# Table of Contents

INTRODUCTION ......................................................................................................................1  
MISSION AND VISION OF THE COLLEGE OF ALLOPATHIC MEDICINE ............................................. 2  
GLOSSARY OF TERMS .............................................................................................................. 2  
COLLEGE OF ALLOPATHIC MEDICINE FACILITIES ...................................................................... 4  
MEDICAL LIBRARY .................................................................................................................. 4  
OFFICE OF STUDENT AFFAIRS ................................................................................................ 4  
OFFICE OF STUDENT AFFAIRS OVERVIEW .................................................................................. 5  
PROFESSIONAL STAFF ............................................................................................................. 5  
MEDICAL STUDENT WELLBEING .............................................................................................. 5  
COUNSELING SERVICES FOR MEDICAL STUDENTS .................................................................. 6  
  Personal Counseling ................................................................................................................ 6  
  Professionals Resource Network (PRN) .................................................................................... 7  
  Academic Counseling ............................................................................................................. 7  
  Financial Counseling ............................................................................................................. 8  
  Tuition Refund Policy .......................................................................................................... 9  
  Matriculation Policies ......................................................................................................... 9  
NSU STUDENT MEDICAL CENTER ............................................................................................... 9  
  Ziff Health Care Center: Comprehensive On-Campus Healthcare Options .......................... 10  
  For Medical Emergencies ..................................................................................................... 11  
NSU PUBLIC SAFETY SERVICES ............................................................................................... 11  
  In Emergency Situations ....................................................................................................... 11  
  Parking and Traffic Policies ................................................................................................. 11  
CONTACT INFORMATION FOR ACCREDITING AND GOVERNING AGENCIES ................................. 12  
COLLEGE OF ALLOPATHIC MEDICINE TECHNICAL STANDARDS ........................................... 12  
  Introduction .......................................................................................................................... 12  
  Technical (Non-Academic) Standards for Medical School Admission ................................. 13  
  Students with Disabilities ..................................................................................................... 14  
    Academic Accommodation(s) Process .................................................................................. 15  
ACADEMIC AFFAIRS .................................................................................................................. 15  
  Academic Calendar, University Holidays, and Medical Student Schedule Commitments .... 15  
  Academic Evaluation and the Competency Based Grading System .................................... 16  
    Blocks, Courses and Clerkships ......................................................................................... 16  
    NSU College of Allopathic Medicine General Competencies ........................................... 16  
    College of Allopathic Medicine Grades and Transcript .................................................... 17  
  Grades .................................................................................................................................. 17  
  Fail and In Process Grades in Permanent Student Records ..................................................... 18  
COLLEGE OF ALLOPATHIC MEDICINE ASSESSMENTS .......................................................... 18  
  Narrative Assessment of Student Performance .................................................................... 18  
  Examinations ....................................................................................................................... 18  
  Required Formative Assessments ......................................................................................... 19  
  Policy on Recusal from Academic Evaluation of Students by Faculty ............................... 19  
  United States Medical Licensing Exams (USMLE) Policy .................................................... 20  
    USMLE Step 1 Examination ............................................................................................... 20  
    USMLE Step 2 Examinations ............................................................................................. 20  
STUDENT ACADEMIC FILES ........................................................................................................ 21
<table>
<thead>
<tr>
<th>College</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNIVERSITY POLICIES</td>
<td>22</td>
</tr>
<tr>
<td>HEALTH PROFESSIONS DIVISION INFORMATION AND POLICIES</td>
<td>23</td>
</tr>
<tr>
<td>COLLEGE OF ALLOPATHIC MEDICINE POLICIES</td>
<td>23</td>
</tr>
<tr>
<td>STANDARDS OF CONDUCT FOR MEDICAL STUDENTS</td>
<td>23</td>
</tr>
<tr>
<td>RESPONSIBILITIES OF TEACHERS AND LEARNERS</td>
<td>23</td>
</tr>
<tr>
<td>Oath of Academic and Professional Conduct for Students in the College of Allopathic Medicine</td>
<td>24</td>
</tr>
<tr>
<td>STUDENT MIS TREATMENT POLICY</td>
<td>24</td>
</tr>
<tr>
<td>ACADEMIC REMEDIATION</td>
<td>28</td>
</tr>
<tr>
<td>Academic Standards for Students Who Hold Leadership Positions in CAM or NSU</td>
<td>29</td>
</tr>
<tr>
<td>THE STUDENT PROGRESS AND ADVISING COMMITTEE (SPAC)</td>
<td>29</td>
</tr>
<tr>
<td>Academic Standing and Due Process Policies and Procedures</td>
<td>29</td>
</tr>
<tr>
<td>GRADE CHALLENGE/GRIEVANCE PROCESS</td>
<td>33</td>
</tr>
<tr>
<td>PROFESSIONAL PERSONAL APPEARANCE POLICY</td>
<td>34</td>
</tr>
<tr>
<td>ATTENDANCE POLICY</td>
<td>35</td>
</tr>
<tr>
<td>Absences for Religious Holidays</td>
<td>36</td>
</tr>
<tr>
<td>LEAVE OF ABSENCE POLICY</td>
<td>36</td>
</tr>
<tr>
<td>SEVERE WEATHER POLICY</td>
<td>37</td>
</tr>
<tr>
<td>EVALUATION COMPLETION POLICY</td>
<td>37</td>
</tr>
<tr>
<td>POLICY ON SUBSTANCE ABUSE</td>
<td>38</td>
</tr>
<tr>
<td>POLICY ON IMMUNIZATIONS</td>
<td>38</td>
</tr>
<tr>
<td>POLICY ON COMMUNICABLE DISEASES</td>
<td>39</td>
</tr>
<tr>
<td>Students with Communicable Diseases</td>
<td>39</td>
</tr>
<tr>
<td>Education and Training</td>
<td>40</td>
</tr>
<tr>
<td>Risk of Exposure, Encouraged Disability and Mandatory Medical Insurance</td>
<td>41</td>
</tr>
<tr>
<td>Students with Blood-Borne and Airborne Infections</td>
<td>42</td>
</tr>
<tr>
<td>Workers’ Compensation</td>
<td>43</td>
</tr>
<tr>
<td>INFORMATION TECHNOLOGY (IT) POLICIES</td>
<td>43</td>
</tr>
<tr>
<td>NSU iPads and Laptop Computers</td>
<td>43</td>
</tr>
<tr>
<td>Personal Devices</td>
<td>45</td>
</tr>
<tr>
<td>Email Policy</td>
<td>45</td>
</tr>
<tr>
<td>Social Media Policy</td>
<td>45</td>
</tr>
<tr>
<td>Prohibited Use of IT</td>
<td>46</td>
</tr>
<tr>
<td>INDUSTRY RELATIONS POLICY</td>
<td>47</td>
</tr>
<tr>
<td>DUTY HOURS POLICY</td>
<td>47</td>
</tr>
<tr>
<td>ACKNOWLEDGEMENT OF RECEIPT OF HANDBOOK</td>
<td>48</td>
</tr>
</tbody>
</table>
STUDENT HANDBOOK
NOVA SOUTHEASTERN UNIVERSITY COLLEGE OF ALLOPATHIC MEDICINE

Introduction

Welcome to Nova Southeastern University!

Nova Southeastern University (NSU)'s goal is to provide students with an educational experience that prepares them to become leaders in the endeavor to improve human health, participate in a rapidly changing world and to do so with a commitment to the highest moral and ethical standards. One of the many goals of this Student Handbook is to make clear the important ethical standards expected of the medical students. Honesty and integrity in academic achievement, personal growth, and development are encouraged through the publication of these standards and statements of desired values and attitudes. All students are encouraged to read these statements and integrate them into their daily lives.

Being part of the University community provides many opportunities to exercise individual rights, but it also requires the assumption of responsibilities. Students should take responsibility to serve as leaders in promoting compassion for others and challenging prejudice against all individuals and groups, whether due to race, gender, age, marital status, religion, nationality, political persuasion, sexual orientation, disability, or disease.

Enjoy your University and medical school experience and maintain it at a level of personal integrity and caring, which will reflect well upon you and Nova Southeastern University. We wish you the very best of success.

—The Faculty and Staff of the Nova Southeastern University College of Allopathic Medicine

The NSU College of Allopathic Medicine Student Handbook is developed and maintained by the College of Allopathic Medicine Office of Student Affairs, with input from faculty, administrators, and staff from the College and Nova Southeastern University. The information contained in the Handbook should serve as a guide for students throughout their academic, clinical, and extracurricular life as members of the NSU community and specifically as medical students. All medical students must abide by the policies and guidelines in the Student Handbook at all times. Certain policies and procedures in the Handbook also apply to faculty and staff members who are employed or provide volunteer services to NSU and the College of Allopathic Medicine.

The basic premise for these student guidelines is the understanding that individual rights are accompanied by responsibilities. By becoming enrolled medical students in the College of Allopathic Medicine, students also become members of the larger NSU community and thus, acquire rights in, as well as responsibilities to, the entire University community. Medical students are required to abide by all University policies as well as the NSU Student Handbook (http://www.nova.edu/studentaffairs/forms/studentbhk_aug2017.pdf) and HPD Policies (pages 17-30 of http://medsciences.nova.edu/forms/medsci_student_handbook.pdf), published annually by the NSU Division of Student Affairs.

All policies and procedures described in this College of Allopathic Medicine Student Handbook and the NSU Student Handbook are subject to revision at any time and without notice. Such revisions are applicable to all medical students. The most recent version of the Handbook will appear on the College of Allopathic Medicine website at (LINK). Questions regarding the policies in this Handbook should be directed to the College of Allopathic Medicine Office of Student Affairs at (954) 262-1737.
MISSION AND VISION OF THE COLLEGE OF ALLOPATHIC MEDICINE

Mission
Our mission is as simple as it is enormous: to advance human health through innovation in medical education, research and patient care. We are dedicated to educating and inspiring individuals to be exemplary physicians and scientists, leaders in medicine, scholars in discovery, and adopters of innovative technology to improve the health and well-being of all.

Vision and Values
Our vision is to become an exemplary medical college, internationally recognized for excellence by fostering an innovative culture that supports diversity, collaboration, critical thinking, and creative leadership. Our vision will lead us to build a transformative, cutting edge medical school, internationally recognized for excellence, with a compelling and sustainable future. Our values define how we work together to accomplish our vision: We strive for excellence in all our endeavors and constantly seek for innovative ways to improve our research, education, and patient care efforts to best serve our diverse communities. Teamwork, communication and partnerships will catalyze our evolution from the concept stage to an academic program of distinction. Diversity and inclusiveness are fundamental core values, supported throughout the institution, that enrich our learning, research and clinical practice environments. We strive to create a culture of integrity and accountability that aligns our goals and expectations and links recognition and rewards with excellent academic performance. We define our core values below:

Excellence: Promoting and retaining our exceptionally high standards.
Innovation: Creating an environment that encourages innovative thinking and positive change.
Teamwork: Creating a culture in which everyone acts together as a team in the interests of our common cause.
Communication: Exchanging information seamlessly and continuously among constituents to achieve our missions and common goals.
Diversity: Embracing and capitalizing on a wide range of abilities, experiences, knowledge, and strengths, recognizing the importance of heterogeneity in age, background, ethnicity, physical abilities, political and religious beliefs, gender, and many other attributes.
Integrity: Behaving ethically in all situations and expecting the same from others.
Accountability: Taking responsibility for our actions.

Glossary of Terms
The following terms and abbreviations are used in the College of Allopathic Medicine Student Handbook.

AAMC Association of American Medical Colleges, a non-profit organization that includes U.S. and Canadian medical schools, teaching hospitals, health systems, and academic and scientific societies; represents faculty, medical students and residents
ACGME Accreditation Council for Graduate Medical Education, the organization that accredits residency programs and institutions such as hospitals and medical schools that sponsor residency programs
ADASA Assistant Dean for Admissions and Student Affairs
Block Integrated basic science course in the pre-clerkship curriculum (Fundamentals followed by six organ-systems courses)
CAM College of Allopathic Medicine
CDC Centers for Disease Control and Prevention
Course Integrated clinical course in the pre-clerkship curriculum (Practice of Medicine)
FAFSA Free Application for Federal Student Aid
FERPA Family Education Rights and Privacy Act, as amended from time to time
Faculty Refers to members of the faculty of the College of Allopathic Medicine
GME Graduate Medical Education, refers to residency programs that follow medical school
HIV Human Immunodeficiency Virus
LCM Learning Community Mentor
LCME Liaison Committee on Medical Education, the organization that accredits medical schools in the US and Canada
MSPE Medical Student Performance Evaluation or “Dean’s Letter”
Medical Student Refers to any person who is enrolled in or seeking an MD degree from the College of Allopathic Medicine
Member of the University Community Refers to Trustees, students, faculty, staff and all visitors, contractors and guests to the University or any of its campuses, facilities or events
Notice Used in the context of delivering a notification to someone. Official correspondence will be sent to the student’s physical address on file with the registrar, or to the NSU email address if the student is a current student. CAM uses electronic mail to provide official information to students. Students are responsible for the content of University and CAM communications sent to their NSU email account and are required to activate that account and check it regularly.
NSU Nova Southeastern University
OCA Office of Curricular Affairs at the College of Allopathic Medicine
OESQ Office of Educational Standards and Quality at the College of Allopathic Medicine
OME Office of Medical Education at the College of Allopathic Medicine
OSA Office of Student Affairs at the College of Allopathic Medicine
OSCE Objective Structured Clinical Examination, a method of testing clinical skills
OSHA Occupational Health and Safety Administration
PBL Problem Based Learning; refers to the format of problem-based small group cases used in CAM basic science courses
PCRS Physician Competency Reference Set, refers to AAMC general competencies for training physicians
PRN Professionals Resource Network, a resource for impaired physicians and medical students in Florida
SMC Student Medical Center at Nova Southeastern University
SPAC CAM Student Progress and Advising Committee
TBL Team Based Learning, refers to a format of large group learning with students working together in small teams in the same classroom
USMLE United States Medical Licensing Examination, a series of national exams administered by the National Board of Medical Examiners
University Nova Southeastern University
College of Allopathic Medicine Facilities

Most on-campus teaching for medical students occurs in the Health Professions Division complex. In addition to lecture halls, small group rooms, the anatomy lab, and clinical skills rooms, the complex has offices that support medical students:

- The Office of Medical Education (OME) (Terry Building, 5th floor, Room 1511) includes the Office of Curricular Affairs (OCA), the Office of Student Affairs (OSA), offices of the deans and directors responsible for the MD program, including admissions, curriculum, student affairs, financial aid, faculty development, and accreditation, and offices of the staff who support the educational program.
- Each of the Learning Community Mentors has an office in Assembly Building 2 near the PBL small group rooms. There is a small community room adjacent to the offices of the Learning Community Mentors for use by students and their Mentors for group meetings and other activities.

The Office of the Dean and other administrative leaders, offices of the Chairs of the College of Allopathic Medicine’s five academic departments, and offices and/or research labs for some of the full-time faculty are in the Health Professions Division complex or associated Center for Collaborative Research (CCR) building. Faculty office locations, phone numbers, and email addresses are published in block, course and clerkship syllabi and can be found on the CAM faculty affairs website (LINK).

Medical students have unlimited access to the PBL rooms for study when the rooms are not being used for classes; students have card key access to these rooms, which are for exclusive use by the students in the MD program. There are also 13 small study rooms in the same building, which can be reserved by medical students and students in other programs on a first-come, first-served basis.

Students are assigned a locker with a mail slot and are required to periodically check and clear their mailboxes to ensure timely receipt of CAM and University-related mail. Any items left in mailboxes after the last day of classes in each semester will be discarded.

Medical students can use SharkPrint, a centralized NSU service that provides printing services at various locations (including libraries) on campus at a specific cost per page.

Medical Library

The Health Professions Division Library is located on the first floor at the north end of the Terry Building complex in the Library/Lab Building and offers study spaces that can be placed on hold through the library’s online catalog service, computer workstations, a wide variety of library services (e.g., copying, printing, interlibrary loans, reference service) and wireless connection. Individual assistance in using databases and other virtual resources provides all students on and off campus with synchronous and asynchronous individualized help on how to use online technologies and conduct research. The Medical Library is a member of the National Network of Libraries of Medicine. Hours of operation can be found at http://www.nova.edu/hpdlibrary/. Additional study space and resources are available in NSU’s main library, the Alvin Sherman Library, Research, and Information Technology Center, whose hours are posted at http://sherman.library.nova.edu/sites/hours/

Office of Student Affairs

Focusing on Medical Student Success and Wellness

Our goal is to create a compassionate and caring atmosphere in which each of our students feels comfortable. We make an effort to get to know all of our medical students. We pride ourselves on striving to provide resources for your personal health and wellness, as well as academic achievement and excellence.

We are your point of contact for assistance in many areas, including academic and personal counseling. We represent the institution and the medical profession to our medical students and implement institutional policies and procedures. We also are involved with medical student communications, special programs, letters of recommendation, residency application and the match, and other important aspects of the medical student experience at the College of Allopathic
Medicine. We are responsible for administering Orientation for new and returning students. In addition, we serve as a liaison to College of Allopathic Medicine Student Government, medical student interest groups, and alumni relations.

You may schedule an appointment at any time by calling (954) 262-1737 or by stopping at the Office of Medical Education (Room 1511).

**Office of Student Affairs Overview**

The OSA features experienced faculty and staff who are dedicated to the overall well-being of medical students and provides programs and services for all medical students at NSU from the time of admission to the time of graduation and beyond. Activities include supporting the Office of Admissions in the admissions process; mentorship of students; personal, academic, and financial counseling; support of educational and extracurricular activities including student research; and support of student organizations and leadership opportunities. The OSA provides learning opportunities outside of the formal classroom and clinical settings that are designed to complement and enhance the overall educational experience.

*Regular Hours: 8:30 A.M. to 5:00 P.M. Monday through Friday except on University holidays.*

The Assistant Dean for Admissions and Student Affairs and the Learning Community Mentors are also available for urgent student issues or situations. Contact information for urgent matters is provided to medical students during Orientation. Most activities in the OSA function in an “open-door” manner so students may visit the office for help and support by the faculty and staff without making appointments. However, because the OSA is committed to medical student support and exercises confidentiality, it is strongly recommended that students make appointments in advance to ensure the availability of the specific professional and time to discuss the issue to the student’s satisfaction.

**Professional Staff**

**Assistant Dean for Admissions and Student Affairs (Donald Pritchett, JD), Room 1515, (954) 262-1535, dpritchett@nova.edu**

- Responsible for overall direction of the OSA and student support including recruiting, admissions, orientations, personal counseling, financial counseling, academic counseling, and academic/professionalism policies and procedures. Provides oversight of medical student organizations and interest groups. Responsible for general oversight of the Learning Community Mentoring program.

