programs. EVMS does not charge a fee associated with verifying the identity of students enrolled in a distance learning course or program. If such a fee was required, EVMS would notify students accordingly at the time of course registration.

STUDENT REGISTRATION

All students for which EVMS is the school of record are required to register each semester. Students are responsible for their course schedules and for documenting changes such as, adding, dropping, or withdrawing from a course. Prior to each registration period, students are

provided with instructions and materials for registration. Failure to register will cause the student to be considered as having withdrawn from EVMS.

STUDENT RECORDS

Student records are protected and maintained by the Registrar. 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, FERPA affords students certain rights with respect to their education records. For more information about student records and student rights under FERPA, please visit the [Registrar site](#).

SUSPENSION POLICY

A student will be automatically suspended (i.e., precluded from participation in academic activities) when the student:

1. has been cited for lack of acceptable academic ethics or professional behavior as determined by a module/clerkship director, program director, or Dean;
2. poses an imminent risk of danger to self, others or the institution as determined by any of the above; and/or
3. fails to comply with conditions of acceptance, including tuition or other required payments to the school.

Students who are suspended may also be placed on Involuntary LOA in accordance with EVMS policy.

TRANSFER CREDITS

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.

All applicants seeking to transfer credit(s) should contact the program for special application or credential requirements. Decisions regarding applicability of transfer courses/credits will be made by the program director in consultation with the faculty as deemed appropriate. EVMS assumes responsibility for the academic quality of all course work or credit recorded on the institution's transcript. It is the responsibility of each program to determine a student's comprehension of the requisite material and to ensure that the transferred course work and/or learning outcomes are comparable to the courses offered by the applicable EVMS program.

VETERANS USING GI BILL EDUCATIONAL BENEFITS

EVMS is approved to offer GI Bill ® educational benefits by the Virginia State Approving Agency.

The process for veterans benefit usage and the request for certification of student enrollment to the VA from EVMS requires that all students submit a certificate of eligibility or eBenefit summary statement for entitlement to educational assistance the Registrar's Office.

It is the responsibility of each student to send an email as a written request to the Registrar's Office before the beginning of each semester to confirm benefit usage and to request certification of enrollment.

Also, please note, if you are a student and have previously used benefits at another school, a copy of the Change of Program/Place of Training Form (VA Form 22-1995 or VA Form 22-5495) is required.

Veterans Access, Choice, and Accountability Act of 2014

EVMS is committed to supporting efforts to improve education benefits for veterans and their dependents. In accordance with the Veterans Access, Choice, and Accountability Act of 2014, the following individuals shall be charged a rate of tuition not to exceed the in-state rate for tuition and fees purposes:

- A Veteran using educational assistance under either chapter 30 (Montgomery G.I. Bill – Active Duty Program) or chapter 33 (Post-9/11 G.I. Bill), of title 38, United States Code, who lives in Virginia while attending a school located in Virginia (regardless of his/her formal State of residence) and enrolls in the school within three years of discharge or release from a period of active duty service of 90 days or more.
- Anyone using transferred Post-9/11 GI Bill benefits (38 U.S.C. § 3319) who lives in Virginia while attending a school located in Virginia (regardless of his/her formal State of residence) and enrolls in the school within three years of the transferor's discharge or release from a period of active duty service of 90 days or more.
- Anyone described above while he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the same school. The person so described must have enrolled in the school prior to the expiration of the three-year period following discharge or release as described above and must be using educational benefits under either chapter 30 or chapter 33, of title 38, United States Code.
- Anyone using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311(b)(9)) who lives in Virginia while attending a school located in Virginia (regardless of his/her formal State of residence).
- Anyone using transferred Post-9/11 G.I. Bill benefits (38 U.S.C. § 3319) who lives in Virginia while attending a school located in Virginia (regardless of his/her formal state of residence) and the transferor is a member of the uniformed service who is serving on active duty.

The policy shall be read to be amended as necessary to be compliant with the requirements of 38 U.S.C. 3679 as amended.

Note: For all active duty service members or veterans who were honorably discharged more than three years before their enrollment at the institution may contact the Registrar's Office for questions on in-state eligibility.

Veterans Benefits and Transition Act of 2018, U.S. Code, 38 U.S.C. 3679(e)

A covered individual is defined as any individual who is entitled to educational assistance under Chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill benefits.

EVMS Veterans Policy permits any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to our Registrar's Office a copy of their certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a "Certificate of Eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website also known as "eBenefits", or a VAF 28-1905 form for chapter 31 authorization of educational assistance) and ending on the earlier of the following dates:

1. The date on which payment from the VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

In accordance with EVMS Accounts Receivable and Student Billing Policy, EVMS will not:

- Impose any penalty, including the assessment of late fees, or
- Deny access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of funding or payment from the VA under chapter 31 or 33.

Note: Per EVMS [Student Accounts Receivable Policy](#), because tuition is due in full on the first day of class, EVMS may require additional payment or impose a fee for the amount that is the difference between the amount of the student's financial obligation and the amount of the VA education benefit disbursement if the amount of the VA education benefit disbursement does not cover the full tuition amount that is due.

Dual Objectives

A request for approval of dual objectives is required for students receiving VA benefits.

A program of education may lead to more than one educational, professional, or vocational objective if all objectives pursued are generally recognized as being reasonably related to a single career field. The objectives do not necessarily have to be on the same professional or technical level. For example, a student may want to concurrently pursue two different degrees or pursue a degree and a certificate.

A combination of two approved degree programs at the same school does not need additional approval; additional approval will be necessary in any other circumstance. For approval of a dual objective, please make this request through the Registrar's Office and also send the request by email to:

registrar@evms.edu.

- For graduate students, the school must submit its dual objective request during the second term (semester/quarter) of the student's enrollment in graduate school.
- The school registrar must certify the total hours for the first degree and the total additional credit hours needed to achieve and complete the dual objective.
- All requests for approval of dual objectives must be signed and recommended by the Department Chair or Dean of the department, school or college involved in granting the dual objective.
- The application for dual objective requests will be sent from the Registrar's Office to the Virginia State Approving Agency (SAA). All approvals for dual objective requests are to be determined by the SAA.

WITHDRAWAL

Students who wish to withdraw from their EVMS Program must complete a Withdrawal Form, found on the Registrar's webpage (<https://www.evms.edu/education/resources/registrar/>) and present the form to the Associate Dean for Student Affairs or designee. After meeting with the student, the Associate Dean for Student Affairs will forward the form to the Registrar. The Registrar will sign and modify the student information system accordingly, report the change to the Clearinghouse or National Student Loan Data System for Students if warranted, and provide a copy of the Enrollment Status Change form to the Director of Financial Aid, and Financial Services. The last date of attendance will be determined by the Registrar.

Students who have received a decision of dismissal from a Program Director, Honor Council, or Student Progress Committee are not eligible to withdraw from EVMS.

Students who withdraw from EVMS and wish to return in any program, including their initial program of study, must apply through the Admissions process as a new student.

Transcript Notations for Withdrawals

Withdrawals from EVMS will be noted on the student's transcript in the following format:
Withdrawal (last date attended).

STUDENT RIGHTS

EVMS is committed to providing its students with a quality and rigorous educational experience as well as a supportive and respectful environment that exemplifies the compassion, caring, and empathy necessary to be successful in the health care field. The EVMS School of Medicine and School of Health Professions are committed to maintaining a culture of respect for study and training, in which individuals are judged solely on relevant factors such as ability and performance, and can pursue their educational and professional activities in an atmosphere that is humane, respectful and safe. To that end, students have the following rights:

ANTI-DISCRIMINATION POLICY

EVMS expressly prohibits discrimination or harassment based on race, color, sex (including sexual orientation, gender identity/transgender status, and pregnancy or parental status), national origin, religion, age, disability, veteran status, genetic information, opposition to unlawful discrimination (i.e., retaliation), or any other protected basis as set forth in federal or state law and/or EVMS policy.

