



**Herbert Wertheim College of Medicine**  
FLORIDA INTERNATIONAL UNIVERSITY

# **Medical Student Handbook**

## **2022 – 2023**

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## Preamble

This HWCOT Medical Student Handbook is maintained by the Florida International University (FIU) Herbert Wertheim College of Medicine (HWCOT) Office of Student Affairs, with collaborative input from faculty, administrators, and staff from HWCOT and FIU. The Medical Student Handbook serves as a guide throughout your academic, clinical, and extracurricular life as a member of the FIU community and specifically as a medical student.

## Message From The Dean

Welcome to the Herbert Wertheim College of Medicine!

Your education is the very core of our institutional mission.

We are dedicated to guiding you in maximizing your growth and potential and are committed to helping you become highly competent, thoughtful, and compassionate physicians.

This Student Handbook has information on the institutional policies, resources, and guidance that frame the academic and professional activities you will undertake in your medical school studies. Please carefully review and familiarize yourself with the contents. You are expected to adhere to all the policies detailed in this Handbook.

Should you have any questions about these policies, please reach out to the faculty and staff.

Medical school is a transformative experience. We are eager to partner with you in this exciting and challenging journey.

Juan C. Cendán

*Dean of the Herbert Wertheim College of Medicine*

## Mission, Vision, and Values

### Mission

The Herbert Wertheim College of Medicine will develop highly qualified, community-engaged, socially accountable health care professionals, and serve our region, our nation, and the greater world through transformative translational research, medical education, and clinical programs that drive forward innovation in health care.

### Vision

The Herbert Wertheim College of Medicine exerts national and international impact in medical education, patient-oriented scientific inquiry, and state-of-the-art care. Our vision is to create a healthier Florida by forging clinical innovation and the development of highly qualified health care professionals who are dedicated to the welfare of each patient and to the community they serve.

### Values

The conduct, ideals, and ethics that drive our operations are scholarship in education and research; service to university and community; integrity and transparency; collaboration; diversity, equity, and inclusiveness; and innovation and research in health care delivery.

## Accreditation

The Liaison Committee on Medical Education (LCME) is the accrediting body for medical schools in the United States and solely determines the accreditation status of every medical program leading to the Doctor of Medicine degree. To be accredited, a medical program must meet comprehensive standards that answer to the quality, integrity, and educational objectives required by the LCME. These standards comport with the values of HWCOC. FIU HWCOC is fully accredited by the LCME.

HWCOC hosts LCME accreditation visits on the FIU campus at least every 8 years. Students play a central role in the accreditation process by participating in a variety of ways, including through college-wide student surveys and in student evaluations of courses and clerkships, which are reviewed and considered by LCME in their determination of compliance with LCME standards; through independent student analysis of the medical education, student services, the learning environment, and the educational resources available to students; and through face-to-face meetings with LCME survey teams. Additional information regarding accreditation can be found at [www.lcme.org](http://www.lcme.org).

Florida International University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate, baccalaureate, masters, and doctoral degrees, including the HWCOC Doctor of Medicine degree.

## HWCOT Administrative Offices

**Office of the Dean.** The Dean of HWCOT is the senior leader responsible and accountable for providing leadership for the college's medical education and research missions, and for all HWCOT strategic planning initiatives. The Dean also serves as the FIU Senior Vice President for Health Affairs. A number of individuals report to the Dean, including the Council of Chairs (comprising HWCOT departmental chairs), the HWCOT Executive Committee; the Associate Dean for Curriculum and Medical Education; the Associate Dean for Diversity, Equity, Inclusivity, and Community Initiatives; the Associate Dean of Graduate Medical Education; the Associate Dean for International Affairs and MPA program; the Sr. Associate Dean for Finance & Administration; the Sr. Director of Development; the Director of Media and Community Relations; the MPAS program director, and the Chair of Humanities, Health, and Society).

**Office of Academic Affairs.** The Office of Academic Affairs (OAA) provides oversight of the medical education curriculum. It provides the infrastructure and processes by which the faculty define educational objectives for medical students. The HWCOT faculty define expectations through the Curriculum Committee, which communicates with the Associate Dean for Curriculum and Medical Education for this purpose. Academic advising, student promotions, and assessment of professionalism fall under the aegis of Academic Affairs.

**Office of Medical Education.** The Office of Medical Education (OME) within the Office of Academic Affairs, coordinates the design, implementation, and evaluation of the medical degree program, emphasizing innovative curricula designed to advance a passion for scientific inquiry, critical thinking, and comprehensive clinical expertise.

**Office of Clinical Affairs.** The Office of Clinical Affairs (OCA) arranges affiliations with various hospitals where students will rotate and other clinical sites within the area that hold an active interest in medical student education. The OCA is also responsible for overseeing the development of several programs in Graduate Medical Education (GME) and Continuing Medical Education (CME).

**Office of Student Affairs.** The Office of Student Affairs (OSA) provides support programs and services for all medical students from the time of recruitment to commencement and beyond. Activities include recruitment of students; the admissions process; maintenance of grades and records; mentorship of students; academic, career, and financial counseling; personal counseling and wellness programs; medical student learning communities; student organizations; transition to residency; and alumni services. The OSA provides learning opportunities outside of the formal classroom and clinical settings that are designed to complement and enhance the overall educational experience and to promote personal and professional success.

**Office of Research.** The Office of Research (OR) provides oversight of the graduate medical education and basic science research activities and related training to all MD and Ph.D. students and faculty. The Office of Research at HWCOR offers students various opportunities to be involved in innovative and engaging research opportunities for students, faculty, and researchers both within HWCOR and with our partnered affiliates. Research topics at HWCOR encompass a variety of fields within translational medicine, basic science, medical education, and clinical research. Students are encouraged to reach out to faculty regarding their research interests. Students who participate in research at HWCOR may be eligible to present at the HWCOR Annual Research Symposium and to apply for competitive summer research fellowship programs.

**Office of Diversity, Equity, Inclusivity, and Community Initiatives.** The Office of Diversity, Equity, Inclusivity, and Community Initiatives (ODEICI) supports HWCOR's education, healthcare, service, and research missions by promoting programs and services designed to enhance the diversity of the student body, faculty, and staff. Through its efforts, the Office also promotes cultural competence and a greater awareness, understanding, and respect for our cultural similarities and differences.

To achieve HWCOR's mission, the Office has established the following goals:

- Enhance the diversity of the faculty, staff, and student body
- Create and evaluate diversity initiatives
- Develop educational and training sessions for faculty, staff, and students to ensure cultural competency
- Engage the community to increase diversity in the health care profession

At Herbert Wertheim College of Medicine, diversity and inclusion are integral to our mission and to our entire academic enterprise. Diversity among faculty, staff, and students enriches the educational environment and expands the knowledge base of everyone. The college's diversity and inclusion efforts aim to increase representation of racial and ethnic populations that are underrepresented in the medical profession among HWCOR students, faculty, and staff.

Activities include recruiting and retaining faculty, staff, and students that reflect the institution's commitment to diversity; creating and evaluating diversity initiatives; developing educational and training sessions for faculty, staff, and students to ensure cultural competency; and engaging the community through programs to increase diversity in the health care profession.

## Definitions

**Academic period or period.** The MD degree program is divided into four academic segments, also known as academic periods or simply “periods.” A description of the academic periods can be found in this handbook under the section “Periods of Study.” Each medical student must pass each of the four successive academic periods of study to successfully complete the Doctor of Medicine degree program.

**Adverse Action or Adverse Recommendation.** Any recommendation of the Medical Student Evaluation and Promotion Committee (MSEPC), unless stated otherwise, arising out of a medical student’s failure to meet academic requirements or Professionalism Standards. An Adverse Recommendation mandates that a student take specific actions or refrain from taking specific actions.

**Business days.** A day when the University is open for regular business operations from 8:00 a.m. up to 5:00 p.m., Eastern Time. For email correspondence, the day of delivery is not included in a designated time period.

**Consent Agreement.** An agreement voluntarily entered into by HWCOM and a medical student arising from alleged violations of Professionalism Standards.

**Good academic standing.** Students who are registered and entitled to progress in the curriculum are in good academic standing with the college. Good standing for conduct and academic integrity purposes under FIU Regulations 105 and 2501 shall be determined by the FIU Office of Student Conduct and Academic Integrity.

**HWCOM community.** The students, faculty, staff, and administration of HWCOM.

**MSEPC.** Medical Student Evaluation and Promotion Committee.

**Medical students.** Students enrolled in the Doctor of Medicine program at HWCOM.

**HWCOM Probation.** The MSEPC may place a student on HWCOM probation which signals to the student that the MSEPC is carefully scrutinizing performance due to academic failure or breaches of Professionalism Standards. HWCOM Probation is an adverse action.

**Incident Reporting Form.** The form is completed by a member of the FIU community to identify a possible breach of Professionalism Standards by another member of the learning community in accordance with the process established in this HWCOM Medical Student Handbook. Reports regarding violations of the Student Conduct and Honor Code can be made directly to the Student Conduct and Academic Integrity Office (SCAI) through the [Incident Reporting Form](#).

**Professionalism Commendation Reporting System (PCRS).** The electronic reporting system used to file professionalism integrity reports and commendations.

**Professionalism Standards.** The standards of professionalism are set forth in this HWCOM Medical Student Handbook and the FIU-2501 Student Conduct and Honor Code.

**Preponderance of the Evidence.** When the information that is presented supports a finding that it is more likely than not that a violation occurred.

## Curriculum

### Competencies

The four-year course of study leading to the Doctor of Medicine (MD) degree at Herbert Wertheim College of Medicine (HWCOC) is based on the development of competencies in nine domains:

- Patient care
- Knowledge for practice
- Practice-based learning and improvement
- Interpersonal and communications skills
- Professionalism
- Systems-based practice
- Interprofessional collaboration
- Personal and professional development
- Social accountability.

These competency domains are derived from the American Association of Medical Colleges Physician Competency Reference Set and the Accreditation Council on Graduate Medical Education competencies, with the additional competency domain of social accountability being core to the mission of HWCOC. The competency domains align with the HWCOC Educational Program Objectives (below) and the core entrustable professional activities (EPAs) for entering residency. The educational program is broad and general, preparing students for postgraduate study in their chosen fields of medical specialization, licensure, and medical practice. The curriculum is entirely course-based; all educational objectives are addressed in formal courses.

### Strands

The curriculum is built upon study in five major strands:

- Human Biology and Disease
- Research
- Clinical Medicine
- Professional Development
- Medicine and Society

Each course in the curriculum is assigned to a strand. Strands are organized for both horizontal and vertical integration of content within courses.

## Educational Program Objectives

The HWCOC educational program objectives encompass the knowledge, skills, behaviors, and attitudes students are expected to exhibit as evidence of their achieving competencies necessary for graduation and awarding of the Doctor of Medicine degree. The HWCOC Curriculum Committee uses these educational program objectives to guide decisions regarding specific course content, student learning, and assessments:

1. Identify the major principles of the sciences foundational to medicine.
2. Explain how the body responds to change, and how it adjusts the functions of cells, organs, and organ systems to maintain homeostasis.
3. Apply the principles of foundational sciences to propose and interpret diagnostic tests, and to determine the etiology, pathophysiology, prevention, and treatment of human disease/disorders.
4. Communicate effectively with patients, families, and healthcare providers, including those situations involving cultural and linguistic differences (and including the effective use of professional interpreters).
5. Conduct and document complete patient histories and physical examinations using the requisite fundamental clinical skills, and incorporating relevant social, behavioral, and medical factors.
6. Identify and propose initial therapy for acute life-threatening situations.
7. Identify, propose, and coordinate prevention and management plans for acute and chronic disease while working effectively in various healthcare settings.
8. Apply medical knowledge and critical thinking to develop differential diagnoses.
9. Perform basic procedural skills correctly with attention to patient comfort.
10. Obtain and manage patient information from the medical record.
11. Use evidence-based medicine to provide quality health care to individuals and populations.
12. Apply scientific methods to answer research questions.
13. Identify core principles of health system science including the impact of finance, laws, organizational structures, and health policy on patients and populations.
14. Identify the personal skills and systems-level processes that support continuous quality improvement and patient safety and use standard precautions in the health care setting.
15. Apply knowledge of complementary and integrative medicine to patient care.
16. Identify end-of-life care issues from the physician's and patient's perspectives.
17. Demonstrate skills and habits to sustain lifelong personal and professional growth.
18. Integrate epidemiologic, socioeconomic, behavioral, cultural, and community factors into patient care.
19. Advocate for improved health outcomes at the community level through analysis of social determinants of health, engagement, and reflection.
20. Demonstrate patient-centered counseling techniques and engage patients in collaborative planning to improve health behaviors.
21. Collaborate as a member of an interprofessional team.
22. Anticipate ethical issues encountered, explain ethically justifiable options and consequences from multiple perspectives, and manage ethical challenges.

## Periods of Study

The curriculum is divided into four periods of study, comprising foundations of medicine (Period 1), organ systems-based pathophysiology (Period 2), core clinical clerkships (Period 3), and advanced clinical rotations (Period 4).

Students may be provisionally promoted into Period 2 at the end of Period 1 by the Medical Student Evaluation and Promotions Committee (MSEPC), even if a student is pending completion of Period 1 courses in the summer. Students must pass all Period 1 and Spring Period 2 courses, and any remediations if necessary, to be permitted to continue in Period 2 in August. All remaining Period 2 courses must be successfully completed, including successful remediation, if necessary, prior to a student's advancement to Period 3. Promotions and advancement decisions for all students are made by the MSEPC.

Course work is multidisciplinary and features a case-based format in which basic science is learned in a clinical context. Clinical experiences in primary care and emergency settings begin in the first period of study with coordinated opportunities for practical application of basic knowledge, skills, and reasoning. Students engage with families, households, and communities in the longitudinal service-learning NeighborhoodHELP (Health Education Learning Program) in collaboration with FIU students from other colleges and disciplines, including nursing, social work, physician assistant, public health, education, and law.

