



MACON & JOAN BROCK
VIRGINIA HEALTH SCIENCES
AT OLD DOMINION UNIVERSITY

Institutional Student Handbook: Supplemental Information

**Macon & Joan Brock Virginia Health Sciences
at Old Dominion University**

**Eastern Virginia Medical School and EVMS
School of Health Professions Student Affairs**

Last Revision: July 2024

This handbook supplements the policies, activities and resources that are located on the [Institutional Student Handbook page](#) for students in the Macon & Joan Brock Virginia Health Sciences (VHS) Eastern Virginia Medical School (EVMS) School of Medicine (SOM) and EVMS School of Health Professions (SHP) at Old Dominion University (ODU). Nothing in this handbook creates, is intended to create, or shall be construed to create, an express or implied contract between the VHS SOM and SHP and its students and the VHS SOM and SHP reserves the right to change or amend the handbook at any time. The VHS SOM and SHP also reserves the right to modify or discontinue any services, programs or activities at any time. For more information, please contact VHS SOM and SHP Student Affairs.

CONTENTS

<i>STUDENT ADMINISTRATIVE MATTERS</i>	<i>1</i>
APPLICATION OF THE INSTITUTIONAL STUDENT HANDBOOK _____	1
ACADEMIC CALENDARS _____	1
CRIMINAL BACKGROUND CHECKS _____	1
DRUG SCREENINGS _____	1
EXCUSED ABSENCES _____	1
COMMENCEMENT _____	2
IDENTIFICATION BADGES _____	2
IMMUNIZATIONS AND TUBERCULOSIS SURVEILLANCE _____	2
INTERNATIONAL STUDENTS (NON-U.S. CITIZENS) _____	2
LEAVE OF ABSENCE _____	3
PROFESSIONAL LIABILITY COVERAGE _____	3
STUDENT NETWORK CREDENTIALS _____	3
STUDENT REGISTRATION _____	3
STUDENT RECORDS _____	3
SUSPENSION POLICY _____	4
TRANSFER CREDITS _____	4
VETERANS USING GI BILL EDUCATIONAL BENEFITS _____	4
WITHDRAWAL _____	8
<i>STUDENT RIGHTS</i>	<i>8</i>
ANTI-DISCRIMINATION POLICY _____	8
THE RIGHT TO A PROFESSIONAL LEARNING ENVIRONMENT _____	8
THE COMPACT BETWEEN TEACHER AND LEARNERS OF MEDICINE AND HEALTH PROFESSIONS _____	8
RETALIATION AND FALSE CLAIMS _____	9
STUDENT COMPLAINT PROCESS _____	9
FORMAL STUDENT GRIEVANCE PROCEDURE _____	9
SEX DISCRIMINATION/SEXUAL HARASSMENT REPORTING _____	9
GRIEVANCES/COMPLAINTS TO OTHER ADMINISTRATIVE BODIES _____	10
<i>STUDENT RESPONSIBILITIES</i>	<i>10</i>
EXPECTATIONS FOR STUDENT CONDUCT AND ACADEMIC INTEGRITY _____	10
COMPLIANCE REPORTING _____	10

STUDENT ATTIRE _____	11
APPROVAL PROCEDURES FOR EVENTS AND FUNDRAISING _____	12
APPROVAL PROCEDURES FOR HEALTHCARE-RELATED INTERNATIONAL TRAVEL _____	12
SOCIAL MEDIA POLICY _____	12
STUDENT FINANCES AND GENERAL BILLING INFORMATION.....	12
STUDENT ACCOUNTS RECEIVABLES _____	12
ACCOUNTS ONLINE _____	13
FINANCIAL AID _____	14
STUDENT RESOURCES AND SERVICES.....	15
STUDENT AFFAIRS _____	15
DISABILITY SERVICES _____	15
STUDENT HEALTH AND WELL-BEING _____	15
Student Health	15
Student Mental Health	16
Phoenix Committee	16
Students who are Nursing	16
Gender-Inclusive Bathrooms	17
Student Health Insurance	17
Fitness Facilities	17
ACADEMIC DEVELOPMENT _____	17
PEER TUTORING PROGRAM _____	17
STUDENT GOVERNMENT AND ACTIVITIES _____	17
LIBRARY SERVICES _____	18
OTHER IMPORTANT INFORMATION.....	18
ANIMALS ON CAMPUS _____	18
ADVERTISEMENTS ON CAMPUS _____	18
CAMPUS MAPS _____	19
COPYRIGHTED MATERIALS _____	19
INCLEMENT WEATHER POLICY _____	19
TOBACCO FREE CAMPUS _____	19
USE OF CAMPUS FACILITIES _____	20