**Medical Student Wellbeing**

The University provides services to help medical students succeed academically and professionally. All students are encouraged to take care of themselves physically, emotionally, mentally, socially, and spiritually. Physical wellness is achieved by eating properly, exercising regularly, not smoking, avoiding excessive alcohol and the use of recreational substances, and adopting healthy sleep habits.

- Visit the campus RecPlex to exercise with free weights, machines, or aerobics classes.
- Visit the NSU Student Medical Center (SMC) for minor illnesses, injuries, and regular preventive care (physical exams, screening tests, and immunizations).
- Visit the Office of Recreation and Wellness for a variety of health educational programs, personal consultations, computerized fitness testing, massage, and acupuncture, as well as workshops on wellness topics important for all young adults.

Emotional wellness can be maintained by becoming better organized, managing time well, keeping in touch with family and friends, managing stress well, knowing yourself, and developing meaningful personal relationships as well as collegial relationships with other students and faculty who could serve as tutors and mentors. Keeping well spiritually is not limited to your specific place of worship but can be defined as keeping in touch with your own inner source of strength, often through meditation, prayer, contemplation, and visualization. Finally, while it is recognized that time for extracurricular activities will often be limited, medical students are encouraged to continue their interests, hobbies, and personal relationships while in medical school.
Counseling Services for Medical Students

The NSU College of Allopathic Medicine provides all medical students with professional and comprehensive counseling services. Counselors are dedicated to providing professional and confidential personal, psychological, financial, and academic counseling. Students may self-refer or be referred by family, friends, professors, staff, colleagues, or other individuals. The OSA and NSU provide counseling in three key areas that are critical to a student’s academic and professional success: Personal Counseling, Academic Counseling, and Financial Counseling.

Personal Counseling

NSU has partnered with Henderson Behavioral Health Corporation to offer counseling services to its students. Students may receive, without charge, ten counseling sessions per calendar year (measured from the first counseling session). Students requiring more than ten sessions within a year may be transitioned to a community provider (if clinically appropriate) and, at the completion of the one-year period, return to the counseling center. Students may receive unlimited psychiatric services at a nominal fee (if the student elected the NSU health insurance, there is not deductible or co-pay applicable to the psychiatric service).

The Henderson Student Counseling Center (HSCC) for NSU students provides confidential psychological evaluations and consultations for students in individual and group sessions; psycho-educational and wellness programs on a variety of mental health topics, including stress management, time management, depression, personality profiles, identifying cognitive strengths, anger management, relationships, maintaining academic and social balance, study skills, test-taking skills, enhancing self-esteem, and leadership. HSCC services include treatment for anxiety, panic and depression; anger management; financial stress; social struggles; chronic illnesses; abuse; suicidal thoughts, break-ups and divorce; assault; and many other areas affecting a student’s quality of life.

Student counseling services offered by Henderson include:

- Individual, group and family/relationship counseling provided by psychologists, clinical social workers, mental health counselors, marriage and family therapists, and supervised graduate student trainees
- Psychiatric medication services
- Alcohol and drug assessment and counseling
- Counseling in life skills and life choices
- Workshops and seminars in interpersonal and wellness areas

Good reasons for seeking counseling include “sad or nervous a lot; difficulty with alcohol or drugs; thinking about harming yourself or others; trouble adjusting to college life or studies; relationship problems; a recent trauma you can’t resolve; questions about career or identity; feeling lonely or homesick; roommate or friendship problems; body image or weight problems; feeling too much stress; difficulty with sex or intimacy; wanting assistance solving personal questions or life problems.”

Note: Henderson Student Counseling Center’s records and information are confidential and are not University records.

You can visit or call HSCC and request an intake session with one of the counselors. At the first appointment, the counselor and student make decisions about what kind of help is needed and will be most beneficial. Students requiring immediate help can be seen on an emergency basis the same day.

Henderson Student Counseling Center is located in the University Park Plaza shopping center. Although only a short walk (5-10 minutes) from the main HPD complex, this location allows students to participate in voluntary screenings and/or be seen in a confidential manner. In addition to posted office hours, a crisis hotline is available 24 hours a day, seven days a week to give support and counseling by phone. HSCC contact information is:

**PHONE: (954) 424-6911** Professionals are available on-call at all times.

**In an immediate emergency, call 911.**

**OFFICE HOURS:** Monday and Thursday: 8:30 a.m. to 6:00 p.m.
Tuesday and Wednesday: 8:30 a.m. to 8:00 p.m.
Friday: 8:00 a.m. to 5 p.m.

LOCATION: 3440 South University Drive, Davie, Florida 33328

Medical students seeking personal counseling should call HSCC during normal business hours to make an appointment. Whenever possible, special appointments will be made to accommodate students’ schedules. Urgent or crisis matters will be triaged immediately with HSCC psychological services or referral to services in the community.

Other available options for support include:

- **HSCC Tele-counseling Services** – For students in remote NSU locations, HSCC offers counseling services through secured telecommunications.
- **2-1-1 United Way of Broward and Palm Beach Counties** - A local 24hr hotline that assists in suicide prevention as well as information and referrals to health, social, and human services. Dial 2-1-1
- **ULifeline** - A nationwide 24hr service that forwards your call to the nearest crisis hotline. 1-800-273-TALK (8255)

**Professionals Resource Network (PRN)**

PRN is a program designated as the State of Florida’s Impaired Practitioners Program. The mission of PRN is to protect the health and safety of the citizens of Florida through early identification, referral for evaluation/appropriate treatment, and accurate monitoring techniques of impaired healthcare professionals. PRN’s services are available to all licensed practitioners, those in the process of applying for a license, temporary license holders, residents, medical students and requests from other state Physician Health Programs. By enrolling at NSU CAM, students consent to referral to PRN if deemed appropriate by NSU College of Allopathic Medicine authorities. For more information about PRN, please visit their website (http://www.fnprn.org/).

**Academic Counseling**

**The Learning Communities**

The Learning Communities are the main mechanism for student advising and mentoring. There are two Learning Communities at the College of Allopathic Medicine, each led by a Learning Community Mentor (LCM) from the Office of Student Affairs. Each entering class is divided randomly and evenly between the two Communities. This structure results in each medical student having a dedicated faculty guide throughout medical school, who focuses on the intellectual and professional growth and development of the student over time.

**Roles and responsibilities of the Learning Community Mentor (LCM):** The primary roles of the LCM are to: (1) monitor and support learning (the student’s academic and professional performance within the scope of the curriculum), (2) assist the students in career planning and development utilizing the AAMC Careers in Medicine program, and (3) provide information and support regarding CAM policies and procedures. Responsibilities of the LCM include:

**Supporting Learning:**

- Meet with students regularly during the initial transition to medical school to facilitate the identification of potentially “at risk” students and to provide support and/or referrals as necessary, including a mandatory meeting during Orientation and frequent group lunches and 1:1 meetings during fall semester of year 1. Group and individual meetings continue throughout medical school, aligned with curricular demands.
- Track and monitor individual student’s academic and professional performance.
- Serve as first contact for faculty who have academic and/or professional concerns about a student.
- Serve as a resource with regard to the College of Allopathic Medicine curriculum, including purpose, sequence and assessment methods.
- Serve as a resource with regard to professional enrichment opportunities, i.e. summer research opportunities; yearlong research fellowships; pursuing additional NSU degrees during medical school; international and other service learning opportunities.

**Career Advising:**

- Serve as a resource with regard to specialty-specific career planning.
• Help with decisions on course and clerkship schedules, including approving elective schedules.
• Assist with preparation for the residency match.
• Serve as a resource for career advising tools available through the AAMC Careers in Medicine program.
• Assist and prepare the student for post-graduate activities (residency via the National Residency Matching Program, PhD or other graduate studies, etc.).

CAM Policies and Procedures:
• Serve as a resource with regard to the policies and procedures of the College of Allopathic Medicine and NSU (including the SPAC).
• Advising and support for students referred to the SPAC for academic (including professionalism) issues.
• Assist with development and implementation of remediation plans.

General Responsibilities:
• Be available to students via office hours and email; provide back up to other advisors as needed.
• Participate in key medical student events (including Orientation, White Coat Ceremony, Match Day, and Commencement).

Tutoring, Study Skills, and Monitoring of Student Performance

NSU CAM faculty members (block and course directors and other course faculty) provide tutoring for first and second year students who request or need academic assistance and support. Tutoring sessions are free for all medical students and may be provided on an individual or group basis. Assistance with developing effective study skills is provided by the Academic Success Coach, who provides 1) group sessions open to all students early in Year 1 (“Study for Success”) and as needed in other years, and 2) one-on-one meetings. Students may access tutoring services or assistance from the Academic Success Coach through any of the following means: self-referral; suggestion from block or course directors, faculty, advisors, and mentors; referral by the OSA; or recommendation or mandate of the SPAC.

Block, course and clerkship directors monitor student performance regularly. In the pre-clerkship curriculum, block and course directors review scores on all exams and faculty feedback on small group performance to identify students who are at risk academically, professionally, or with any of the required competencies, and provide assistance, which may include tutoring they arrange and/or referral to the OSA. In Year 3, clerkship directors monitor all written assessments and patient/procedure logs and meet with students assigned to them regularly throughout the year. Each LCM tracks performance of students in his/her Learning Community, including monitoring course and clerkship evaluations. Course and clerkship directors and LCMs discuss academic difficulties with their students and arrange referrals to the OSA as needed.

Students who are identified as at risk of failing a course or clerkship are encouraged to self-refer by making an appointment with their LCM. This is an opportunity for a student to express his/her academic and personal concerns and for the OSA to recommend strategies or services to help, including tutoring. Students are encouraged to have ongoing communication with course faculty to answer questions and obtain additional academic assistance.

In addition to CAM tutoring services, private and group sessions are available through RecPlex and Henderson Student Counselling Center: tutoring, study skill strategies, time management, improving organizational skills, and other special techniques designed to assist students meet the rigorous demands of the curriculum.

Financial Counseling

NSU’s Office of Student Financial Assistance (OSFA)

The main office of the OSFA is located on the first floor of the Horvitz Administration Building. There are also satellite offices in other locations, including the One Stop Shop on the first floor of the Terry Building in the Health Professions Division. All financial aid and student accounts personnel are cross-trained, use common software, and are available to counsel any NSU undergraduate, graduate, or professional student seeking assistance. The OFSA website (http://www.nova.edu/financialaid/) provides information about the types of aid available and debt management strategies. All medical students who receive financial aid are required to complete 1:1 entrance and exit interviews with NSU’s financial aid staff.

Medical students are also expected to utilize the resources on financing their medical education that are available on the AAMC website (https://students-residents.aamc.org/financial-aid/), including the MedLoans® Organizer and
Calculator, FIRST, SALT, and the Education Debt Manager. Sessions with students to review these resources will be provided by staff in the Office of Student Affairs.

Types of aid

There are several financial aid and scholarship options available to medical students, including:

- **Chancellor’s Scholarships**: These awards are made to medical students who are Florida residents based on merit, financial need and other considerations, are renewed every year if the student maintains satisfactory academic progress, and are not repaid.

- **College of Allopathic Medicine Scholarships**: These awards may be based on merit, financial need, and/or other considerations, and are not repaid.

- **External Grants and/or Scholarships**: These are grants and scholarships awarded to students by outside agencies.

- **Federal Student Loans**: These loans offer the option to defer repayment until after graduation or withdrawal from school. They are available to help meet students’ cost of attendance after grant and scholarship options have been exhausted. Federal Student Loans are considered a form of financial aid. See the website of the Office of Student Financial Services [here](http://www.nova.edu/financialaid/graduate-professional/loans/index.html) for more information about the loans that are available to medical students.

- **Alternative (Private) Student Loans**: Alternative student loans are credit based and available through multiple lending institutions. The terms of these loans can differ significantly from those of the Federal Loan Programs. Look at items such as deferment, forbearance and repayment provisions, to include what happens to the loan balance in the event of death or permanent disability.

Tuition Refund Policy

Voluntary Drop or Withdrawal

1) Students who withdraw from the University prior to the start of classes will receive a full refund, less nonrefundable fees.

2) Students who withdraw from the University before the end of the first week of classes will receive a 75% refund, less nonrefundable fees.

3) Students who withdraw after the end of the first week of classes will not receive a refund, unless the withdrawal takes place due to exceptional circumstances, such as serious illness, military conscription, or death of an immediate family member. The Executive Associate Dean for Academic and Student Affairs makes determination of “exceptional circumstances.” Situations such as employment changes, relocation of home, transportation problems, dislike for the instructor/course, etc. are not considered “exceptional circumstances.”

The date of withdrawal is determined by the date that a written application for withdrawal is received by the Assistant Dean for Admissions and Student Affairs for that semester.

Matriculation Policies

Prior to matriculating as medical students in the NSU College of Allopathic Medicine, all admitted applicants must meet the contingencies listed in the Conditions of Acceptance document that they receive with their written offer of admission. In addition, students are required to complete pre-matriculation preparatory material prior to beginning medical school. Details of matriculation policies and all forms that must be filled out and returned are posted at [LINK]. For more information, see Orientation website [LINK].

NSU Student Medical Center

Student Medical Center: Offering Preventive and Therapeutic Health Services

The Student Medical Center (SMC) at NSU provides registered medical students with confidential, professional, primary medical care and health education for the prevention, diagnosis, and treatment of routine illness and injuries.
SMC services are billed to the student/student’s insurer. If a student has NSU health insurance, SMC services are entirely covered and no out-of-pocket payment is required. Students with non-NSU insurance are billed according to the terms of their policy.

The following are services provided at SMC:

**Clinical Care Services**

- physical exams,
- women’s health care,
- preventive care,
- general medical care,
- sports medicine,
- minor surgical procedures.

**Office Procedures**

- EKG, TB screenings, respiratory therapy, vision screening, audiology, pap smears, suturing, allergy injections (with allergist prescription), and IV hydration
- Immunizations: MMR (measles, mumps, rubella), hepatitis A and B, influenza, tetanus/diphtheria, varicella, meningitis, HPV, and others

Students requesting clinical care services are expected to schedule an appointment whenever possible.

**Services Not Provided**

- X rays and other sophisticated diagnostic testing
- Implantation of IUDs
- Specialty physician care (i.e., obstetrics, surgery, orthopedics, ophthalmology, cardiology, gastroenterology, etc.) and dental care
- Emergency care after clinic hours
- Overnight infirmary services

For the above services, referrals are made to several local hospitals, pharmacies and physicians for which the student is financially responsible.

**Ziff Health Care Center: Comprehensive On-Campus Healthcare Options**

In addition to housing the Student Medical Center, the Ziff Health Care Center is a state-of-the-art primary care facility with full-service, radiologic diagnostic capabilities available to the general public. Specialty offices/services include family medicine, pediatrics, X-ray, occupational therapy, pharmacy, physical therapy, rehabilitation, nephrology, hypertension, sports medicine, an optometric center, optical dispensary, OB-GYN, and general internal medicine. Complete dental services are available next door at the clinics operated by the NSU College of Dental Medicine. Ambulatory medical, optometric, and dental care is available during regular business hours for the university community. When a student or a family member needs care, they may make an appointment with the University Health Service. For urgent situations, contact the University Health Service at (954) 262-4100. Most insurance policies are accepted by the health facility for medical services.

**Specialty Care**

Practitioners at both the Student Medical Center and the clinics of the Ziff Health Care Center will arrange consultation with specialists, when required. Students are encouraged to coordinate specialty care with their SMC or Ziff primary care physicians. Any specialty care will be the student’s financial responsibility.
For Medical Emergencies

ON CAMPUS: Call the NSU Police Department at (954) 262-8999. OFF CAMPUS: Call 911 or (954) 262-8999 or go to the nearest hospital ER.

NSU Public Safety Services

The NSU Public Safety Department (http://www.nova.edu/publicsafety/index.html) administers safety and security for all university campuses. Local police department officers and contract security officers support uniformed, unarmed NSU employees. NOVALERT is the name of the public safety program that provides students with 24-hour access to security and safety services and emergency response. Emergency “Blue Light” telephones are located at strategic locations on campus to provide communication to Public Safety at any time. Public Safety also provides crime prevention education, safety escorts, vehicle assistance, criminal investigations, and parking services. Other services provided to the NSU community include fingerprinting, providing extra police for special events, and lost and found.

In Emergency Situations

- **EMERGENCY PHONE NUMBER: 24 HOURS A DAY – 7 DAYS A WEEK (954) 262-8999**
- Students on campus who need emergency assistance should first call 911, then call NSU Public Safety at (954)-262-8999.
- Students who need emergency services and are not currently on campus should call 911 or (954)-262-8999.

All NSU students, faculty and staff who park a vehicle on University property must obtain a University parking permit (available at the One-Stop Shops on the first floor of the Terry Building or Horvitz Building). Medical students are encouraged to review the University’s Parking Rules and Regulations at http://www.nova.edu/publicsafety/forms/parking_regulations.pdf. It is the responsibility of each student to become familiar and comply with the rules.

Parking and Traffic Policies

- In order to park a motor vehicle on campus in any university parking area, the vehicle must be registered with the university, and a parking permit must be properly displayed.
- All administrators, faculty members, staff members, students, and visitors must register vehicles to be driven or parked on campus.
- All administrators, faculty members, staff members, students, and visitors are responsible for any violations of these regulations in which their vehicle is involved.
- Motorcycles, motor scooters, and mopeds are subject to the regulations governing automobiles.
- The Public Safety Department is authorized to designate any spaces as temporary reserved parking.
- Abandoned vehicles are subject to towing at the owner’s expense, unless the owner notifies the Public Safety Department in writing at the time the vehicle becomes disabled. The director of public safety will determine whether a disabled vehicle is allowed to remain on campus.
- Vehicle repairs that create a nuisance are not permitted on campus. Any property damage caused by the making of any repairs is the responsibility of the person making such repairs.
- Trailers or mobile campers are allowed to be parked on campus only with written permission from the director of public safety.
- The maximum speed on any NSU driveway or roadway excluding those owned and managed by the town of Davie, Broward County, or the state of Florida is 15 miles per hour or less.
- All vehicle operators must obey public safety and police direction and instructions regarding operating and parking motor vehicles.
- Nova Southeastern University assumes no liability for damages to any vehicle parked or driven on campus. For additional information, visit the public safety website at http://www.nova.edu/publicsafety/index.html.
Contact Information for Accrediting and Governing Agencies

Students who wish to file a complaint with NSU’s accrediting agencies may contact:

• Southern Association for Colleges and Schools Commission on Colleges - http://sacscoc.org
• Liaison Committee for Medical Education. Any person concerned about the quality of an undergraduate medical education program accredited by the LCME may contact the Secretariat to discuss lodging a complaint. Only those complaints will be investigated that, if substantiated, may constitute noncompliance with accreditation standards. The LCME will not intervene on behalf of an individual complainant regarding, for example, matters of admission, appointment, promotion, or dismissal of faculty or students.