Students begin clinical training by encountering basic medical conditions in outpatient settings; clinical training advances progressively to include exposure to more complex cases and conditions in hospital settings and culminates in subinternship experiences. Independent scholarship and broad elective opportunities in the third and fourth periods encourage students to explore personal interests and build competency in preparation for advanced postgraduate study and practice in a specialty area. Student learning is guided by objectives for every course, required clinical experiences (core cases), standards of competency in specific clinical skills, and standards of professional behavior. Students document their progress in achieving the educational objectives of each required clinical experience and are monitored for progressive development of essential skills and general competencies.

**Period 1.** Period 1 focuses on the study of the foundations of medicine in core basic, clinical, social sciences, and ethics. Core basic medical sciences include medical genetics, cellular biology, anatomy, physiology, pharmacology, immunology, microbiology, and pathology. These courses combine elements of the Human Biology and Disease strand. An introduction to clinical skills in the Clinical Medicine strand focuses on doctor–patient communication, general physical exam skills, foundations of evidence-based medicine and quantitative measurements, and medical research. Period 1, within the Professional Development and Medicine and Society strands, also focuses on medical ethics, regional cultures in relation to health and medicine, self-reflection, and professionalism in doctor–patient relationships. At the beginning of the period, students become certified in basic life support (BLS) in preparation for half-day primary care clinics and voluntary emergency

department shifts throughout the period. Medical simulations, standard patient experiences, and virtual case studies complement classroom study and prepare students for patient-centered clinical experiences.

**Period 2.** Period 2 is organized around in-depth study of human biology, disease, illness, and injury in an organ-system-based approach. Pathology, physiology, anatomy, pharmacology, genetics, and human behavior are emphasized in the case-based study of the major organ systems: hematopoietic and lymphoreticular, endocrine, reproductive, musculoskeletal, skin, gastrointestinal, renal/urinary, cardiovascular, respiratory, and nervous. Students develop clinical skills by conducting physical exams, forming differential diagnoses, and understanding how to interpret and use laboratory medicine data and imaging technologies. Clinical skills are taught together with each of the integrated organ-systems courses. Courses in the strands of Professional Development and Medicine and Society continue in Period 2, with the study of health care systems and policy, interprofessional health care, community health, end-of-life care, and evidence-based medicine. Students continue their service-learning study with participation in NeighborhoodHELP. Students can participate in voluntary emergency room clinical experiences.

Students are required to take and pass Step 1 of the United States Medical Licensing Examination® (USMLE) at the end of Period 2 and to demonstrate general competency in basic biomedical sciences, diagnosis of disease, and clinical case management. If a student fails to pass USMLE Step 1 on their first attempt, their entry to Period 3 will be delayed until they pass the exam.

**Period 3.** Period 3 involves core clerkships in Family Medicine, Internal Medicine, Neurology, Obstetrics and Gynecology, Pediatrics, Psychiatry, Radiology, and Surgery. Study in Period 3 is predominantly preceptor-guided; students encounter patients with increasingly complex medical conditions in outpatient and hospital settings. Students are given progressively greater responsibility as they gain experience managing the care of patients. Students learn how to apply skills learned in the simulation laboratory and demonstrate competency in performing core procedural skills. Learning is enhanced by the inclusion of simulation and virtual cases. Elective opportunities in the Internal Medicine and Surgery clerkships allow students to explore specialty areas. Students continue to participate in NeighborhoodHELP during Period 3, and weekly conferences provide opportunities for students to work together on comprehensive, in-depth study of major medical conditions. Also included in the Period 3 curriculum is a case-based, self-directed learning course, with integrated learning objectives from basic sciences forming part of each case.

**Period 4.** Period 4 focuses on the study of advanced medicine, including scholarship and exploration of specialty areas to facilitate a student's choice of postgraduate study. Students select individualized schedules that best serve their long-term career goals. Period 4 requirements include a two-week geriatrics rotation; a longitudinal capstone course; a community medicine practicum; individual research projects; one subinternship; a four-week

rotation in emergency medicine; and electives. Students continue to participate in NeighborhoodHELP during Period 4.

Required subinternships and required rotations must be completed at HWCOT-affiliated clinical sites under the supervision of HWCOT faculty. The longitudinal capstone includes professional development workshops on career management and a clinical medicine experience designed to hone clinical skills and prepare students for residency. Students must receive passing scores on the USMLE Step 1 and Step 2 Clinical Knowledge to be eligible to participate in the Main Residency Match through the National Resident Matching Program (NRMP); passing scores on the USMLE exams (Step 1 and Step 2 Clinical Knowledge) are requirements for graduation.

To graduate from HWCOT with a MD degree, students must satisfactorily complete all course work within six (6) years from the date of matriculation.

## International Study

A student who seeks to participate in an elective or extracurricular experience outside the United States must complete the application process prior to travel. HWCOT's approval of a clinical elective is designed to protect students and patients, while minimizing potential challenges to ethical and professionalism standards adopted by HWCOT.

The application process requires the host institution to submit a letter to HWCOT that includes affirmation that:

1. The institution agrees to supervise the student during his or her clinical training and will facilitate access to emergency care as needed
2. The student's clinical activities will be appropriately supervised at all times
3. The level of responsibility delegated to the student will be appropriate for a fourth-year medical student
4. The activities undertaken by the student will be within the scope of practice of those supervising his training
5. At the conclusion of the experience the institution agrees to submit a completed and signed HWCOT evaluation form of the student's performance, including a grade of pass or fail

HWCOT reserves the right to deny an elective if it is deemed dangerous (e.g., potentially exposes the student to natural disasters, political instability, or disease)

## Affiliated Clinical Sites

The educational program leading to the MD degree is controlled by HWCOT faculty. The college has partnered with a variety of health systems, hospitals, clinics, and private physician practices throughout South Florida to provide clinical faculty and clinical venues for medical education. Medical students are scheduled with HWCOT clinical faculty for all educational experiences. In some venues, students will work with postgraduate students (residents) who also are under the guidance of HWCOT faculty. Affiliation agreements with these entities have been codified to ensure medical students have adequate access and exposure to the patient types and clinical conditions required to achieve the objectives of the educational program. These agreements also define the shared responsibility of the clinical affiliate and the medical school for creating and maintaining an appropriate learning environment. Site-specific resources and requirements are specified in course and clerkship syllabi. Clinical affiliates have the right to dismiss or remove any student from a clinical experience based upon the clinical affiliate's determination that a student has engaged in unprofessional behavior or is a threat to patient safety. HWCOT and the FIU Office of Student Conduct and Academic Integrity will independently assess the alleged unprofessional behavior in accordance with the processes set forth in this HWCOT Medical Student Handbook or the FIU Student Conduct and Honor Code to determine whether any other action is appropriate.

## Service Learning through NeighborhoodHELP

The Liaison Committee on Medical Education defines service learning as a structured learning experience that combines community service with preparation and reflection. Medical students engaged in service learning provide community service in response to community-identified concerns and learn about the context in which service is provided, the connection between their service and their academic coursework, and their roles as citizens and professionals.

The Community Engaged Physician courses work with the Green Family Foundation NeighborhoodHELP (Health Education Learning Program) to provide students with a required curricular service-learning experience that encourages interprofessional collaboration and teamwork, facilitates the development of cultural competence through longitudinal patient interactions with people of diverse cultures and belief systems, and emphasizes the value of preventive medicine and primary care.

Through NeighborhoodHELP, medical students are brought together with FIU students from other colleges and disciplines—nursing, social work, physician assistant, public health, education, and law—to learn to function collaboratively on health care teams. Teams are assigned to visit medically underserved households in South Florida with the goal of coordinating access to services and improving the health and quality of life of participating household members. Through repeated interactions with people of diverse cultures and belief systems, medical students learn to recognize and appropriately address gender and cultural biases in themselves, in others, and in the health care delivery process.

## Student Services

HWCOM uses a holistic approach to medical student development by providing students a wide array of supportive resources that maximize their educational experience and enhances both their professional and personal growth as future physicians.

### Career and Professional Guidance

HWCOM offers a variety of formal and informal career and professional guidance services to assist medical students. These services are designed to:

- Help students identify and achieve personal and professional goals,
- Assist students in the process of selecting a career,
- Support students in the residency matching process, and
- Guide students in the transition from undergraduate medical education to residency training.

Career and professional guidance are provided by HWCOM faculty, including deans, department chairs, course and clerkship directors, and academic advisors. A list of clinical faculty with specialty-specific expertise also is disseminated to students annually; students are encouraged to seek career guidance from these faculty members. The Office of Student Affairs provides a series of formal career and professional guidance programs for all students; these programs aid students in meeting their requirements as professionals, and guide students in the residency application process. Student interest groups and Panther Learning Communities also provide guidance to students regarding career choices. Numerous online and print resources are available to HWCOM students to support their career investigations, including the Association of American Medical Colleges (AAMC) Careers in Medicine Program website, recordings of HWCOM town hall meetings and other career activities, and an HWCOM alumni catalog. Career and Professional Guidance staff members in the Office of Student Affairs are available to facilitate student access to career advising resources.

### Financial Assistance

The Office of Financial Assistance, located in the Office of Student Affairs, provides support to help students achieve their educational aspirations while successfully managing their finances. Financial Assistance staff are committed to providing students with the best possible financial resources, counseling, and customer service throughout their medical education. Services include counseling to guide students through the financial aid application process; assistance in identifying availability of federal, private, and institutional funds; debt management counseling; and coordination of student travel. Students can meet with staff in the Office of Financial Assistance from Monday through Friday. Extended office hours are available upon request. Financial assistance sessions may be mandatory and require an excused absence if the student is unable to attend the meeting.

## Student Academic Success Services

Within the Office of Student Affairs, academic support is provided to all HWCOT medical students through Academic Consultation & Enrichment Services (ACES). The services include one-to-one consultation with an Academic Enrichment Consultant and supplemental instruction provided by peers, both in individual and group formats. Students can seek academic counseling or advice from designated peers, faculty, and staff who are not involved in student evaluation or promotion decisions.

## Student Well-Being and Mental Health Services

The HWCOT Office of Student Well-being and Mental Health Services (SWMHS) provides personal counseling to medical students. These services are confidential, free, and easily accessible. Additionally, the SWMHS provides well-being programming to the medical student body as well as specific and individualized well-being services.

The services of SWMHS are provided by licensed mental health professionals who maintain the highest standards of ethical, competent, and confidential care. With expertise and certification in health psychology, cognitive-behavioral treatments, personality theory, biofeedback training, mindfulness, and aromatherapy, these professionals are dedicated to promoting student well-being and facilitating students' adjustment to the physical and emotional demands of medical education.

The clinical providers of SWMHS are not involved in the academic evaluation or promotion of HWCOT medical students.

- **Office Location.** The SWMHS is located in a dedicated suite of offices in the Green Library (entrance room 340B).
- **Appointments.** To schedule an appointment email [medwellness@fiu.edu](mailto:medwellness@fiu.edu) or call 305-348-1460 during normal business hours.

## HWCOT Ombuds Office

The FIU and HWCOT Ombuds Offices provide medical students a confidential, independent, and informal forum in which to clarify concerns, identify goals, and consider all options in managing or resolving conflicts. However, the Ombudsman will not guarantee confidentiality under the following conditions: a report of sexual assault, sexual violence, intimate partner violence, or stalking; a crime is witnessed or reported; there appears to be imminent harm to self or others; or matters involving minors. The Ombudsman does not take sides, and functions in a neutral role, independent of usual administrative authorities or other FIU and HWCOT structures.

## [Compliance and Support Services](#)

The Compliance and Support Services (CASS) team in the Office of Student Affairs serves as a central point of contact for medical students seeking information, consultation, and guidance regarding student program activities (i.e., research or student organization opportunities, etc.). The team also orients students on the resources and services available to them within HWCOM and the university at large. The CASS advises students who are experiencing academic, professional, and/or personal difficulty. Students will be referred to corresponding units and services, depending on their needs and circumstances. CASS manages the college's pre-matriculation and follow-up annual compliance process. The office also oversees the ongoing compliance process for student clearance required prior to their clinical rotations. The team manages the excused absence process and advises students on best practices for making up their missed academic activities. CASS provides counseling to students regarding academic/professionalism matters that are brought forth to the Medical Student Evaluation Promotions Committee (MSEPC).

## [University Student Services](#)

[University Student Health Services](#). Medical and mental health services available include primary medical care; health education for the prevention, diagnosis, and treatment of routine illness and injury; and personal counseling. Students may receive medical services at FIU Student Health Services, a convenient ambulatory care center located on the Modesto A. Maidique campus. FIU Student Health Services houses a clinic, pharmacy, Wellness Center, and Counseling and Psychological Services. FIU Student Health Services provides women's health, men's health, immunization, and laboratory services. Ultrasound diagnostic exams are available by appointment. Students who require diagnostic radiology services (radiograph, CT, MRI, nuclear medicine testing) are referred to community diagnostic centers that accept applicable insurance benefits plans.

- **Clinical Care Services.** Appointments are recommended, but not required, for clinical care services. Nominal fees are charged for such ancillary services as vaccines, laboratory tests, medications, and office procedures.

[Counseling and Psychological Services \(CAPS\)](#). FIU students can access counseling and psychological services in Main FIU Health Services. Students who would like to access this service may contact CAPS at 305-348-2277.

[Wellness and Recreation Center Services](#). Services at the Wellness Center include one-on-one consultations, computerized fitness assessments, and anonymous human immunodeficiency virus (HIV) testing and counseling. Alternative therapies include massage therapy, aromatherapy, acupuncture, and chiropractic services. Appointments are required to access Wellness Center services and for personal consultations.