STUDENT ADMINISTRATIVE MATTERS

APPLICATION OF THE INSTITUTIONAL STUDENT HANDBOOK

The information contained in this handbook supplement applies to students who have been accepted to or are in attendance at the Macon & Joan Brock Virginia Health Sciences (VHS) Eastern Virginia Medical School (EVMS) School of Medicine (SOM) and EVMS School of Health Professions (SHP) at Old Dominion University (ODU). In addition, the student rights and responsibilities outlined in the handbook apply to students visiting the SOM or the SHP from another institution or program. Please note that policies that apply to all VHS SOM and SHP are included on the [Institutional Student Handbook webpage](#) as separate links.

ACADEMIC CALENDARS

SOM and SHP programs have unique academic calendars, which are maintained by the Registrar. The [Academic Calendars](#) are posted for two successive academic/fiscal years (i.e., July 1 – June 30) for all degree and certificate granting programs for which the SOM or the SHP 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 ODU. As such, it is the policy of the SOM and SHP 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 in the policy linked on the [Institutional Handbook webpage](#) and information derived from a CBC will neither be used to make a decision about, nor automatically disqualify, any applicant from acceptance to the SOM or the SHP. This process also applies to students visiting from other educational institutions, and students who were previously in attendance and are returning from a withdrawal.

DRUG SCREENINGS

Many clinical training sites may require students to have a drug screening test before beginning a rotation at their facility. All SOM and SHP 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 VHS will be a violation of the [SOM and SHP Expectations for Student Conduct Policy](#). Please see [the SOM and SHP Drug and Alcohol Screening Policy](#) for further details.

EXCUSED ABSENCES

Excused absences for SHP 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. Absences for SOM students follow the [SOM Attendance of Academic Responsibilities Policy](#) in the [MD Student Handbook](#). Any absence of greater than two weeks

will be addressed by [SOM and SHP Leave of Absence and Withdrawal Policy](#), found on the [Institutional Student Handbook webpage](#).

COMMENCEMENT

ODU confers formal academic degrees at an annual Commencement Ceremony. 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 ODU administration.

IDENTIFICATION BADGES

Each VHS SOM and SHP 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. This badge must be worn prominently on person at all times for access to ODU 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 VHS Human Resources Department, located in Waitzer Hall, between the hours of 9:00 a.m. – 4:00 p.m., Monday through Friday.

IMMUNIZATIONS AND TUBERCULOSIS SURVEILLANCE

VHS SOM and SHP adheres to Centers for Disease Control and Prevention recommendations for immunizations and tuberculosis surveillance and the immunization requirements of Virginia law. Residential SOM, SHP, 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 VHS 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 VHS 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

The [SOM and SHP Leave of Absence and Withdrawal Policy](#) applies to all SOM and SHP students and describes student rights and responsibilities related to Voluntary and Administrative leaves of absence (LOAs). The policy can be found on the [Institutional Student Handbook webpage](#).

PROFESSIONAL LIABILITY COVERAGE

The professional liability that VHS SOM and SHP carries covers students providing health care services or while participating in school-sponsored programs and activities. Students are covered while they are enrolled as a student in VHS SOM or SHP and are participating in school-approved programs, whether academic or in the community. If an individual is not enrolled as a student in VHS SOM or SHP 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 an 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 ODU's Information Technology Services for all individuals matriculating into VHS SOM or SHP. The secure credentials and complex passwords are created within two (2) business days and initially authorize access to student registration, student orientation, and Blackboard pre-matriculation training content. These credentials are transmitted to the students via email from SOM and SHP 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 the [ODU Information Technology Services webpage](#). 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.

STUDENT REGISTRATION

All students for which VHS SOM or SHP 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 ODU.

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, the Family Educational Rights and Privacy Act (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 [SOM and SHP Registrar webpage](#).

SUSPENSION POLICY

A VHS SOM or SHP student may be automatically suspended (i.e., precluded from participation in academic activities) based on criteria outlined in the [SOM and SHP Interim Actions Policy](#) and the [SOM and SHP Student Emergency Procedures Policy](#). Students who are suspended may also be placed on an Administrative LOA in [accordance](#) with the [SOM and SHP Leave of Absence and Withdrawal Policy](#).