College of Allopathic Medicine Technical Standards

Introduction

Applicants to the Nova Southeastern University College of Allopathic Medicine (the College) are selected for admission on the basis of their academic, personal and extracurricular attributes. Applicants must also have the intellectual, physical and emotional capabilities to meet the requirements of the College’s curriculum and of a successful medical career.

The mission of the College is to provide its graduates with broad general knowledge in all fields of medicine and the basic skills and competence requisite for the practice of medicine. Therefore, the faculty of the College believes that a broad-based and patient-oriented curriculum is necessary for the development of such knowledge and skills and is best suited to the education of future generalists, specialists, physician investigators, and leaders in medicine. In other words, the College seeks to graduate students who will have the knowledge and skills to function in a broad variety of clinical situations and to render a wide spectrum of patient care. The following technical standards are based on standards suggested by the Special Advisory Panel on Technical Standards for Medical School Admissions convened by the AAMC (Memorandum #79-4) in January, 1979*. These guidelines were formally adopted by the Curriculum Committee in 2016, will be reviewed annually by the Admissions Committee, and will be updated periodically. These guidelines specify the attributes considered essential for completing medical school training and for enabling each graduate to enter residency and clinical practice. Moreover, because the M.D. degree signifies that the holder is a physician prepared for entry into the practice of medicine within postgraduate training programs, it follows that graduates must have the knowledge and skills to function in a broad variety of clinical situations and to render a wide array of patient care. As such, these standards, along with the academic standards established by the faculty, describe the essential functions that applicants must demonstrate to meet the requirements of a general medical education, and are pre-requisites for entrance, continuation, promotion and graduation.

Nova Southeastern University College of Allopathic Medicine will consider for admission and continuation any applicant who meets its academic and nonacademic criteria and who demonstrates the ability to perform skills and meet the standards listed in this document, with or without reasonable accommodations, consistent with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. These standards also conform to the AAMC guidelines for medical schools. The College believes that all applicants must possess the intellectual, physical and emotional capabilities necessary to undertake the required curriculum in a reasonably independent manner without having to rely on the assistance of others or intermediaries, and that all applicants must be able to achieve the levels of competence required by the faculty. All applicants for admission, both those with and without disabilities, are expected to be competitive with others in the applicant pool in academic, personal and extracurricular attributes. The institutional policy is to make admissions decisions on a case-by-case basis and on the basis of each applicant’s qualifications to contribute to the College’s educational mission. For purposes of this document and unless otherwise defined, the term “applicant” or “candidate” means applicants for admission to medical school as well as enrolled medical students who are candidates for promotion and graduation.

*Recommendations of the AAMC Special Advisory Panel on Technical Standards for Medical School Admissions, approved by the AAMC Executive Council on January 18, 1979, are reproduced below.
Technical (Non-Academic) Standards for Medical School Admission

A candidate for the MD degree must have abilities and skills in the five functional areas described below, and must have the physical and emotional stamina and capacity to function in a competent manner, and consistent with these standards, in the classroom, clinical and laboratory settings, including settings that may involve heavy workloads, long hours and stressful situations.

1. Observation: The candidate must be able to observe demonstrations and experiments in the basic sciences, including but not limited to anatomic, physiologic and pharmacologic demonstrations, microbiologic cultures, and microscopic studies of microorganisms and tissues in normal and pathologic states. A candidate must be able to observe a patient accurately at a distance and close at hand. Observation necessitates the functional use of the sense of vision, hearing and somatic sensation. It is enhanced by the sense of smell.

2. Communication: A candidate must be able to speak, to hear, and to observe patients in order to elicit information, describe changes in mood, activity, and posture, and perceive nonverbal communications. A candidate must be able to communicate effectively and sensitively with patients. Communication includes not only speech but reading and writing. The candidate must be able to communicate effectively and efficiently in oral and written form with all members of the health care team.

3. Motor: Candidates must have sufficient motor function to elicit information from patients by palpation, auscultation, percussion, and other diagnostic maneuvers that comprise a complete physical examination (including pelvic examination.) A candidate must be able to perform the basic and advanced clinical procedures that are requirements of the curriculum. A candidate must be able to execute motor movements reasonably required to provide general care and emergency treatment to patients. Examples of emergency treatment reasonably required of physicians are cardiopulmonary resuscitation, the administration of intravenous medication, the application of pressure to stop bleeding, the opening of obstructed airways, the suturing of simple wounds, and the performance of simple obstetrical maneuvers. Such actions require coordination of both gross and fine muscular movements, equilibrium, and functional use of the senses of touch, vision, and hearing.

4. Intellectual: Conceptual, Integrative and Quantitative Abilities: These abilities include measurement, calculation, reasoning, analysis, and synthesis. Problem-solving, the critical skill demanded of physicians, requires that a candidate be able to learn, retrieve, analyze, sequence, organize, synthesize and integrate information efficiently, and reason effectively. In addition, the candidate should be able to measure and calculate accurately, and to understand the spatial relationships of structures.

5. Behavioral and Social Attributes: A candidate must possess the emotional health required for full utilization of his intellectual abilities, the exercise of good judgment, the prompt completion of all responsibilities attendant to the diagnosis and care of patients, and the development of mature, sensitive, and effective relationships with patients. Candidates must be able to work effectively, respectfully and professionally as part of the healthcare team, and to interact with patients, their families and healthcare personnel in a courteous, professional and respectful manner. Candidates must be able to tolerate physically taxing workloads and to function effectively under stress. They must be able to adapt to changing environments, to display flexibility, and to learn to function in the face of uncertainties inherent in the clinical problems of many patients. Compassion, integrity, concern for others, interpersonal skills, interest and motivation are all personal qualities that are required.

Technological compensation can be made in certain of these areas, but a candidate should be able to perform in a reasonably independent manner. The use of a trained intermediary, a person trained to perform essential skills on behalf of the candidate, or a person used such that a candidate’s judgment must be mediated by someone else’s power of selection and observation, is not permitted.

In addition to the abilities and skills set forth above, candidates must possess the general physical health necessary for performing the duties of a medical student and physician in training without endangering the lives of patients and/or colleagues with whom the student might have contact. Candidates whose performance is impaired by abuse of alcohol...
or other substances are not suitable candidates for admission, continuation, promotion or graduation.

**Process for Assessing the Applicant's Compliance with the Technical Standards**

Applicants are required to attest at the time they accept an offer to matriculate that they meet the College’s Technical Standards, and thereafter must attest on an annual basis that they continue to meet the Standards. These Standards are not intended to deter any student who might be able to complete the requirements of the curriculum with reasonable accommodations. Requests from applicants for reasonable accommodations in meeting the Technical Standards will be reviewed and considered by the NSU Office of Student Disability Services. Students requesting accommodations must complete NSU’s “Academic Accommodations” form (http://www.nova.edu/disabilityservices/forms/academic_accommodations.pdf). For additional information about the College’s process for assessing an applicant’s compliance with the Technical Standards, contact Susan Gonzalez at susagonz@nova.edu or (954) 262-1639.

**Students with Disabilities**

Individuals with disabilities (as defined by Section 504 of the Rehabilitation Act and the Americans with Disabilities Act) may be qualified to study and practice medicine with the use of reasonable accommodation. To be qualified for the study of medicine, those individuals must be able to meet the College of Allopathic Medicine’s academic and technical standards, with or without reasonable accommodation. Accommodation is considered to be a means of assisting students with disabilities to meet essential standards by providing them with an equal opportunity to participate in all aspects of each required course or clinical experience in the curriculum. Reasonable accommodation is not intended to guarantee that students will be successful in meeting the curricular requirements.

It is the student’s responsibility to submit the necessary forms to the NSU Office of Student Disability Services in a timely manner for each course and clerkship in the MD program in order to be guaranteed the appropriate accommodations. The forms may be downloaded directly from the SDS website at http://www.nova.edu/disabilityservices/forms/academic_accommodations.pdf.

**The Use of Auxiliary Aids and Intermediaries**

Technological compensation can be made for some disabilities in certain areas, but a candidate should be able to perform in a reasonably independent manner. Qualified students with documented disabilities are provided with reasonable accommodations that may include involvement of an intermediary or an auxiliary aid. But no disability can be reasonably accommodated with an aid or intermediary that provides cognitive interpretation, or substitutes for essential clinical skills, or supplements clinical and ethical judgment. Thus, accommodations cannot eliminate essential program elements or fundamentally change the curriculum of the College of Allopathic Medicine.

**Making a Request for Accommodation**

Accepted applicants with a documented disability and enrolled students who believe they have a disability, who request accommodations, have the responsibility for documenting the disability and the need for accommodations. Such applicants and students must register with the NSU Office of Student Disability Services (SDS). The SDS provides students with disabilities the services and accommodations needed within the framework of these Technical Standards to successfully participate in the full academic program of the NSU College of Allopathic Medicine. Student requests for accommodation will be considered on an individual basis. Each student with a disability should contact the Office of Student Disability Services prior to the commencement of classes to discuss his or her needs. Contact: Susan Gonzalez, the HPD representative of the Office of Student Disability Services 3200 South University Avenue (Terry Building), One-Stop Shop: (954) 262-1639 • Fax: (954) 262-3223 Email: susagonz@nova.edu • Website: nova.edu/disability services

Documentation of disability should be submitted to the SDS. Students must register with the SDS to receive authorized academic Support Services, provide documentation of the disability and undergo an intake interview. A SDS representative will collaborate with the Assistant Dean for Admissions and Student Affairs to ensure that the requested accommodations are reasonable within the structure and goals of the curriculum.

To be eligible for services at the SDS, a student must satisfy the definition of a disability as established by the Americans
with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Both the ADA and Section 504 define a disability as a condition which substantially limits at least one major life activity such as walking, seeing, speaking, hearing, breathing, learning, caring for oneself, and interacting with others. To be eligible for accommodations, a student must provide appropriate documentation of each disability that demonstrates an accompanying substantial limitation to one or more major life activities.

In applying for support services, the student with a disability must provide the SDS with appropriate written documentation from a licensed professional in the field concerning the specific diagnosis and expected academic limitations. The submission of appropriate documentation is just one step in the process of registering for support services with the SDS. For a full description on how to submit the necessary appropriate written documentation to request accommodations, go to http://www.nova.edu/disabilityservices/forms/academic_accomodations.pdf

Note: It is the student’s responsibility to notify their professors of the student’s approved accommodations by presenting an SDS Letter of Notification.

Academic Accommodation(s) Process

Requests for accommodation must be made in writing to the Office of Student Disability Services and must be supported by appropriate documentation of recent medical, psychological, or educational assessment data administered and evaluated by a qualified professional. If the student disagrees with the accommodation(s) proposed by the Office of Student Disability Services, he or she may appeal the decision to the university’s Academic Accommodation Appellate Committee. The student will be given the opportunity to present his or her appeal in an appearance before the committee. The committee will also review all relevant documents submitted with the written appeal before rendering a decision. The student will be notified in writing of the committee’s decision within a reasonable amount of time of the hearing. The decision of the university’s Academic Accommodation Appellate Committee is final and binding upon the student without further appeal.

Academic Accommodation Appellate Committee Guidelines

1. Upon receipt of a notice of appeal, the ADASA shall schedule a meeting of the committee at a time and place convenient to the student and to the committee members.
2. The student shall have the opportunity to present relevant documents for review by the committee.
3. The student shall be given the opportunity to personally meet with the committee and to present his or her appeal.
4. Proceedings of the committee shall be kept in strict confidence. The following are prohibited in all committee meetings:
   a. any recording of the meeting, except official minutes
   b. legal counsel
   c. uninvited guests

In reaching its decision, the committee may consult with recognized experts in the field of disabilities and/or organizations such as the Association on Higher Education and Disability. The student shall be notified in writing of the decision of the committee within a reasonable amount of time of the committee meeting. All decisions of the committee are final and binding on the student without further appeal.

Academic Affairs

Academic Calendar, University Holidays, and Medical Student Schedule Commitments

The academic calendar is posted on the College of Allopathic Medicine website (LINK) and students should familiarize themselves with the required activities for the medical educational program. Please note that the academic calendar for the College of Allopathic Medicine differs from that of the rest of the University. Medical students are governed by the College of Allopathic Medicine academic calendar and dates are subject to change. Students must check the course syllabus and the College’s web site for the latest academic schedule.

Students are expected to participate in ALL scheduled orientation activities, as well as required classes, exams and other performance assessments, and required Office of Student Affairs activities, from the first through the last date in each semester that appears on the academic calendar, excluding mid-semester breaks.
A matriculating student who is not physically present at the beginning of Year 1 (which will generally be at 8:00 a.m. on the Monday of Orientation and Professional Immersion Week) without an excused absence will forfeit his/her position in the class. All fees and tuition that have been paid by that student will be refunded and the position will be offered to a student on the alternate list.

Blocks, courses and clerkships listed in the academic calendar are organized to begin and end on common dates in each year or semester and generally have a uniform weekly schedule. During a typical week, block and course activities (lectures, labs, small groups, clinical experiences, and examinations) will be scheduled during no more than seven half days, with an average of three half days kept free for independent study. Block and course directors are required to adhere to approved College of Allopathic Medicine academic calendars when scheduling their blocks and courses. Examination dates and times are coordinated and timed to attempt to ensure a reasonable work load for students. During the third and fourth years of medical school students will actively participate in a lottery process to create their clerkship and rotation schedules within the overall framework of the College of Allopathic Medicine academic calendar and the curriculum requirements.

NSU is officially closed on a number of national holidays, including Labor Day, Veteran's Day, Thanksgiving Day and the following Friday, a winter holiday on varying days during the period that includes Christmas Day and New Year's Day, Martin Luther King, Jr. Day, Memorial Day, and Independence Day. The dates of the University Holidays for each year can be found at [http://www.nova.edu/hr/holiday-schedule.html](http://www.nova.edu/hr/holiday-schedule.html). The College of Allopathic Medicine is closed and does not hold classes on University Holidays; however, during clerkships and year 4 rotations students may be expected to work and take call on these days depending on the patient care activities at their assigned clinical sites, or to attend other scheduled activities.

**Academic Evaluation and the Competency Based Grading System**

**Blocks, Courses and Clerkships**

The NSU College of Allopathic Medicine curriculum is organized by three phases (pre-clerkship, clerkship, and electives). In the pre-clerkship phase, each semester includes a series of integrated basic science blocks, which occur concurrent with the Practice of Medicine clinical courses. The clerkships are organized as a series of three Clerkship Modules, each of which includes two required clerkships. Student performance is assessed in each block, course, clerkship and elective. The Student Progress and Advising Committee (SPAC) has defined standards for Satisfactory Academic Progress, which include the requirement that students must pass each block, course, clerkship, and elective in the curriculum.

The syllabus for each block, course, clerkship, and elective contains the course objectives, the CAM General Competencies and Educational Program Objectives addressed, the schedule of activities, learning objectives for specific sessions or activities, names and contact information for the faculty involved, a listing of course materials, the student assessment system, and grading policies.

The competency based grading process at the College of Allopathic Medicine ensures that teaching, assessment, and remediation of all competencies are equally prioritized. All College of Allopathic Medicine blocks, courses, and clerkships are mapped to the NSU Competencies and the AAMC Physician Competency Reference Set (PCRS). The grading system is in place to facilitate early identification of at risk students and to provide a supportive formative remediation process to improve student performance without permanently marking their transcript or MSPE. Should students have unsatisfactory performance in blocks, courses, or clerkships, or have ongoing repeated concern in competency performance and/or failed remediation, they will be referred to the Student Progress and Advising Committee (SPAC).

**NSU College of Allopathic Medicine General Competencies**

**Medical Knowledge:** Students will apply evidence-based medicine principles of biomedical, clinical, epidemiological, and social-behavioral sciences to guide diagnosis, treatment, and patient care decisions.

**Patient Care:** Students will use knowledge and skills during clinical encounters to gather necessary information and apply evidence to develop appropriate diagnostic and therapeutic plans that enhance health and treat disease.
System Based Practice: Students will demonstrate an awareness of, and responsiveness to, the larger context and system of health care, utilizing other resources in the system to provide care for patients. Students will acknowledge the relationship between the patient, the community and the health care system and the impact on health of culture, economics, the environment, health literacy, health policy, and advocacy to determine their role within these social and system dynamics.

Practice Based Learning and Improvement: Students will be able to actively set and pursue clear learning goals and exploit new opportunities for intellectual growth and development. The student will demonstrate the ability to generate critical, reliable, valid self-assessment(s) and use this knowledge for self-regulation and to promote their development. Students will be able to recognize and thoroughly characterize a problem, develop an informed plan of action, act to resolve the problem, and subsequently assess the result(s) of their action.

Interpersonal Skills and Communication: Students will listen attentively and communicate clearly with patients, families, peers, faculty, and other members of the health care team: establishing rapport; fostering, forming, and maintaining therapeutic relationships with patients; effectively gathering and providing information during interactions with others and participating in collaborative decision making that is patient-focused.

Ethics and Professionalism: Students will carry out professional responsibilities with the highest standards of excellence and integrity, consistent with the Honor Code and with adherence to ethical principles. Students will value the humanity of all and demonstrate accountability to both patient and society by placing the patient first and advocating for improved access and just distribution of resources.

Interprofessional Collaboration: Students will demonstrate an awareness of and responsiveness to the larger context and system of health care, as well as the ability to call effectively on other resources in the system to provide optimal health care.

Personal and Professional Development and Wellness: Students will demonstrate the qualities required to sustain lifelong personal and professional growth and wellness.

Scholarly Inquiry: Students will apply knowledge of the scientific process to integrate and synthesize information, solve problems and formulate research questions and hypotheses. Students will be facile in the language of the sciences and use it to participate in the discourse of science and explain how scientific knowledge is discovered and validated.

College of Allopathic Medicine Grades and Transcript

The official College of Allopathic Medicine transcript is organized by academic year, listing all blocks, courses and clerkships in the academic year, with the credit hours for each block, course or clerkship, followed by the final grade earned for each block, course or clerkship. The transcript will also record that the student passed the College’s internal competency assessments and the USMLE licensing examinations.

Grades

Courses and system blocks (pre-clerkship): Student achievement of competencies results in either a “Pass” or “Fail” final grade.

- **Pass:** All competencies demonstrated at least a satisfactory level of performance, no significant portion of the performance has been below the minimum level of competency.
- **Fail:** At least one competency was not demonstrated at a satisfactory level of performance. REMEDIATION OR REPETITION OF COURSEWORK IS REQUIRED.

Clinical clerkships: Student achievement of competencies is stratified, resulting in a final grade of "Pass with Honors", "High Pass", "Pass" or “Fail”.

