



**Institutional Student Handbook –
Supplemental Information
Student Affairs**

2021-2022

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This handbook supplements the EVMS policies, activities and resources that are located on the [Institutional Student Handbook page](#). 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.

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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 Gemedu
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 supplement 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. Please note that policies that apply to all EVMS are included on the Institutional Student Handbook webpage as separate links.

ACADEMIC CALENDAR

Each program at EVMS has a unique academic calendar, which is maintained by the EVMS Registrar. The [EVMS 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 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 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 webpage](#).
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 Assistant Vice 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 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 Assistant Vice Dean for Admissions and Enrollment and the Chair of SMART of such referral. All other charges will be referred back to the Assistant Vice 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 Assistant Vice 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 Assistant Vice 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 Assistant Vice Dean for Admissions and Enrollment shall convene the CBC Review Committee, which shall consist of the following:

1. Assistant Vice 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 Assistant Vice Dean for Admissions and Enrollment, as described below.

Final Action

If the CBC Committee votes to withdraw acceptance, the Assistant Vice 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 Assistant Vice 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 Assistant Vice 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. 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 Attendance of Academic Responsibilities Policy in the MD Student Handbook. Any absence of greater than two weeks will be addressed by EVMS' [Leave of Absence Policy](#), found on the Institutional Student Handbook webpage.

COMMENCEMENT

EVMS confers formal academic degrees at an annual Commencement 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 Waitzer 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

The EVMS [Leave of Absence Policy](#) applies to all students in the Schools of Health Professions and Medicine and describes student rights and responsibilities related to Voluntary and Involuntary leaves of absence. The policy can be found on the Institutional Student Handbook webpage.

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](#) and present the form to the Assistant Vice Dean for Student Affairs or designee. After meeting with the student, the Assistant Vice 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, the 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' [Non-Discrimination and Anti-Harassment Policy](#) applies to all individuals at EVMS, including all students in the Schools of Health Professions and Medicine.

THE RIGHT TO A PROFESSIONAL LEARNING ENVIRONMENT

EVMS strongly upholds students' rights to a professional learning environment that is respectful, ethical, and safe. This [policy](#) (found on the Institutional Student Handbook webpage) applies to all students of the Schools of Health Professions and Medicine, including all distance learners.

THE COMPACT BETWEEN TEACHER AND LEARNERS OF MEDICINE AND HEALTH PROFESSIONS

EVMS abides by the Association of American Medical Colleges' [Compact between Teacher and Learners of Medicine](#) (found on the Institutional Student Handbook webpage), modified to be inclusive of the School of Health Professions' faculty and students and of EVMS' Anti-Discrimination Policy.

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.

Additional information can be found in EVMS' [Compliance Reporting/Anti-Retaliation Policy](#).

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 [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 [Student Non-Academic Complaint and Formal Grievance Policy](#) is found on the Institutional Student Handbook webpage.

SEX DISCRIMINATION/SEXUAL HARASSMENT REPORTING

In accordance with EVMS policies and Title IX of the Education Amendments of 1972, as amended, EVMS 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 by the EVMS Non-Discrimination and Anti-Harassment Policy (the Non-Discrimination Policy). The Non-Discrimination Policy applies to all members of the EVMS community, including employed and community faculty, residents, staff employees, students, vendors or visitors and applies to all EVMS sponsored activities and programs, whether on or off the EVMS campus. All allegations sex discrimination or sexual harassment should be made to a Title IX Coordinator:

Students may contact the Senior Deputy Title IX Coordinator for Students:	Faculty, residents/fellows, or staff may contact the Senior Deputy Title IX Coordinator for Employees:	Anyone may contact the Institutional Title IX Coordinator:
Melissa Scott, MEd Asst. Dean for Student Affairs Lewis Hall, Room 1172 700 W. Olney Road Norfolk, VA 23507 757.446.8927 ScottMJ@evms.edu	Matthew Schenk, PHR Director of Human Resources Waitzer Hall 735 Fairfax Ave., Suite 972 Norfolk, VA 23507 757.446.6043 SchenkMR@evms.edu	Josephine Wiley Exec. Director, Legal Services Waitzer Hall 735 Fairfax Avenue, Suite 1173 Norfolk, VA 23507 757.446.6008 WileyJP@evms.edu

Reports may be made at any time (including during non-business hours) by email or by using the online [Sex Based Discrimination and Sexual Harassment Reporting Form](#). See [Title IX Coordinators/Making a Report](#) for specific information on reporting avenues.