TRANSFER CREDITS

Transfer of credit for SHP programs 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 grade point average.

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. VHS SHP 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 SHP program.

VETERANS USING GI BILL EDUCATIONAL BENEFITS

ODU and Macon & Joan Brock Virginia Health Sciences at ODU is approved to offer GI Bill ® educational benefits by the Virginia State Approving Agency.

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

It is the responsibility of each student to send an email as a written request to the Registrar's Office at vacertifications@evms.edu before the beginning of each semester to confirm benefit usage and to request certification of enrollment by completing the online Veteran Enrollment Request Form (VERF).

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

ODU and Macon & Joan Brock Virginia Health Sciences at ODU 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 their 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 their 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 they remain 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 their 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 their 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. SOM and SHP 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 [VHS SOM and SHP Accounts Receivable Policy](#), VHS SOM and SHP 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 their financial obligations to the institution due to the delayed disbursement of funding or payment from the VA under chapter 31 or 33.

Note: Per [VHS SOM and SHP Student Accounts Receivable Policy](#), because tuition is due in full on the first day of class, ODU 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.

As part of Colonel John M. McHugh, section 3679 of title 38, United States Code

NOTE: A *Covered Individual* is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill benefits, or chapter 35, Dependents Education Assistance.

- ODU and Macon & Joan Brock Virginia Health Sciences at ODU 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 the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31, 33, or 35 (a “certificate of eligibility” can also include a “Statement of Benefits” obtained from the Department of Veterans Affairs’ website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:
 1. The date on which payment from 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.
- Per [VHS SOM and SHP Student Accounts Receivable Policy](#), ODU will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrows additional funds, on any covered individual because of the individual’s inability to meet their financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31, 33, or 35.

Title 38 United States Code Section 3679(c)

The following individuals shall be charged the in-state rate, or otherwise considered a resident, for tuition 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 the Commonwealth of Virginia while attending a school located in the Commonwealth of Virginia (regardless of their formal state of residence)
- Anyone using transferred Post-9/11 GI Bill benefits who lives in the state where the IHL is located, and the transferor is a member of the uniformed service serving on active duty
- A spouse or child using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311(b)(9) who lives in the Commonwealth of Virginia while attending a school located in the Commonwealth of Virginia (regardless of their formal state of residence)
- A spouse or child using benefits under Survivors' and Dependents' Education Assistance (Chapter 35) living in the Commonwealth of Virginia while attending a school located in the Commonwealth of Virginia (regardless of their formal state of residence)
- An individual using educational assistance under chapter 31, Veteran Readiness and Employment (VR&E) who lives in the Commonwealth of Virginia while attending a school located in the Commonwealth of Virginia (regardless of their formal state of residence) effective for courses, semesters, or terms beginning after March 1, 2019
- Anyone described above remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the same institution. Therefore, the described person must be enrolled in the institution and use educational benefits under Chapters 30, 31, 33 or 35 of Title 38, United States Code

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 vacertifications@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 VHS SOM or SHP program should review the [SOM and SHP Leave of Absence and Withdrawal Policy](#). SOM and SHP students must complete a Withdrawal Form, provided by the Registrar's Office (registrar@evms.edu) and present the form to their program director or the SOM and SHP Assistant Vice Dean for Student Affairs or designee. After meeting with the student, the program or institutional official 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.

STUDENT RIGHTS

VHS SOM and SHP are 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. VHS SOM and SHP 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

ODU's [University Non-Discrimination Statement](#) applies to all VHS SOM and SHP students.

THE RIGHT TO A PROFESSIONAL LEARNING ENVIRONMENT

VHS SOM and SHP strongly upholds students' rights to a professional learning environment that is respectful, ethical, and safe. The [SOM and SHP Professional Learning Environment Policy](#) (found on the [Institutional Student Handbook webpage](#)) applies to all VHS SOM and SHP students, including all distance learners.

THE COMPACT BETWEEN TEACHER AND LEARNERS OF MEDICINE AND HEALTH PROFESSIONS

VHS SOM and SHP abides the [SOM and SHP Compact between Teacher and Learners of Medicine and Health Professions](#) (found on the [Institutional Student Handbook webpage](#)), adopted from the Association of American Medical Colleges' and modified to be inclusive of the VHS SHP faculty and students.

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 [SOM and SHP Expectations for Student Conduct](#).