- **Pass with Honors** (Exemplary): The student has performed consistently in a manner judged as truly outstanding. The performance is worthy as a model.
- **High Pass** (Superior): The student has performed consistently in a manner judged to be clearly above average competency. The performance may occasionally be exemplary but not consistently so.
- **Pass:** The student has performed consistently in a manner judged to be at or above the minimum level of competency. The performance may occasionally be superior, but not consistently so. No significant portion of the performance has been below the minimum level of competency.
• **Fail**: The student has performed in a manner judged as marginal in relation to the minimal level of competency. In some aspects, performance may have been above the minimum level, but in other aspects, or at other times, performance has been below the minimum level. The student has not demonstrated adequate mastery of the pertinent competency. REMEDIATION OR REPETITION OF COURSEWORK IS REQUIRED.

**Fail and In Process Grades in Permanent Student Records**

**Fail**: Students who receive a “Fail” grade in a medical school block, course or clerkship will be referred to the SPAC for review of the student’s overall academic progress. The SPAC will then make a determination as to whether the student must 1) remediate a specific area of unsatisfactory performance in order to receive grade of “Pass”; 2) repeat the block/course/clerkship; 3) repeat the year; 4) be placed on probation, suspension, or be dismissed from the College of Allopathic Medicine. All “Fail” final grades will be listed on the student’s permanent transcript. The transcript will reflect both the initial grade of Fail (F) and the final grade earned in the course or clerkship. Failure to complete the plan for remediation (i.e., work not completed or performed at an unsatisfactory level) will be reported to the SPAC for action, which can include requiring that the student to repeat the block/course/clerkship, repeat the year, be placed on probation, suspension, and/or be dismissed from the College of Allopathic Medicine. The College of Allopathic Medicine follows the AAMC template for the Medical Student Performance Evaluation (MSPE/“Dean’s Letter”) in which any remediation or repetition of coursework is noted.

**IP (In Process)**: This grade is used for students who have not completed all required components of a block, course, or clerkship. The grade of “IP” must be remediated before a student progresses to the next academic year, unless an extension is granted by the SPAC. “In Process” grades change to “Fail” grades if the remediation is not completed in a satisfactory manner within the time limits prescribed by SPAC. The deadline for completion of grades of “In Process” does not apply while a student is on an approved leave of absence. The “In Process” grade will be replaced on the transcript when a final grade has been assigned. All “In Process” grades must be resolved before a student is eligible for graduation. If the grade of “IP” is given because a student is unable to complete coursework due to serious illness or some other extenuating circumstance, the grade does not convert automatically to a “Fail” at the end of the academic year.

**College of Allopathic Medicine Assessments**

**Narrative Assessment of Student Performance**

In the majority of College of Allopathic Medicine blocks, courses and clerkships a narrative description of student performance will be completed by faculty. Narrative comments will be provided to students for their review in a timely manner and will be a part of the student’s permanent file. Clerkship grading narratives are included verbatim in the MSPE/Dean’s Letter.

**Examinations**

The majority of written examinations are conducted as web-based objective examinations, using secure questions; this means that the examination questions will not be available for study before or after exams. Examinations are timed and proctored and students take them using either software from the Emedley suite (ExamN) on iPads (for internal exams) or on laptops/PCs with wired connections linked only to servers at the National Board of Medical Examiners (for NBME exams). Some blocks or courses use essay examinations, which may be timed and proctored or assigned as take-home (“open book”) exams. Students may review essay questions and their answers after essay exams.

Students have opportunities to raise concerns about exams or ask specific questions by contacting the block, course or clerkship director. Exam results will be posted online without student identification and students will receive their results individually.

Block and course directors are expected to use a variety of performance measures in addition to the secure, web administered, objective exams. The performance measures and percentage contribution to the final grade in each block, course or clerkship is described in the syllabus.
To the degree possible, exams for concurrent courses will be scheduled so that exams do not compete with other learning activities.

**Required Formative Assessments**

Throughout the blocks, courses and clerkships in all four years of medical school, students are provided with regular, formative feedback on their performance. This feedback takes the form of narrative feedback by faculty and peers and a range of other assessments, such as practice tests on course content. Block, course and clerkship directors are expected to ensure structured formative feedback to students early enough to allow sufficient time for remediation. For short blocks, courses or clerkships (less than 4 weeks), formal feedback is not required but some method of assisting students to assess their learning is expected.

The NBME Comprehensive Basic Science Examination (http://www.nbme.org/Schools/Subject-Exams/Subjects/comp_basicsci.html) is administered during the RIA Week at the end of the pre-clerkship curriculum. It is a required exam but the results do not impact student grades. The purpose of this exam is for students to self-assess their preparation and guide their study for USMLE Step 1 exam.

**Policy on Recusal from Academic Evaluation of Students by Faculty**

It is the policy of CAM that faculty who provide health, medical or psychiatric/psychological services to a medical student or who have a close personal or familial relationship with a medical student will have no involvement in the academic assessment of or in decisions about the promotion of that student.

**Preface:** Assessments in and promotions through the academic program of the College of Allopathic Medicine are expected to be made fairly, impartially and without bias. On occasion, a student may have a close personal relationship with or will have been provided medical or mental health services by a faculty member, either before or after the student has enrolled in the CAM program. Because such a faculty member has access to sensitive and confidential information that might have the tendency to influence the faculty member’s judgement about the student's academic performance, such faculty members are not permitted to participate in the academic assessment of or decisions about the promotion of the student. The assessment and promotion process should, and should be seen to, take into account only academic and humanistic considerations when assessing student performance. In order to accomplish that goal, both faculty and students have an obligation to alert the Office of Medical Education so that such situations may be avoided. In addition, SPAC members must identify as early as possible any situation that could reasonably call into question the judgment of the member.

**Policy:** As soon as a conflict of interest or the appearance of a conflict of interest is recognized, faculty participating in the College student assessment process shall recuse themselves from both assessment of the student in blocks, courses or clerkships and any discussion of and voting on the student. A conflict of interest is present if the faculty has or has had a treatment relationship with the student or has or has had a close personal or familial relationship with the student. Faculty shall bring any conflict to the attention of the Director of Student Affairs as soon as they become aware of the situation. Generally, any conflict is considered resolved by 1) recusal of the affected faculty member from an academic assessment role or proceedings involving the student before the SPAC, or 2) if the faculty member is in a position to mentor or assess the student in other CAM educational activities, the replacement of the faculty member with unconflicted faculty or reassigning the student to an appropriate alternative experience. The Executive Associate Dean for Academic and Student Affairs will determine whether additional steps should be taken to manage the potential conflict.

**Procedure for medical students with prior or ongoing relationship with a faculty member or resident physician**

In the case that a medical student is assigned to work with a faculty member or resident physician, with whom they have had a prior or ongoing professional care provider relationship or close personal relationship, either party must request that the student be granted an immediate change of assignment without fear of reprisal for this request. The medical student should contact the Director of Student Affairs, who will facilitate an immediate re-assignment for the student. The faculty member should contact the Director of Student Affairs, who will alert the course/clerkship director immediately about the need to change the assignments and to ensure that the faculty member will have no influence
on the assessment or determination of the grade of the medical student. The resident physician should contact the Director of Student Affairs, who will contact the residency program directly to inform them of the relationship. The Director shall also alert the course/clerkship director immediately about the need to change the assignments to ensure that the resident will have no influence on the assessment or determination of the grade of the medical student.

Notification and Scheduling

At the beginning of each course, rotation, or clerkship at the College of Allopathic Medicine, the Office for Medical Education provides students and faculty with small group facilitator, preceptor, attending, and/or clinical site assignments as a routine part of the scheduling process. Students and faculty must report any potential and/or actual conflicts of interest with one another that might necessitate a change in assignments.

Regarding the psychiatry clerkship, information about potential teacher/physician dual relationship will be provided to the medical students on the first day. Students are told that if they have seen a clinician at the facility as a patient, they should notify the curriculum coordinator who will modify the schedule to avoid activities with the clinician in question, without alerting the site director as to the purpose of the schedule change.

If a change in assignment needs to be made as a result of any of the conflicts mentioned above, the type of conflict will generally not be disclosed to the individuals involved, in the interest of privacy. The course administrator(s) will be instructed to facilitate such requests without inquiring as to the nature of the conflict of interest. Students have the obligation to avoid small groups, preceptor assignments, clinical sites, as well as specific clerkship and elective rotations where evaluating faculty have a close or personal relationship with the student. Final schedules and assignments remain at the discretion of the College of Allopathic Medicine.

United States Medical Licensing Exams (USMLE) Policy

In order to become fully licensed to practice medicine in the United States, individuals must pass all four (4) USMLE Step exams. This policy describes the required components of the USMLE during medical school and the implications for the residency match and graduation.

All students must take the USMLE Step 1 exam before beginning clinical clerkships and must receive a passing score to remain enrolled. Students must take and pass the USMLE Step 2 CK (Clinical Knowledge) and USMLE Step 2 CS (Clinical Skills) exams prior to graduation. Students are expected to take and pass each examination by the deadlines for that examination set forth in the policy below.

USMLE Step 1 Examination

Scheduling of Step 1

Students are required to take Step 1 of the USMLE no later than February 15 prior to the start of the Clerkship Orientation scheduled in March of Year 2. Students who delay taking Step 1 until after this date cannot begin the clerkships until March of the following year.

Failure and Retaking of Step 1

Students who fail USMLE Step 1 on their initial attempt will be removed from the clinical clerkships and are required to take a leave of absence to prepare for and retake Step 1. Students must retake Step 1 by May 31 of the same calendar year. Students who pass on the second attempt may start the clerkship curriculum at the beginning of the next Clerkship Module. Students who fail their second attempt will continue to be assigned to be on a leave of absence. Students must complete their third attempt to pass Step 1 by December 31 of the same calendar year. Students who pass on their third attempt may start the clerkship curriculum, including orientation, when it begins again the following March.

USMLE Step 2 Examinations

Passage of Step 2 Clinical Knowledge (CK) and Step 2 Clinical Skills (CS) are required for graduation. Initial attempts to pass both Step 2 exams (CK and CS) must be completed by June 30 in the year preceding graduation. To ensure that a student who matches to a residency will be able to start the PGY-1 year on time, any student who will not be able to
obtain a passing score on USMLE Step 2 CK and/or Step 2 CS before the final date for submission of the NRMP rank order list will be withdrawn from the residency match by the Office for Student Affairs. At the discretion of the Executive Associate Dean for Academic and Student Affairs, such students will be allowed to walk with their class at commencement and will receive a diploma with a later date, if it is anticipated that they will have met all graduation requirements within a reasonable time after commencement. Passing scores must be documented no later than April 15 of the year the student expects to graduate. Failure to document a passing score for either Step 2 exam by April 15 will result in a delay in graduation.

**Failure to pass, after the third attempt, either Step 1, Step 2 CK, or Step 2 CS will result in automatic dismissal from the College of Allopathic Medicine.**

Students must be enrolled in the College of Allopathic Medicine to be able to register for and take the USMLE Step 1, Step 2 CK, and Step 2 CS examinations. Students are required to complete applications for the USMLE examinations in sufficient time to request test dates on or before the deadlines. Students with circumstances that prevent them from taking or retaking the USMLE Step 1, Step 2 CK, or Step 2 CS according to the dates in this policy must, as soon as possible, petition in writing to the Assistant Dean for Admissions and Student Affairs, who will review the request and make a determination.

**Student Academic Files**

The College of Allopathic Medicine adheres to NSU policies regarding the maintenance of student academic files.

**Policy on Medical Student Records**

Medical student records are kept in a secure manner to maintain confidentiality and integrity of the records. To preserve the accuracy of student educational records, which contain student academic records, a student wishing to review their educational records will be required to submit a written request and follow these procedures:

1. Students submit written requests that identify the record(s) they wish to inspect to the Assistant Dean for Admissions and Student Affairs (ADASA) who will process the request and forward to the Office of the University Registrar.
2. The Office of the University Registrar will arrange for access and notify the student of the time and place where the records may be inspected.
3. The record will be made available to the student within 10 business days.

The records will be provided to any current or former student who has been approved for such review by the ADASA and the Office of the University Registrar.

Medical students are not permitted to inspect:

- Admissions interviews and recorded data.
- Confidential letters of recommendation if the student has waived his or her right of access in writing.
- Educational records containing information about more than one student, in which case the medical school will permit access only to that part of the record which pertains to the inquiring student.

In addition, students are not permitted to review and challenge their parents’ financial records.

**Request to Amend Contents of Medical Student Records**

Medical students have the right to request amendment of their educational records that they believe are inaccurate or misleading. Students who believe that their educational records contain information that is inaccurate or misleading, or is otherwise in violation of their privacy or other rights, should submit a written request for amendment to the University Registrar. The University Registrar will inform the ADASA of the request. **Note that this process is directed towards clerical errors. Requests for substantive changes to the student’s records such as a grade change, academic evaluations, or the outcome of a disciplinary proceeding are not grounds for correction or a formal hearing under this policy.**

The ADASA, in consultation with the Office of the University Registrar, will review the request and approve or deny it based on the evidence. If the decision is in agreement with the student’s request(s), the appropriate records will be
amended. If not, the student will be notified within a reasonable period of time that the records will not be amended and will be informed by the ADASA or the University Registrar of his/her right to a formal hearing.

All requests for formal hearings associated with challenging the content of a student’s educational records on the grounds that the information contained in the educational records is inaccurate, misleading, or in violation of the student’s privacy rights will be conducted in accordance with the relevant provisions of FERPA. The student will be notified of the institution’s decision in writing within a reasonable period of time after the hearing. If, after a formal hearing, the institution decides that the information in the education record is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it will inform the student of his/her right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the agency or institution, or both. If the institution places such a statement in the student’s educational records, the institution will maintain the statement with the contested part of the record for as long as the record is maintained and disclose the statement whenever it discloses the portion of the record to which the statement relates.

**Fees for Obtaining Copies of Records**

The University will charge the following fees for furnishing copies of student records and reports, or any material included therein:

- Copies of official transcripts. $10.00 per transcript
- Copies of all other educational records – costs for copying (based on number of pages) plus any administrative costs incurred for search, retrieval and mailing.

**University Policies**

The following University policies are of particular significance to the College of Allopathic Medicine; however, students are expected to be aware of not only these policies, but all NSU policies and to adhere to them.

**NSU Equal Opportunity/Nondiscrimination Policy:**

**NSU Family Educational Rights and Privacy Act (FERPA)**

**NSU Health Care Privacy (HIPAA) Statement**

**NSU Policy on Consensual Relations:**

**NSU Policy on Drug-Free Environment:**

**NSU No Smoking Policy:**
[http://www.nova.edu/studentaffairs/forms/studenthbk_2016-17.pdf](http://www.nova.edu/studentaffairs/forms/studenthbk_2016-17.pdf), page 33

**NSU Sexual Misconduct Policy/Title IX**

**NSU Student Code of Conduct:**

**NSU Emergency Policies:**
[http://www.nova.edu/publicsafety/index.html](http://www.nova.edu/publicsafety/index.html)
Health Professions Division Information and Policies

Helpful general resources about fees, facilities and services can be found at http://medsciences.nova.edu/forms/medsci_student_handbook.pdf, pages 13-17. Additional HPD policies are found at pages 17-30; some of the policies are supplemented or replaced by the CAM policies listed below.

College of Allopathic Medicine Policies

Standards of Conduct for Medical Students

Students of the College of Allopathic Medicine are expected at all times to behave in a way exemplifying the following Professional Attributes, which have been identified by the faculty as behaviors and attitudes that medical students are expected to develop. Learning experiences related to these attributes occur throughout the curriculum and student attainment of each attribute is assessed in a variety of ways:

- Respect
- Honesty
- Integrity
- Ethical Conduct
- Compassion
- Self-awareness

Responsibilities of Teachers and Learners

The College has adopted the AAMC Compact between Teachers and Learners of Medicine. Preparation for a career in medicine demands the acquisition of a large fund of knowledge and a host of special skills. It also demands the strengthening of those virtues that undergird the doctor/patient relationship and that sustain the profession of medicine as a moral enterprise. This Compact serves both as a pledge and as a reminder to teachers and learners that their conduct in fulfilling their mutual obligations is the medium through which the profession inculcates its ethical values.

GUIDING PRINCIPLES

DUTY. Medical educators have a duty, not only to convey the knowledge and skills required for delivering the profession’s contemporary standard of care, but also to inculcate the values and attitudes required for preserving the medical profession’s social contract across generations.

INTEGRITY. The learning environments conducive to conveying professional values must be suffused with integrity. Students learn enduring lessons of professionalism by observing and emulating role models who epitomize authentic professional values and attitudes.

RESPECT. Fundamental to the ethic of medicine is respect for every individual. Mutual respect between learners, as novice members of the medical profession, and their teachers, as experienced and esteemed professionals, is essential for nurturing that ethic. Given the inherently hierarchical nature of the teacher/learner relationship, teachers have a special obligation to ensure that students and residents are always treated respectfully.

COMMITMENTS OF FACULTY

- We pledge our utmost effort to ensure that all components of the educational program for students and residents are of high quality.
- As mentors for our student and resident colleagues, we maintain high professional standards in all of our interactions with patients, colleagues, and staff.
- We respect all students and residents as individuals, without regard to gender, race, national origin, religion, or sexual orientation; we will not tolerate anyone who manifests disrespect or who expresses biased attitudes towards any student or resident.
- We pledge that students and residents will have sufficient time to fulfill personal and family obligations, to enjoy recreational activities, and to obtain adequate rest; we monitor and, when necessary, reduce the time
required to fulfill educational objectives, including time required for “call” on clinical rotations, to ensure students' and residents' well-being.

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

COMMITMENTS OF STUDENTS AND RESIDENTS

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

Relationships Between Teachers and Students

Students and teachers should recognize the special nature of the teacher-learner relationship which is in part defined by professional role modeling, mentorship, and supervision. Because of the special nature of this relationship, students and teachers should strive to develop their relationship to one characterized by mutual trust, acceptance and confidence. Both must recognize the potential for conflict of interest and respect appropriate boundaries.

Oath of Academic and Professional Conduct for Students in the College of Allopathic Medicine

The practice of the art and science of medicine must be based on reverence for life, compassion and respect for the patient, competence, and integrity. Hence, the College of Allopathic Medicine expects its students to exhibit compassion; to be considerate and respectful towards patients, their families, instructors, staff, and each other; to grow in knowledge and clinical skill; and to act honorably at all times.