### **Other FIU Student Resources: Contact Information**

- FIU 24-Hour Emergency Line, 305-348-5911
- [FIU Police Department and Public Safety](#), 305-348-2626
- [FIU Alert, Department of Emergency Management](#), 305-348-0670
- [Victim Empowerment Program](#), 305-348-3000
- [FIU Department of Parking and Transportation](#), 305-348-3615
- [FIU Embrace, Center for Advancing Inclusive Communities](#), 305-348-5377

## Facilities and Guidelines for Use

**Study Space.** HWCUM medical students can access a variety of spaces conducive to individual or group study. Dedicated spaces include nine small-group rooms on the sixth floor of the Academic Health Center 2 (AHC2), dual-purpose clinical training/small group study rooms and larger clinical skills rooms in the Albert and Debbie Tano Medical Simulation Center in AHC2, small-group study rooms on the first floor of the Academic Health Center 4 (AHC4), and a dedicated medical library located on the third floor of the main university library with single study carrels, large and small group tables, and a small group study room. Group study rooms feature wall-mounted high-definition televisions, wireless internet access, and liquid marker writing surfaces. Students may access study rooms by swiping their FIU One Cards, which are coded to student identification numbers. Several of the study spaces available in open areas on the fifth floor of AHC2 also serve as workstations during OSCEs.

**Lecture Halls.** Lecture halls used for formal curricular presentations during normal operating hours are available for quiet study after hours and on weekends. Students also may reserve these rooms in advance to conduct group meetings (e.g., student interest groups and medical student organizations) and social activities.

**[The Albert and Debbie Tano Medical Simulation Center](#).** The Albert and Debbie Tano Medical Simulation Center on the fourth and fifth floors of AHC2 comprises exam rooms equipped with patient training manikins and adjacent conference areas featuring closed circuit TV for live observation and video recording. Students may request time with simulation center equipment to practice clinical skills they have already been taught by faculty throughout the course of the HWCUM curriculum. Equipment loans are supervised and must occur during regular business hours. These rooms also may be reserved for individual and group study after hours.

**AHC2 360.** AHC2 360 is a 960-square-foot multipurpose conference room adjacent to the Panther Learning Community suites; the room provides students additional space for meetings or group study. Students always have access to this room by swipe of their FIU One Cards.

**[The HWCUM Medical Library](#).** The HWCUM Medical Library, located on the third floor of the FIU Steven and Dorothea Green Library, is reserved for use only by HWCUM students. The medical library consists of approximately 7,000 square feet of dedicated space and houses all library services for HWCUM, including access to electronic information systems, publications and materials, printing and copying equipment, a small-group study room, a lounge space with chairs and sofas, and individual study carrels. The medical library also has a small lounge area with a refrigerator, hot/cold water dispenser, coffee machine, and unassigned lockers. During clinical clerkship rotations, medical students have access to personal lockers and medical staff lounge areas at affiliated clinical sites.

**Lounge and Relaxation Areas.** Medical students enjoy exclusive use of a dedicated lounge and relaxation area located on the third floor of AHC2. The student Panther Commons is equipped with sofas, chairs, tables, cable TV, computers, kitchen areas with refrigerators and microwaves.

Additionally, there are dedicated study spaces, a meditation room and multi-purpose rooms to support daily activities. Medical students may access the suite by swiping their FIU One Cards. It is the responsibility of the students to maintain a safe and clean environment and promote common community values of respect for others.

**[The FIU Graham Center.](#)** The FIU Graham Center, located near HWCOR facilities, serves as the main center for student recreation and social events held at FIU. The Graham Center has more than 8,000 square feet of student lounge space and more than 4,000 square feet of recreational space, offering a variety of services and amenities to all FIU students.

**[Dining Options.](#)** Numerous dining options are available on campus and offer additional space for relaxation. The Graham Center houses a cafeteria and several restaurants, and the first floor of the PG5 Market Station—located north of the AHC buildings—features a dining hub with indoor and outdoor seating. Additional dining options and outdoor seating areas are available throughout the campus.

**[The FIU Wellness and Recreation Center.](#)** The FIU Wellness and Recreation Center is located west of FIU Student Health Services within a short walking distance from any location on campus. The 50,000-square-foot center features more than 2,300 square feet of lounge areas; a two-court gym for intramural and recreational basketball, volleyball, and badminton; a 12,500-square-foot fitness area equipped with free weights, resistance machines, and cardio equipment; two multipurpose rooms for group fitness classes; large men's and women's locker rooms (each with more than 200 lockers); and a sidewalk café. The center offers group fitness classes, body composition assessments, and a pro shop that offers towel and laundry service, equipment checkout, and retail sales of energy drinks, protein bars, and fitness accessories. A 60,000-square-foot expansion of the recreation center was completed in 2017; the expansion includes additional basketball courts, free weight and cardio training areas, group fitness and training rooms, locker room space, and lounge space. A swimming pool located on the west side of the Modesto A. Maidique campus is available to all FIU students.

**Guidelines for Use of HWCOR Facilities.** Guidelines have been established to ensure that the personal, social, and safety needs of all medical students are met in a fair manner:

- **Identification.** Students are required to always wear or carry their FIU One Card (ID badge) when on campus. Students using FIU or HWCOR facilities without possession of their One Card may be asked to leave the premises.
- **Guests.** All guests must be accompanied by an FIU medical student unless prior permission is obtained from the HWCOR Office of Student Affairs.
- **Lockers.** Personal lockers located in the Panther Learning Community suites provide storage space for students' laptops, medical equipment, white coats, and other items. Students are required to purchase their own locks to appropriately secure their valuables; students are expected to periodically clean their lockers. Lockers must be emptied and cleaned on or before the last day of classes. Any items left in lockers after the last day of classes will be discarded.

- **Common Amenities.** The use of televisions, microwaves, furniture, games, videos, books, journals, copy machines, fax machines, vending machines, and other community amenities is mutually decided on a first-come, first-served basis. When conflicts arise, it is expected that students will work together and come to a compromise or consensus. If an agreement cannot be reached, the issue should be taken to the Office of Student Affairs.
- **Refrigerators.** Refrigerators are provided for short-term storage of perishable foods. To ensure sufficient space for all medical students, students may store food of a quantity sufficient only for a two-day period of time; this includes frozen food. All food must be removed weekly; all food remaining in refrigerators after 6:00 p.m. on Fridays may be discarded.
- **Secure Access.** HWCOR facilities are properly secured each evening to safeguard property. Only faculty, staff, and students with proper identification and University One Card access are admitted after hours. In addition to the University One Cards, HWCOR faculty and staff have badges identifying them as HWCOR employees.

Students must not circumvent safety and security measures. Students should not prop open secure doors or provide unauthorized individuals access to secure areas. Students who fail to comply with this policy may be asked to leave the premises and are subject to review and disciplinary action by the Medical Student Evaluation and Promotion Committee.

## Lost and Found

Articles found in classrooms or other public areas within HWCOR should be brought to the Office of Student Affairs. Students who have lost an item should first contact the Office of Student Affairs at 305-348-0644. If the missing item is not there, students may also wish to contact the Department of Public Safety at 305-348-2626 or the reception desk in the Office of the Dean at 305-348-0570.

## Medical Library

The Medical Library is located on the third floor of the Green Library, in GL 380, on the Modesto A. Maidique Campus. The Medical Library follows the policies of the university. The medical library offers ample study space, computer workstations, wireless connection, and a wide variety of library services including copying, printing, interlibrary loan, reference services, and individual assistance in using databases and other virtual resources. Library policies have been established to maintain an environment conducive to study and are available at <https://libguides.medlib.fiu.edu/COMlibrary/policies>.

## Professional Dress Guidelines

As representatives of the medical profession, all medical students at HWCOM are expected to convey a professional demeanor, not only in their behavior but also in their dress and appearance. A professional image conveys credibility, trust, respect, and confidence to one's colleagues and patients. In all educational settings—classroom, laboratory, clinical environment—students are expected to be clean, well groomed, and dressed in a manner appropriate to their responsibilities and the standards of their assigned clinical sites. When patient contact is part of the educational experience (including interactions with standardized patients), students are expected to dress professionally and wear a clean white coat unless otherwise instructed by HWCOM faculty. Site-specific dress codes may apply for compliance with institutional infection control, legal, and safety requirements. Medical students are expected to wear their FIU identification badges to all academic functions and on the premises of HWCOM.

## Student Activities and Organizations

### Panther Learning Communities

Panther Learning Communities (PLCs) support the professional development of HWCOT medical students by fostering an environment of academic excellence, professionalism, leadership, health and wellness, teamwork, mentorship, community service, and pride in the alma mater. PLCs empower medical students to create and administer programs that complement and support the Doctor of Medicine degree program, with emphasis on service learning through Green Family Foundation NeighborhoodHELP initiatives and other community service and professional development activities.

HWCOT has four PLCs, each named after a notable physician or medical scientist: Anderson, Hippocrates, Pasteur, and Semmelweis. Medical students are assigned to one of the four PLCs upon matriculation and remain in the same assigned PLC throughout their medical school experience and is supported by faculty and staff. Programs within the PLCs are overseen by student leaders selected by committees comprising medical students, faculty, and staff.

### Medical Student Organizations

Students at HWCOT can form groups based on common beliefs and interests; they may express their views through these student organizations as permitted by the Constitution of the Herbert Wertheim College of Medicine Medical Student Council.

Organizations using HWCOT facilities for their activities and meetings must be recognized by the institution. Deans in the Office of Student Affairs have the power to grant and suspend recognition of student organizations. To formally request to form new medical student organizations, students must meet with the Student Organizations and International Programs Coordinator for guidance on the process of application as outlined in the Bylaws of the Herbert Wertheim College of Medicine Medical Student Council. Documentation regarding the proposed group must be submitted to the Medical Student Council for review and evaluation. Approval is granted based on review of presented information, with consideration of the group's overall mission and its alignment with the HWCOT mission statement. Prior to approval and formation of a new medical student organization, students must select an advisor. Advisors must be approved in advance by the Office of Student Affairs; a faculty member may serve as an advisor for a maximum of two student organizations.

Students must agree to conduct all meetings with due regard to the laws governing defamation and comply with all policies and procedures of FIU and HWCOT. Libelous defamatory statements are not constitutionally protected and could subject a student group and its members to legal action. Unauthorized use of copyrighted material may violate trademark or copyright laws. Students must ensure that all publications are free of libelous statements and contain adequate citations to original sources. All major student publications (e.g., yearbook, humanities journal) must be reviewed and approved by the Office of Student Affairs.

Leadership of student groups is subject to the terms of the officer agreement.

## **Specialty Interest Groups and FIU Chapters of National Medical Student Organizations**

All HWCOT medical student organizations—including specialty interest groups and chapters of national medical student organizations—are student-initiated and under the auspices of the Office of Student Affairs. Through active participation, student members are exposed to more professional, scholarly, networking, and cultural opportunities than those afforded by the formal MD degree curriculum. Members can participate in student-led clinical activities under the direction of faculty advisors, including at community health fairs and educational presentations.

## **Medical Student Council**

The Medical Student Council is the voice of the medical student body and has the administrative authority to pass nonbinding resolutions on medical school policies and procedures by serving as the formal liaison between faculty members, administrators, and medical students. The Medical Student Council manages and allocates funds to other medical student organizations in a consistent and fair manner that contributes to the education of students. Application forms and guidelines for requesting funds to support student activities are available on CanvasMed in the Medical Student Council modules.

## **Officer Agreement Policy**

According to the FIU HWCOT Medical Student Council (MSC) Constitution and Bylaws, students shall be eligible to be elected as an officer of a medical student organization only if they meet all criteria outlined below:

- Maintain full-time enrollment in the MD program at FIU HWCOT
- Maintain satisfactory progress toward the medical degree. Cannot be on probation.
- Must pass all classes. Note: this includes a successful course remediation. Student/s cannot have any pending course remediations at time of election cycle.
- Maintain good professionalism standing and meet all current compliance guidelines
- Agree to fulfill the responsibilities of the position as written on this form and in the MSC Bylaws
- Agree to hold no more than three leadership positions at any one time throughout the term of my officer position. Leadership positions apply to all Medical Student Council/Class Council, student organizations, and Panther Learning Community Program Chair Leadership positions.
- Agree to sit on only one of the following boards at any given time: Medical Student Council, Class Council, Student Professionalism and Ethics Committee (SPEC).

## Student Professionalism and Ethics Committee

The Student Professionalism and Ethics Committee (SPEC) is a group of student representatives who function to promote a student-driven culture of professionalism at HWCOT. The SPEC's advice and guidance regarding matters in this handbook, including due process, do not constitute guidance from HWCOT faculty or staff and are not binding on HWCOT. Students in evaluation processes should consult with the Office of Academic Affairs and Office of Student Affairs, and not the SPEC.

**Responsibilities of the Student Professionalism and Ethics Committee (SPEC).** Individually, each member is expected to exemplify the highest degree of ethical and professional standards. SPEC members are required to be formally trained in professional expectations and oriented to various committees and organizations, including those within HWCOT, and those relevant at the state and national levels.

### **Duties of the SPEC**

- Assist students in navigating and understanding support resources
- Assist students in resolving issues identified by class leadership to be the concern of his or her constituency by serving as a point of mediation
- Collaborate with the HWCOT Associate Dean for Student Services to design and implement Student Professional Development Initiatives
- Collaborate with the Course Directors and Faculty of the Professional Development Strand
- Create and facilitate a presentation for incoming medical students during the week of orientation to introduce the concept of professionalism in medicine
- Maintain familiarity with the processes outlined by Medical Student Evaluations and Promotion Committee and aid students in understanding the steps involved
- Analyze aggregate data from administration on Professionalism Incident Reports to identify trends and opportunities for future professional development programming
- Serve in a consultative role to the Medical Student Evaluation and Promotion Committee when called upon;
- Work with and maintain open communication with the faculty advisor.