STUDENT COMPLAINT PROCESS

Students who feel that they have not been fairly treated or have other non-academic concerns, with the exception of sex discrimination/sexual harassment, have the right to file a complaint. The [SOM and SHP Student Non-Academic Complaint and Formal Grievance Policy](#) is found on the [Institutional Student Handbook webpage](#). Sex discrimination/sexual harassment reporting is outlined below.

FORMAL STUDENT GRIEVANCE PROCEDURE

With the exception of sex discrimination/sexual harassment reporting as outlined below, if a student's is not satisfied with a Student Conduct Process decision or sanction, the student has the right to file a Formal Student Grievance. The [SOM and SHP Student Non-Academic Complaint and Formal Grievance Policy](#) is found on the [Institutional Student Handbook webpage](#).

SEX DISCRIMINATION/SEXUAL HARASSMENT REPORTING

In accordance with ODU policies and Title IX of the Education Amendments of 1972, as amended, VHS SOM and SHP does not discriminate on the basis of sex and is committed to providing its educational programs and activities in an environment that is free from both [sex discrimination and sexual harassment](#). Discrimination on the basis of sex and/or sexual harassment (including sexual violence, domestic violence, dating violence, or stalking) are strictly prohibited. These policies apply to all members of the VHS SOM and SHP community, including employed and community faculty, residents, staff employees, students, vendors or visitors and applies to all SOM or SHP sponsored activities and programs, whether on or off the ODU campus. All allegations of sex discrimination or sexual harassment should be made to the ODU Office of Institutional Equity and Diversity via the [complaint procedure and complaint form](#). Reports may be made at any time (including during non-business hours). Students may also speak with the Deputy Title IX Coordinator for Virginia Health Sciences Students:

Melissa Scott, MEd, Assistant Dean for Student Affairs
Lewis Hall, Room 1172, 700 W. Olney Road, Norfolk, VA 23507
757.446.8927
ScottMJ@odu.edu

In addition, students who would like to speak with someone confidentially or need resources mental health services, victim support services, shelters, and other hotlines) may contact Ms. Scott at ScottMJ@odu.edu. For victims of sexual assault, ODU has a memorandum of understanding with the South Hampton Roads YWCA to provide crisis services for students and employees (including men, women, and LGBTQ individuals of all ages, races, cultures, and economic backgrounds).

South Hampton Roads YWCA
5215 Colley Ave
Norfolk, VA 23510-1220
757.622.4300
24-Hour Crisis Helpline: 757.251.0144
<https://www.ywca-shr.org/what-we-do/crisis-services/>

GRIEVANCES/COMPLAINTS TO OTHER ADMINISTRATIVE BODIES

In addition to the complaint and grievance processes outlined above, students have the right to grieve to outside administrative bodies as described in the [SOM and SHP Student Non-Academic Complaint and Formal Grievance Policy](#), found on the [Institutional Student Handbook webpage](#).

STUDENT RESPONSIBILITIES

EXPECTATIONS FOR STUDENT CONDUCT AND ACADEMIC INTEGRITY

VHS SOM and SHP 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 ODU. The [SOM and SHP Expectations for Student Conduct Policy](#) outlines the expectations for student behavior and procedures for addressing violations of those expectations. This policy applies to all VHS SOM and SHP students and is found on the [Institutional Student Handbook webpage](#). VHS SOM and SHP students are also responsible for adhering to the [ODU Code of Student Conduct](#) and all [ODU Student Accountability and Academic Integrity](#) expectations.

COMPLIANCE REPORTING

All members of the VHS SOM and SHP community, including students, have a responsibility to report actual or suspected activities that in violation of federal, state, or local laws or regulations; and all ODU and VHS policies. Examples include, but are not limited to, patient mistreatment; theft or misappropriation of funds, supplies or other institutional resources; forgery or falsification of documents; cheating; unethical research practices; and HIPAA violations.

Reports should be made to:

- SOM and SHP Director of Student Rights and Responsibilities (757.446.5841); or
- [ODU University Compliance](#);
- Police and Public Safety (757.446.5911) or Norfolk Police (911) in cases where a student's health and/or safety are threatened or appear(s) to be in jeopardy. Further information can be found at the [SOM and SHP Student Emergency Procedures Policy](#).

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/or 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 that prevents body odor, dirt accumulation on the body, nails, or hair.