Each matriculating class of students in the Nova Southeastern University College of Allopathic Medicine will recite their Class Oath at the White Coat Ceremony during Orientation, before they begin their first courses of study for the M.D. degree. This Oath will be written by the students themselves, based on small group exercises and discussions of appropriate academic and professional conduct for students of medicine. The exercise and discussions will be facilitated by College of Allopathic Medicine faculty. The Oath for each class will be posted in classrooms, used in reflective exercises in various courses, and serve as a guide for student behavior throughout their studies in the College of Allopathic Medicine. By writing and reciting their own Oath, students will pledge to adhere to the tenets of their Oath throughout medical school, in all settings that reflect upon the integrity and suitability of the student to practice medicine. Successful progression through the curriculum and graduation with the M.D. degree are contingent upon the student's adherence to the Oath of his/her class and to the AMA Principles of Conduct for medical students.

Student Mistreatment Policy

I. PREAMBLE

The NSU College of Allopathic Medicine (CAM) is committed to providing and maintaining a positive environment 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.

Our students are exceptionally talented individuals, dedicated to becoming outstanding physicians, who have selected this medical college for their training. Effective learning is possible only in an environment where students can trust their teachers to treat them fairly and with respect. The teacher may be a faculty member, resident, student, or other member of the health care team. One manner in which the teacher/learner relationship is unique is that students are
vulnerable, depending on many of their teachers for evaluations and recommendations. In addition, medical education includes mastering not justpathophysiology but also the essentials of professional behavior. Students learn professional behavior primarily by observing the actions of their teacher role models. Unprofessional, disrespectful or abusive behavior by teachers is antithetical to standards of professional conduct that medical students are expected to master. These behaviors by teachers may also be self-perpetuating, as students come to believe that such behavior is appropriate when they assume the role of teacher.

II. RESPONSIBILITIES OF TEACHERS AND LEARNERS
The College has adopted the AAMC Compact between Teachers and Learners of Medicine. This Compact serves both as a pledge and as a reminder to teachers and learners that their conduct in fulfilling their mutual obligations is the medium through which the profession inculcates its ethical values.

III. UNPROFESSIONAL AND ABUSIVE BEHAVIORS
The responsibilities of teachers and students listed in the Compact constitute examples of respectful and professional behaviors. These are our standards. Mistreatment of students can occur in a variety of forms and may seriously impair learning. Types of abuse include verbal, power, ethnic, physical, and sexual harassment. Examples of mistreatment of students include, but are not limited to, repeated instances or single egregious instances of:

- Yelling or shouting at a student in public or private
- Criticism or other actions that reasonably can be interpreted as demeaning, insulting or humiliating
- Assigning duties as punishment rather than education
- Unwarranted exclusion from reasonable learning opportunities or intentional neglect or lack of communication (e.g., neglect, in a clerkship, of students with interests in a different field of medicine) or other instances that cause unwarranted exclusion from reasonable learning or professional opportunities
- Threats to fail, give lower grades, or give a poor evaluation for inappropriate reasons
- Disregard for student safety
- Denigrating comments about a student's preferred choice of specialty
- Asking students to carry out personal chores
- Unwelcome repeated sexual comments, jokes, innuendos, or taunting remarks about one’s body, attire, age, gender, ethnicity, sexual orientation, or marital status
- Comments about stereotypical behavior or ethnic jokes
- Intentional physical contact such as pushing, shoving, slapping, hitting, tripping, throwing objects at, or aggressive violation of personal space.

Certain mistreatment behaviors such as sexual harassment, discrimination based on race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, gender identity, and veteran status are also covered under NSU policies. Such complaints will be handled in accordance with NSU’s policy and procedures, available at www.nova.edu/title-ix or, in situations involving disability discrimination, at http://www.nova.edu/studentaffairs/forms/studenthhk_aug2017.pdf, page 43. If CAM personnel receive a complaint that appears to be covered under these NSU policies, they will forward the student’s complaint to the appropriate NSU office for further institutional action by NSU.

When a medical student is alleged to have engaged in medical student mistreatment, the Assistant Dean for Admissions and Student Affairs will determine whether such cases shall be handled under this policy (including referral to responsible NSU offices) or by the Student Progress and Advising Committee (SPAC). Disputes over grades are handled by the College grade appeal policies.

IV. POLICY’S OBJECTIVES
This policy and related procedures aim to protect medical students from mistreatment by any faculty (pre-clerkship and clinical) or staff member associated with the College, including clerkship directors, attending physicians, residents, and other medical students by:

- Educating all members of the College about student mistreatment
- Prohibiting medical student mistreatment by anyone associated with the College
- Encouraging the early identification of medical student mistreatment as a preventive measure
- Identifying individuals to whom medical students can report mistreatment
• Requiring those who receive complaints regarding student mistreatment to report the complaint to the appropriate administrator
• Providing a confidential system for reporting mistreatment
• Prohibiting retaliation against those who report mistreatment
• Assuring confidentiality to the fullest extent possible
• Assuring that all reports of mistreatment will be thoroughly and promptly addressed
• Providing an avenue for corrective action.

V. ACTIONS IF A STUDENT BELIEVES THEY HAVE BEEN ABUSED OR MISTREATED
The student should, first, carefully examine the circumstances of the incident or incidents which occurred. The student may discuss the event with someone else who witnessed it, or with another student or individual whose judgment the student trusts. Did the event come under the behaviors listed in Section III above? If so, there are three processes available for addressing the incident – informal resolution, consultation, and formal complaint. Often, concerns can be resolved informally or through consultation. If the matter is not satisfactorily resolved through the informal resolution or consultation process, then the person who made the allegation of mistreatment (whether a medical student or otherwise) or the person against whom the allegation was made may initiate a formal complaint. The goal of these processes is to foster the student’s educational experience by minimizing behaviors which detract from it.

INFORMAL RESOLUTION – Students may do this by directly approaching the person whom they feel mistreated them and expressing their concern.

CONSULTATION - Meet with the student's block/course/clerkship director and describe what happened. If the block/course/clerkship director takes action to settle the complaint, he/she will submit a written report of these actions to the Assistant Dean for Admissions and Student Affairs. If the student is not satisfied with his/her interaction with the block/course/clerkship director, or does not feel comfortable approaching him/her, or the abuser is the block/course/clerkship director, the student may meet with the Executive Associate Dean for Academic and Student Affairs to discuss possible avenues for resolution.

FORMAL COMPLAINT - Students can make a formal complaint in writing to the Executive Associate Dean for Academic and Student Affairs. They can also make a formal complaint in writing to a Learning Community Advisor, University ombudsperson or any other staff or faculty member at the College of Allopathic Medicine. However, it is important that the Executive Associate Dean for Academic and Student Affairs be made aware so that the complaint can be properly addressed and remediated according to the procedures below.

VI. PROCEDURE FOR HANDLING COMPLAINTS OF STUDENT ABUSE
The Assistant Dean for Admissions and Student Affairs will be responsible for hearing complaints of student abuse or mistreatment which are not settled through the informal resolution or consultation process. He/she will be responsible for reviewing the complaint and obtaining additional information. If the initial review discloses that the complaint warrants further review, he/she will convene an ad hoc committee to hold a hearing. The person against whom the complaint is made will be notified in writing of the complaint and the policy for handling such complaints, and both parties will be invited to attend and participate in the hearing. A copy of the notification will be sent to such person’s department chair, or, if the accused is the chair, to the responsible dean (for faculty), supervisor (for employees), or training program director (for residents).

If, however, the initial review discloses that the complaint has no merit, the Assistant Dean for Admissions and Student Affairs will dismiss it. The student will be notified and may appeal to the Executive Associate Dean for Academic and Student Affairs. The Executive Associate Dean may uphold the decision of the Assistant Dean, or he/she may determine that the complaint warrants further review and convene an ad hoc committee as described above.

The ad hoc committee will meet to review the facts of the complaint, and may receive written or oral testimony from both complainant and accused. All materials will be held confidential by the committee. The person against whom the complaint is made may attend the hearing, and will be provided the opportunity to rebut the complaint. The chair of the ad hoc committee will submit a written report of the committee's findings to the Executive Associate Dean for Academic and Student Affairs. The Executive Associate Dean will notify the person against whom the complaint is made and the student in writing of the findings. The department chair, supervisor or program director will also be
notified (see above), and will be responsible for determining disciplinary actions. The Executive Associate Dean for Academic and Student Affairs will be notified in writing of any disciplinary action taken. Record of the proceedings will be kept by the Executive Associate Dean for Academic and Student Affairs. All complaints of student abuse or mistreatment brought to the Executive Associate Dean will be cross-checked to determine if the person against whom the complaint is made has been cited previously.

In the event that an allegation of abuse or mistreatment is made against an individual at an affiliated clinical site, the Executive Associate Dean for Academic and Student Affairs will meet directly with the student and applicable officials at such site to address and remediate the situation. In the interim, provisions will be made to reassign or remove the student from interaction with the person against whom the complaint is made.

VII. APPEALS PROCESS
If either the student or the person against whom the complaint is made wants to appeal the decision of the ad hoc committee, the Executive Associate Dean for Academic and Student Affairs, or the Assistant Dean for Admissions and Student Affairs, a written appeal must be submitted to the Dean of the College within five (5) days of notification of the decision. The Dean or his designee will conduct an appeal review by examining the facts gathered during the process as well as any new facts offered by either party for consideration. The Dean or designee will notify the parties in writing of his/her final decision.

VIII. CONFIDENTIALITY
Unless legally required (e.g., there appears to be imminent risk of serious harm, a criminal investigation, mandatory Title IX reporting, mandatory disability discrimination reporting, court order, or as otherwise required by law), all officials involved in the investigation of mistreatment will hold all communications with those seeking assistance in confidence, and not disclose confidential communications unless given permission to do so. Substance of matters discussed in the office will remain confidential, but the Assistant Dean of Student Affairs (ADASA) will report general, de-identified trends of issues to provide feedback to the Dean and designees and to advocate systems change when appropriate. The ADASA and other investigators and decision-makers will strive to maintain confidentiality to the full extent appropriate, consistent with the need to resolve the matter effectively and fairly. The parties, persons interviewed in the investigation, persons notified of the investigation, and persons involved in the proceedings will be advised of the need for discretion and confidentiality. Inappropriate breaches of confidentiality may result in disciplinary action.

IX. RETALIATION
The College strictly prohibits retaliation against anyone reporting, complaining of, or providing information in a mistreatment investigation or proceeding. Examples of retaliation include, but are not limited to, assigning a lower grade, describing the reporting individual as a “snitch,” or making comments that the reporting individual is not to be trusted. Alleged retaliation will be subject to investigation and may result in disciplinary action up to and including termination or expulsion.

X. FALSE CLAIMS
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, may involve a referral to the SPAC.

Promotion

The grades, narrative evaluations, USMLE scores and other academic or performance measures of each student are routinely reviewed by the SPAC in order to assess a student’s academic progress. The SPAC also conducts ad hoc reviews when necessary to address unsatisfactory academic performance, including unacceptable professional or behavioral performance. In those cases, students will be provided with notice and an opportunity to be heard, and may appeal SPAC decisions as described in Section XI “Due Process/Appeal Procedures” of the SPAC Overview.

Promotion will be determined for each successive year of study by the Student Progress and Advising Committee (SPAC), which will make a formal determination of promotion based on whether the student has satisfied the following requirements:

- Passed all required blocks, courses, clerkships and electives in the year under review
• Completed any required formative assessments, including the NBME Comprehensive Knowledge Assessment at the end of Year 2.
• Demonstrated acceptable professional behaviors and attitudes.

For promotion to clerkships, the student must also receive a passing score on the USMLE Step 1 examination. A student will be permitted to start the first clerkship module if the USMLE Step 1 score is pending but will be withdrawn if a passing score is not received.

Policies for Unsatisfactory Performance

Students are expected to consistently demonstrate the College’s Professional Attributes and to adhere to the tenets of their Class Oath. Behavior of a medical student reflects on the student’s ability to become a competent physician. The College expects all medical students to be professional in their interactions with patients, colleagues, faculty, and staff and to exhibit caring and compassionate attitudes. These and other qualities will be evaluated during patient contacts and in other relevant settings by both faculty and peers. In addition, students must adhere to the Code of Student Conduct of Nova Southeastern University.

Professionalism is one of nine competencies CAM students must acquire and demonstrate. During the four years of medical school, development of professional behavior is monitored by both the faculty and students. Formative peer assessment of professionalism is solicited during the first three years. Summative evaluation of professionalism by faculty is included in determination of passing grades for all block, courses, clerkships and electives.

In conferring the M.D. degree, Nova Southeastern University certifies that the student is prepared to enter the challenges of Graduate Medical Education. The M.D. degree also certifies that, in addition to competency in medical knowledge and skills, the graduate possesses those traits essential to the profession of medicine as judged by the faculty, residents and the student’s peers. Attitudes or behaviors inconsistent with compassionate care; refusal by, or inability of, the student to participate constructively in learning or patient care; derogatory attitudes or inappropriate behaviors directed at patients, peers, faculty or staff; misuse of written or electronic patient records (e.g., accession of patient information without valid reason); substance abuse; failure to disclose pertinent information on a criminal background check; or other unprofessional conduct may evidence of student's failure to satisfactorily achieve the College’s academic standards. Similarly, alleged violations of NSU’s Code of Student Conduct may indicate unsatisfactory performance in the College core competency of professionalism. The Student Progress and Advising Committee (SPAC) may review allegations of conduct that, in its judgment, indicate an academic deficiency and, if a deficiency is found, may dismiss the student. A SPAC review of a student’s academic progress does not preclude an NSU review for student conduct code violations.

Academic Remediaion

Failed Examination Within Block/Course/Clerkship

The CAM curriculum is fast-paced and demands a high level of preparation and participation for student success. Any student who scores below a passing grade on any major examination in the blocks or clinical courses in the pre-clerkship curriculum must meet with the block/course director to discuss his/her performance and learning strategies. Students will be contacted by the block or course director or another responsible faculty member to discuss potential reasons for the failure and, if appropriate, to establish an initial plan to correct the deficiency. The block or course director will confer with the student’s Learning Community Mentor and the ADASA to formulate strategies to assist the student. The block or course director will then meet with the student to discuss correction strategies tailored to the student’s individual needs, including tutoring and/or an individual educational program. The goal is to provide prompt and effective intervention to correct academic deficiencies to help prevent failure of the overall block or course. A plan for correction within a block, course or clerkship is not subject to appeal.

Failed Block/Course/Clerkship General Procedure

If a student fails a block, course or clerkship and requires formal remediation to achieve a passing grade, the student will be presented to the Student Progress and Advising Committee (SPAC) for review. While some remediation activities/examinations may be given at the end of the respective RIA for the block, most remediation attempts for
failed blocks or courses in the first year of the curriculum will take place during the summer break between first and second year. Remediation attempts for failed blocks or courses during the second year will generally take place at least two (2) weeks after the end of the second-year blocks, during winter vacation or Step 1 study time. Remediation for clerkships will be determined by and at the discretion of SPAC.

Pre-clerkship Blocks and Clinical Courses

If a student’s initial performance is unsatisfactory in one of the blocks, courses, or competencies, his/her academic performance will be reviewed by SPAC. The block or course director, after consultation with the student and other faculty as described above, will present a plan for remediation, which will be reviewed by the Committee. The remediation plan may be as straightforward as an Individualized Learning Plan or an independent study, followed by re-examination during an appropriate opportunity (such as, potentially, the winter or summer break). Alternatively, successful remediation may require repeating the entire block or year.

Students may only begin the clinical clerkships after all foundational blocks and courses have been satisfactorily completed and the student’s promotion is approved by the SPAC.

Clinical Clerkships

Students must pass all of the components of each clerkship, including clinical evaluations, NBME subject exam, professionalism, and other assignments, in order to pass the clerkship. Failure of the NBME subject exam will result in a grade of “In Process” providing that performance in all other components of the clerkship is judged satisfactorily. Passing a re-examination will enable the “In Process” grade to be converted to “Pass”. If a student fails on re-examination, the grade will be converted to “Fail”.

If a student who fails a clerkship or receives an unsatisfactory rating in any of the clinical competencies, her/his academic performance will be reviewed by the SPAC. The clerkship director, after consultation with the student and other faculty, will present a plan for remediation, which will be reviewed by the Committee. The remediation plan may range from remediation of specific components of the clerkship to repeating the entire clerkship. The Committee must formally approve the remediation plan. Poor performance in the clinical clerkships may result in an adverse academic action such as probation or, if repeated or if egregious circumstances exist, dismissal from school.

Academic Standards for Students Who Hold Leadership Positions in CAM or NSU

The College strongly encourages students to assume leadership positions in various sanctioned campus organizations and activities (e.g., class officer positions, student interest groups, health outreach missions, and the like). Students who accept such leadership positions should be in “good academic standing,” defined as:

- A passing grade in each block or course attempted.
- Successful completion of USMLE Step 1 on the first attempt (if applicable).
- A passing grade in each required clerkship (if applicable).
- Passing grades in Step 2 CK and Step 2 CS (if applicable).

If students fall below this specified standard of academic performance, they may be required to relinquish their leadership position until their academic performance returns to the acceptable level. They also should seek assistance from appropriate advisors, counselors and mentors.

The Student Progress and Advising Committee (SPAC)

Academic Standing and Due Process Policies and Procedures

The Student Progress and Advising Committee is appointed by the Dean to monitor student academic and professional standards as determined by the faculty. The Student Progress and Advising Committee reviews academic performance after each grading period and upon receipt of scores on all required national exams and determines each student’s academic standing. The Dean may also request the Committee to review any issue pertaining to a student’s evaluation and/or performance. Students in good standing who have passing grades and satisfactory competency assessments automatically advance to the next unit of instruction. Students not in good standing must meet with the Committee. Each year the Committee also endorses the graduation of all students who have successfully completed all graduation requirements.
I. **Satisfactory Academic Progress** Students are expected to complete their medical school training within the following guidelines:

   A. A student not participating in an approved graduate study or research leave must complete graduation requirements within six years of matriculation.
   
   B. A student may not take more than a total of eighteen months of leave of absence. Approved research and graduate study leaves of absence do not count towards this eighteen-month maximum.
   
   C. A student who takes a leave of absence must meet all agreed upon terms of the approved leave.
   
   D. A student must take the appropriate school or national examination by the dates set by the school.
   
   E. A student must meet the terms of an isolated deficiency remediation.
   
   F. A student must meet the terms of a corrective action plan as outlined by the Committee.

Note: Satisfactory Academic Progress for financial aid eligibility should not be confused with the College’s academic policies described here.

II. **Good Standing** A student in good standing:

   A. has maintained the Committee's guidelines for satisfactory academic progress, and
   
   B. does not have a current academic deficiency that the Committee considers eligible for placement on academic probation (See Section IV).

A student not in good standing may be administratively removed from their next unit of academic instruction at the discretion of the College's Student Affairs leadership team. When this occurs, the student will be advised of their ability to continue their academic training after meeting with the Committee.