### **Composition, Selection, and Terms of the Student Professionalism and Ethics Committee**

**Composition.** The Committee is comprised of two SPEC representatives per class, for a total of eight student representatives. A faculty advisor oversees SPEC processes. The SPEC representatives cannot simultaneously hold a position on the Medical Student Council or Class Council. SPEC representatives must remain in good academic, conduct, and professional standing.

**Selection.** The Class Council must release nomination forms for the committee to their respective classes within the first two (2) weeks of their term. Self- or peer-nominations for SPEC representatives will be collected over a defined period. Nominee interest should be

confirmed prior to deliberations and a unanimous decision must be made by the Class Council within one (1) week of closing the nomination period. The names of the two (2) selected SPEC representatives must be promptly submitted to the Senior Associate Dean for Student Affairs.

**Term of SPEC Membership.** The term of office for members representing all classes will be from the time they are appointed by the Senior Associate Dean for Student Affairs until:

- April 1 the year following appointment
- Resignation
- Removal by the Senior Associate Dean for Student Affairs
- Probation or academic watch (results in automatic relinquishment of position due to poor academic performance)

**Membership on the SPEC.** Membership is a privilege, not a right. Dismissal from membership on the SPEC is not an Adverse Action and the student will not be entitled to a hearing.

**Filling SPEC Vacancies.** In the event of a vacancy, the current SPEC members will nominate a candidate by majority vote as soon as reasonably possible. Upon receiving consent from the nominee, the committee should submit a name to the Senior Associate Dean for Student Affairs for appointment.

**SPEC Chair.** During the final meeting of each academic year, the SPEC will elect a new Chair to serve during the following academic year. The Chair-Elect should be a student entering Period 4. It shall be the Chair's responsibility to manage the operation of the SPEC, with oversight provided by the faculty advisor.

## **Academic Calendars**

The Academic calendar for HWCOM students is unique to that of the general FIU community. Each HWCOM cohort class may also have varying dates for significant events. Cohort-specific MD Curriculum Calendars are available for students to track their medical school journey.

## **Student Resources and Directory**

Must be logged into HWCOM Sharepoint in order to access this link.

HWCOM and the FIU community offer a number of resources and services available to students ranging from academic support, professional development, student life, health & wellness, security, retail, and more!

**LIASON COMMITTEE ON MEDICAL EDUCATION  
STANDARDS (LCME), FIU REGULATIONS, AND  
HWCOM POLICIES**

## **FIU REGULATIONS AND POLICIES**

[FIU 2501: Student Conduct and Honor Code](#)

[FIU 105: Sexual Harassment \(Title IX\) and Sexual Misconduct](#)

[FIU 106: Nondiscrimination, Harassment and Retaliation \(Title VII\)](#)

[FIU 108: Student Records/FERPA](#)

[FIU 113: Smoke, Vape-Free and Tobacco-Free Campus](#)

[FIU 175.105: Media Policy](#)

[FIU 1705: Drug-Free Campus/Workplace Drug and Alcohol Abuse Prevention Policy](#)

[FIU 2505: Alcoholic Beverages](#)

[FIU 2509.002: Service and Support Animals](#)

[FIU Policy 380.047: Graduate Student Academic Grievance Guidelines and Procedure](#)

[FIU Policy 1710.285: Emergency Weather/Emergency Closing](#)

[FIU Bloodborne Pathogen Exposure Control Plan](#)

## **LCME STANDARDS AND HWCOM POLICIES: ACADEMIC**

## LCME Standard 8.8. Student Workload

### Student Workload during Period 1 and Period 2

All curriculum content during Periods 1 and 2 is delivered in formal courses. The number of credits assigned for each course is based on workload expectations. One credit is equivalent to 15 hours of formal instruction. Total workload expectation per credit is equivalent to 45 hours, including instruction, study time, and assessments. A three-to-four-hour laboratory, case-based, or clinic session is quantitatively equivalent to one formal instructional hour. The limit for formal instruction during Periods 1 and 2 is 25 hours weekly averaged over four (4) weeks, which results in a weekly workload not to exceed 75 hours.

### Student Workload during Period 3 and Period 4

All medical students rotating through clerkships, rotations, electives, selectives, and sub-internships are required to comply with the following duty hours expectations:

- Duty hours should be limited to 80 hours per week, averaged over a 4-week period and inclusive of all in-house call activities.
- Continuous on-site duty, including in-house calls, should not exceed 24 consecutive hours.
- If the student has the next day off, students may remain on duty for up to 6 additional hours to participate in didactic activities, transfer care of patients, conduct outpatient clinics, and to maintain continuity of medical and surgical care.
- Students must be provided with one day in a seven-day period free from all educational and clinical responsibilities, averaged over a four-week period and inclusive of all night and weekend calls.
- Students must be provided with adequate time for rest and personal activities; this should be a 10-hour period between all daily duty periods and after in-house calls.

## LCME 6.5: Specialty Study During Period 4

Period 4 is intended for advanced general clinical study as preparation for residency, with opportunities for students to gain exposure to sub-specialty areas and core disciplines. Students are encouraged to use electives to pursue a broad range of interests in addition to their chosen specialty. All rotations in Period 4 are graded on a pass/fail basis.

### Electives

HWCOM students may apply to take extramural electives in the following categories:

- Electives listed in the Association of American Medical Colleges (AAMC) [Visiting Student Learning Opportunities](#) (VSLO).
- Electives at accredited medical schools in the United States or Canada that are not listed in VSAS. A student must submit a proposal describing the rotation and learning objectives and identifying the supervising instructor/preceptor. Proposals must be reviewed and approved in advance by the Office of Medical Education.
- Electives at international host schools or other clinical sites. HWCOM may have affiliation agreements with international host schools to ensure appropriate learning environments, patient experiences, clinical supervision, and safety for HWCOM students. A student must submit a proposal for an international elective at a nonaffiliated site; such proposals must be consistent with HWCOM International Study Policies and must be reviewed and approved in advance.

## **Standard 9.9. Medical Student Evaluation and Promotion Committee (MSEPC): Evaluation of Academic Performance and Professionalism, Due Process, and Appeal Process**

### **Medical Student Evaluation and Promotion Committee**

#### **A. MSEPC Statement of Purpose**

The purpose of the MSEPC is:

1. To ensure that each student who graduates from HWCOT possesses the skills and knowledge necessary to competently assume the responsibilities of a medical doctor;
2. To evaluate academic performance in the curriculum, to assess promotion (as this term is defined in this HWCOT Medical Student Handbook) to the next academic period, to attest certification for graduation, and to recommend appropriate intervention in the event of unacceptable academic performance; and
3. To ensure compliance with technical standards and/or professionalism attributes necessary to become a physician, and to recommend appropriate intervention if not meeting these technical standards or professionalism attributes.

The MSEPC relies upon the cooperation, advice, and judgment of faculty, students, and administration to perform these duties; and an outside assessment of fitness may be requested when deemed appropriate by the MSEPC in its sole discretion.

#### **B. MSEPC Functions**

The MSEPC has two functions:

1. **Ongoing Academic, Technical, and Professional Assessment for Promotion and Graduation.** The MSEPC evaluates the academic and professional progress that a student has made during each academic period and recommends whether the student should be promoted to the next academic period or graduate, as applicable. This function mandates that the MSEPC consider each student's aggregate performance and consider all information available regarding both the student's entire record including academic performance, professionalism, and fitness to become a physician. In addition, the MSEPC may evaluate a student's performance at any time based upon poor academic performance and/or alleged unprofessional behavior.

Each student's academic progress will be continuously monitored to assess progress. Students may be referred to the MSEPC by academic affairs or student affairs deans for evaluation at any time. Recommendations will be made by the MSEPC based upon all facts available to it and each student's cumulative progress will be considered during each evaluation.

2. **Assessment for a Specific Determination of Professional Fitness.** The MSEPC also evaluates each student's ability, without limitation, to meet, and to adhere to:

- Technical Standards
- Policies of institutions with which HWCOT has affiliation or clinical education agreements
- Applicable policies and procedures of the HWCOT and FIU, including findings under FIU Regulations including 105 and the FIU Student Conduct and Honor Code

### **C. MSEPC Authority**

The MSEPC has the authority to:

- Gather information relevant to any matter before it conducts a hearing or during the hearing process;
- Continue and reconvene a hearing and to engage in additional investigation(s);
- Recommend that a student repeat a course or academic period of study or to recommend a student be suspended or dismissed from medical school based on its assessment of the student's academic performance and/or adherence to Professionalism Standards.

### **D. MSEPC Discrimination Allegations or Harassment Allegations**

Allegations of protected class discrimination or harassment occurring within the context of MSEPC, or Appeals process should be reported to Civil Rights Compliance and Accessibility (CRCA) for immediate review. Upon receipt of such allegations, CRCA will determine the appropriate response, based on the information received. Should CRCA determine the matter warrants additional review, investigation, or other response, the MSEPC or Appeals process shall be stayed. Notice of CRCA's action shall be provided to the student. Upon completion of CRCA's review and/or investigation and/or grievance process, MSEPC or MSPEC Appeals process shall recommence including any recommendation or appeal deadlines after CRCA's evaluation or determination.

### **E. MSEPC Composition and Selection of Members**

The MSEPC shall have 13 voting members. Six faculty members shall be elected by the HWCOT Faculty Assembly and officially appointed by the Dean. Seven faculty members will be directly appointed by the Dean. The Chair and Vice-Chair of the MSEPC shall be appointed by the Dean from among the committee members. The term of appointment for each faculty member is three years. Faculty members may be reappointed and/or elected to the MSEPC for two consecutive terms. A faculty member who serves two terms may be reappointed or elected after one year has expired. If an MSEPC member, including the Chair, is not able to attend a hearing due to an emergency or other occurrence, the Senior Associate Dean for Academic Affairs or designee may make an ad hoc appointment to the MSEPC for the purpose of conducting the hearing.

Voting members of the MSEPC shall not participate in any process which involves the evaluation of the findings and recommendations of MSEPC, for example the Appeals Committee. The Senior Associate Dean for Academic Affairs or designee may appoint students from the Student Professionalism and Ethics Committee (SPEC) who are in good academic standing as nonvoting advisory members to the MSEPC. The appointed students will not participate in hearings or MSEPC deliberations but may be called upon by the Chair of the MSEPC to provide information regarding any matter before it. The students may attend when invited by the Chair of the MSEPC.

#### **F. MSEPC Quorum**

A quorum is no fewer than seven (7) voting members.

#### **Due Process**

##### **A. Notifications for MSEPC and Student Grievance Procedures**

All notifications to be given under the MSEPC will be made by electronic delivery to the student's official university email address. This will constitute full and adequate notice.

##### **B. Hearing Process for MSEPC**

###### **Notice of Hearing**

Students will be provided a minimum of five business days written notice of the MSEPC meeting with the student to consider a matter within its jurisdiction unless waived by the student. The notice will state:

- A description of the matter under consideration;
- The time, date, and place of the hearing in cases where students are requested to attend;
- That the student will have the opportunity to review the documents that the MSEPC reviews to make its determination;
- A list of witnesses the MSEPC may call, if any, in cases where students are requested to attend. The witness list may be modified by the MSEPC up to three business days before the hearing, and the student will be notified of any changes in the witness list;
- That the student may call witnesses provided such information is provided to the MSEPC at least three business days prior to the hearing; and
- A list of MSEPC members who will be present at the hearing. Ad hoc members may be added to ensure quorum, and the student will be notified at least 24 hours prior to the meeting.

###### **Challenge to MSEPC Member's Participation in a Hearing**

The student has the right to challenge any MSEPC member's participation in the hearing.

The challenge must be made in writing addressed to the Chair of the MSEPC at least three Business Days prior to the scheduled hearing. For ad hoc appointment(s) to the MSEPC, the objection must be made within 24 hours of the hearing or at the MSEPC hearing, whichever is earlier. The challenge must be in writing (unless done at the hearing) and show actual bias (such as a conflict of interest, animosity, or influence) that would preclude a fair and impartial hearing.

Knowledge of a student's poor academic performance, personal information, or failures of professionalism do not alone constitute bias. The Chair of the MSEPC will determine whether to grant such challenge in their discretion, and such a decision is final. If an MSEPC member is excused from participation in a hearing, the Senior Associate Dean for Academic Affairs or designee may appoint a substitute ad hoc member(s) for that hearing.

### **Documents Relied Upon by the MSEPC or Student**

The student has the right to inspect all documents that will be considered by the MSEPC at least three business days prior to the hearing upon request. The right to inspect documents will close two hours prior to the start of the MSEPC meeting. The student must make an appointment to review the documents. The student must submit any information they intend to use or have reviewed at the hearing at least three business days prior to the hearing. The Chair of the MSEPC has the discretion to determine the relevance of such documents at the hearing.

### **Record of Hearing**

Written decisions of the MSEPC will serve as the official records of a hearing.

### **Hearing**

- Students will not be present at the MSEPC hearings for academic cases unless requested by the MSEPC.
- Students may be present at the MSEPC hearing for professionalism cases as requested by the MSEPC.
- All meetings will be conducted in private. The hearing may be conducted in person, or by virtual technology, at the discretion of the committee chair.
- The burden of proof rests with HWCOM. The standard of proof is a Preponderance of the Evidence.
- The decision of the MSEPC shall be based solely on the information and/or testimony presented during the hearing.
- During a hearing the student is eligible to attend, the student will again be advised of the information that forms the basis of the inquiry or allegation; the student will then have an opportunity to respond to the information presented.
- The student may have an individual present to provide support and advice if attending the hearing; however, that individual may only advise the student and may not speak during the hearing or otherwise participate in the hearing. The individual providing support and advice may not be a witness in the hearing. The student does not have the right

to be represented by an attorney. Student academic advisors may not accompany the student to hearings.