APPROVAL PROCEDURES FOR EVENTS AND FUNDRAISING

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

All student-sponsored events must be approved by SOM and SHP Student Affairs in advance. Information on procedures and forms can be found on the [SOM and SHP Student Government webpage](#). Note that any requests to hold a fundraising event must also be approved by multiple institutional entities.

APPROVAL PROCEDURES FOR HEALTHCARE-RELATED INTERNATIONAL TRAVEL

All students planning [international travel](#) involving any aspect of healthcare for any reason must follow the institutional 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 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

VHS SOM and SHP 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, VHS SOM and SHP considers the use of social media by its employees, students, and affiliates to be an enhancement to education, communication, collaboration, and information sharing through technology. While the VHS SOM and SHP community is encouraged to join a global conversation through social media, the ODU [Social Media guidelines](#) governs the creation and participation in social media when discussing ODU and VHS 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 SOM and SHP 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. VHS 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 VHS Accounts Receivable, P.O. Box 1980, Norfolk, VA 23501, or may hand deliver a check to Waitzer Hall (735 Fairfax Ave., Norfolk, VA), Suite 910C.

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 ODU email, but it is the student's responsibility to ensure that their 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, ODU 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 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 ODU or until 90 days after ODU certifies tuition, whichever comes first.

ACCOUNTS ONLINE

Students may view their current balance due on the "mySIS" portal at <https://mysis.evms.edu/>.

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

- mySIS portal
 - Log into <https://mysis.evms.edu/> using the same Username and Password as used for Blackboard.
 - Select My Finances from the menu on the left hand side of the page. Please note that pending charges may change once reviewed and posted.
 - For problems logging into <https://myportal.evms.edu>, contact the Information Technology Services (757.446.5871).
 - For problems finding financial statements despite having successfully logged into the portal or for questions about statements, contact the Student Billing Department (757.446.6063).
- Answers to commonly asked questions can be found under "FAQs" on the [Financial Services page](#) of the VHS public website.

- Students can contact the Student Billing Department directly via email at AR@evms.edu, by calling 757.446.6063, or by visiting the office on the 9th floor of Waitzer Hall, Suite 910C.

FINANCIAL AID

Financial Aid guides graduate students to resources for financial assistance to attend ODU. Students can access complete information regarding the financial aid process, and Financial Aid's Code of Conduct at this [link](#).

Students complete the Free Application for Federal Student Aid ([FAFSA](#)), as well as the SOM and SHP Financial Aid Application, to apply for financial aid including federal and institutional loans. SOM students wishing to apply for loans for disadvantaged students must provide parental information to the Financial Aid Office. All students applying for institutional scholarships must indicate such on their 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 (Lewis Hall, Suite 1148) to learn more.

Financial aid award notices are sent to students at their ODU 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](#). 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](#). 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 in the SOM or SHP.

STUDENT RESOURCES AND SERVICES

STUDENT AFFAIRS

[SOM and SHP 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 programs by providing services that help students to enter and enjoy, excel, and successfully graduate from VHS SOM and SHP. 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 VHS 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 Director of Student Disability Services (StudentDisability@EVMS.EDU). For more information about students and disability accommodations, please see the [SOM and SHP Student Disability Services webpage](#).

STUDENT HEALTH AND WELL-BEING

The [VHS SOM and SHP Student Wellness Program](#) provides comprehensive care for acute and chronic health programs through a combination of campus services, providers, and health insurance.

Student Health

The health fee paid by full-time VHS SOM and SHP students covers professional services rendered in [Student Health](#), located on the second floor of Andrews Hall on the EVMS campus. The Student Health providers are healthcare professionals who do not have a role in any aspect of students' education. Services and laboratory or other diagnostic tests that are covered by the fee are outlined in the Student Health Brochure. Services not covered by Student Health are billed to students' individual hospitalization or major medical insurance plan. Students are

advised to review their own policies carefully for details. For an appointment or more information, contact Student Health at 757.446.5700.

Student Health also provides guidance to students who experience an unprotected blood/body fluid exposure (e.g., needle stick, scalpel cut, splash to eyes, nose, mouth, or to non-intact skin). Further information can be found in the [SOM and SHP Student Exposure Policy](#) on the Institutional Student Handbook webpage.

Student Mental Health

Counseling services are available to all full-time students through VHS SOM and SHP [Student Mental Health](#), housed in Student Health. The Student Mental Health providers are healthcare professionals who do not have a role in any aspect of students' education. 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 Student Health at 757.446-5700.