When formal allegations of sexual harassment (including Title IX sexual harassment, sexual assault, domestic violence, dating violence, and stalking) are made, they will be resolved in accordance with the Title IX Policy on Resolution of Allegations of Sexual Harassment.

If a student chooses not to make a report/complaint they may still want supportive measures. Supportive measures are non-disciplinary, non-punitive individualized services implemented by a Title IX Coordinator and offered regardless of whether someone wants to pursue a formal complaint and regardless of where an incident occurred. Supportive measures are available to both complainants and respondents and are designed to help restore or preserve access to EVMS' educational programs or activities without unreasonably burdening the other party. Examples of supportive measures include, but are not limited to the following:

- Counseling or crisis intervention services
- Leave of absence
- Extension of deadlines or other course related adjustments
- Changes to work or class schedules or in-class seating
- Access to campus escort services
- Mutual no contact orders or other adjustments to minimize contact between parties;
- Changes to EVMS housing locations (based on availability)

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 find information through our [Confidential Resources](#). For victims of sexual assault, EVMS has an MOU with the South Hampton Roads YWCA to provide crisis services for EVMS 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/>

Additional detailed information about individual's rights under Title IX can be found on the [EVMS Explore Title IX webpage](#). (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 described in the [Student Non-Academic Complaint and Formal Grievance Policy](#), found on the Institutional Student Handbook webpage.

STUDENT RESPONSIBILITIES

CODE OF STUDENT CONDUCT

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. EVMS's [Code of Student Conduct](#) outlines the expectations for student behavior and procedures for addressing violations of those expectations. The Code of Student Conduct applies to all students in the Schools of Health Professions and Medicine. It is found on the Institutional Student Handbook webpage.

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. The Student Honor Code is found on the Institutional Student Handbook webpage.

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 (757.446.5841); or
- [EVMS Ethics and Compliance Hotline](#): 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.
- 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 that 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 Assistant Vice 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 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 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 and select "Financial Services Frequently Asked Questions"
- Student Billing Department (Waitzer Hall, Suite 910C 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 this [link](#).

Students complete the Free Application for Federal Student Aid ([FAFSA](#)), 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](#). 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 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 (Terri Edwards, Lewis Hall 1173, 757.446.7443, EdwardTL@evms.edu). For more information about students and disability accommodations, please see the [Student Disability Services webpage](#).

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: Student Health, Student Mental Health, Occupational Health, and

Student Health Insurance. We also encourage students to make use of private fitness facilities within the area to engage in regular exercise.

Student Health

The health fee paid by full-time students covers professional services rendered in [Student Health](#), located on the fourth 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 EVMS primary healthcare 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 the Student Health Clinic at 757.446.5700.

Student Mental Health

Counseling services are available to all full-time students through EVMS [Student Mental Health](#), housed in the Student Health Clinic. 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 the Student Health Clinic at 757.446-5700.

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:

- 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

Occupational Health

[Occupational Health](#) (OH) is located in Waitzer Hall. 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. Further information can be found in the EVMS [Student Exposure Policy](#) on the Institutional Student Handbook webpage.

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 Assistant Vice 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

EVMS operates a Student Wellness Center in Waitzer Hall. In addition, various fitness facilities in the area offer reasonable rates on membership for EVMS students.

ACADEMIC DEVELOPMENT

Academic Development provides services to help all MD and Health Professions 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. 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 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 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

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 EVMS. 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, 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.