- The MSEPC will allow witnesses to the incident to present pertinent information at the meeting. The student may be requested to attend these meetings and be permitted to question the witnesses. Both the MSEPC and the student may call witnesses to the incident. The Chair of the MSEPC has the authority to exclude witnesses who provide redundant or duplicative information. Character witnesses shall not be permitted to testify at the hearing. If witnesses make presentations at any hearing, the student and the MSEPC members shall be entitled to pose relevant questions to such witnesses.
- If additional information is needed, the MSEPC may elect to continue a hearing to another date.
- Deliberations of the MSEPC are held outside of the presence of the student.
- The MSEPC will consider the information it has gathered, and any information provided by the student and make written findings of fact and recommendations.

### **C. MSEPC Recommendations and Adverse Actions**

Within ten business days of the Hearing the MSEPC shall notify the student in writing of its recommendations, adverse actions, and an explanation of the right to appeal. The MSEPC notification can include one or more of the following:

- No further action.
- Issue a written reprimand or warning.
- Allow the student to repeat courses or otherwise remediate academic deficiencies as per Academic Policy.
- Refer the student for counseling with the HWCOP Medical Student Well-being and Mental Health Center.
- Refer for a psychological evaluation, including by Professionals Resource Network, the Impaired Practitioners of Florida, if appropriate.
- Place the student on probation with such conditions as deemed appropriate; once placed on academic probation, a student will remain on probation for a minimum of twelve calendar months. The duration of academic probation may be modified by the MSEPC, given extenuating circumstances, continuing academic risk, or other factors that may affect a student's progress. Probationary status is removed by the action of the MSEPC. Students will be notified in writing when placed on or removed from probationary status.
- Mandate that the student repeat an academic period.
- Dismissal of the student from HWCOP. If the MSEPC recommends dismissal, the student will be removed from the clinical setting and interactions with patients during the hearing and appeal process.

The decision of MSEPC shall be final unless appealed. Unless noted above, the student status shall remain unchanged, and all sanctions placed on hold during the appeals process. Adverse actions set by the MSEPC will be noted in the Medical Student Performance Evaluation.

## **D. Appeal Process**

### **1 The Appeals Committee**

#### **Statement of Purpose**

The Appeals Committee is the forum for medical students to appeal recommendations of the MSEPC that are Adverse Recommendations as defined herein.

#### **Composition and Selection of the appeals Committee**

The Appeals Committee shall have seven (7) voting members. The members must be faculty members and will be appointed by the Dean. The Chair of the Appeals Committee shall be selected from among the committee members and appointed by the Dean. The term of appointment for each faculty member is three (3) years. Faculty members may be reappointed and/or elected to the Appeals Committee for two (2) consecutive terms. A faculty member who serves two (2) terms may be reappointed or elected after one (1) year has expired. If an Appeals Committee member, including the Chair, is not able to attend a hearing due to an emergency or other occurrence, the Dean may make an ad hoc appointment to the Appeals Committee for the purpose of conducting the hearing.

Any person who has participated in the MSEPC with respect to the matter under appeal or who has otherwise been involved in the evaluation of the incident that triggered an appeal must recuse himself or herself from consideration of the matter under appeal.

#### **Quorum and Voting**

A quorum is four (4) voting members of the committee. A recommendation is adopted when approved by a simple majority of the members of the committee.

### **2 Grounds for Appeal**

Requests for appeal must be in writing and be based on one (1) or more of the following:

- Material failure to provide a student his or her due process rights as set forth in this HWCOP Medical Student Handbook that affected the outcome of the hearing. Such appeals will be limited to a review of the record of the hearing.
- New information, which was not available at the time of the hearing and therefore could not be presented in the MSEPC meeting for professionalism hearings. The student must show that the new information is likely to have affected the outcome of the hearing. The nature of the information must be described in full detail in the written request for appeal, including an explanation of the reason the information could not have been presented at the hearing.
- The severity of the sanction is clearly excessive considering the nature of the offense and the totality of the student's academic performance, including indicia of professionalism.

### 3. Procedure to Request an Appeal

When appealing an adverse recommendation of the MSEPC, a medical student must deliver a letter, which can be attached to an email, requesting appeal to the Senior Associate Dean for Academic Affairs or designee. The letter requesting appeal must be delivered within ten (10) business days of the date that the notification of the decision triggering a right to appeal is sent to the medical student.

### 4. Appeals Committee Responsibilities and Actions

The following procedures shall govern the appeals process:

- **Filing Request for Appeal.** The student's request for appeal must state the grounds (as provided above) upon which the appeal is based, the facts supporting the student's assertion, and a request for specific relief from the determination being appealed. The burden of proof rests with the student to clearly demonstrate that an error occurred during the MSEPC hearing process. The appeals process is not a rehearing of the matter under appeal and shall be based solely on the documents considered by the MSEPC, the determinations of the MSEPC, and the documents submitted by the student.
- **Appellate Review.** The Chair of the Appeals Committee shall convene a meeting of the Appeals Committee within ten (10) Business Days from the date that an appeal was properly requested. The Appeals Committee shall meet and shall determine whether the student's written grounds for appeal are supported by the Preponderance of the Evidence.
- **Written Recommendations.** The Appeals Committee will provide its written recommendation to affirm, modify, or remand to the MSEPC to the Dean within ten (10) Business Days of the date of the meeting of the Appeals Committee.
- **Dean's Determination.** The Dean of the College will review the Appeals Committee's recommendation and affirm, amend, and/or remand to the Appeals Committee or MSEPC for specific consideration the reason(s) for the remand. The HWCOC Office of Academic Affairs will provide notification to the student of the Dean's decision within three (3) Business Days of receiving the signed paperwork from the Dean. If the MSEPC recommends dismissal from HWCOC, the student will be immediately removed from the clinical setting and interactions with patients during the appeal process. The decision of the Dean shall be final unless timely appealed. Unless noted above, student's status shall remain unchanged, and all sanctions placed on hold during the appeals process. If the student is in process with the FIU Student Conduct and Academic Integrity Office or other academic or professionalism review, the appeal will be on hold until the other process has final agency action.

### 5. Grounds to Appeal of the Dean's Determination to the Provost

A student may appeal the determination of the Dean to the Provost or designee within five (5) Business Days after the delivery of the Dean's determination. The reason for appeal must be based on at least one (1) of the following and must be clearly identified in the request for the

consideration of the appeal:

- Material failure to provide a student his or her due process rights as set forth in this HWCOT Medical Student Handbook that affected the outcome of the hearing. Such appeals will be limited to a review of the record of the hearing.
- New information, which was not available at the time of the hearing and therefore could not be presented. The student must show that the new information is likely to have affected the outcome of the hearing. The nature of the information must be described in full detail in the written request for appeal, including an explanation of the reason the information could not have been presented at the hearing.
- The severity of the sanction is clearly excessive considering the nature of the offense and the totality of the student's academic performance, including indicia of professionalism.

If a student appeal case is pending decision from the Provost Office and the student has an additional or new incident report filed or course failure during that time, HWCOT will pause review until Provost determination is received.

## LCME Standard 10.3. Exam and Course Grades

The HWCOM Curriculum Committee designates grading scales and grading methods. Course directors establish performance standards, assess student knowledge and achievement, and assign grades. Period directors and strand leaders monitor grading schemes. Grading schemes are described in course syllabi and include grading scale, assessment formats, and weight for each assignment.

### Exam Grades

Students receive their own exam results, including general class performance and information that allows them to evaluate their performance relative to the cohort.

### Course Grades

Course grades are determined and assigned on a numeric or pass/fail basis. The numeric grading scheme uses a 0-100-point scale. In this scale, 72 is the minimum passing grade. An overall course average of 72-79 will trigger an [Academic Warning](#).

Beginning with the class of 2024, numeric grades are no longer reported on the transcript.

The following course grade designations are utilized and reported on the transcript:

- **U/XX:** grade indicates a final unsatisfactory numeric score below 75  
(applicable to class of 2023 only and all prior cohorts)
- **U/75:** grade indicates successful remediation of a course grade initially below 75  
(applicable to class of 2023 only and all prior cohorts)
- **P:** grade indicates a passing course grade
- **F:** grade indicates a failing course grade in a pass/fail course
- **F/P:** grade indicates successful remediation of an initially failed pass/fail course
- **I:** grade is temporary and indicates an incomplete grade; students who have not completed all course requirements but have received permission from the faculty course director to complete the work within an allotted time may be assigned this grade. The (I) becomes a W if the student withdraws or is asked to repeat a year prior to making up the work. Students who have completed all course requirements cannot receive an (I) grade.
- **W:** grade indicates student withdrawal from a course after the start date and before the end date

The Clerkships in Period 3 will be reported as:

- Honors (H)
- Near Honors (NH)
- Pass (P)

- Fail (F)
- Fail/Pass (F/P)
- Incomplete (I)
- Withdrawal (W)

Honors are awarded in between periods. Honorable mention in a Strand is awarded after Period 3.

For academic grade grievance, please see [HWCOT Policy A1. Student Academic Grievance](#).

## Standard 10.3. Academic Standing: Remediation, Academic Warning, Academic Probation, and Dismissal

Students must maintain good academic standing and meet all professionalism and technical standards as they move towards their medical degrees.

### 1. Remediation and Repeating a Period

#### Pre-Clinical – Period 1 and 2

Students who fail one course due to unsatisfactory academic performance will be offered the opportunity to demonstrate competency with satisfactory performance on a remediation assessment. Students who fail two or more courses will be referred to the MSEPC for curricular evaluation of overall academic progress before being given permission to take additional remediation assessments. A student who has failed a course and its remediation, after review by the MSEPC, may be given a third attempt to repeat that course; either by repeating an academic period or through a self-directed study plan. Failure of a third attempt of the same course cannot be remediated and will result in dismissal from HWCOM.

An attempt at a remediation assessment of a course is counted as a repeat of that course. Failure to take, complete, or pass a remediation assessment, without an excused absence, is considered equivalent to a second failure of that course.

Note: Students in **the class of 2023** who successfully complete a remediation will receive an F/P for that course, or a U/72. Starting with **the class of 2024**, a course failure is documented on the transcript as an as a F, and then an F/P once remediated.

Assessment formats, dates, and performance standards are communicated directly to remediating students. Remediation assessments in Periods 1 and 2 are offered three times per year.

- Remediation assessments for Period 1 and 2 courses that conclude prior to December are administered during the first week of classes in January.
- Remediation assessments for courses that conclude between January and April are administered during Spring Break week.
- Remediation assessments for Period 2 courses that conclude between April and June are administered in late June or early July, during the summer break. Students must pass all Period 1 and Spring Period 2 courses, and any remediation(s) if necessary, to be permitted to continue enrollment in Period 2 in August.

## **Clinical Rotations – Period 3 and 4**

Failure of a clerkship, course, clinical rotation, or poor clinical and exam performance that does not meet academic and/or professionalism expectations will require review by the MSEPC; and may result in adverse action such as probation, repeating the academic year, or dismissal. One failure of a clerkship or clinical rotation is an automatic referral to MSEPC.

Displaying behavior that is unacceptable or unprofessional and fails to meet the level of professionalism expected of medical students and future physicians in all periods may result in review by the MSEPC which may, at its discretion, recommend adverse actions such as probation, repeat of an academic year, or dismissal.

Any student who has been required to repeat an academic period by the MSEPC is not eligible to repeat any other academic period. If the MSEPC recommends a student for dismissal, and the student appeals the outcome, the student will be removed from clinical settings pending outcome of the process.

## **2. Academic Warning**

The purpose of academic warning is to notify students of borderline performance. The goal is to intervene early enough to provide timely support, monitor and track academic progress to improve performance, and to ensure academic success. Students will be placed on academic warning if they fail any course in any academic period or have a course average of 72-79. Course and clerkship directors and period coordinators, along with the Office of Academic Affairs, identify students for placement on academic warning. Placement on academic warning does not affect a student's academic standing and is not an adverse action or adverse recommendation. Consequently, students on academic warning are not entitled to a hearing or appeal. Academic warning is not recorded as part of a student's Medical Student Performance Evaluation.

Students remain on academic warning for one year before undergoing re-evaluation. Academic warning will be lifted when a student passes the remainder of courses in a period with a grade of 80 or above during the period they are placed on academic warning.

## **3. Academic Probation**

Academic probation indicates unsatisfactory progress toward the medical degree and can be a precursor to dismissal from medical school. It is an official notification that a student must improve their academics and/or professional standards set forth by the MSEPC. When considering whether to place a student on probation, the MSEPC will review performance in each period and overall performance.

Once placed on academic probation, a student will remain on probation for a minimum of twelve months. All students repeating an academic period are placed on academic probation

for a minimum of 12 months from the start of their repeat year. Academic probation status is removed if the student makes satisfactory progress at the end of a 12-month period by the action of the MSEPC. Students will be notified in writing when placed on or removed from academic probation.

A student whose academic performance does not improve and who fails to meet the terms of probation will be evaluated by the MSEPC. If the MSEPC recommends a student for dismissal, the student will be removed from all clinical activities.

#### **4. Dismissal.**

Dismissal is the result of poor academic performance and/or professionalism violations.

Students can be recommended for dismissal by two units:

- FIU Student Conduct and Academic Integrity Office (SCAI): Regulation 2501, 105, and 106
- HWCOT MSEPC: All other policies and standards outlined in the HWCOT Student Handbook

If HWCOT MSEPC is adjudicating the violation, students may be given the opportunity to voluntarily withdraw from medical school.

The MSEPC **will** recommend dismissal for any of the following situations:

- **All Periods**
  - Failure to complete the medical degree within the time limits for degree completion, which is 6 years. Exceptions are made for combined degrees.
  - For an individual student, 3 failures in the preclinical and 1 failure in the clinical clerkship results in dismissal.
- **Preclinical years**
  - A total of four failures.
  - Failure of a third attempt of the same course.
  - If a student is repeating the year, while on Academic Probation, any additional course failures will result in dismissal.
- **Clinical years**
  - Failure of two clerkships/rotations.