THE RIGHT TO A RESPECTFUL AND PROFESSIONAL LEARNING ENVIRONMENT

Student and resident/fellow mistreatment is destructive to the learning environment and will not be tolerated within the EVMS community and its affiliated learning sites.

EVMS defines mistreatment as behavior that shows disrespect for learners and interferes with their respective learning process. Such behavior may be verbal, emotional, or physical. Types and examples of behaviors considered mistreatment are included below.

Public Embarrassment or Humiliation: Any behavior that dishonors or disgraces a student in a public space or uses shame or embarrassment to publicly hold a student accountable for their actions.

Examples:

- Outbursts, yelling, or exaggerated tone of voice in non-crisis situations
- Inappropriate nonverbal behaviors directed at the student (e.g., eye rolling, face making, turning away, or physical exclusion)
- Derogatory statements or names
- Cursing, cussing, or foul language directed at the student or with the effect of creating a negative environment, if not directed at the student
- Directly taunting, mocking, or humiliating the student through words or behaviors (e.g., mimicking something the student got wrong, giving highly pejorative feedback in the presence of others)
- Indirectly taunting, mocking, or humiliating the student through words or behaviors (e.g., texting other preceptors or a group of preceptors about the student's behavior)
- Ridiculing or degrading a person or group on the basis of a personal or cultural characteristic (e.g. "people like you are all stupid", "your people all expect me to read your minds", "I can't believe you want to go into specialty X and become a drone")
- Using aggressive questioning to the point of badgering or humiliation in the guise of the "Socratic method" (e.g., after questioning the student to the limits of his/her knowledge, persisting in asking the same question the student cannot answer or more difficult questions for the purpose of humiliation)
- Using aggressive questioning about non-medically related topics (e.g., music, sports teams, etc.)
- Requiring performance of menial tasks with the intent to humiliate

Abuse of Power: Any behavior that uses one's position of power to negatively impact a student or that requires a student to complete tasks unrelated to learning.

Examples:

- Requiring the student to perform personal services at any time (e.g., obtain coffee for preceptor when team does not rotate this favor, run errands in or out of clinical setting, child or pet sit, listen to personal problems)
- Creating advantage or disadvantage in learning opportunities, teaching, or feedback based on personal characteristics of the learner
- Grading based on factors other than performance on previously announced grading criteria (e.g., giving a better grade to the student who is going into the same specialty or who is the most fun of the group)
- Making student feel intimidated or dehumanized or making threats about a recommendation, grade, or career

- Endangering the student’s professional development (e.g., encouraging or telling the student to ignore institutional or school policy, inviting or requiring the student to do something unethical or illegal)
- Acting in retribution against any student who reports perceived inappropriate treatment (e.g., telling others that the student is a “snitch” or to “watch out for that one,” giving the student a lower than deserved grade, or calling a residency program to “warn” them about a student)

Physical Abuse: An intentional act that does or has the potential to cause injury, trauma, or other physical suffering or bodily harm to a student.

Examples:

- Standing over the student or getting “in the student’s face”
- Gesturing harm (e.g., raising hand)
- Pushing (student or furniture in which student is sitting), slapping, pinching, and/or striking the student
- Requiring the student to go somewhere unsafe or to be exposed to dangerous objects or substances without education and proper protection
- Asking the student to perform tasks they are not trained to do without appropriate supervision
- Asking or telling the student not to report an occupational exposure

Harassment Based on Sex: Behavior directed at a student based on their sex (including sexual orientation, gender identity/transgender status, and pregnancy or parental status) that is unwelcome by the student, and alters the educational environment for the student.

Examples:

- Inappropriate physical or verbal advances
- Comments about student’s clothing or physical appearance or level of attractiveness
- Verbal, nonverbal, graphic, or physical conduct of a sexual nature
- Requests for dates or other romantic interactions
- Requests for sexual favors with or without promise for educational benefits
- Intentional neglect, jokes or cartoons, derogatory remarks, physical gestures, or other mistreatment based on sex, sex or gender stereotypes, and/or sexual orientation directed at the student or with the effect of creating a negative environment, if not directed at the student
- Favorable evaluations or grades, made explicitly or implicitly conditional for overlooking or submitting to sexually inappropriate conduct
- Stalking or threats of harm, made explicitly or implicitly related to sexually inappropriate conduct

Please also see the Title IX information below.

Harassment Based on Race or Ethnicity: Behavior directed at a student based on their race or ethnicity that is unwelcome by the student and creates a hostile learning environment.

Examples:

- Comments and expectations based upon racial or ethnic stereotypes
- Intentional neglect, jokes or cartoons, derogatory remarks, physical gestures, or other mistreatment based on race or ethnicity directed at the student or with the effect of creating a negative environment, if not directed at the student
- Favorable evaluations or grades, made explicitly or implicitly conditional based on racial or ethnic favoritism
- Stalking or threats of harm, made explicitly or implicitly related to race or ethnicity

When assessing behavior that is perceived as mistreatment, students are expected to consider the conditions, circumstances, and environment surrounding such behavior. Provision of healthcare is inherently stressful. Medical and health professions student training is a rigorous process where the welfare of the patient is the primary focus and that, in turn, may impact behavior in the training setting.

THE RIGHT TO AN ETHICAL AND SAFE CLINICAL TRAINING ENVIRONMENT

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.

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 they 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.
2. If concerns are not resolved, discuss the incident or behavior with an appropriate school official, particularly the program director (for health professions students) or the Associate Dean for Clinical Education (for medical students). Students 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 students are not encouraged to submit a formal complaint directly to the Virginia Board of Health Professions or any other agency or institution, if a student chooses to do so, it is requested that the student provide a copy of the complaint to the appropriate school official.

THE COMPACT BETWEEN TEACHER AND LEARNERS OF MEDICINE AND HEALTH PROFESSIONS

All EVMS faculty, including community faculty, will abide by the Association of American Medical Colleges Compact between Teacher and Learners of Medicine, modified to be inclusive of the School of Health Professions' faculty and students, and referred to as The Compact.

The Compact between Teachers and Learners of Medicine and Health Professions

Preparation for a career in medicine or health professions demands the acquisition of a large fund of knowledge and a host of special skills. It also demands the strengthening of those virtues that undergird the relationship between professionals and patients that sustain the health care profession as a moral enterprise. Likewise, professional training entails both formal education in a specific discipline and an apprenticeship in which the graduate student trains under the supervision of investigators who are qualified to fulfill the responsibilities of a mentor. This Compact serves both as a pledge and as a reminder to teachers and learners that their conduct in fulfilling their mutual obligations is the medium through which the medical and health professions inculcate their ethical values.

Guiding Principles

- **Duty.** Medical and health professions educators have a duty not only to convey the knowledge and skills required for delivering their profession's contemporary standard of care or research, but also to inculcate the values and attitudes required for preserving their profession's social contract across generations.
- **Integrity.** The learning environments conducive to conveying professional values must be suffused with integrity. Students learn enduring lessons of professionalism by observing and emulating role models who epitomize authentic professional values and attitudes.
- **Respect.** Fundamental to the ethic of medicine and health professions is respect for every individual. Mutual respect between learners, as novice members of a profession, and their teachers, as experienced and esteemed professionals, is essential for nurturing that ethic. Given the inherently hierarchical nature of the teacher-learner relationship, teachers have a special obligation to ensure that students and residents/fellows are always treated respectfully.

Commitments of Faculty

- We pledge our utmost effort to ensure that all components of the educational program for students and residents/fellows are of high quality.
- As mentors for our student and resident/fellow colleagues, we maintain high professional standards in all of our interactions with patients, colleagues, and staff.
- We respect all students and residents/fellows as individuals, without regard to gender, race, national origin, religion, or sexual orientation; we will not tolerate anyone who

manifests disrespect or who expresses biased attitudes towards any student or resident/fellow.