III. **Leave of Absence** A student requesting to take a leave of absence for medical or personal reasons must present their request in writing to the Committee and, unless permitted by the Committee, must appear before the Committee and discuss the situation leading to the request and the student's proposed plan for maintaining academic readiness to return to their program of study. After deliberation, the Committee will determine the conditions to be met in order for the student to return to their medical studies. The Chair of the Committee will inform the student of the required conditions.

IV. **Academic Probation** A student may be placed on probation by the Committee for any of the following academic deficiencies:

   A. fails a block, required clinical rotation, or elective clinical rotation;
   
   B. fails a required national exam;
   
   C. fails to maintain acceptable academic standards, ethics, or professional behavior;
   
   D. fails to maintain satisfactory academic progress (See Section I).

The Committee will review the status of all students on probation annually.

V. **Isolated Deficiency** A student may be placed on academic probation by the Committee if they receive an isolated deficiency in a course, clerkship, or elective after the student's academic record is reviewed by SPAC. Alternatively, the Committee may also assign a specific isolated deficiency remediation (See Section VII) without placing the student on academic probation.

VI. **Additional Academic Concerns** The ADASA and Learning Community Mentors will monitor formative feedback/evaluations pertaining to students; the ADASA may refer a student to SPAC if the student receives feedback from small groups, blocks, clinical clerkships, or elective clinical rotations indicating that /she is noted for borderline performance on repeated formative evaluations, final grade evaluations or national examinations. After reviewing the concerns, the Committee may place the student on academic probation for failure to maintain satisfactory academic progress. The Committee may also assign remediation (See Section VII) without placing the student on academic probation.

VII. **Remediation** The Committee may require one or more remedial measures to be successfully completed by
the student in order for the student to be removed from academic probation and returned to good standing. Typical remedial measures include:

A. Repeat a block, required clinical rotation, or elective clinical rotation with a passing grade;
B. Successfully complete required block, course or clerkship remediation;
C. Repeat the entire year/phase with passing grades;
D. Successfully complete required competency remediation;
E. Successfully pass required school or national exams;
F. Successfully complete corrective action plan as determined by e Committee;
G. Engage in independent study and take and pass a departmental examination or national examination.

VIII. Removal of Academic Probation/Return from Leave of Absence

A. Administrative Action: At the discretion of SPAC, a student can be administratively removed from academic probation and reinstated to good standing between SPAC meetings once the required remediation has been successfully completed. This action will be acknowledged at a subsequent regularly scheduled Committee meeting.

B. Committee Recommendation and Action

1. Probation: The Committee must review the academic record of any student who has appeared before the Committee related to their academic deficiency and probation to ensure they have met the required remediation and determine if the student can be removed from academic probation and reinstated to good standing.

2. Leave of Absence: The Committee must review the academic record and evidence of the student’s fulfillment of the conditions of the leave of absence and determine whether the student has successfully met the conditions of the leave before the student may return to the academic program.

IX. Suspension The Committee may suspend a student from school for failure to meet acceptable academic standards, ethics, professional behavior, or satisfactory academic progress.

X. Dismissal The Committee may decide to dismiss a student from the College for any of the following reasons. Any student who meets any of the below criteria will be required to appear before SPAC to discuss why he/she should not be dismissed from school.

A. fails two blocks in the first and/or second year/phase;
B. fails a block, required clinical rotation, or elective clinical rotation while on academic probation;
C. fails two required clinical rotations;
D. fails two elective rotations;
E. fails an elective rotation and a required clinical rotation;
F. fails USMLE Step1, Step 2 CK or Step 2 CS on the third attempt
G. receives any isolated deficiency or is noted for Additional Academic Concerns (Section VI) when currently on Academic Probation.
H. has been cited for lack of acceptable academic standards, ethics, or professional behavior;
I. is not making satisfactory academic progress towards the completion of their degree.

A decision to recommend academic dismissal will prevent the student from continuing to attend classes unless the Committee determines otherwise.

XI. Due Process/Appeal Procedures

Initial SPAC Review: The Chair of the Committee will contact a student when a corrective or adverse academic action
to which the student has not already agreed is being considered. The student will be scheduled to meet before the SPAC as soon as possible, but not less than 7 days after receiving notification from the Chair. The Chair will notify the student of the general nature of the academic concern, the potential adverse action(s) that may be considered, advise the student of their rights and provide a copy of the relevant policies that describe the appeals process, including a personal appearance before the SPAC. In addition, the Learning Community Mentor is expected to serve as a resource and provide advice and support for students referred to the SPAC for academic (including professionalism) issues.

- SPAC meetings are limited to the student and appropriate University representatives. The student may not have an advisor during the personal appearance.
- The student will have an opportunity to make an opening and closing statement and to take notes during the meeting.
- The student may submit written materials to the SPAC in advance of or at the meeting.
- The student will not be permitted to be present during deliberations of the SPAC.

Decisions of the Student Progress and Advising Committee that result in any action other than suspension or dismissal are final.

**Request for Reconsideration of Remediation Plan, Suspension or Dismissal:** A student may request to meet again with SPAC after receiving the Committee's decision on a required plan for remediation or in favor of suspension or dismissal. The student's request for reconsideration must be received, in writing, by the Chair of the Committee within twenty-one (21) calendar days of the date of the Committee's action. A student's presentation for reconsideration must provide new information not previously communicated to the Committee. The two possible outcomes of this process are:

1. The reconsideration results in reversal or revision of the original action, and
   a. In the case of remediation, the student will complete an alternate or revised remediation pathway, or
   b. In the case of suspension or dismissal, the student remains on academic probation and must complete the Committee's remediation plan,
   or
2. The reconsideration does not result in a change to the original action and the recommendation for the originally-prescribed remediation, suspension or dismissal is forwarded to the Executive Associate Dean for Academic and Student Affairs. The student has five (5) business days to notify the Executive Associate Dean for Academic and Student Affairs of the student's intention to appeal the Committee's decision.

If the student does not appeal or withdraw within twenty-one (21) days of the date of the Committee's action, the recommendation will be forwarded to the Dean for review. The Dean's decision is final and may not be appealed. See Section XI regarding the student's option to withdraw.

**Appeal to Executive Associate Dean for Academic and Student Affairs:** Upon receipt of a student's notice of intent to appeal a prescribed plan of remediation, suspension or dismissal, the Executive Associate Dean for Academic and Student Affairs will convene and chair an ad hoc committee comprised of three (3) faculty members not serving on the SPAC. The Chair and ad hoc committee will meet with the student within ten (10) business days of receiving the student's appeal.

- The meeting with the student is limited to the student and appropriate University representatives. The student may not have an advisor during the meeting.
- The student will have an opportunity to make an opening and closing statement and to take notes during the meeting.
- The student may submit written materials to the Executive Associate Dean for Academic and Student Affairs in advance of or at the meeting.
- The student will not be permitted to be present during discussions or deliberations of the ad hoc committee.

The Executive Associate Dean for Academic and Student Affairs and the ad hoc committee will make a recommendation to the Dean. Actions of the Dean are final.

**XI. Withdrawal** A student who has been recommended for dismissal by the Student Progress and Advising Committee.
Committee may request to withdraw from the College at any point prior to the Dean's final decision. A student's request to withdraw after the Committee has initially recommended dismissal can be granted by the Chair of the Committee in consultation with the Executive Associate Dean for Academic and Student Affairs. If a student requests to withdraw after the Committee upholds their original recommendation for dismissal, permission must be granted by the Dean. In cases of ethical or academic misconduct, the request to withdraw must always include the approval of the Dean. A student's approved withdrawal is considered as permanent and not reversible.

XII. Probation After Successful Appeal of Dismissal  
Students whose academic dismissal is reversed by successful appeal and who are permitted to repeat coursework will be placed on probation and will automatically be dismissed if they receive a grade of F (fail), or an unsatisfactory competency evaluation in any block, course, or clerkship during the time on probation. If the coursework is satisfactorily completed, students will continue on probation for an additional calendar year, at which time the student may be removed from probation by favorable action of the SPAC. Students who are allowed to repeat fourth year coursework will remain on probation until they have successfully completed all of the requirements for graduation.

 Students whose dismissal for deficits in the competency of professionalism is reversed by successful appeal and who are permitted to continue in their training will be on probation and may be dismissed automatically if further unprofessional behavior is identified by the SPAC.

Any voting member of the SPAC who has had extensive direct involvement in a matter under review by the SPAC, which involvement could constitute a conflict for such member, shall recuse him/herself from voting on such a manner. The SPAC is charged with the responsibility of making decisions in regards to the standards and procedures relating to student evaluation, advancement, graduation, and academic action including dismissal and applying such standards and procedures to students. Academic and professional performance will be evaluated by a variety of methods approved by faculty committees governing the curriculum, described in each course or clerkship syllabus, and will include not only formal examinations but also assessments based on observation of student performance in lectures, examinations, laboratories, and all other clinical and academic settings of the University or clerkships.

Coordination between the SPAC and the Nova Southeastern University Office of Student Affairs

In addition to the activities described above, the SPAC will review situations involving medical students that have been adjudicated through the University procedure for violations of University Rules, such as NSU’s Code of Student Conduct. University officials in the Nova Southeastern University Office of Student Affairs (or other University officials, as applicable) and the members of the SPAC will coordinate and keep one another informed of pertinent violations by medical students under this policy. The SPAC may impose additional academic sanctions on such student, in accordance with the policies and practices of the College of Allopathic Medicine as well as customary practices among medical schools.

In circumstances where it is unclear whether student conduct is subject to NSU’s Code of Student Conduct, or is more appropriately subject to this policy, the University Office of Student Affairs and the College of Allopathic Medicine Assistant Dean for Admissions and Student Affairs will discuss the situation in order to determine the appropriate process to apply in reaching an appropriate resolution.

Grade Challenge/Grievance Process

Medical students may appeal a final grade or evaluation based on concerns about improper or unfair assessment or the process used to assign the grade. The process is as follows:

1. The student submits his/her written concern(s) about a final grade or evaluation and arranges a meeting to discuss the concern(s) with the respective block/clerkship director within fourteen (14) days of the posting of that grade. If the student is not satisfied with the outcome:

2. The student may submit their written explanation of the grievance to the Grade Grievance Committee consisting of three faculty familiar with the medical education program who are neither block/course/clerkship directors nor members of the SPAC. The Grade Grievance Committee is appointed by the Assistant Dean for Medical Education and Innovation.

3. After reaching a decision, the Grade Grievance Committee will submit a final report to the Assistant Dean for Medical Education and Innovation and to the student.

4. The decision of the Grade Grievance Committee is final.
Students at the College of Allopathic Medicine are strongly encouraged to raise any concerns or complaints about a grade within five (5) business days after the receipt of such grade, since final grades are typically officially submitted to the registrar as early as one week after the grade is released to the student. If a timely complaint is not filed by the student, any ramifications related to transcript generation, determination of academic awards, and residency/away rotation applications will be the responsibility of the student and may be irreversibly or negatively impacted.

Any questions about the grade appeal procedure at the College of Allopathic Medicine can be directed to the Office of Medical Education.

**Professional Personal Appearance Policy**

Students attending NSU’s College of Allopathic Medicine (CAM) are expected to demonstrate professionalism throughout their studies. As one aspect of professionalism, students are expected to meet high professional standards in dress, grooming, and personal cleanliness. The standards set forth in this policy are designed to contribute to the morale of all students and allow CAM to present a positive image to colleagues and visitors. Students are expected to present and maintain a professional, clean, neat and tasteful appearance and dress and groom themselves according to the requirements set forth below. Proper grooming is particularly important to demonstrate the student’s respect when in a position that involves contact with patients or medical personnel.

If a student’s personal appearance is inappropriate, the student may be asked to leave the campus or workplace until they are properly dressed or groomed. This may require remediation of missed educational experiences.

CAM respects cultural diversity and, to the extent reasonably possible, will support race and religious practices as they comply with the following professional attire and grooming standards. Reasonable accommodation may also be made in the case of a person with a disability. Students are encouraged to raise any questions or resolve any doubts they may have about the appropriateness of any clothing or grooming style with the Assistant Dean for Admissions and Student Affairs before attending CAM classes or activities while so groomed.

**Setting Specific Clothing Standards**

1. **Professional Didactic Setting**
   a. Business casual attire is expected.
      i. Men: Dress pants, button down or traditional business shirt; sports jacket and tie optional
      ii. Women: Dress pants or skirt (knee length), blouse, sweater, shoulders must be covered. A dress of knee length may be permitted as acceptable attire.

2. **Laboratory or Research Setting**
   a. Students will follow the guidelines as established by the laboratory and/or research faculty and settings. E.g., scrubs permitted in anatomy laboratory.
   b. Follow Occupational Safety and Health Association (OSHA) guidelines at all times, e.g., close-toed shoes are required and Croc-type shoes are prohibited.

3. **Clinical Care Setting**
   a. While wearing a white coat with NSU CAM embroidered logo and name badge in the clinical setting, students are expected to identify themselves as students at all times and must assume responsibility to clarify their role to patients.
   b. Professional Business attire may be expected:
      i. Men: formal suit, tie, business shirt, upscale sports jacket with tie and business shirt.
      ii. Women: Skirt suits (knee length) or pant suits with formal business blouses or tops, stockings, closed toe shoes.
   c. Preceptors will dictate expected hospital, home visit or other specific clinical setting attire.
   d. Other standards:
      i. Chewing gum or nicotine products are strictly prohibited.

**Personal Grooming and Appearance Guidelines:** Without unduly restricting individual tastes, the following personal appearance guidelines should be followed:

- Mustaches and beards must be clean, well-trimmed, and neat.
• Hair must be clean, neat, not obscure the face or vision of the student and be worn in such a manner as to prevent contact with the patient or other items in the care environment.
• Unnaturally colored hair and extreme hairstyles do not present an appropriate professional appearance.
• Fingernails should be clean, neat and of short to medium length. Students may not have acrylic nails while providing patient care services.
• Offensive body odor and poor personal hygiene is not professionally acceptable.
• Jewelry should be restrained, not garish, nor functionally restrictive/dangerous to job performance, or excessive.
• Facial jewelry, such as eyebrow rings, nose rings, lip rings and tongue studs, are not professionally appropriate and must not be worn during business hours.
• Torso body piercings with visible jewelry or jewelry that can be seen through or under clothing must not be worn during business hours.
• Visible excessive tattoos and similar body art must be covered during business hours.
• In compliance with HPD Dress Code Policy: Flip flops, sandals, tee shirts with graphics, sweat shirts, sun dresses, tank tops, jeans, denim skirts and spandex are not permitted.

**Attendance Policy**

Medical students as future professionals should conduct themselves appropriately in all curricular activities, including classroom work, laboratory work, and clinical experiences. The professionalism of a medical student includes arriving to educational activities on-time, using laptop computers only for course work during the educational activity, and minimizing disruptions to the educational exercise. Certain activities in medical school are experiential and require attendance. Students are personally responsible for attending all required educational activities as specified by the block, course, or clerkship director, which will generally include large group interactive sessions such as Team Based Learning (TBL), labs, small group discussions, clinical experiences, and examinations. Required attendance at didactic lectures varies with the block, course, or clerkship. Specific attendance and punctuality requirements for blocks, courses, and clerkships will be included in the syllabus or may be communicated by alternate written means, such as email or notice on block, course, or clerkship websites.

Students are expected to attend required scheduled activities on time and ready to begin. **If a first or second year student has an emergency that prevents him/her from attending a scheduled activity, he/she is expected to notify the Office of Student Affairs by telephone (954-262-1737) and request that OSA inform the faculty member for that activity.** If possible, the student should also notify the faculty member responsible for teaching the specific session, the block/course director, and other students in his/her small group when applicable. It is important that students realize that their absence or tardiness negatively impacts many other people. Unexcused absences demonstrate unprofessional behavior by the student. Attendance, including tardiness, is part of the evaluation for professionalism, and poor evaluations may result in decreased grades and, in severe cases, referral to the Student Progress and Advising Committee.

During the clinical years, time off is given at the discretion of the clerkship director and may or may not be granted. Students are allotted breaks as noted on the NSU CAM academic calendar (LINK). Second, third and fourth year students on scheduled clerkships and electives are NOT automatically off on official holidays listed on the academic calendar. Clerkship directors, at their discretion, may permit students a holiday (example: on Labor Day, outpatient clinics are closed, and a clerkship director may give the students assigned there the day off).

**Unexpected Absences**

In the case of an unexpected, single day absence due to illness, the student MUST notify the responsible faculty/mentor or senior resident (when on a clinical service) and the system block/clerkship administrator. If the student is unable to contact the block/clerkship administrator, he/she should notify the staff in the Office of Student Affairs. If the absence is of greater duration than a single day, the staff in the Office of Student Affairs [954-262-1737] MUST be notified, in addition to the block director or supervising attending and clerkship administrator.

**Planned Absences**

In the case of planned absences to attend meetings or family events such as a wedding or funeral, the student must
contact the clerkship administrator as far in advance as possible to discuss the requests and obtain the permission of the clerkship director to be absent from assigned responsibilities. If permission is obtained for the planned absence, the student must notify the Office of Medical Education of the approved dates for the absence.

**Absences for Health Services**

Students who require an absence from required educational activities due to the need to access health services must inform the responsible faculty member (e.g., block/course/clerkship director) as far in advance as possible to discuss the request and obtain permission to be absent from assigned educational activities. Once the absence is approved, the student must notify the block/course/clerkship administrator. The block director or clerkship director will notify the student of makeup requirements. Students shall not be penalized due to absence from class or other scheduled academic activity for medical reasons.

**Fourth-Year Interview Absences**

Students are expected to schedule residency interviews during the designated interview period and vacation. However, due to the inherent unpredictability of the residency interview process, it may be necessary for students to schedule interviews during an elective. Students should not schedule interviews during electives without prior approval of the elective director. The approval process may include discussion and provision of documentation that the interview was impossible to schedule at another time. The make-up may include additional clinical assignments and/or extension of the elective into another time period. Students should not schedule interviews during required clerkships.

**Absences for Religious Holidays**

The College of Allopathic Medicine recognizes that there are other holidays, both religious and secular, which are of importance to some individuals and groups. Students who wish to observe these holidays must inform the director before the course or clerkship begins, if applicable. The director may provide the student with an alternative arrangement to make-up the day(s) missed, on-call assignments, and examinations and other projects. The timing of make-up work is at the discretion of the course/clerkship director and may fall during vacation periods. Missed days which cannot be completed before the block/course/clerkship end date will result in a grade of “In Process”. Students shall not be penalized due to absence from class or other scheduled academic activity because of religious observances.

If a faculty member is informed of, or is aware that, a significant number of students are likely to be absent from class because of a religious observance, a major examination or other academic event should not be scheduled at that time.