The MSEPC **may** recommend dismissal for any of the following situations:

- Failure to meet professionalism and/or technical standards as defined in Regulation 2501, 105, 106, and the HWCOT Student Handbook.

## LCME Standard 10.3: Evaluation, Promotion, and Graduation

Promotion is dependent upon satisfactory academic progress and upon maintaining the degree of professionalism necessary to become a physician, as determined by the MSEPC. The evaluation period occurs at the end of each academic period. The MSEPC will consider summary information from the leadership of each academic period in making promotions decisions. The MSEPC will forward its recommendation for promotion or graduation for each student to the Senior Associate Dean for Academic Affairs or designee for review and approval. Students whose professionalism, behavior, or poor academic performance are under review by the MSEPC, or another FIU department, will not be forwarded to the Senior Associate Dean for Academic Affairs or designee for consideration until the matter has concluded, unless the matter is immaterial to the promotion or graduation determination.

The MSEPC reviews the academic accomplishments and professionalism of each Period 4 medical student to determine whether all requirements for graduation from HWCOM have been met. The MSEPC will forward to the Dean the names of students who have met all requirements for graduation.

A student who is not recommended for promotion to the next academic period, or graduation, has the right to appeal the recommendation to the [Appeals Committee](#). If a student is not promoted because the student is under review by the MSEPC or has not passed USMLE Steps 1 and 2 Clinical Knowledge examinations prior to graduation, there will be no right to appeal the determination.

The MSEPC promotes students to the next period of study based on satisfactory academic performance, demonstration of appropriate professional behavior, and completion of required assessments, including:

- Summative clinical OSCE (Objective Structured Clinical Examination) after completing Period 3 courses and clerkships, which serves as the skills competency assessment for promotion to Period 4
- Take and pass Step 1 of the United States Medical Licensing Examination® (USMLE) at the end of Period 2. If a student fails to pass USMLE Step 1 on their first attempt, their entry to Period 3 will be delayed until they pass the exam.
- Passing score on USMLE Step 2 Clinical Knowledge before certification for MATCH and graduation.

### Period performance Grades

Students may be provisionally promoted into Period 2 by the MSEPC at the end of Period 1 if a student is pending successful completion of Period 1 courses in the summer. Students must pass all Fall and Spring Period 1 and Summer Period 2 courses, and any remediation(s) if necessary, to be permitted to continue in Period 2 in August after the Period 2 summer break.

All remaining Period 2 courses must be successfully completed, and remediated, if necessary, prior to a student's advancement to Period 3.

At the ends of Periods 1 and 2, the MSEPC awards designations of Honors (H) and Near Honors (NH) to the top 10% and the next 15%, respectively, of students in that period. Honors and Near Honors designations are awarded for individual clerkships in Period 3. Students also have the opportunity to earn an Honorable Mention in a Strand.

Class rank is determined for each period of study during the first three periods and is cumulative through graduation. Class rank is based on numerical course grades weighted by credit hours.

### **Graduation Requirements**

Students must receive the MSEPC's recommendation for graduation and receipt of the Doctor of Medicine (MD) degree; this recommendation must be approved by the HWCOM Dean. To receive the MSEPC's recommendation for graduation and receipt of the MD degree from HWCOM, students must demonstrate proficiency in each area:

- **Courses:** Students must pass all required courses and the required number of elective rotations.
- **Licensing exams:** Students must pass Step 1 and Step 2 Clinical Knowledge of the USMLE.
- **Competency assessments:** Students must meet standards in nine competency domains (domains adapted from the Association of American Medical College Physician Competency Reference Set).
- **Professional performance:** Students must display professional behaviors and values appropriate for the practice of medicine.

To graduate from HWCOM with the MD degree, students must satisfactorily complete all course work within six (6) years from the date of matriculation defined as the first day of enrollment. An exception to this can be made for those students seeking a combined degree (MD-MPH, MD-MBA).

A student must take and pass all required USMLE Step exams within six (6) years of matriculation. Failure to take and/or pass any Step exam within the six (6) period will result in dismissal from HWCOM.

Commencement ceremonies are held once each spring.

## LCME Standard 11.1. Academic Advising

Academic support is provided through both the Office of Academic and Student Affairs to all HWCUM medical students through (1) the Office of Academic Affairs's **Academic Advising** program, and (2) the Office of Student Affairs's **Academic Consultation & Enrichment Services (ACES)**, which include **tutoring** and **consultations with Academic Enrichment Consultants**.

### 1. Academic Advising

Beginning in Period 1, students are assigned to an academic advisor and must meet with that advisor at least once per academic period. These mandatory Academic Advising sessions focus on:

- Reviewing academic progress
- Assessing progress in developing self-directed learning skills
- Setting academic goals
- Planning for postgraduate study
- Advising students about career choices in relation to academic performance
- Assisting students in choosing sub-internships and elective rotations for the fourth period
- Providing guidance to students concerning other academic pursuits, including research, combined degree programs etc.

### 2. Supplemental Instruction

Supplemental Peer Instruction (SPI) is available, at no cost, to all enrolled medical students through the HWCUM ACES Program. A student may be required to attend formal supplemental peer instruction sessions as part of a remediation agreement. SPI is provided by select medical students (supplemental peer instructors) in their second, third, or fourth years of medical school in both individual and small groups. Supplemental peer instructors receive formal training and financial compensation.

Individualized Supplemental Peer Instruction (ISPI): the supplemental peer instructor works with the student to develop a personalized plan which specifically addresses an individual student's needs. Students interested in obtaining these services may self-refer by completing the [HWCUM ACES Supplemental Peer Instruction Request Form](#) or by contacting the assistant dean of Student Success and Well-being.

### 3. Academic Enrichment Consultants

The HWCUM Academic Enrichment Consultants provide comprehensive individualized academic support to all HWCUM students enrolled in the MD program including developing effective learning strategies and study techniques. Students learn to evaluate their academic skills and monitor their progress toward becoming successful medical

students by engaging in reflection and implementing appropriate changes to their study routines. Students may request meetings with an Academic Enrichment Consultants to discuss various strategies for reaching their full potential.

Students may be required to work with an Academic Enrichment Consultant after failing an exam/course or as part of a study skills remediation plan mandated by the Medical Student Evaluation and Promotion Committee (MSEPC). A student who performs below the passing grade on a mid-term or final during Period 1, fails a course or is placed on Academic Warning may be required to work with an Academic Enrichment Consultant as well as their Academic Advisor for early intervention and support.

The Academic Enrichment Consultants work with students on an individual or group basis, addressing learning and study strategies such as:

- Time management
- Note-taking skills
- Critical thinking/metacognition
- Test-taking skills
- Utilization of internal and external academic and counseling resources/ learning tools

## **HWCOT Policy A1. Student Academic Grievance**

The purpose of this policy and procedure is to provide a means for students to seek redress of academic grievances.

### **DEFINITIONS**

An academic grievance is a complaint alleging:

- Arbitrary and capricious awarding of grades;
- Unprofessional conduct by a faculty or staff member that adversely affects either the student's ability to satisfy academic expectations, whether in the classroom, a field setting, a laboratory or other setting, or the student's actual performance;
- Inappropriate or inadequate academic advising concerning requirements not published in official University documents such as the University catalogue or HWCOT Student Handbook;
- Arbitrary dismissal from a course or program except as described below; and
- Irregularities in the implementation of policies or procedures in grievance hearings.

### **INFORMAL ACADEMIC GRIEVANCE PROCEDURE**

Medical students must attempt to resolve informally an academic grievance as soon as possible. A medical student must initiate informal resolution procedures by contacting the faculty (or staff member) in writing with a copy to the Senior Associate Dean for Academic Affairs or designee no later than 60 days following that in which the academic grievance allegedly occurred, or it will be deemed untimely. If the matter cannot be resolved, or if the faculty cannot be reached, the student should notify the course director, strand leader, or Associate Dean for Curriculum and Medical Education to assist in the informal resolution. If the matter cannot be resolved with the course director and/or the strand leader or Associate Dean for Curriculum and Medical Education, the Senior Associate Dean for Academic Affairs or designee should be notified in writing stating good cause for not pursuing an informal resolution. The student must meet with the Senior Associate Dean for Academic Affairs or designee or their designee. The Senior Associate Dean for Academic Affairs or designee or designee will work the Senior Associate Dean for Student Affairs or designee to facilitate an informal resolution for the grade grievance. If an informal resolution cannot be reached, within 30 business Days after contacting the Senior Associate Dean for Academic Affairs or designee, the student has the right to seek a formal resolution through the grievance procedure.

### **FORMAL GRIEVANCE PROCEDURE**

The academic grievance procedure is initiated by filing a written complaint with the [Faculty Fellow for Academic Integrity](#). The complaint must be filed within fifteen (15) business days of the date the informal resolution process ends, or within twenty (20) business days after classes begin in the semester following that in which the complaint arose—whichever is later. After receipt, the [Faculty Fellow for Academic Integrity](#), in consultation with the chairperson of the

[Academic Grievance Committee](#), will review the complaint to determine whether it falls within the scope of this policy and whether a formal hearing is warranted.

When there are disputed issues of material fact which must be determined, a formal hearing is warranted. If the complaint does not fall within the scope of this policy, then the student shall be notified in writing. For more information about the formal student academic grievance procedure, please visit and review: <http://integrity.fiu.edu/grievances.html> and [FIU Policy 380.047: Graduate Student Academic Grievance Guidelines and Procedure](#).

**[For a professionalism grievance, please see the HWCOP Professionalism Reporting Policy.](#)**

## **HWCOT Policy A2. Main Residency Match Eligibility, Match Participation Requirements, and Medical Student Performance Evaluation (MSPE)**

Medical school officials are required to verify the graduation credentials of their students and prior-year graduates to participate in the Main Residency Match and the Supplemental Offer and Acceptance Program (SOAP). At HWCOT, this is the responsibility of the Senior Associate Dean for Student Affairs and the College of Medicine Registrar.

Under the terms of the National Resident Matching Program (NRMP) Match Participation Agreement, applicants must meet all requirements for entry into GME as prescribed by the Accreditation Council for Graduate Medical Education (ACGME) in the [ACGME Institutional Requirements](#).

HWCOT has established the following criteria for determining a student's Match eligibility:

1. The senior student must be on track to graduate before July 1 in the year of the Match.
2. The senior student must receive passing scores for USMLE Step 1 and Step 2CK prior to the Rank Order List Certification Deadline.

Students who do not meet these requirements will be withdrawn from Match and SOAP participation.

### **Medical Student Performance Evaluation (MSPE)**

The MSPE, sometimes referred to as the Dean's Letter, is a summative evaluation letter intended to provide residency program directors with an honest and objective summary of a student's salient experiences, attributes, and academic performance. The MSPE provides comparative information on applicants, information about applicants' standing on the competencies required to be successful in residency, qualitative and quantitative assessments of applicants, and details on professionalism—both deficient and exemplary performance. The MSPE primarily contains information about the student's medical school performance, although a brief summary of verifiable premedical experiences and achievements may be included when relevant.

The MSPE is divided into the following sections:

1. Identifying Information
2. Noteworthy Characteristics
3. Academic History
4. Academic Progress
  - a. Professional Performance
  - b. Preclinical Coursework
  - c. Core Clinical Clerkships

- d. NeighborhoodHELP Longitudinal Service-Learning
- 5. Summary
- 6. Medical School Information

Unless otherwise indicated in writing, a student who registers to participate in the residency Match, whether through the National Resident Matching Program (NRMP) and/or the San Francisco Match (SF Match), authorizes FIU HWCOT to release any information available regarding his/her education records including, but not limited to, conduct status (including any pending or completed matters) under FIU Regulations 2501 (Student Conduct and Honor Code), 105 (Sexual Harassment (Title IX) and Sexual Misconduct), academic history and progress, adverse actions, and HWCOT's Professional Standards to the Association of American Medical Colleges (AAMC) Electronic Residency Application Service (ERAS) and/or San Francisco Match (SF Match) application service.

These records are covered under the Family Educational Rights and Privacy Act (FERPA), federal, state, and local laws, and FIU Regulation 108. A student participating in the residency Match waives his/her rights to this protection and authorizes the release of any information pertaining to these records as well as the release of the records themselves to the AAMC ERAS and/or SF Match application service.

MSPEs are not released to students/graduates directly. Students are given the opportunity to review their respective MSPE prior to its submission to ERAS and/or other application service. Once submitted to ERAS and/or other application service, the MSPE is considered an official record. No changes or additions will be made to the MSPE once it becomes part of the student's official record except to modify factual errors.

## **LCME STANDARDS AND HWCOM POLICIES: PROFESSIONALISM**

## **LCME Standard 3.4. Learning Environment: Anti-Discrimination and Anti- Harassment Policy**

FIU is committed to providing a learning and work environment free from any form of discrimination or harassment based on race, color, pregnancy, religion, age, disability, national origin, marital status, veteran status, and sex, including gender, gender expression, gender identity, and sexual orientation. FIU's Office of Civil Rights Compliance and Accessibility (CRCA) is responsible for administering FIU Regulations 105 and 106, which prohibit such discrimination and harassment and set forth procedures for responding to such allegations.

### **FIU Regulation 105 and 106**

Conduct that may violate FIU Regulations 105 (prohibited Sexual Harassment (Title IX) and Sexual Misconduct) and 106 (prohibited Discrimination, Harassment and Retaliation) should be reported directly to the Office of Civil Rights, Compliance, and Accessibility (CRCA).

Reports may be submitted online at <https://report.fiu.edu> or by mail or in-person at 11200 SW 8<sup>th</sup> Street, Primera Casa (PC) 220, Miami, FL33199.

CRCA responds to and investigates allegations in accordance with University policies, procedures, and regulations as well as applicable federal laws, including Title VI, Title VII, Title IX, and the Americans with Disabilities Act.