Phoenix Committee

The Phoenix Committee is a peer assistance program for students and their family members. The Phoenix Committee is comprised of students elected by their peers, as well as faculty appointed by the institution. All encounters with any member of the committee are strictly confidential.

The Phoenix Committee aims to do the following:

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

Students who are Nursing

SOM and SHP 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 (757.446.5870 or OccHealth@evms.edu).

Students who are nursing during their clinical years should who have concerns about having time to pump should contact SOM and SHP Student Affairs, the SOM Assistant Vice Dean for Clinical Education (SOM students), or their program director (SHP students). Requests for frequent breaks as a result of a medical condition should be made to the SOM and SHP Disability Officer at StudentDisability@EVMS.EDU.

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

Gender-Inclusive Bathrooms

Gender-inclusive bathrooms for all VHS members can be found at the following locations:

1. Waitzer Hall: one single stall restroom each on floors 9, 10, and 11
2. Lester Hall: one single stall restroom on the second floor
3. Brickell Library: six single stall restrooms (i.e., three on the second floor and three on the third floor)
4. Williams Hall C Wing: two single stall restrooms on the first floor.

Student Health Insurance

All full-time matriculated (degree/certificate) VHS SOM and SHP students 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 VHS SOM and SHP policy by following the waiver procedure as outlined on the health insurance website.

Fitness Facilities

All SOM and SHP students have access to ODU's Recreation and Wellness services. Information about these services can be found at the [website](#).

ACADEMIC DEVELOPMENT

Academic Development provides services to help all VHS SOM and SHP students be 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 United States Medical Licensing Examination Step prep programs. Students may initiate services with Academic Development at any time at their own choosing at AcademicDevelopment@EVMS.EDU. They may also be encouraged to contact Academic Development by program faculty or administration. Academic Development staff are located in Lewis Hall within Student Affairs.

PEER TUTORING PROGRAM

VHS SOM and SHP provides peer tutoring for students for content review and/or study skills development. Tutoring costs are included in student fees. It is offered to SOM students in the Pre-clerkship and Clerkship Phases and in some SHP 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 Doctor of Medicine 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 and other committees as appropriate. The

class officers comprise the Student Government Association (SGA), which promotes leadership, service, and a sense of solidarity between various SOM and SHP classes and organizations. Annually, SGA elects an executive council including Student Body President, Student Body Vice President, and Vice Presidents for Administration, Finances, Health Professions, Community Outreach, Diversity, 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.

LIBRARY SERVICES

VHS SOM and SHP students have access to all [ODU libraries](#). On the VHS campus, 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 VHS SOM and SHP 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: login 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 [SOM and SHP 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 SOM and SHP Assistant Vice 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 institution.
- 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 ODU or VHS regulation may not be displayed and are subject to removal by an authorized representative.

CAMPUS MAPS

A map of the VHS SOM and SHP campus and designated parking areas can be found at this [link](#). The ODU main campus map can be found at this [link](#).

COPYRIGHTED MATERIALS

Printed matter, videos, and other electronic materials to include all PowerPoint presentations viewed on Blackboard or in the classroom are copyrighted materials owned by the author(s) and/or ODU. These materials may not be copied or transferred electronically outside of the program or the school for any reason without the written permission of the author of the presentation(s). Please see the following links for more information:

- [Copyright](#)
- [The Copyright Clearance Center](#)
- [Copyright as Intellectual Property](#)

INCLEMENT WEATHER POLICY

In extreme weather conditions, ODU may make the determination to close the institution or alter working hours. Such decisions will be announced on local television and radio stations and posted on the ODU website. Student should follow the absence reporting policies of their programs in the event of inclement weather.

TOBACCO FREE CAMPUS

ODU, including all satellite VHS offices, is a [tobacco-free campus](#) and the use of smoking and smokeless tobacco products is prohibited. Enforcement of this policy is a responsibility for all

VHS SOM and SHP faculty, staff, residents and students, who are expected to be positive role models and good ambassadors of the tobacco-free initiative to non-ODU 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 VHS campus must be submitted for approval through designated individuals. VHS educational space is designed to be used solely for educational activities for ODU-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 VHS campus must have the written permission of the dean or designee.
2. Education activities sponsored by VHS and ODU have priority over activities sponsored by community health care organizations or other educational institutions.
3. Continuing education activities sponsored by VHS 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 SOM and SHP Student Affairs.