A student who is to be excused from class for a religious holy day is not required to provide a second party certification of the reasons for the absence. A student who believes that he or she has been unreasonably denied an education benefit due to religious beliefs or practices may seek redress through the procedures detailed in the College’s Student Mistreatment policy.

**Leave of Absence Policy**

A leave of absence is a temporary period of non-enrollment and may be either voluntary or involuntary. While a student may discuss a potential leave of absence with faculty members, the leave may only be granted by the Assistant Dean for Admissions and Student Affairs. The SPAC will be informed about all leaves of absence as expeditiously as possible.

The following provisions apply to any leave of absence:

1) A “Leave of Absence” petition ideally should be filed at least 30 days prior to the commencement of the leave of absence. Special circumstances will be considered on an individual basis by the Office of Student Affairs.

2) Students must keep their health and disability insurance policies current during the leave period.

3) Students should be aware that taking a leave of absence might affect student loan deferment/repayment status, housing, health and disability insurance coverage, or financial aid eligibility. Prior to applying for a leave of
absence, students must meet with the Director of Student Affairs and an NSU Financial Aid counselor.

4) Students should be aware that they must complete all course requirements within a six (6) year period from the time of matriculation in order to receive the M.D. degree, and that unless specifically excluded by the College of Allopathic Medicine in writing, time spent on a Leave of Absence will be counted within that six-year period (i.e., the clock will not stop for the Leave of Absence).

5) If conditions have been set for a student’s eligibility to return from a leave, particularly if returning from an Involuntary Withdrawal or a leave mandated by the SPAC, the student must demonstrate satisfaction of the conditions prior to return date.

6) Any leave of absence and return from a leave must be approved in writing by the Assistant Dean for Admissions and Student Affairs or designee.

7) While on a leave of absence, students should be aware that they will not be covered by NSU malpractice insurance for health professions students and therefore, it is their responsibility to ensure appropriate coverage for professional and general liability for any clinical or other activities they pursue during their leave of absence.

Severe Weather Policy

Cancellation of required clinical activities due to severe weather or disaster will be addressed pursuant to NSU and CAM’s emergency policies. Should an emergency situation arise at any of NSU’s campuses or sites, critical information will be accessible through the NSU Hotline at 800-256-5065, on the NSU website at www.nova.edu, or on the SharkTube video network. In addition, NSU continually tests the voice and text messaging component of the Emergency Notification System with test messages to all NSU students, employees, faculty and staff. As possible, alerts will be posted on NSU’s emergency alert page (http://www.nova.edu/emergency/index.html) and the College of Allopathic Medicine’s Alert page [LINK].

Students are responsible for checking emails and University or hospital websites for updated procedures and protocols. In the case of a loss of all methods of communication, students should follow general recommendations from the NSU Severe Weather Policy and exercise their own judgment in considering personal and public safety. In the event of severe weather or a natural disaster that interrupts or has the potential to interrupt normal operations, students will be contacted by the Office of Student Affairs and/or the Office of Medical Education with instructions pertaining to class and clinical rotation attendance. If there are any questions, concerns, or doubts regarding travel to school or to a clinical rotation, students should always err on the side of caution and seek and remain in safe shelter.

Students will be notified as soon as possible if specific clinical sites are closed, or activities are cancelled with postings and updates on Blackboard or NSU email account.

Evaluation Completion Policy

Students’ evaluations play a vital and essential part of the continual improvement of CAM’s medical education program and all aspects of the College of Allopathic Medicine. Our students’ feedback is critical to the medical profession, and reflects the mutual obligation that teachers and learners have to provide constructive commentary to each other as they seek to improve and enhance their performance. Consequently, all students are expected to actively participate in the College’s comprehensive evaluation program. The Office of Medical Education (OME) collects and compiles evaluation data, which is analyzed by the Office of Educational Standards and Quality (OESQ) to provide anonymized reports and analysis to the appropriate curriculum committees. These committees, in conjunction with the OME, utilize the data to formulate and implement curriculum improvement and faculty development strategies. In order to attain valuable participation of every student in the evaluation process, the OME has established the following guidelines.

Students are expected to complete all assigned faculty teaching evaluations, final evaluation of blocks, courses, and clerkships, and evaluations of other aspects of the educational program as part of their professional responsibilities at the College of Allopathic Medicine. Evaluations that students must complete will be assigned at appropriate times throughout the curriculum, with a clearly designated timeframe for completion. Whenever possible class time will be allotted for completion of evaluations. Faculty and staff of the College of Allopathic Medicine commit to assigning as few evaluations as possible to achieve the goal of ongoing curricular improvements and faculty development/evaluation. Should a student receive an evaluation for a non-mandatory session that they did not attend, the student is expected to complete a few questions on why they chose not to attend and what alternative resources they used to master the material covered in the session.
Confidentiality of all Student Responses

Confidentiality of student responses on all evaluations is guaranteed. The responses to evaluations are always compiled and anonymized prior to being reported. Should a one-on-one relationship with a faculty member, such as a clinical preceptor, preclude anonymity then evaluation data will not be shared until the grading process is complete. Should a student have any concerns or questions about the anonymity of an evaluation, he/she may speak to the course or clerkship director and/or the Assistant Dean for Educational Standards and Quality.

Quality of Student Responses

Students are expected to complete all evaluations in a highly professional manner. All comments submitted in evaluations are shared verbatim with faculty, so we expect them to be high quality, meaningful, constructive, and free of personal slurs.

Failure to Complete Assigned Evaluations

Most evaluations use the format of electronic surveys with numerical ratings and space for narrative comments in the eMedley software. Student completion rates and timeliness of completion on all evaluations will be tracked by the OESQ. If a student does not complete an evaluation by the due date, he or she will receive an initial notification from the OESQ, then a second one from Block/Course/Clerkship Director with a reminder to complete the assigned evaluation(s). If a student consistently fails to complete evaluations after receiving the reminders, his or her assigned Learning Community Mentor will be informed and will meet with the student to discuss this professionalism concern. If the student does not complete the pending evaluations after receiving the LCM’s notification, he or she will be referred to the Office of Student Affairs for further discussion and evaluation of potential referral to SPAC for actions related to professionalism. The student’s final block/course/clerkship grade may be negatively impacted.

Policy on Substance Abuse

Prevention, Treatment, and Assistance Resources for Medical Students

- CAM Office of Student Affairs Phone: 954-262-1737
- NSU Henderson Student Counseling Center Phone: 954-424-6911 or 954-262-7050 (available 24 hours, 7 days a week)

CAM adheres to the NSU Policy on a Drug Free Environment. Medical students who have a known or suspected abuse problem will be referred to seek professional care at Henderson Student Counseling Center (HSCC). This will include mandatory education and possible referral to agencies that specialize in substance abuse and alcohol treatment and rehabilitation. If a medical student fails to attend an evaluation consultation at HSCC, or if abuse interferes with the student’s academic work or performance in the clinical setting, a mandatory referral may be made to the Physician’s Recovery Network for evaluation and treatment, prior to return to the classroom or clinical setting. The matter will also be referred to the SPAC. Students who refuse professional treatment and/or violate the provisions of the NSU Policy on a Drug Free Environment may be subject to dismissal from the NSU CAM in accordance with the procedures in this Handbook.

Urine Drug Screen

CAM students may be required to submit to additional urine drug screen testing. A student who tests positive for illegal or illicit drugs, or for a controlled substance that they do not have a prescription for, will be referred to SPAC for assessment.

Policy on Immunizations

The immunizations required for CAM students are based on the current Center for Disease Control and Prevention (CDC) recommendations for Health Care Personnel. Every CAM student is required to have an immunization for, or show evidence of immunity to, the following diseases before matriculating:

- Hepatitis B; current (annual) Influenza Vaccination; Measles, Mumps and Rubella (MMR); Purified Protein Derivative (PPD) Skin test (2 Step); Tetanus Toxoid, Diphtheria Toxoid, and Acellular Pertussis Vaccine (Tdap);
and Varicella (Chicken Pox).

CAM students must complete a mandatory immunization form, which must be signed by a licensed health care provider. The form is located at [http://www.nova.edu/proc/forms/hpd-immunization-physical.pdf](http://www.nova.edu/proc/forms/hpd-immunization-physical.pdf). CAM students may be required to upload proof of immunizations to multiple online portals to satisfy the requirements of the affiliated hospital where they rotate. Failure to comply with this policy may result in a student's inability to satisfy the graduation requirements in his or her program.

**Policy on Communicable Diseases**

**Students with Communicable Diseases**

Students, including all visiting students, with communicable diseases or conditions will not be permitted to engage in patient contact until such conditions have resolved as documented by a physician. This restriction is necessary to protect the health and safety of NSU patients and staff. Persons with the following medical conditions will not be allowed patient contact without prior medical clearance: 1) active chickenpox, measles, German measles, herpes zoster (shingles), acute hepatitis, or tuberculosis; 2) oral herpes with draining lesions; 3) group A streptococcal disease (i.e., strep throat) until 24 hours after treatment has been received; 4) draining or infected skin lesions (e.g. Methicillin-resistant Staphylococcus aureus (MRSA); or 5) HIV/AIDS (refer to the HIV/AIDS Information below).

A student who has a communicable disease and is unsure whether he/she should participate in patient care should seek medical care by a private physician or a physician on staff at NSU Student Medical Center. All students with a communicable disease must receive written medical clearance by a physician prior to returning to clinical care activities. A case-by-case evaluation of each infected student will be done by his/her physician to determine eligibility to perform the duties required on the clinical rotation. Based on the recommendations of his/her physician, it is the responsibility of each infected medical student to notify the College of Allopathic Medicine Office of Student Affairs if he/she is unable to perform clinical work. Appropriate documentation is required. All such notifications will be kept strictly confidential.

Prior to the start of clinical experiences, a student who has chronic hepatitis B virus (HBV), chronic hepatitis C virus (HCV) or HIV/AIDS is required to notify the Office of Student Affairs of his/her status. All such notifications will be kept strictly confidential. Prior to the start of any clinical experiences, infected students are required to seek medical consultation by a physician to determine their ability to perform the duties required of the clinical rotation. Medical students are not obligated to answer patient questions related to their own HBV/HCV/HIV/AIDS status, nor shall they answer such questions related to other students, other health care personnel, or patients. Serologic testing of medical students for HBV/HCV/HIV antibody will not be performed routinely unless the person is seropositive. Testing is recommended when there has been a documented needle or sharp instrument puncture or mucous membrane exposure to the blood or body fluids of patients, or when there has been a medical student-to-patient exposure. Refer to the “Exposure at NSU,” “Exposure at a College of Allopathic Medicine Affiliate Site Not Located on the Campus of NSU” and other policies and procedures in this Handbook.

Students who are at high risk of infection from patients or other personnel because of their immune status or any other reason are encouraged to discuss their work responsibilities and educational activities with their personal health care provider. If the health care provider believes that there are certain assignments the individual should not accept for personal health reasons, this should be discussed with the ADASA or designee. Accommodations may be available under the Technical Standards. Students should contact the NSU’s Student Disability Services to see whether such accommodations are available. Medical students with HBV/HCV/HIV seropositivity shall have periodic physical examinations by their private physician or a physician on staff at NSU Student Medical Center. Written health clearance will be provided to the ADASA or designee, who will notify the student’s clerkship director of his/her ability to return to practice direct patient care. All correspondence will be kept confidential and will not be used as a basis for discrimination.

The greatest theoretical risk of medical student-to-patient transmission of HBV, HCV or HIV/AIDS involves invasive or exposure-prone procedures with manipulation of needles or other sharp objects not under direct visualization. Medical students who have HBV/HCV/HIV seropositivity may not perform invasive or exposure-prone procedures unless such activity is approved in writing by: 1) an expert panel duly constituted to guide and review performance of such procedures (see CDC guidelines for definition of exposure-prone procedures and recommendations for expert panel oversight); 2) the student’s personal physician (who may be a physician from NSU Student Medical Center); 3) the clinical clerkship director; and 4) the ADASA or designee.
The Centers for Disease Control and Prevention (CDC) guidelines for the Management of Hepatitis B virus-Infected Health-Care Providers and Students (http://www.cdc.gov/mmwr/PDF/rr/rr6103.pdf) and the Society for Healthcare Epidemiology of America (Henderson DK et al. Infection Control and Hospital Epidemiology, 2010; 31 (3): 203-232.) suggest that medical students with HBV, HCV and HIV seropositivity can continue to attend classes and participate in clinical clerkships and preceptorships. For chronically infected HBV/HCV or HIV health-care providers and students who plan on performing exposure-prone procedures, an expert panel will be duly constituted to guide and review performance of such procedures (see CDC guidelines above for definition of exposure-prone procedures and recommendations for expert panel oversight). Chronically infected HBV-infected health-care providers and students are NOT required to: 1) repeatedly demonstrate non-detectable HBV viral loads on a greater than semiannual frequency; 2) pre-notify patients of his/her HBV-infection status; or 3) submit to mandatory antiviral therapy. Standard Precautions should be adhered to rigorously in all health care settings for the protection of both patient and provider.

**Education and Training**

All students initially receive general information pertaining to the prevention and transmission of occupational exposures during the orientation to the College of Allopathic Medicine. During this time, students will be required to receive immunizations against hepatitis B, meningitis & varicella, and tuberculosis screening if not documented on the history and physical exam form submitted prior to registration. More formal clinical information about the prevention and pathophysiology of all infectious diseases that might potentially be transmitted in a clinical care setting is provided prior to the start of clinical clerkships. This would include education regarding hepatitis A, hepatitis B, hepatitis C, varicella, influenza, meningitis, tuberculosis, and HIV.

Students will be provided with education on universal blood and body fluid precautions during orientation sessions for first year students, and prior to the start of the clinical clerkships. Students will also receive information on infection control and prevention of the spread of communicable disease. During the first day students are assigned to work at a clinical rotation site, the faculty at the affiliate site will provide information regarding the policies and procedures at their respective site that students must follow in the event of exposure, as described below in “Needlestick Injury and Other Potential Blood-borne Pathogen Exposure”. All students are required to complete training in OSHA and HIPAA.

**OSHA**

Students are required to complete two modules on Blackboard prior to matriculation: Blood Borne Pathogens and Formaldehyde Use. Successful completion of these modules is monitored by the Office of Student Affairs.

**Standard Precautions**

Infection control policies are established for the surveillance, prevention, and control of infection caused by a variety of microorganisms. Blood, semen, and vaginal fluids are the three most potentially infectious body fluids, but other body fluids such as cerebrospinal fluid, synovial fluid, pericardial fluid, peritoneal fluid, amniotic fluid, and unfixed body tissues should be considered potentially infectious, especially if contaminated with blood. Universal precautions should always be followed, even when handling fluids and tissues that are not normally infectious such as saliva, feces, urine, sweat, sputum, vomitus, and tears; it should be noted that these body fluids carry a greater risk of infection if contaminated with visible blood, which can result from an accidental occurrence or complication of patient contact and procedures.

Students are required to follow appropriate infection control procedures, including the use of personal protective equipment, whenever there is a risk of parenteral, cutaneous, or mucous membrane exposure to blood, body fluids, or aerosolized secretions from any patient, irrespective of the perceived risk of a blood borne or airborne pathogen. Regardless of the real or perceived communicable disease status of the patient, all students and staff should follow standard universal precautions when providing patient care. The basic precautions include:

- Always wash hands before and after patient contact, according to the policy of the clinical site, even if gloves are used.
- Always wear gloves when exposure to blood, body fluids, and other body excretions is likely.
- Use gloves appropriately according to aseptic and/or sterile techniques and always change gloves between patients.
- Wear gowns/aprons when soiling of clothing with blood or body fluids is likely.
• Wear masks, face shields, and eye protection when aerosolization of blood or body fluids may occur.
• Dispose of sharps in designated rigid sharp containers. Never recap needles by hand.
• Dispose of waste saturated with blood or body fluids in designated red biohazardous waste containers.

Risk of Exposure, Encouraged Disability and Mandatory Medical Insurance

Despite the best efforts of health care practitioners and facilities, as well as educational institutions and faculty, the risk of student exposure to blood-borne pathogens cannot be eliminated. Although all prudent precautions are taken, students still have a real risk of acquiring infectious diseases that may cause illness, disability and potentially even death. Moreover, even if not debilitating to the student, some infectious diseases may preclude a student from practicing in certain specialties, due to the patient’s risk of infection from the provider performing exposure-prone activities.

Nova Southeastern University (NSU) College of Medicine (CAM) strongly encourages its students to obtain and maintain disability insurance throughout their years in the M.D. program. Information on disability insurance options is available on-line at https://www.amainsure.com/insurance-products/disability/student-disability-income-insurance.html or students may talk to the Assistant Dean for Admissions and Student Affairs for information.

CAM requires students to carry health insurance and strongly encourages its students to ensure their health insurance provides sufficient coverage to ensure the student will be able to obtain all necessary diagnostic and treatment goods and services.

STUDENT EXPOSURE TO BLOOD/BODY FLUIDS PROCEDURES

It is the policy of NSU CAM that all students who are exposed (percutaneously, through mucous membranes or skin) to blood/body fluids while engaged in a University-sponsored educational program receive prompt medical attention, including counseling, prophylactic drug treatment, and baseline and follow-up laboratory values, as necessary. In accordance with this policy, the following procedures must be followed by students who have been exposed to blood/body fluids.

If you are exposed to blood/body fluids, IMMEDIATELY:

1. Remove soiled clothing and wash the exposed area with soap and water.
2. Notify attending physician, resident and/or clinical site coordinator, who will verbally notify the NSU Infection Control Coordinator’s Office at 954-262-7353.
3. If in Fort Lauderdale/Davie, contact the Student Medical Center (8:30 a.m. to 5:00 p.m.) at 954-262-1270 to receive appropriate care. If on rotation at a distant hospital or if outside the Student Medical Center’s hours of operation, present to the local emergency department (ED) for assessment and initial prophylactic treatment if applicable.
4. Following the assessment, the ED shall immediately make available to the affected student a copy of all the student’s records relating to the treatment and follow up, and if and when available results regarding the HIV, HBV, and HCV status of the source, to the extent permitted by law.
5. All CAM students are required to obtain and maintain health insurance. The student has exclusive responsibility for his or her own medical bills.
6. Within 24 hours of the exposure, the student must follow up with the Assistant Dean for Admissions and Student Affairs at 954-262-1737, who will be responsible for directing the student in following NSU procedures, found at http://www.nova.edu/smcs/forms/compliance-exposure-policy.pdf.


Students who become exposed to contaminated body fluids while at a clinic or lab site owned or operated by NSU or on the NSU campus will follow the established follow-up protocols at NSU in order to receive diagnostic and therapeutic care post-exposure. Depending on the level of complexity, diagnostic testing and treatment may be
provided at NSU Student Medical Center during normal business hours; if complex services are required or exposure takes place when NSU Student Medical Center is closed, the student will be referred to obtain care at an outpatient facility in the community.