- We pledge to uphold the duty hour requirements for students and residents/fellows as stipulated in the applicable accreditation standards.
- In nurturing both the intellectual and the personal development of students and residents/fellows, we celebrate expressions of professional attitudes and behaviors, as well as achievement of academic excellence.
- We do not tolerate any abuse or exploitation of students or residents/fellows.
- We encourage any student or resident/fellow who experiences mistreatment or who witnesses unprofessional behavior to report the facts immediately to appropriate faculty or staff; we treat all such reports as confidential and do not tolerate reprisals or retaliations of any kind.

Commitments of Students and Residents/Fellows

- We pledge our utmost effort to acquire the knowledge, skills, attitudes, competencies, and behaviors required to fulfill all educational objectives established by the faculty.
- We cherish the professional virtues of honesty, compassion, integrity, fidelity, and dependability.
- We pledge to respect all faculty members, and all students and residents/fellows as individuals, without regard to gender, race, national origin, religion, or sexual orientation.
- As physicians or health professionals in training, we embrace the highest standards of our profession and pledge to conduct ourselves accordingly in all of our interactions with patients and/or colleagues and staff.
- In fulfilling our own obligations as professionals, we pledge to assist our fellow students and residents/fellows in meeting their professional obligations as well.

Adapted from: J. Cohen, Academic Medicine, Vol. 77, No. 6 / June 2002

REPORTING OF STUDENT MISTREATMENT

Students are encouraged to report incidences of mistreatment in accordance with the Student Complaint Process. Students may also report observed incidences of resident mistreatment.

RETALIATION AND FALSE CLAIMS

Retaliation against a person who reports, complains of, or provides information in a mistreatment investigation or proceeding is prohibited. Alleged retaliation will be subject to investigation and may result in disciplinary action up to and including termination or expulsion.

A person who knowingly makes false allegations of mistreatment, or who knowingly provides false information in a mistreatment investigation or proceeding, will be subject to disciplinary action and, in the case of students, will be considered a violation of the Code of Student Conduct.

STUDENT COMPLAINT PROCESS

1. As graduate level program participants, it is expected that students will first meet and address

- their concerns with the individual or faculty member involved, if they feel comfortable doing so.
2. If the concern is not resolved to the student's satisfaction through a meeting with the individual or faculty member involved, if the student does not feel comfortable discussing the concern with the individual or faculty member (e.g., due to concerns for possible mistreatment), or if the student is not requesting a resolution, but desires to make EVMS aware of a problem or concern, the student must make a complaint, using one of the following methods:
 - [E*Value clerkship evaluation forms](#) (MD students only)
 - [Personal contact](#) with a member of Student Affairs, a course or clerkship director, department chair, Vice President for Diversity and Inclusion, Health Professions leadership, or member of Academic Affairs. Students should consider Student Affairs their primary point of contact for non-academic complaints. If the individual receiving the complaint is not the Director of Student Rights and Responsibilities, the complaint shall be forwarded to the Director of Student Rights and Responsibilities within 24 hours.
 - [Grievance and Appeal Form](#), which is sent automatically to Student Affairs.
 - [EVMS Ethics and Compliance Hotline](#)
 - The EVMS Ethics and Compliance Hotline is a third-party reporting system that is accessible 24 hours a day via the web or by contacting the hotline call center at 800-461-9330. Reports may be made anonymously if desired; however, EVMS may be limited in its ability to resolve the matter if the reporter is not identified.
 - Complaints made through the Hotline related to a student complaint or Code of Student Conduct violations will be forwarded to the Director of Student Rights and Responsibilities for further action.
 3. Upon receipt of any report as outlined in Section 2, the Director of Student Rights and Responsibilities shall conduct a preliminary review of the complaint to determine what policies are implicated and whether further investigation or fact gathering is required.
 4. Within thirty (30) business days of receipt of the complaint, the Director of Student Rights and Responsibilities shall issue a written determination and/or work with the parties to reach a resolution. For matters involving allegations of violations of the Code of Student Conduct, the Student Conduct Process shall be followed.
 5. If the matter cannot be resolved, or if a student is not satisfied with a Student Conduct Process decision or sanction, the student shall be advised of the right, if any, to pursue further action, such as filing a Formal Student Grievance as outlined below. Note that, in some instances, resolution may not be requested by the student, but EVMS has an ethical or legal duty to take action.

FORMAL STUDENT GRIEVANCE PROCEDURE

The purpose of the Formal Student Grievance Procedure outlines the process by which students may formally accuse an individual of violating a policy or procedure that affects the student's ability to pursue their educational goals, that was not resolved under the Student Complaint Process, and that the student is asking EVMS to remedy. Examples include allegations that a policy or procedure was applied arbitrarily or that student mistreatment has occurred and cannot be resolved. The Formal Student Grievance Procedure does not replace any existing grievance or appeal procedure and a student may not use the Formal Grievance procedure to grieve the

following:

- Grades or academic performance. See the Grade Appeals, or Academic and Non-Academic complaint/grievance procedures, as outlined in the EVMS Doctor of Medicine or School of Health Professions Handbooks.
- Outcomes of the SPC. See the policies and procedures related to the SPC as outlined in the EVMS Doctor of Medicine or School of Health Professions Handbooks.
- Actions related to Honor Code Violations. See the EVMS Honor Code.
- Matters where other EVMS policies provide the opportunity for a grievance, appeal or hearing.
- Disputes over tuition, fees, or billing. Contact EVMS Financial Services.
- Matters concerning students in their capacity as employees. Contact EVMS Human Resources for all matters outside of academic performance.
- General complaints about a program or method of instruction (e.g., curriculum, choice of faculty, etc.) where no remedy to the student would be available.

With the exception of grievances under Title IX, a student wishing to grieve a matter must first use the Student Complaint Process. Grievances that are received, but have not yet been reviewed in accordance with the Student Complaint Process will be considered a Student Complaint and the student will be notified accordingly.

If the matter cannot be resolved through the Student Complaint Process, if a student feels the resolution is unsatisfactory, or if a student is unsatisfied with the outcome and is eligible for grievance under the Formal Student Grievance Procedure, the student shall submit a written statement of grievance, within ninety (90) days of the Associate Dean for Student Affairs that contains the following:

1. A narrative of all circumstances giving rise to the grievance, including any procedural history (how prior complaints were made and any attempts at resolution);
2. Identification of all parties involved and contact information for such parties (students may not remain anonymous); and
3. A statement of the remedy requested. Note that monetary damages such as fines or penalties, or disciplinary action against an individual who is the subject of the grievance are not available remedies.

Within fourteen (14) business days of the receipt of the grievance, the Associate Dean for Student Affairs shall meet with the student and the responding party to discuss the grievance. If a response was not already provided, the Associate Dean for Student Affairs shall permit the responding party to make a formal response within five (5) business days of the meeting.

The Associate Dean for Student Affairs Student Affairs may meet with witnesses such as relevant staff or faculty member(s), module director(s), clerkship director(s), administrators, or other persons as necessary. The Associate Dean for Student Affairs may also appoint a Grievance Committee, consisting of one member of the SGA, an EVMS faculty member, and a member of

Student Affairs, to review the matter and render a decision or to conduct an investigation, if one has not already been conducted and/or if the Associate Dean for Student Affairs believes that additional investigation is warranted.

No later than forty-five (45) business days after receipt of the grievance, the Associate Dean for Student Affairs will render a decision regarding the grievance. If a Grievance Committee has been formed to review the Grievance or conduct an investigation, such decision shall be rendered no later than sixty (60) business days after the receipt of the grievance. The decision of the Associate Dean for Student Affairs shall be final.