## LCME Standard 3.5. Learning Environment: Professionalism Standards

Professionalism Standards at HWCOT are defined by the (1) Code of Professional Conduct, (2) Professional Attributes (behaviors and attitudes) that medical students are expected to develop, (3) Principles of medical ethics, and the (4) AAMC Statement on Learning Environment.

### (1) Code of Professional Conduct

HWCOT is committed to promoting academic and professional success for medical students, faculty, and staff at all locations. An atmosphere of mutual respect, collegiality, fairness, integrity, and trust is essential. Students, faculty, staff, and clinical affiliates bear significant responsibility in creating and maintaining this atmosphere. Violation of the Code of Professional Conduct by any member of the College can result in a Professionalism Incident Report.

#### **Students commit to:**

- Treat all faculty, staff, and fellow learners with respect and fairness.
- Demonstrate adherence to high professional standards in all interactions.
- Demonstrate trustworthiness in all interactions with faculty, staff, and peers.
- Be conscientious in committing the effort necessary to achieve the goals and objectives of the curriculum and completing all requirements on time.
- Be fully prepared and on time for scheduled activities and inform instructors about absences or tardiness in advance whenever possible.
- Demonstrate discernment in self-study, as well as seeking guidance and assistance appropriately.
- Routinely reflect to identify personal strengths and weaknesses and to set personal learning goals.
- Willingly assist and contribute to the learning experience of their peers.
- Maintain high professional standards in all interactions with fellow students, faculty, and staff.
- Conscientiously support an effective learning environment and notify appropriate faculty and staff members in a timely manner of any problems that adversely affect the learning environment.
- Respond to email communication within 72 hours
- Participate in the process of program evaluation and improvement.
- Pursue appropriate mental and physical support for any conditions that might compromise achievement of their educational goals or might compromise patient care.
- Adhere to all rules and responsibilities outlined in the FIU regulation and policies, LCME Standards, and HWCOT Medical Student Handbook and curriculum policies.
- Work collaboratively and responsibly in team learning environments.
- Meet all deadlines for formal educational activities.

**Faculty and Staff commit to:**

- Treat all learners and colleagues with respect and fairness.
- Demonstrate adherence to high professional standards in all interactions.
- Provide effective formats (e.g., cases, laboratories, discussion groups) for learning.
- Manage the learning venue and the activity for optimal learning by assuring effective communication (e.g., repeating questions for the class, prohibiting disruptive activities).
- Plan teaching activities appropriate for the time and venue, coordinated within the overall curriculum longitudinally and vertically (ensure knowledge of the curriculum in relation to the session).
- Respect student preparedness and time commitment by avoiding redundancy and clearly identifying essential material.
- Provide guidance for students to adequately prepare in advance in a timely manner.
- Be present and start activities on time for didactic, investigational, and clinical encounters, and end activities on time, respectful of others' time and responsibilities.
- Provide timely feedback with constructive suggestions and opportunities for improvement or remediation.
- Grade/assess performance based on learning objectives and level of achievement.
- Be available for contact and timely response through various means of communication—including official university email and phone—and have regular office hours during formal teaching periods.
- Respond to email communication within 72 hours.
- Abstain from requesting learners to perform personal services or errands unrelated to the didactic, investigational, or clinical situation at hand.
- Nurture both the intellectual and professional development of learners.
- Pursue appropriate mental and physical support for any conditions that might compromise the learning environment and/or patient care.
- Abide by the values of the college outlined in the HWCUM Medical Student Handbook.
- Adhere to all rules and responsibilities outlined in the FIU regulation and policies, LCME Standards, and HWCUM Medical Student Handbook and curriculum policies.
- Maintain strict confidentiality of all personal and academic information and privileged communications.
- Create a respectful and effective learning environment for all formal educational activities.

**(2) Professional Attributes**

To be entrusted to care for patients, students must demonstrate professionalism at all levels of medical education. At HWCUM, the following professional attributes are assessed (see course syllabi for methods of assessment):

- **Ability to Work with Others Collaboratively.** Student effectively works with others in teams. Student demonstrates a patient-centered approach in working with patients. Student demonstrates a respectful approach that includes openness and flexibility.
- **Accountability.** Student demonstrates a willingness to accept responsibility for actions, admit error and is accountable to self, team, patients, and society. Accountability includes the ability to self-assess balance and emotional well-being and to seek help if unable to carry out duties.
- **Commitment to Continuous Self-Improvement.** Student is responsive to feedback and is willing to assess self and set personal learning goals. This includes assessing personal coping strategies, managing conflicts between personal and professional responsibilities, adjusting to change, and seeking help appropriately when needed.
- **Commitment to Ethical Principles.** Student demonstrates ethical behavior. Student is compliant FIU and HWCOP policies, and regulations.
- **Conscientiousness.** Student demonstrates thoroughness in data gathering and dependability in following through with assigned tasks.
- **Critical Thinking.** Student uses an investigatory and analytic approach to clinical situations. Student is inquisitive, thoughtful, and able to work through a problem.
- **Discernment.** Student demonstrates awareness of the limits of their own knowledge or skills and applies knowledge and skills appropriately for their level of training.
- **Emotional Intelligence.** Student demonstrates awareness of emotions of self and others and uses this information to interact in a sensitive, respectful manner.
- **Respect.** Student demonstrates proper regard toward faculty, staff, patients, and peers in diverse settings and interactions. Student uses the skill of active listening to encourage others to express themselves.
- **Truthfulness.** Student demonstrates truth telling and absence of deception in their interactions with supervisors and others.

### (3) Principles of Medical Ethics

As stated in the [American Medical Association Principles of Medical Ethics](#), “the medical profession has long subscribed to a body of ethical statements developed primarily for the benefit of the patient. As a member of this profession, a physician must recognize responsibility to patients first and foremost, as well as to society, to other health professionals, and to self.” HWCOP has adopted these AMA principles as its code of medical ethics.

### (4) AAMC Statement on the Learning Environment

We believe that the learning environment for medical education shapes the patient care environment. The highest quality of safe and effective care for patients and the highest quality of effective and appropriate education are rooted in human dignity.

We embrace our responsibility to create, support, and facilitate the learning environment shared by our patients, learners, and teachers. In this environment, our patients witness, experience, and expect a pervasive sense of respect, collegiality, kindness, and cooperation

among health care team members. This includes all professionals, administrators, staff, and beginning and advanced learners from all health professions. This includes research as well as patient care environments.

We affirm our responsibility to create, support, and facilitate a learning environment that fosters resilience in all participants. It is our responsibility to create an atmosphere in which our learners and teachers are willing to engage with learning processes that can be inherently uncomfortable and challenging.

We affirm our commitment to shaping a culture of teaching and learning that is rooted in respect for all. Fostering resilience, excellence, compassion, and integrity allows us to create patient care, research, and learning environments that are built upon constructive collaboration, mutual respect, and human dignity.

For more information, view the [AAMC Library of Resources](#).

## LCME Standard 3.6: Learning Environment: Student Mistreatment

Students are encouraged to report all forms of mistreatment. Examples of mistreatment may include situations where a medical student is:

- Publicly embarrassed or humiliated
- Subjected to offensive, racist, or sexist remarks or names
- Threatened with physical harm
- Physically harmed
- Required to perform personal services
- Subjected to unwanted sexual advances
- Asked to exchange sexual favors for grades or other rewards
- Grade or evaluation does not reflect student performance
- Subjected to adverse action based on membership in a protected class

If the mistreatment involves sexual harassment or misconduct based on a student's membership in a protected class, the impacted student or anyone else that becomes aware of the mistreatment, should report the matter to CRCA via <https://report.fiu.edu>.

If the mistreatment is not based on a protected category, the matter should be reported as an incident report at [www.report.fiu.edu](http://www.report.fiu.edu).

### Process for Addressing an Academic Grievance

Medical students have a right to file a report against a faculty member based on receiving a grade that was awarded on an arbitrary and capricious basis even if the faculty member awarding the grade did not mistreat the student.

[For academic grade grievance, please see HWCOT Policy Student Academic Grievance Guidelines.](#)

### Process for Addressing Student Allegations of Discrimination or Harassment

In furtherance of FIU's commitment to providing an academic environment free from all forms of sexual harassment or misconduct, any person that experiences or otherwise learns of discrimination or harassment, including sexual misconduct, should report such conduct via <https://report.fiu.edu> or by mail or in-person at 11200 SW 8<sup>th</sup> Street, Primera Casa (PC) 220, Miami, FL 33199.

[A student may also report mistreatment or seek guidance from the FIU Ombuds, HWCOT Ombuds, or Offices of Student Affairs.](#)

## LCME Standard 10.5. HWCOT Technical Standards

HWCOT students must demonstrate the skills, attributes, and qualities defined in the HWCOT Technical Standards.

Candidates for the MD degree must be able to perform the essential functions in each of the following five categories listed below. Students must annually confirm and attest to their ability to meet these standards with or without reasonable accommodations as defined by the Americans with Disabilities Act (ADA).

1. **Observation.** Candidates must be able to observe demonstrations and experiments in the basic sciences including, but not limited to; physiological and pharmacological demonstrations in animals, microbiologic cultures, and microscope studies of microorganisms and tissues in normal and pathologic states. A candidate must be able to accurately observe a patient from a distance and at close range, obtain a medical history directly from the patient, and directly observe a patient's medical condition. Observation necessitates the functional use of the appropriate senses.
2. **Communication.** Candidates must be able to elicit information from patients; describe changes in mood, activity, posture, and perceive nonverbal communications. A candidate must be able to communicate effectively with patients. Communication includes speech, reading, and writing. A candidate must be able to communicate effectively and efficiently in settings where communication is typically oral or written, in both immediate and recorded modes, or when the time span available for communication is limited.
3. **Motor/Sensory.** Candidates must have sufficient motor and sensory function to elicit information from patients by palpation, auscultation, percussion, and other diagnostic maneuvers. A candidate should be able to conduct basic laboratory tests (e.g., urinalysis, CBC, etc.), carry out diagnostic procedures (e.g., thoracentesis, paracentesis, etc.) and interpret EKGs and radiologic imaging studies. A candidate should 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 fluids and 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 and vision.
4. **Intellectual-Conceptual, Integrative, and Quantitative.** Candidates must be able to acquire, assimilate, interpret, integrate, and apply information from direct observation, oral and written communication, digital pathology and radiologic imaging, electrocardiograms, and other studies. A candidate must also be able to comprehend three-dimensional and spatial relationships and continually exercise the skills of inquiry and intellectual advancement in the profession.
5. **Behavioral Attributes, Social Skills, and Professional Expectations.** Candidates must demonstrate the maturity and emotional stability required for use of their intellectual abilities. They must accept responsibility for learning, exercising good judgment, and

promptly complete all responsibilities attendant to their curriculum and to the diagnosis and care of patients. Candidates must display characteristics of integrity, honesty, conscientiousness, empathy, a sense of altruism, cooperation, and teamwork. They must demonstrate an understanding of the legal and ethical aspects of the practice of medicine and function within both the law and ethical standards of the medical profession. Candidates must be able to interact with patients and their families, health care personnel, colleagues, faculty, and staff, in a courteous, professional, and respectful manner. Candidates must be able to contribute to collaborative, constructive learning environments, accept constructive feedback from others, and take personal responsibility for making appropriate positive changes. Candidates must have the physical and emotional stamina and resilience to tolerate physically taxing workloads and function in a professional manner under highly stressful situations, adapt to changing environments, display flexibility, and manage the uncertainty inherent in the care of patients and the health care system. Candidates must abide by all state, federal, and local laws, as well as all University regulations including the FIU Regulations [105](#) and [2501](#). Candidates must maintain sobriety in all academic and clinical environments, and refrain from the illegal use of substances at all times.

## **HWCOP Policy P1. Professionalism Reporting**

Medical students, faculty, and staff are required to adhere to FIU Regulations and Policies, and HWCOP's Policies, Technical and Professionalism Standards. Any medical student, faculty member, or staff member who is aware of a potential breach of professionalism must provide notification of the alleged breach utilizing the incident reporting methods provided below. Students can also be commended for positive, honorable, and notable behaviors or actions utilizing the Professionalism Commendation Reporting System (PCRS) defined below.

### **FIU Regulation 2501, Student Conduct and Honor Code**

Student behavior that violates the FIU Regulation 2501 Student Conduct and Honor Code will be processed by the Office of Student Conduct and Academic Integrity (SCAI). Reports regarding violations of the Student Conduct and Honor Code can be made directly to the SCAI through the [Incident Reporting Form](#) or call (305) 348-3939.

### **FIU Regulation 105 Sexual Harassment (Title IX) and Sexual Misconduct, and 106, Discrimination, Harassment, and Retaliation**

Any form of sexual harassment or sexual misconduct and as well as any form of discrimination or harassment based on race, color, sex, pregnancy, religion, age, disability, national origin, marital status, and veteran status, should be reported to FIU's Office of Civil Rights, Compliance, and Accessibility (CRCA). Reports may be submitted to CRCA online at <https://report.fiu.edu> or by mail or in-person at 11200 SW 8<sup>th</sup> Street, Primera Casa (PC) 220, Miami, FL 33199.

### **Student Professionalism Violations of HWCOP Policies and Standards**

Student behavior that violates HWCOP's Policies and Standards will be processed by HWCOP following a final determination from the SCAI and CRCA if such action does not result in expulsion.

Reports of student unprofessional behavior may be referred to Deans of Student Affairs and Academic Affairs for further action following a final determination from SCAI or CRCA and for the overall evaluation of a student's professionalism in accordance HWCOP policies and standards.

Students are required to participate in the evaluation of professionalism reports. If the report states facts or circumstances that could, in the judgment of HWCOP result in harm to a patient or other person, HWCOP will consult with the SCAI and/or the University Police Department. The student may be removed from clinical settings and placed on administrative leave pending further investigation as a HWCOP interim measure.