A student who becomes exposed to contaminated body fluids while at a clinic or lab site that is not owned or operated by NSU or located at the NSU Campus is required to contact his/her supervising faculty member at the affiliate site. This physician will ensure that the student follows the appropriate needlestick protocols (and other appropriate protocols and policies) established at the specific affiliate site in order to receive immediate diagnostic and therapeutic care post-exposure incident. All clinical care sites that are affiliated with CAM are required to have established bio-safety protocols to provide follow-up diagnostic, preventive, and therapeutic care for medical students who sustain needlestick injuries and/or other exposures.

Regardless of where the exposure occurs, the NSU College of Allopathic Medicine provides (and requires of all its affiliated clinical care sites) a system in which all medical students must report all accidental exposures to blood and other potentially hazardous biological fluids that occur including, but not limited to, accidental needlestick injuries. This process is necessary for the following reasons:

- to quickly evaluate the risk of infection
- to inform the exposed student about treatments available to help prevent infection
- to monitor for side effects of treatments
- to determine if infection subsequently occurs

This process initially involves the immediate provision of appropriate first aid, including ample washing of the exposed area that was punctured by the needle, or otherwise exposed, with soap and water. The subsequent steps are determined based on whether the exposure occurred at a NSU laboratory or clinical setting on a NSU campus or if the exposure occurred at a NSU affiliate hospital or clinical setting not located on a NSU campus or owned or operated by NSU.

Confidentiality and Testing

As with any blood-borne exposure, appropriate documentation is necessary. The affiliated clinical site and CAM require that a formal report of the exposure incident or unusual occurrence be filed. The student will need to complete the NSU “Medical Student Exposure Incident Form” as discussed above. CAM shall respect the confidentiality of individuals with blood-borne or airborne pathogens to the extent permitted by state and federal law. Students and personnel will not be tested for HIV without their knowledge or consent, except that in certain circumstances testing may be a condition of employment or may be required by occupational exposure incident protocols. In cases of non-occupational exposure, confidential testing is available through NSU Student Medical Center, the student’s private health insurance plan, or the Broward County Health Department.

Students with Blood-Borne and Airborne Infections

Acquisition of infection from patients and staff, particularly due to respiratory pathogens, is an all too frequent and avoidable event. To help protect students from this risk of nosocomial-acquired infection, CAM has implemented an educational program on respiratory pathogens. Students are taught about blood-borne and respiratory pathogens and protection guidelines during their first week of orientation. A second presentation on blood-borne and respiratory pathogens and guidelines for prevention is given preceding the beginning of clinical rotations in the third year. In addition, all third year medical students undergo N-95 Respirator Fit Testing before the beginning of clinical rotations. Instruction on the technique of using this personal protective equipment is taught.

Participation in Clinical Care Activities

Students infected with blood-borne or other pathogens shall not, solely because of such infection, be excluded from participation in any phase of medical school life, including educational opportunities, employment, and extra-curricular activities, except as otherwise required by applicable federal, state, or local law or unless their health care condition presents a direct threat to the health and safety of themselves or others. Students infected with airborne pathogens may be excluded from participation in such activities during the infectious stage of their disease.
Students who are at high risk of infection from patients or other personnel because of their immune status or any other reason are encouraged to discuss their work responsibilities and educational activities with their personal health care provider. If the health care provider believes that there are certain assignments the individual should not accept due to personal health reasons, this should be discussed with his/her faculty supervisor. In some cases, students may be unable to participate fully in medical school life or meet the technical standards of the NSU College of Allopathic Medicine because of their disease. In these cases, the individual should contact the OSA and the NSU Student Disability Services office to discuss the existence and nature of the disability and whether reasonable accommodations are available. For more information, see the policy on “Students with Disabilities” contained in this Handbook. If a student’s exposure results in the contraction of a disease or disability, the student will be allowed to continue in the education program with as little disruption and as safely possible depending on the circumstances. The student’s specific medical circumstances will be confidentially evaluated on a case-by-case basis and appropriate recommendations regarding the student’s progress through medical school may be submitted to the SPAC for appropriate action, if necessary.

Workers’ Compensation

Generally, because students are not employees of the NSU College of Allopathic Medicine or its clinical affiliate sites, they are not eligible for Worker’s Compensation coverage. Therefore, any coverage for illness or injuries incurred as a medical student will be the responsibility of the student via his/her private health insurance plan. Students who are employees of NSU may be eligible for Workers Compensation coverage.

Information Technology (IT) Policies

All College of Allopathic Medicine students who are granted access to NSU-issued computing and technology resources (desktops, laptops, tablets, mobile phones, printers, etc.), application systems or access to the NSU network must adhere to the policies and procedures listed on the NSU Office of Innovation and Information Technology available at https://www.nova.edu/portal/oit/policies/index.html. There you will find the mandatory standards and policies enforced by NSU and the CAM IT Office to protect information systems and assets from internal and external threats.

The privilege of using the computing and technology resources provided by NSU is not transferable or extendible by students to people or groups outside of the school and terminates when a student is no longer enrolled in the College of Allopathic Medicine.

These policies are provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a student acts unprofessionally and ignores any of the terms and conditions in the policies; privileges may be terminated, access to NSU technology resources may be denied, and appropriate academic (through SPAC) or disciplinary (through NSU Student Affairs) action may be applicable. Accordingly, this policy establishes the expectations for students regarding the utilization of technology devices provided by NSU for educational purposes.

NSU iPads and Laptop Computers

All students must take personal responsibility for the security of the equipment, software and data in their care. iPads and laptop computers provided to students are the property of NSU and, as such, will be subject to inspection or log monitoring at any time. CAM IT may also choose to remotely disable a student’s iPad if the device or data has been compromised, is lost or stolen, or if a student is in non-compliance with established policy and/or directives.

All iPads and laptops are loaned for academic purposes and students should understand that there is no reasonable expectation of privacy concerning data or software on these devices.

Theft or damage to any device is the sole responsibility of the student who will bear all costs for replacing the parts or purchasing a new device. The student will provide payment for the replacement or repair of the device, which will be processed between the student, CAM IT Office and CAM Office of Student Affairs. All students will coordinate the return their devices to the CAM IT Office at the end of their medical education. Failure to return the devices will result in a delay of receipt of their graduate diploma.

Additional standards related to NSU-issued computing devices are as follows:
• Unauthorized or unlicensed software must not be installed or loaded on laptops. Students may choose to install Apps on the iPads if they are either educational-based, part of classroom exercises, or are of benefit to the learning process. No gaming software is permitted unless approved by the curriculum and CAM IT.
• Students must ensure that their device is not used by unauthorized persons.
• Students must take all reasonable steps to ensure that the device is not damaged through misuse.
• CAM IT will maintain temporary “loaner” iPads and laptops in the event that the unit requires repair or maintenance.
• All students are encouraged to regularly save all data to the network drives and a central cloud location, i.e., OneDrive, Blackboard, iCloud, etc. The CAM will not be responsible for any loss of data on the devices.
• Devices should never be left unattended in public places (e.g., car, library, restaurant, restroom, etc.).
• Students must immediately report any possible security breaches to CAM IT.

Students must abide by all of the IT policies of NSU in addition to those specifically for CAM. This includes all HIPAA and FERPA regulations pertaining to security and privacy.

Receiving and Returning Your Devices

Student iPads and laptops are and will remain property of NSU and all users shall adhere to this policy and acceptable use policy for technology. iPads will be distributed at M1 orientation upon signature of the CAM iPad Agreement document and the Acceptable Use Policy.

Students who withdraw from NSU for any reason must return their individual school iPad or laptop on or before the date of termination. If a student fails to return the device at the end of the school year or upon termination of enrollment in the College of Allopathic Medicine, the student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the iPad. Failure to return the iPad will result in a theft report filed with appropriate law enforcement. Random inspections of student iPads, which can be done in person or remotely, will be conducted to ensure compliance with provisions of this policy.

Lost or Stolen Devices

iPads or laptops that are stolen or lost must be reported immediately to the CAM IT Office. iPads issued by the CAM include internal tracking and security software. In the event the iPad is reported lost or stolen, this internal tracking security software will be used to locate the device and/or remotely disable the device.

Damaged or Malfunctioning Devices

Students are responsible for the general care of the iPad or laptop issued to them by NSU. Repair needs must be taken to the CAM IT Office for an evaluation of the equipment. Devices that malfunction or are damaged must be reported to the office within 24 hours or sooner. Devices that have been damaged from student misuse or neglect will be repaired with the cost being borne by the student. If a student’s iPad or laptop needs repair, a loaner device will be provided as soon as possible while the device is being repaired.

Upkeep and Care of the Device

Students are responsible for:

• Keeping their device battery charged for school each day.
• Using a clean, soft or anti-static cloth to clean the screen, no cleansers of any type.
• Keeping their device in a secure location and never left in an unlocked locker, unlocked car or in any unsupervised or unsecure location.
• Not leaving the device in a place that is experiencing hot or cold conditions. (i.e. car in summer or winter). Extreme heat will damage the unit and extreme cold will cause severe screen damage.
• Not removing the protective case provided.
• Not changing device settings.
• Using their device in a responsible and ethical manner.
• Obeying all applicable rules and laws concerning behavior and communication that apply to iPad/computer use.
Originally Installed Software and/or Apps

The apps and operating system originally installed by NSU must remain on the device in usable condition and be easily accessible at all times. From time to time, the school may add additional apps and Operating System upgrades. The licenses for this software may require that the software be deleted at the end of the course. Upgrade versions of licensed software/apps are available from time to time. NSU reserves the right to restrict content to be installed on the device. Students will be provided with purchase codes (at no charge) to download some basic apps. Throughout the school year, additional apps may be added by the school or the student.

In the event that significant or irreparable technical difficulties occur, the iPad will be restored from a backup or will be reset to factory settings in the event a home computer is not available. NSU does not accept responsibility for the loss of any apps or documents deleted due to the necessity of a re-format and/or re-image.

Students may install appropriate personal apps on their iPad via their personal iTunes account. NSU will, within reason, provide configuration settings that will not allow inappropriate content/apps/music to be installed on the iPad. This does not, however, limit what can be downloaded to the student’s individual account or other personal device when they are not on the school’s network.

Students will be expected to delete student music, photos, and apps in the event storage space becomes an issue. Students who have an Apple ID should save work to the digital storage provided by iCloud or email documents to themselves. NSU reserves the right to inspect a student’s iPad. This includes but is not limited to email, documents, pictures, music, or other components associated with all NSU technology and computing resources. The end user has no expectation of privacy.

Personal Devices

Students may choose to bring their own mobile, tablet or laptop device and connect to the NSU network for official business, educational or research purposes. CAM IT is not responsible for either the physical or data security of the device or its contents and will not provide software installations, troubleshooting, service or maintenance for any personal device. The student is responsible for the proper care of their personal device, including any costs of repair, replacement or any modifications, software installations and other support needed to use the device at school.

Violations of any school policies, administrative procedures or school rules involving a student’s personally owned device may result in the loss of use of the device in school and/or disciplinary action. Additionally, NSU and the College of Allopathic Medicine reserve the right to contact the University Police Department or other law enforcement if there is any reason to believe that the student has used their personal device to violate federal, state or local laws, engaged in any criminal or unlawful behavior, or is involved in other misconduct while using their personal device while connected to the NSU network. NSU’s Office of Innovation and Information Technology and CAM IT will provide all relevant information to law enforcement on the log activity of the personal device(s) connected to the NSU network.

Students may not use personal devices to record, transmit or post photos or videos of any information pertaining to HIPAA, confidential or sensitive information, or of any academic activities without the explicit permission of faculty during their coursework. The student, while connected to the secured NSU network, should only use their device to access relevant files and educational content on an as-needed basis.

Email Policy

Only the College’s faculty, staff, students, and other persons who have received permission under the appropriate authority are authorized users of the NSU email systems and resources. Use of email is encouraged where such use supports the University’s academic goals and facilitates communication between faculty and students. However, if a student uses email in an unacceptable manner, he/she is subject to sanctions, including but not limited to, having his/her campus email account deactivated. The student will receive an initial warning and reports of any subsequent violations will be sent to the SPAC for final recommendations and action.

Social Media Policy

The administration of the College of Allopathic Medicine recognizes that social media websites and applications,
including but not limited to Facebook, Instagram, Snapchat, Tumblr, Twitter, Pinterest, LinkedIn and YouTube are an important and timely means of communication. However, faculty, staff, employees, residents, fellows, volunteers, and students must appreciate that posting certain information may be illegal or unprofessional. Violation of existing statutes and administrative regulations may expose the offender to criminal and civil liability, and the punishment for violations may include fines and imprisonment. Offenders also may be subject to adverse employment actions, disciplinary sanctions and/or academic actions that may include, but not be limited to, a verbal or written reprimand, probation, suspension or dismissal from employment, school and/or resident training. All faculty, staff, employees, residents, fellows, volunteers and students in the College are also subject to the policies of NSU’s Office of Innovation and Information Technology (OIIT), located at https://www.nova.edu/portal/oiit/policies/index.html, as well as any other applicable University policies.

Prohibited Use of IT

- In your professional role as a caregiver, you may not disclose the personal health information of other individuals. Removal of an individual’s name does not necessarily constitute proper de-identification of protected health information. Inclusion of data such as age, gender, race, diagnosis, date of evaluation, or type of treatment or the use of a highly specific medical photograph (such as a before/after photograph of a patient having surgery or a photograph of a patient from a medical outreach trip) may still allow the reader to recognize the identity of a specific individual, and therefore is prohibited.

- You may not disclose private (protected) academic information of another student or trainee. Such information might include, but is not limited to course or clerkship grades, narrative evaluations, examination scores, or adverse academic actions.

- For students, sharing PBL information within a class is acceptable, but sharing material between classes or outside Nova Southeastern University is not. Many of our cases have been generously provided to us by other medical schools with the stipulation that they would be used only by our students. In addition, it would defeat the purpose of problem-based learning if the learning objectives, study materials, etc. were available to students encountering cases for the first time. Therefore, the use of Facebook or other social media sites by students for any PBL materials is strictly prohibited. All postings for PBL are limited to established practices and tools set by block directors, the Office of Medical Education, and College of Allopathic Medicine IT.

- In posting information on social media sites, you may not present yourself as an official representative or spokesperson for NSU or its College of Allopathic Medicine, unless authorized to do so by the President or Dean of the College of Allopathic Medicine, respectively.

- You may not represent yourself as another person, real or fictitious, or otherwise attempt to obscure your identity as a means to circumvent the provisions of this policy.

- You must respect limited personal use permissions, when applicable, and may not utilize websites and/or applications in a manner that interferes with your official work and/or academic commitments. That is, do not consume university, hospital or clinic technology resources with personal use when others need access for patient or business-related matters. Moreover, do not delay completion of assigned clinical responsibilities in order to engage in social media activities.

In addition to the absolute prohibitions listed above, the actions listed below are strongly discouraged. Violations of these suggested guidelines may be considered unprofessional behavior and may be the basis for disciplinary action; students who fail to adhere to the standards of professionalism or other applicable NSU policies regarding use of IT and social media may be subject to review by SPAC that may impose academic consequences.

Engaging in the following activities (or similar conduct) by faculty, staff, employees, residents, fellows, students, and volunteers in the College may result in employment and/or academic disciplinary action:

- Display of vulgar language
- Display of language or photographs that imply disrespect for any individual or group because of age, race, gender, ethnicity, sexual orientation or other legally protected status.
- Presentation of personal photographs or photographs of others that may reasonably be interpreted as condoning irresponsible use of alcohol, substance abuse, or sexual promiscuity.
- Posting of potentially inflammatory or unflattering material on another individual's website or “tagging” another individual in an inflammatory or unflattering manner using a blog, social media or other web service.
When using social media websites/applications, faculty (including affiliate faculty), staff, employees, residents, fellows, and students are strongly encouraged to use a personal email address, rather than their NSU.edu address, as their primary means of identification. Individuals also should make every effort to present themselves in a mature, responsible, and professional manner. Discourse should be civil and respectful.

Please be aware that no privatization measure is perfect and that undesignated persons may still gain access to your social media sites. A site such as YouTube, of course, is completely open to the public. Future employers (residency or fellowship program directors, department chairs, or private practice partners) often review these social media sites when considering potential candidates for employment.

Finally, although once-posted information can be removed from the original social media site, exported information cannot be recovered. Any digital exposure can “live on” beyond its removal from the original website or social media service and continue to circulate in other venues. Therefore, think carefully before you post any information that may negatively impact your standing with the University or future employers. Always be respectful, and professional in your actions.

Industry Relations Policy

The College of Allopathic Medicine (CAM) at Nova Southeastern University (NSU) recognizes the possibility of conflict of interest or apparent conflict of interest in interactions with corporations, representatives of corporations and other individuals supported by medically-related industries. At the same time, CAM recognizes that several medically-related industries provide appropriate and legitimate support for educational and patient care activities. This policy serves to describe an acceptable learning environment where faculty, students and residents are shielded from industry bias. This policy incorporates standards of practice comparable to those adopted by medical schools nationwide. Please refer (LINK) for the complete Industry Relations Policy.

Duty Hours Policy

Duty hours for medical students while on clinical rotations will be:

- Medical students cannot be assigned clinical duty of more than 80 hours per week averaged, over a four-week period.
- Maximum Duty Period Length: Duty periods must not exceed 16 hours in duration.
- Minimum Time Off between Scheduled Duty Periods: Students should have 10 hours free of duty between scheduled duty periods.

If a student encounters a violation of the duty hours policy, he/she should report this violation to the Assistant Dean for Admissions and Student Affairs.
Acknowledgement of Receipt of Handbook

I acknowledge receipt of the policies and procedures contained in the Nova Southeastern University College of Allopathic Medicine Student Handbook. By signing this statement, I agree to abide by all the regulations, policies and procedures contained herein, including by reference or hyperlink, and any amendments that may occur from time to time.

I understand that the College will periodically review its policies and procedures in order to serve the needs of the University and the College and to respond to mandates of the Legislature, the Nova Southeastern University Board of Trustees, the state or federal government, and other regulatory and accrediting agencies. Nova Southeastern University and the College of Allopathic Medicine reserve the right to change, rescind, or include additional regulations, policies and procedures in the College of Allopathic Medicine’s Student Handbook. I understand that such changes may occur without notice and that I agree to refer to the online version of the College of Allopathic Medicine Student Handbook for the latest version.

Signature: ______________________________________________________

Date: ___________________

Print Full Name: __________________________________________________

Return this signed form to the Office of Student Affairs by the end of Orientation. Your Registration will not be complete until this signed form is returned.

Thank you!