TITLE IX SEX DISCRIMINATION REPORTING/COMPLAINTS AND GRIEVANCE PROCESS

In accordance with Title IX of the Education Amendments of 1972, EVMS does not discriminate on the basis of sex (including sexual orientation, gender identity/transgender status, and pregnancy or parental status). In addition, EVMS is committed to providing its educational programs and activities in an environment that is free from sex discrimination and sexual misconduct, including sexual harassment, sexual violence, domestic violence, dating violence, and stalking misconduct and sexual violence. Students who have experienced, or believe that someone they know has experienced, sex discrimination or sexual misconduct in an EVMS academic program, at an EVMS event, or as a result of an interaction with a member of the EVMS Community (e.g., another student, a resident, a faculty or staff member, etc.) may report the matter using the Student Complaint Process outlined above or may report the incident to one of the following EVMS Title IX Coordinators:

<u>Senior Deputy Title IX Coordinator for Students:</u>	<u>Senior Deputy Title IX Coordinator for Employees:</u>	<u>Institutional Title IX Coordinator:</u>
Joann Bautti, MPA Director of Student Affairs Lewis Hall 700 W. Olney Rd., Room 1182 Norfolk, VA 23507 757-446-5017 BauttiJ@evms.edu	Matthew Schenk, PHR Director of Human Resources Smith Rogers Hall 358 Mowbray Arch, Ste. 101 Norfolk, VA 23507 757-446-6043 schenkmr@evms.edu	Josephine Wiley Institutional Title IX Coordinator Andrews Hall 721 Fairfax Avenue, Suite 509 Norfolk, VA 23507 757-446-6008 WileyJP@evms.edu

Students also have a right to grieve using the Formal Student Grievance Procedure outlined above. All reports of sex discrimination or sexual misconduct will be handled in accordance with the [Title IX/Sex Discrimination Reporting process](#).

All reports/grievances involving sex discrimination or sexual misconduct will be handled in such a manner as to try and protect the privacy of all parties involved and will only be shared with individuals who have a need to know. In many cases it is possible to address and resolve issues without revealing a reporter/complainant’s identity. In other cases, however, this may not be possible and complete confidentiality/anonymity cannot be guaranteed (even when the reporter/complainant requests anonymity and/or requests that the alleged perpetrator not be punished, EVMS must move forward with addressing the allegations). As such, anyone considering making a report should carefully review the Title IX information about [Confidentiality](#).

If a student chooses not to make a report/complaint they may still want, or need, to talk with someone confidentially, especially in cases of sexual assault or relationship violence. The [Confidential Resources List](#) provides confidential resources, such as hotlines, counseling, and victim advocacy, to individuals who have experienced sexual assault, relationship (dating and domestic) violence, or other sexual misconduct.

Additional detailed information about individual's rights under Title IX can be found on the [EVMS Title IX page](#). (If this link does not direct to the page, please search for "Title IX" on the www.evms.edu webpage.)

GRIEVANCES/COMPLAINTS TO OTHER ADMINISTRATIVE BODIES

In addition to the EVMS Complaint/Grievance process outlined above, students may rights to grieve to outside administrative bodies as follows:

The State Council of Higher Education for Virginia (SCHEV) is the regulating body for all Virginia institutions of higher education. Once a student has exhausted all available grievance options for a complaint, a complaint can be filed with SCHEV, who will investigate all matters that fall within SCHEV's authority. This includes students enrolled in distance education programs. For more information, please see the [SCHEV student complaints web page](#).

The Office for Civil Rights for the Department of Education enforces several Federal civil rights laws that prohibit discrimination in educational program or activities. For more information see the Office for Civil Rights [complaint page](#).

For veterans, the Virginia State Approving Agency (SAA) is the approving authority of education and training programs for Virginia. Their office investigates complaints of GI Bill beneficiaries. While most complaints should initially follow the EVMS Formal Student Grievance Procedure, if the situation cannot be resolved at or by EVMS, the beneficiary should contact the SAA via email at: saa@dvs.virginia.gov

STUDENT RESPONSIBILITIES

CODE OF STUDENT CONDUCT

Purpose Statement

Eastern Virginia Medical School expects its students to assume responsibility for their behavior, 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.

Prohibited Conduct

Students shall conduct themselves in a manner compatible with the educational mission of EVMS and shall be responsible for their conduct from the time of application for admission through graduation. The Code of Student Conduct shall apply to a student's conduct even if the student

withdraws while a disciplinary matter is pending or if conduct is discovered after a degree is awarded. The following conduct, committed or attempted, is prohibited for all students and student organizations, and is subject to disciplinary action, including dismissal:

Disruptive and/or Disorderly Conduct

Behavior, which is disruptive and/or disorderly, that interferes with the function of EVMS or interferes with the conduct of others and/or the performance of the duties by EVMS personnel.

Endangerment

Behavior that threatens, endangers, or injures the health or safety of any person, including oneself.

Failure to Comply with an EVMS Official or EVMS Directive

Failure to follow the directions of an authorized EVMS official acting in the performance of his or her duties, or a directive issued by EVMS including policies or procedures outlined in the Student Handbook. Failure to follow the conditions of a sanction imposed through EVMS disciplinary procedures.

Failure to Follow Rules or Regulations

Behavior that violates a law, rule, or regulation, or violates EVMS policies.

Harassment, Threats, or Intimidation

Physical, verbal, graphic, written, or electronic behavior(s) that alarm another person; attempt to intimidate another person; threaten an individual; limit the ability of an individual to work, study, or participate in the activities of EVMS; or endanger the health or safety of any person. These behaviors serve no legitimate purpose and include, but are not limited to, unlawful coercion, extortion, or duress that places the recipient in fear. These behaviors may be singularly egregious acts or pervasive and persistent.

Hazing

Behavior that subjects another student to physical injury or mental or emotional harm as part of an initiation, or as a criterion of membership, into any organized EVMS group, including any society, student organization, or other similar group, regardless of expressed or implied consent of participants. Behavior that plans or prepares to engage in hazing activity, regardless of expressed or implied consent of participants.

Inappropriate Use of Alcohol

Consumption of alcoholic beverages on EVMS property, unless at an approved EVMS event. Attendance of class or participation in an EVMS educational or other activity while under the influence of alcoholic beverages. Facilitation of or participation in the unsafe or irresponsible consumption of alcohol beverages. Drunken or disorderly behavior that negatively impacts the University community and community at large. Utilization of EVMS funds to purchase alcoholic beverages at or for a student event. Any other behavior prohibited as outlined in EVMS' Drug and Alcohol Abuse Prevention Policy.

Knowledge of or Participation in an Institutional Violation

Any knowledge, witness, instigation, participation, encouragement, or facilitation of a violation of the Code of Student Conduct. This includes forgery, alteration, or misuse of EVMS, patient medical records, or other official documents, records, or identification and knowingly furnishing false information to EVMS. All students have a duty to report known or suspected activities that would be in violation of this standard.

Obscene Conduct

Lewd, indecent, or obscene behavior that is not constitutionally protected speech.

Possession or Use of Drugs, Drug Paraphernalia, and Other Controlled Substances

Unlawful possession, use, distribution, manufacture, or dispensing of narcotic or other controlled substances by Virginia law. Inappropriate or abusive use of prescription, over-the-counter medication, or other items in order to produce a drug-like effect. Failure to notify a supervisor or instructor of the use of medically authorized drugs or other substances which may alter job performance. Possession of drug paraphernalia. Any other behavior prohibited as outlined in EVMS' Drug and Alcohol Abuse Prevention Policy.

Trespassing or Unauthorized Use of Property

Unauthorized access or use of EVMS facilities, educationally-related clinical sites, or personal property of others without explicit permission. These behaviors include, but are not limited to, unauthorized access to EVMS buildings, grounds, or vehicles, as well as any educationally-related clinical sites; and unauthorized possession, duplication, or use of the property of others or EVMS.

Vandalism, Defacement, or Tampering with Property

Behavior that defaces, damages, or destroys private, EVMS, or other public property, including the unauthorized taking, keeping, or using of such property. Behavior that tampers equipment and/or property at EVMS or other site without prior authority from the appropriate EVMS official, including safety and firefighting equipment.

Possession or Use of Weapons

Any behavior in violation of the EVMS Weapons Policy to include possession, discharge, use or storage of any Weapon, as defined below, by anyone other than law enforcement personnel, on the EVMS Premises, which includes all property owned or operated by EVMS, all walkways and parking structures on the EVMS campus and/or any location at which an EVMS sponsored or funded event is being held. Please note, the possession of a valid permit to carry a concealed weapon does not exempt an individual from this policy.

"Weapons" includes an array of harmful devices including but not limited to handguns, shotguns, pistols, switchblades, knives, slingshots, metal knuckles, blackjacks, clubs, explosive devices, and all other weapons as described in Virginia Code 18.2-308(a), as amended. Any item used or possessed for the purposes of use as a weapon will be considered a weapon for this policy.

Jurisdiction

EVMS jurisdiction and discipline shall be limited to conduct that occurs on institutional premises, at any official EVMS function or activity regardless of location, or such action that adversely affects the EVMS community's pursuit of its education or other legitimate objectives. Engaging in activities that are inconsistent with values expressed in institutional policy and/or the articulated expectation of student conduct, regardless of the location of the activity, may be addressed as potential violations of the Code of Student Conduct.

Student Affairs administers the Code of Student Conduct. Student Affairs fosters student growth by promoting students' awareness and understanding of their rights and responsibilities as community members. It addresses student behavior and creates developmental learning opportunities in an effort to engage students in ethical decision-making. Any questions regarding the student conduct process should be directed to the Director of Student Rights and Responsibilities.

Scope

As members of the EVMS community, students have the right to be treated with respect and consideration, have freedom of inquiry, and have reasonable use of services and facilities. EVMS embraces and strives to uphold the freedoms of expression and speech guaranteed by the First Amendment of the United States Constitution and the Constitution of Virginia. EVMS has the right under appropriate circumstances to regulate the time, place, and manner of exercising these and other constitutionally protected rights.

The Code of Student Conduct pertains to all students at EVMS, whether registered for an academic course, visiting from another academic program, or rotating to EVMS for a clinical activity. All students are responsible for conducting themselves in a manner that helps enhance an environment of learning in which the rights, dignity, worth, and freedom of each member of the academic community are respected. Upon acceptance of admission to EVMS, students agree to abide by the policies of the institution and to conduct themselves on- and off-campus in a manner consistent with its educational mission. Student conduct occurring before classes begin, including orientation, or after classes end, during the academic year, and during periods between terms of enrollment is governed by the Code of Student Conduct.

Students have a responsibility to review the Code of Student Conduct and other policies and to seek clarification if necessary from Student Affairs. The Code of Student Conduct and related policies and procedures are available online. Upon request, printed copies are available in Student Affairs located on the first floor of Lewis Hall.

In addition to the consequences outlined in this policy, students who represent units within the EVMS community might be subject to additional behavioral consequences under the standards set by those units.

Responsibility for Reporting Violations

All students have a duty to report known or suspected activities that would be in violation of the Code of Student Conduct. In order for EVMS to quickly address any violations of this Policy, it is essential that reports be made to the Director of Student Rights or Responsibilities in a timely manner.

Students may also utilize the EVMS Ethics and Compliance Hotline (phone: 1-800-461-9330 or online: <https://app.convercent.com/en-us/LandingPage/683edfd1-4beee611-80d9-000d3ab1117e>) to make reports, including anonymous reports.

Definitions

Appeal: The request to have decision in case reviewed by a designated appellate officer.

Appellate Officer: An EVMS administrator who has been designated to hear the appeal of an outcome of the student conduct process.

Business Day: Any weekday EVMS is open, regardless of whether classes are in session.

EVMS Official: A staff or faculty member representing EVMS.

EVMS Premises: Property owned and operated by EVMS.

EVMS Activity: Any activity, regardless of location, that is financed by EVMS or is planned and facilitated by a recognized student organization and approved by EVMS.

Hearing Officer: Individual who has been assigned by the Director of Student Rights and Responsibilities to hear alleged violations of institutional policy.

Meeting Notice: Written notification sent to a respondent notifying them that a report has been filed and possible violations.

Preponderance of Evidence: The standard of proof that applies to student conduct proceedings or determinations. It means that the evidence supports a conclusion that it is more likely than not that a policy violation occurred.

Respondent: A student who is accused of violating institutional policy

Sanction: A required action or activity assigned to remedy a violation of institutional policy.

Student: An individual who has agreed to attend EVMS or is enrolled in courses at EVMS.

Student Progress Committee: A Dean's standing committee. Members include faculty and residents appointed by EVMS and four student representatives in good academic standing elected by the respective medical student classes.

Respondent Rights

1. The right to objective and impartial evaluation of complaint.
2. The right to receive written notification of any alleged violation.
3. The right to be present during the meeting with a conduct administrator or during a conduct hearing.
4. The right to reasonable access to all information gathered throughout the investigation of the alleged violation.
5. The right to present information relevant to the alleged violation, including inviting witnesses.
6. The right to respond to information presented against him/her.
7. The right to a separate meeting with a conduct administrator or conduct hearing in cases involving multiple respondents.
8. The right to choose what information to share with the institution with the understanding that EVMS will make a determination without the respondent's information.
9. The right, after receiving written notice of the outcome, to review the decision, including an appeal.
10. The right to challenge a member of the Student Progress Committee if the respondent believes that a member of the committee has a conflict with, bias about, or an interest in a case that may unduly influence the decision making either positively or negatively.
11. The right to be informed of pertinent EVMS-based support services.

Respondent Responsibilities

1. The responsibility to be honest and direct in communication with individuals involved in the conduct process.
2. The responsibility to review pertinent conduct process policies and procedures and to seek clarification if necessary.
3. The responsibility to respond in a timely manner to institutional requests for information, to promptly schedule meetings when requested, and to arrive on time for scheduled meetings.
4. The responsibility to provide the institution with pertinent information that the respondent would like considered in the review of the alleged violation.
5. The responsibility to participate in the conduct process in a manner that is civil and respectful.
6. The responsibility to update personal contact information with the Registrar's Office as soon as it changes and to consistently monitor their EVMS e-mail account and telephone voicemail, as EVMS frequently communicates through these modes. U.S. Post letters will be sent to the local address provided by the student in the online student system or to the permanent address if attempted contact with the student through other means is unsuccessful.

Interim Actions

Student Affairs, in conjunction with appropriate EVMS administrators, may take interim action pending the resolution of a conduct case in order to preserve the safety and well-being of the EVMS community and its members. These actions include, but are not limited to, restriction of

access or privileges, no-contact order, and interim restriction from campus and/or EVMS functions.

If the circumstances permit, the Director of Student Rights and Responsibilities will meet with the student to be placed on an interim restriction from campus to explain the allegation and to give the student an opportunity to respond. The student will be provided with written notice of the restriction. A student on an interim restriction has a right to appeal this administrative action within five calendar days to the Associate Dean for Student Affairs. While the Associate Dean for Student Affairs is reviewing the appeal, the student shall remain restricted from campus.

In order for an interim restriction to be modified the student must show that there was a procedural error, or that there is substantial new information mitigating the situation. The Associate Dean for Student Affairs will review whether or not the conduct and surrounding circumstances reasonably indicate that the continued presence of the student poses a substantial threat to others, to property, or to the stability and continuance of normal EVMS functions; and/or whether or not the student has complied with the directives of the conduct administrator placing the student on administrative suspension. The decision of the Associate Dean for Student Affairs shall be final.

Students who are placed on interim restriction are entitled to participate in the EVMS conduct process while separated from the institution.

Hearing

Code of Student Conduct hearings are initiated when a complaint is filed with Student Affairs. Reports can be submitted using the online reporting form, email, or as a hard copy through campus mail. Although there is no statute of limitations for reporting violations, individuals should submit alleged conduct violations as soon as possible.

When a report is received, the Director of Student Rights and Responsibilities shall conduct a preliminary investigation to determine if any behavior articulated in the report violates the Code of Student Conduct. If the incident rises to the threshold, the respondent will be contacted in writing including the date, time, and location of the alleged incident. The respondent has three (3) business days to schedule an introductory meeting with the hearing officer. If the respondent fails to schedule a meeting, they forfeit the right to share his or her perspective of the incident. The hearing officer will determine all assigned charges based on the information on hand.

The introductory meeting will be a one on one meeting between the accused student and the hearing officer. During the meeting, the director will inform the accused student of a detailed account of the accusation. The hearing officer will also review the Code of Student Conduct process, provide the accused student with resources, and take an initial statement from the student. The student will have the opportunity to amend the summary to ensure it accurately reflects his or her perspective. Once the student approves the content of the summary, he or she will sign it.

The hearing officer will be responsible for gathering all of the relevant information about the alleged incident. The director will interview all parties, gathering signed, written statements from all interviewed persons in respect to the allegations.

Once the preliminary investigation is complete, the hearing officer will review the evidence and determine if there is sufficient evidence to proceed with charging the student. The student will be notified of the outcome of the preliminary investigation in writing. If the decision is made to not charge the student the case will be considered closed.

If it is determined that charges are warranted the accused student will be contacted in writing including the date, time, and location of the alleged incident in addition to the charges, based on the information found during the preliminary investigation. This notification will also include the date, time, and location of the one on one conduct meeting with the hearing officer. This notification will also include a file including all relevant documentation collected during the preliminary investigation.

During the one on one conduct meeting, the accused student will be required to identify if they are responsible or not responsible. The accused student will also have the opportunity to share additional evidence.

After meeting with all the individuals involved with the incident, including identified witnesses, the hearing officer will determine whether the respondent has violated the Code of Student Conduct based on the preponderance of the evidence. The hearing officer will then provide written notification of the outcome to the respondent. The outcome notification will include determination of responsibility, assigned sanctions with instructions for completion (as appropriate), and information on appeal procedures.

Sanctions

Sanctions determined by the Hearing Officer are imposed by the appropriate institutional representatives based on the nature of the violation. Sanctions, which serve as the institution's response to misconduct in violation of the institution's policies, will be determined and imposed by institution administrators pursuant to the processes established in this policy, and are not influenced by program, departmental, or organizational action. Possible sanctions for misconduct include the following:

1. *Educational or Developmental Experience*: Active remedies, such as research or reflection papers, projects, or participation in meetings, classes, assessments, programs, modules, or workshops.
2. *Community Service*: A specified number of community hours in which a student or student organization must perform service to a non-profit organization, designated by the institution.
3. *Restitution*: Reimbursement to the person or entity harmed by the violation.
4. *No Contact Order*: A ban requiring the respondent to have no contact with a designated individual, including, but not limited to verbal, written, digital, and/or physical contact or contact by a third party.

5. *Loss of Privileges*: Denial or restriction of privileges for a designated period of time, including, but not limited to, restriction or exclusion from EVMS premises or EVMS activities.
6. *Monitoring*: Meeting periodically with a member of Student Affairs to check the progress of completing a required educational or developmental experience. Students who are found in violation of the Inappropriate Use of Alcohol and Possession or Use of Drugs, Drug Paraphernalia, and Other Controlled Substances charges while in a clinical setting will be required to complete this sanction.
7. *Deferred Sanction*: Deferral of sanction for a specified period. Should the student be found in violation of any institutional policy during the stated period, the deferred sanction shall be imposed without further review, in addition to any disciplinary action appropriate to the new violation.
8. *Recommendation of Probation or Dismissal*: If the hearing officer determines that the violation warrants a recommendation of probation or dismissal, the hearing officer shall notify the respondent's Program Director and/or the SPC and the respondent will be required to appear in front of the Program/SPC for sanctioning. The respondent will be contacted by the Program Director or the SPC in accordance with the procedures of the Program or the SPC.

Records

All Code of Student Conduct documentation will be maintained in the Student Affairs office for seven (7) years from the date of the incident. All eligible students have the right to inspect and review his or her judicial record. Individuals requesting to view their judicial records should allow for 48 business hours from the receipt of request to receive his or her record.

Transcript Notations

A student who is assigned a sanction of dismissal will have a notation added to his or her transcript.

Review of the Code of Student Conduct

No less than on a triennial basis, the Director of Student Rights and Responsibilities will review and assess the effectiveness of the Code of Student Conduct. If necessary, the Director of Student Rights and Responsibilities will recommend changes in policy, procedure, or the Code of Student Conduct.

STUDENT HONOR CODE

EVMS has a [Student Honor Code](#) that is a reflection of the community's expectation of personal integrity by each student and that is implicitly part of the spirit of the human values in medical philosophy. The students, faculty, and administration of EVMS join in support of the Honor Code to ensure an atmosphere of mutual trust, responsibility, and respect; foster honorable and ethical behavior; and upholding and cultivating lifelong professional conduct in medical and health professions. Any student who fails to abide by these principles of honor is subject to disciplinary action as outlined in the Honor Code. All students, faculty, and staff are obligated to support the Honor Code and report any violation thereof to Student Affairs.

COMPLIANCE REPORTING

All members of the EVMS community, including student, have a [responsibility to report](#) actual or suspected activities that in violation of federal, state, or local laws or regulations; EVMS policy; or the EVMS Code of Conduct, Code of Student Conduct, or Honor Code. Examples include, but are not limited to, patient mistreatment, theft or misappropriation of funds, supplies or other EVMS resources, forgery or falsification of documents, cheating, unethical research practices, and HIPAA violations.

Reports should be made to:

- Director of Student Rights and Responsibilities; 757-446-8927; or
- EVMS Ethics and Compliance Hotline: accessible 24 hours a day via the web (<https://app.convercent.com/en-us/LandingPage/683edfd1-4bee-e611-80d9-000d3ab1117e>) or by contacting the hotline call center at 800-461-9330. Reports may be made anonymously if desired; however, EVMS may be limited in its ability to resolve the matter if the reporter is not identified.
- In cases where a student's health and/or safety are threatened or appear(s) to be in jeopardy, individuals should call EVMS Police (757-446-5911) or Norfolk Police (911) immediately. The student may be counseled, required to seek treatment, dismissed from the institution, or subject to other disciplinary action depending on the circumstances.

STUDENT ATTIRE

When engaged in learning activities or meeting with program faculty or administration, students may be dressed comfortably according to seasonal norms. Students should refrain from wearing cutoffs, torn clothing, workout clothing (including "athleisure" wear), revealing clothing, or clothing with images, drawings, or sayings of a controversial or suggestive nature. Clean scrubs may be worn in settings designated by individual programs. Program administration or faculty may request professional attire for special occasions as deemed appropriate.

Students will wear clean short white coats and business/professional attire for all clinical experiences, including simulated clinical experiences. Some clinical sites have alternate established dress code policies and students are expected to comply with those policies. Scrubs are allowed only in some emergency departments, select inpatient, and surgical settings and only after inquiring regarding the expectations of the rotation. Scrubs are not to be worn outside of those settings unless dictated by program faculty.

Proper identification is required to be visibly worn at all times.

Faculty, staff, and administrators reserve the right to question attire choices that may seem inappropriate. A student may be refused participation in any didactic or clinical setting for inappropriate attire. Counseling for non-compliance with the dress code may result in progressive disciplinary action.

Glossary of Terms

- *Appropriate*: As defined by the professional image standard for EVMS Medical Group
- *Business/Professional Attire*: Clothing including career dress/skirt, dress slacks (no jeans, denim, spandex, tights as substitutes for slacks), blouse/shirt, sweaters, and tie and as defined by the specific clinical setting. 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
- *Jewelry in Clinical Settings*: Jewelry that impedes safety and efficiency of work in the clinical environment, minimal in number and size.
- *Perfume/Cologne*: Discouraged for all settings in which students have direct patient contact
- *Personal Cleanliness*: Personal hygiene which prevents body odor, dirt accumulation on the body, nails, or hair.

DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM

In accordance with the federal Drug Free Workplace Act of 1988 and the federal Drug Free Schools and Communities Act of 1989, EVMS has adopted the [Drug and Alcohol Abuse Prevention Policy](#) to prevent the unlawful possession, use, or distribution of alcohol and illegal drugs by its employees and students. Further, the abuse of alcohol and drugs by students and employees increases risks to the individual, their colleagues, and patients and runs contrary to the mission of an academic health center in the promotion of healthy lifestyles. The Drug and Alcohol Abuse Prevention policy outlines prohibited conduct, legal and disciplinary sanctions, health risks associate with alcohol and drug abuse, and drug and alcohol programs and resources. In addition it outlines the requirement to report violations of the policy to Associate Dean for Student Affairs.

APPROVAL PROCEDURES FOR EVENTS AND FUNDRAISING

EVMS student-sponsored events are those events that are sponsored by an EVMS class or organization or those that are supported in total or in part by EVMS funds or resources (including class or club accounts, publicity of the event using EVMS email, mail, or social networks, or publicity on fliers, T-shirts, or other media).

All student sponsored events must be approved by Student Affairs in advance. Information on procedures and forms can be found on [EventMedley.com](#). Note that any requests to hold a fundraising event must also be approved by EVMS Development.

APPROVAL PROCEDURES FOR HEALTHCARE-RELATED INTERNATIONAL TRAVEL

All students planning [international travel](#) involving any aspect of healthcare for any reason must follow the EVMS policies regarding international travel, and obtain approvals using the appropriate forms and documents. This requirement does not include travel for reasons other than provision of healthcare. The Policy on International Travel, International Travel Application, and [International Assumption of Risk and Release of Liability Form](#) are housed on the EVMS MyPortal, and can be

accessed using the policy or procedure search. The Service Learning Checklist is also housed on MyPortal, in Education/Student Affairs/Student Travel.

SOCIAL MEDIA POLICY

EVMS and many of its academic, clinical, and research departments may participate in various social media platforms to engage the public and communicate worthwhile information from and about the school. In addition, EVMS considers the use of social media by its employees, students, and affiliates to be an important component of the EVMS Quality Enhancement Plan, which enhances education, communication, collaboration, and information sharing through technology. While the EVMS community is encouraged to join a global conversation through social media, the EVMS [Social Media Policy](#) governs the creation and participation in social media when discussing EVMS related topics.

STUDENT FINANCES AND GENERAL BILLING INFORMATION

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.

STUDENT ACCOUNTS RECEIVABLES

All tuition and fees are billed and collected in accordance with the Financial Services [Student Accounts Receivables Policy](#), approximately thirty (30) days prior to the start of each semester and all tuition and fees must be paid by the first day of class. EVMS offers a payment plan for students who are not otherwise eligible for financial aid. Payment plans are administered by Financial Services and must be established each term by no later than the tuition deadline.

Financial aid disbursed for eligible students will be automatically applied to student accounts. Students who will be paying their tuition and fees privately may mail their check to: EVMS Accounts Receivable, P.O. Box 1980, Norfolk, VA 23501; or may hand deliver a check to: Smith-Rogers Hall (358 Mowbray Arch, Norfolk, VA), Suite 307

Amounts billed during the calendar year are reported on form 1098-T by Financial Services in accordance with IRS guidelines. Questions about any 1098-T should be directed to Financial Services at 757-446-6067.

Payments not received by the first day of class or by the due date specified in the payment plan will be considered late and may be subject to a late fee. Late notices for past due balances will be sent to students via EVMS email, but it is the student's responsibility to ensure that his/her account does not become delinquent. Accounts are considered delinquent if they remain unpaid for thirty (30) days or more after the first day of class. Students with delinquent accounts will not be permitted to register or attend classes, will be suspended from all academic activities, and will not be able to request or receive transcripts. Further, EVMS reserves the right to assess late fees, accrue interest, pursue collections, and/or take other legal action on delinquent accounts. Note that students who are entitled to Chapter 31 or Chapter 33, Post 9/11 GI educational benefits, and who have provided a certificate of eligibility to the EVMS Registrar's office, shall be permitted

to attend or participate in course(s) without financial or other penalties, until the Department of Veterans Affairs makes payment to EVMS or until 90 days after EVMS certifies tuition, whichever comes first.

ACCOUNTS ONLINE

Students may view their current balance due on the “myEVMS” portal at <https://myportal.evms.edu>. This data is refreshed each Monday.

Students can check account balances and ensure that all charges and loan proceeds are correct by several methods, as follows:

- myEVMS portal
 - Log in to <https://myportal.evms.edu> using the same Username and Password as used for Blackboard.
 - Select financial statement under the Applications header.
 - For problems logging onto <https://myportal.evms.edu>; contact the EVMS Academic Computer Center (757-446-5871)
 - For problems finding financial statements despite having successfully logged onto the portal or for questions about statements, contact the Student Billing Department (757-446-6063)
- Financial Services Department’s page on the EVMS public website at http://www.evms.edu/about_evms/administrative_offices/financial_services/ and select “Financial Services Frequently Asked Questions.”
- Student Billing Department (Suite 307, Smith- Rogers Hall or 757-446-6063)

FINANCIAL AID

Financial Aid guides graduate students to resources for financial assistance to attend EVMS. Students can access complete information regarding the financial aid process, and Financial Aid’s Code of Conduct at http://www.evms.edu/education/financial_aid/.

Students complete the Free Application for Federal Student Aid (FAFSA; www.fafsa.gov), as well as the EVMS Financial Aid Application, to apply for financial aid including federal and institutional loans. School of Medicine students wishing to apply for loans for disadvantaged students must include parental information and signature on the FAFSA. All students applying for institutional scholarships must indicate such on their EVMS Financial Aid Application and answer required questions. To be fully considered for all sources of aid, all applications must be filed by the posted deadlines.

In addition to filing timely, students should seek outside resources and scholarships as well as carefully plan their monthly expenditures. Financial Aid provides information regarding outside sources of grants and scholarships via the website, student portal and email. Financial Aid strives to assist students prepare financially for life with budgeting and debt management guidance. There are free sites available to assist students with budgeting needs. See the Financial Aid website or visit Financial Aid to learn more.

Financial aid award notices are sent to students at their EVMS email addresses approximately 30 days prior to the first term of the academic year. Students can compare their budget needs with the published Cost of Attendance budget (see Financial Aid website). Students are encouraged to live frugally and reduce their borrowing where possible.

Eligibility for the federal William D. Ford Direct Stafford Loan is limited to unsubsidized funding for graduate students. Due to limited funding, many graduate students may have to rely on credit-based education loans, like the federal Grad PLUS Loan. In preparation, applicants for such loans can review their credit report online at www.annualcreditreport.com. Those with little or poor credit may find that a credit-worthy endorser will help. Students can read more about the federal loans and repayment options online at www.studentloans.gov.

Contact Financial Aid by telephone at 757-446-5804 or email at FinAid@evms.edu for further assistance. Financial Aid is located in Lewis Hall, Suite 1148, and is open Monday through Friday from 8:30 a.m. to 4:30 p.m. While drop-in visitors are welcome, appointments are encouraged to enable staff to better serve students' needs.

Exit interviews are required by the Financial Aid and Financial Services (Student Loans) for all status changes if a student received federal student aid and/or institutional loans while enrolled at EVMS.

STUDENT RESOURCES AND SERVICES

STUDENT AFFAIRS

[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, Student Affairs complements the instructional program by providing services that help students to enter and enjoy, excel, and exit from EVMS. 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.

DISABILITY SERVICES

In order to progress and graduate, students must fulfill both the academic and technical standards of their program. The Technical Standards for each program can be found on the EVMS website. If a student feels they have a disability that will hinder their ability to meet the academic or technical standards of their program, they may consider applying for accommodations. Disabilities are not defined by a list of specific medical conditions. A disability is functionally defined as a physical or mental health impairment that substantially limits one or more major life functions such as learning, working, sleeping, walking, seeing, hearing, speaking, or the like. A disability is generally a permanent condition; however, there may be time when an impairment of less than one year may be a disability.

It is the student's responsibility to request an accommodation and accommodations will not be granted retroactively. Students who have, or believe they have, a disability for which they wish to request accommodations under the Americans with Disabilities Act or Section 504 of the Rehabilitation Act, must contact the EVMS Disability Officer (Morgan Russell, Ed.D., Lewis Hall 1180, 757-446-7261, RusselML@evms.edu). For more information about students and disability accommodations, please see the Student Disability Services webpage (https://www.evms.edu/education/resources/disability_guide_for_students/).

STUDENT HEALTH AND WELL-BEING

The Student Health Program at EVMS provides comprehensive care for acute and chronic health programs through a combination of campus services, providers, and health insurance. The Program has four components: primary health care, mental health services, occupational health services, and student health insurance. We also encourage students to make use of private fitness facilities within the area to engage in regular exercise.

Primary Health Care

The health fee paid by full-time students covers professional services rendered by EVMS Family and Community Medicine. Confidential services are provided at Ghent Family Medicine, located on the first floor of Hofheimer Hall on the EVMS campus. Care providers are healthcare professionals who do not have a role in any aspect of students' academic training. Services and laboratory or other diagnostic tests that are covered by the fee are outlined in the Family and Community Medicine Student Health Brochure. Services not covered by EVMS primary healthcare will be billed to students' individual hospitalization or major medical insurance plan. Students are advised to review their own policies carefully for details. Students may call the Student Health Line at 757-446-5111 to make an appointment. For more information, visit: http://www.evms.edu/education/additional_resources/student_health_wellness/.

Student Mental Health Services

Counseling services are available to all full-time students through EVMS Student Mental Health Services offered by Psychiatry and Behavioral Sciences. Care providers are healthcare professionals who do not have a role in any aspect of students' academic training. 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 Psychiatry and Behavioral Sciences at http://www.evms.edu/education/centers_institutes_departments/psychiatry_behavioral_sciences/ or 757-446-5888.

Phoenix Committee

The Phoenix Committee is an assistance program for students and their family members who are having difficulty coping because of alcohol or other drug abuse, domestic abuse, family concerns, financial challenges, or various forms of stress or emotional/anxiety problems. The Phoenix Committee is comprised of students elected by their peers, as well as faculty appointed by the Provost. All encounters with any member of the committee are strictly confidential.

The Phoenix Committee aims to do the following:

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

Occupational Health

[Occupational Health](#) (OH) is located in Andrews Hall, Suite 273. The OH staff reviews student health documentation, administers the annual flu vaccine and assists students when they have 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 OH staff at pager 757-584-0550, if during business hours, and EVMS Exposure Pager at 757-669-1157, during nights, weekends, or holidays. The exposure should also be reported as soon as possible to their supervising clinician. Students are also provided with “Instructions for Needlestick, Body Fluid & Other Exposures” 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 OH staff.

Students who are Nursing

Medical and health professions students in their pre-clinical years who are nursing may use the nursing nooks available on campus. Information for nursing mothers, including the location of nursing nooks is located on [MyPortal](#) and keys are available from Occupational Health.

Nursing mothers in their clinical years should who have concerns about having time to pump should contact Student Affairs, the Associate Dean for Clinical Education (medical students), or their program director (health professions students). Requests for frequent breaks as a result of a medical condition should be made to the EVMS Disability Officer.

Information about breastfeeding can also be found [here](#).

Student Health Insurance

All full-time matriculated (degree/certificate) students of EVMS must have hospitalization, medical/surgical, and major medical coverage. Consequently, students will automatically be enrolled in the EVMS [Student Health Insurance](#).

Students who demonstrate adequate coverage may opt out of the EVMS policy by following the waiver procedure as outlined on the health insurance website.

Fitness Facilities

Various fitness facilities in the area offer reasonable rates on membership for EVMS students. Examples are listed in the Student Wellness Program website.

ACADEMIC DEVELOPMENT

Academic Development provides services to help all MD and Health Professions Students academically successful. Services include individualized student assessment and coaching; peer tutoring; resources on effective learning strategies, study skills, test-taking skills, time management, stress management, etc.; workshops; information and referrals to other support resources; and USMLE Step prep programs. Student may initiate services with Academic Development at any time at their own choosing. They may also be encouraged to contact Academic Development by program faculty or administration. Academic Development counselors are located in Lewis Hall within Student Affairs.

PEER TUTORING PROGRAM

EVMS provides peer tutoring for students for content review and/or study skills development. Tutoring costs are included in student fees. It is offered to students in some years of the MD program and in some HP residential programs as determined by the individual programs. Students are referred to the tutoring program by module directors, program directors, instructors, Academic Development staff, or the MD Student Review and Advisory Committee. The tutoring program is overseen by Academic Development.

STUDENT GOVERNMENT AND ACTIVITIES

Each student class in every educational program annually elects class officers. The officers generally include President, Vice President, Secretary, and Treasurer. In addition, each class elects representatives to the Phoenix Committee, the Honor Council, as well as other committees as appropriate. The class officers comprise the Student Government Association (SGA), which promotes leadership, service, and a sense of solidarity between various classes and organizations at EVMS. Annually, SGA elects an executive council including Student Body President, Student Body Vice President, and Vice Presidents for Administration, Finances, Health Professions Students, Community Outreach, and Wellness. SGA coordinates various student activities, and it is responsible for the review and acceptance or rejection of the charter and constitutions for each of the student organizations and classes.

EDWARD E. BRICKELL MEDICAL SCIENCES LIBRARY

The [Edward E. Brickell Medical Sciences Library](#) collection contains over 14,000 books, offers access to over 4,000 journals, plus 1,800 audiovisual programs. The library also contains a computer laboratory and classroom open only to EVMS students, staff, and faculty, and for which a network account is required. The computer lab contains 24 networked stations with 30 stations in the classroom.

Twenty-five 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.

OTHER IMPORTANT INFORMATION

Below you will find snapshots of other important information and policies for students. Where applicable, the full policies have been linked and may also be found on [MyPortal](#) (Note: log-in required).

ANIMALS ON CAMPUS

The “Assistant Animals in Academic Activities” policy outlines when animals may be on campus or in the educational setting. This policy can be found in the [Disability Guide for Students](#).

ADVERTISEMENTS ON CAMPUS

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

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:

- Bulletin boards are assigned by the Associate Dean for Student Affairs for the exclusive use of students.
- Assigned bulletin boards are labeled and are the responsibility of the student club or other campus entity to which they are assigned.
- No materials may be posted on assigned bulletin boards without authorization of the assigned student club or other campus entity.
- The student club or other campus entity is responsible for removal of unauthorized material and for keeping posted materials updated.

General Bulletin Boards

- General bulletin boards are posted in various campus locations and are available for the use and benefit of the campus community.
- Material posted on general bulletin boards is subject to approval by the President or an authorized representative.
- 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.

CAMPUS MAP

A [map](#) of the entire EVMS campus and designated parking areas can be found at the included link.

COPYRIGHTED MATERIALS

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[Copyright:](#)

[The Copyright Clearance Center:](#)

[Copyright as Intellectual Property](#)

INCLEMENT WEATHER POLICY

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

Depending on the severity of the weather conditions, the following circumstances may occur for the school:

- Open, but student lectures delayed: No student lectures or clinical operations before 10:00 a.m. with full class schedule after 10:00 a.m.
- Close of the school: No student lectures or clinical operations in EVMS or non-EVMS facilities.

TOBACCO FREE CAMPUS

EVMS, including all satellite offices, is a [tobacco-free campus](#) and the use of smoking and smokeless tobacco products is prohibited. 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 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.

USE OF CAMPUS FACILITIES

All requests for the use of educational space within EVMS campus must be submitted for approval through designated individuals. EVMS educational space is designed to be used solely for educational activities for EVMS-affiliated students, physicians, other health professionals, and the community. The guidelines for use of these facilities are, 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 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 Student Affairs.