If an initial determination is made that the report is credible, HWCOT will inform the student of the allegations and meet with the student to:

- Review the allegation(s);
- Provide the student with information gathered regarding the allegations;
- Give the charged student the opportunity to respond to the report before a determination about disposition is made;
- Provide the charged student with information about the resolution process including hearing rights and obligations.

If a student fails to attend the meeting, the hearing may proceed at the sole discretion of HWCOT without the student's participation.

After the initial meeting, one of the following resolution actions will be taken:

- **Dismissal.** The complaint is dismissed.
- **Consent Agreement.** If HWCOT determines that the alleged violation is not deemed to be egregious, the matter may be resolved as part of a consent agreement. Consent agreements may only be utilized twice. A student must agree to all terms of a consent agreement. If the student does not agree, the matter will be referred to the MSEPC. If the allegation is not resolved through a consent agreement within 20 business days of the date on which the student was notified of the allegations, the matter will be referred to the MSEPC unless both the student and HWCOT agree to extend the time to reach a consent agreement.
- **Referral to MSEPC.** If the student is not eligible to enter into a consent agreement or HWCOT determines that the alleged unprofessional behavior is egregious, the matter will be referred to the MSEPC for consideration.

## Faculty/Staff Professionalism Violations of HWCOT Policies and Standards

Students can report Faculty/Staff behavior that violates HWCOT's Policies and Standards through the Incident Reporting Form at [report.fiu.edu](http://report.fiu.edu).

[For an academic grievance, please see the HWCOT Policy Student Academic Grievance.](#)

## Professional Commendation Reporting

The HWCOT Professionalism Commendation Reporting System (PCR) is used for reporting and documenting positive professional attitudes or behaviors.

A Professionalism Commendation Report (PCR) is a way to identify notable behaviors or actions. A PCR can be submitted by any person when exemplary professional behavior is demonstrated. When a student has received a PCR, it will be maintained as a permanent education record and may be noted in the Medical Student Performance Evaluation (MSPE).

## **HWCOT Policy P2. Media Requests for Student Interviews**

All student interviews must comply with [FIU Media Policy 175.105](#), which mandates central coordination of all press conferences, press releases, and media inquiries that relate to or involve a unit of the university, except for those media inquiries that seek an opinion from any member of the university community in his or her individual capacity.

Students are encouraged to consult with the HWCOT Office of Student Affairs prior to agreeing to or participating in media interviews related to the college or any of its programs.

## **LCME STANDARDS AND HWCOM POLICIES: ENROLLMENT**

## LCME Standard 10.3. Technology, Social Media, and Student Technology Fees

HWCOT provides students access to network resources such as computers, printers, network peripherals, software, data storage, email, and internet access for academic purposes, all supported by FIU and HWCOT student tech fees. Students must abide by the technology policies and regulations governing both the university and those specific to HWCOT Information Technology (HWCOT IT).

### FIU Policies

- [Data Stewardship](#)
- [Digital Millennium Copyright Act](#)
- [Code of Computing Practice](#)
- [Information Technology Security](#)
- [IT Security Procedure: Sharing Access to IT Resources: Password Management](#)
- [Uses and Disclosure of Patient Protected Health Information for Media, Public, Teaching, Diagnostic, and Emergency Operation Purposes](#)
- [Email Policy](#)
- [Security Incident Reporting](#)

### HWCOT Policies

**Personal Devices.** Personal devices (laptops, smartphones, and other devices such as iPads) and information systems used for FIU HWCOT purposes must be approved by HWCOT IT, and users must abide by FIU and HWCOT policies and procedures (e.g., EMR Access Using Personal Device Policy).

**Laptops and Mobile Devices Assigned to Medical Students by HWCOT.** HWCOT provides laptop computers and iPads and accompanying accessories (e.g., power adapters, Ethernet dongle) to medical students. These laptops and mobile devices are the property of FIU, must be returned to FIU upon completion of enrollment. They are configured for FIU security standards, are subject to random software scans and software updates, and are for educational purposes only. The laptops contain the necessary operating system and software used throughout the MD curriculum. Students, and students have no reasonable expectation of privacy with respect to the use of laptops or with respect to the information stored with them. The laptop has a standard image; personal customization of laptops is not permitted. Students are responsible for the security of the laptops and mobile device, software, and data in their care. If a laptop or mobile device is misused or damaged, the student is responsible for the replacement cost of the laptop and mobile device. Students must abide by these additional regulations pertaining to the use of HWCOT laptops:

- Students may access laptops or mobile device or network resources only with accounts authorized to them by FIU HWCOT.

- Student may not through any means alter or modify the BIOS and/or operating system and/or circumvent the security measures and configuration of the laptop and mobile device.
- Students must not install unauthorized or unlicensed software to the laptop and mobile device
- Students must ensure that the laptop and mobile device is not used by unauthorized persons.
- Students must take all reasonable steps to ensure that the laptop and mobile device is not damaged through misuse.

HWCOT IT retains spare laptops if a student's device requires repair or maintenance. Students are responsible for maintaining a backup of all data on the laptop. HWCOT is not responsible for the loss of any data stored on laptops.

Students must return the laptop to HWCOT IT in a timely manner as specified for regular maintenance checks, updates, or as requested by HWCOT. Should a security incident occur (e.g., a laptop stolen or misplaced), the student must immediately report the incident to HWCOT Information Technology. If a laptop is lost or stolen, a police report must be filed, and the case number reported to the HWCOT IT Help Desk. If the incident is suspected to have occurred on FIU campus, the FIU Police Department must be notified; otherwise, contact the police department that has authority for the location.

## **Social Media**

HWCOT welcomes the responsible use of social media technologies to support and engage learning. Students can find policy guidelines published by the [Federation of State Medical Boards](#) for the appropriate use of social media and social networking in medical practice.

Social media includes:

- The use of web-based applications such as, but not limited to, Facebook, LinkedIn, YouTube, Flickr, blogs, wikis, and other outlets where comments are posted in network-based public settings and
- Any other technology that permits internet-based information sharing

Students must abide by the laws, rules, regulations, and policies governing the protection of confidential information; these laws include HIPAA (Health Insurance Portability and Accountability), which governs the dissemination of health information, and the Family Education Rights and Privacy Act (FERPA), which governs the dissemination of education records and FIU Regulation 108 – Access to Student Education Records. Confidential information must be always protected and must never be shared on any social media site.

Students are expressly prohibited from acting as an official representative or spokesperson for

FIU or HWCOT on social media. Student must identify opinions as their own and not representative of the views of FIU or HWCOT.

Students who violate this social media policy will be referred to the Office of Student Conduct and Academic Integrity and/or the MSEPC (Medical Student Evaluation and Promotion Committee). This policy does not replace other HWCOT and FIU policies governing social media or disclosure of confidential information, including protected health information and education records.

## **HWCOT Student Technology Fee**

The HWCOT student technology fee covers the cost of providing comprehensive technology support and services for the duration of the student's medical education program. This includes personnel and management involved in delivering the services. Annual Cost: \$850.

### **Hardware, Software, and Services Support:**

#### **Hardware and Warranty Support**

- Laptop, laptop accessories, and 4-year warranty
- iPad, iPad accessories, and 3-year warranty
- Loaner Laptop
- iPad M1/M2/M3/M4 apps
- Testing Loaner Laptops

#### **HWCOT IT Help Desk Support**

- Laptop hardware and software support
- iPad hardware and software support
- 24x7 Support
- MedZen Help Desk Ticketing System
- Onsite and Remote support
- Security
- Cloud Storage/ Disaster Recovery / Business Continuance

#### **Curriculum application support**

- Panopto
- CanvasMed
- Microsoft Office 365
- eValue
- Zoom Streaming
- CPS GE Electronic Medical Record
- AE Master Calendar

- Exemplify
- Respondus LockDown Browser
- EMS
- Doc.com
- Turning Technologies

#### **Central Support**

- Email
- Campuswide Wi-Fi
- Antivirus Software
- Adobe Digital Editions
- Aperio Image Scope
- Write-N-Cite
- Zotero

#### **Classroom and Learning Facilities Support**

- Testing Laptop Support
- Classroom AV and IT Support
- Simulation Center Support
- Library Technology
- iLearn Lab
- Multimedia Recording Studio
- Application Licenses
- Panopto
- CanvasMed
- eValue
- Zoom Streaming
- EMR (NHELP)
- AE Master Calendar
- Exemplify
- EMS
- SPSS
- DOME
- Titanium
- Doc.com
- Airwatch
- Turning Technologies
- Responses
- NHELP Portal
- Adobe eSync
- MedZen Help Desk
- Cylance
- Absolute

## **LCME Standard 10.7. Transfer Students**

FIU HWCOT currently does not accept transfer students and does not offer admission with advanced standing.

## **LCME Standard 10.8. Visiting Students**

FIU HWCOT currently does not offer visiting student opportunities.

## LCME Standard 11.5. Confidentiality of Student Educational Records

HWCOC maintains student education records in a confidential and secure manner in accordance with the Family Educational Rights and Privacy Act (FERPA), FIU Regulation 108 – Access to Student Education Records, and Association of American Medical Colleges (AAMC) guidelines. The College of Medicine Registrar is the records custodian for records originating within HWCOC. HWCOC will not release or permit access to education records, or the personally identifiable information contained therein, maintained on a student except as otherwise permitted by law and [Florida International University Regulation 108](#).

Any member of the HWCOC community with concerns that an education record has been handled inappropriately should immediately notify the [College of Medicine Registrar](#). For more information, refer to the [FIU FERPA website](#), [FERPA annual notice](#), and [Regulation FIU-108](#).

## LCME Standard 11.6. Student Access to Educational Records

HWCOR policies concerning student education records, including the procedure that medical students must follow to review or challenge their records, are consistent with the Family Educational Rights and Privacy Act (FERPA) and Florida International University [Regulation 108](#).

A medical student may submit to the College of Medicine Registrar, dean, or other appropriate official a written request that identifies the records the student wishes to inspect. A copy of the request for access or release will be retained in the student's file. FIU policy states that the custodian of records (e.g., College of Medicine Registrar) has up to 45 days to comply with a request. The College of Medicine Registrar, or designee, must be present while the student reviews the education records and retains custody of the records.

A student requesting the release to others of personally identifiable information contained in the student's education records must provide the custodian of such records with a signed, written request specifying the information to be released, the purposes for such release, and the person or organization to whom such information should be released.

Transcript requests must be submitted via the [Official and Unofficial Transcripts and Enrollment Verification request form](#) or available upon request from the [Registrar's office](#). Transcript requests are usually honored within two business days unless the College of Medicine Registrar, or its designee, is not available.

**Requests for Information in Connection with Research.** Requests for data from student education records for the purpose of academic research must be referred to the University Registrar and the Provost in compliance with Regulation FIU-108. Such requests must be in writing and must set forth specifically the types of information to which access is requested and the intended scope of the research project.

## HWCOPolicy E1. Residency Reclassification

**General Guidelines to Medical Students for Residency Reclassification.** Reclassification for tuition purposes is governed by Section 1009.21 of the Florida Statutes and Florida Board of Governors Regulation 7.005.

Reclassification for tuition purposes requires documentation that supports permanent legal residency in Florida for at least twelve (12) consecutive months, rather than temporary residency for the purpose of pursuing an education. Medical students requesting reclassification must complete the Residency Reclassification Application.

HWCOP only reclassifies students ONE TIME per year. All documents for reclassification must be submitted to the College of Medicine Registrar no later than July 1st. All documents submitted must be dated at least 12 months prior to the first day of the Fall semester for which a student is requesting tuition reclassification. Fall Semester starts in late July. Please check with the HWCOP registrar for exact dates. Please note: Residency reclassification cannot be applied retroactively to previous terms. Living in or attending school in Florida will not, in itself establish legal residence for tuition purposes.

**Appealing Your Residency Classification.** In accordance with section 1009.21 of the Florida Statutes, Florida Board of Governors, and the Residency Guidelines adopted by the Articulation Coordinating Committee of the Florida Department of Education FIU has an established Florida Residency Appeal Committee. The Residency Appeal Committee provides a mechanism for students to appeal their out-of-state tuition decisions and strives to provide fairness and equity to all students at the university. **The Residency Appeal Committee's decision on behalf of the institution is final and may not be appealed further.**

A student may appeal the denial of a request to be classified or reclassified from out-of-state to in-state status for tuition purposes only once. Students must submit the request in writing with accompanying documentation to support reconsideration of the original decision. Please note that the Residency Appeal Committee cannot make exceptions to the minimum number of required documents for initial classification and reclassification determinations, nor to the requirement that all documents submitted for consideration be dated at least 12 months prior to the first day of classes for the term in which the residency determination is sought. The committee meets once a month and will review the submitted appeal(s) and the accompanying documentation. The committee may request additional information from the student to make its decision. Not submitting supporting documentation will delay the review and the petition may be denied. After review, the committee will inform the student of the decision in writing.

**All College of Medicine appeals should be sent to [comregistrar@fiu.edu](mailto:comregistrar@fiu.edu). For more information, please review the [HWCOP Residency Reclassification Application](#).**

## HWCOT Policy E2. Leave of Absence

A leave of absence (LOA) is a temporary period of separation from the MD degree program which may be voluntary or involuntary. All LOAs are included in the six-year time limit for graduation from the MD program.

### Voluntary Leave of Absence

A student may request a voluntary LOA for one of the following reasons:

- **Academic Enrichment.** If a student wishes to pursue research, an advanced degree, a medically related fellowship, or other educational experience or form of academic enrichment. The student must be in good standing.
- **Financial Reasons.** If a student is unable to pay tuition or other educational financial obligations for all or part of an academic period.
- **Medical Reasons.** If a student has a health-related matter that is significantly limiting their ability to function successfully or is temporarily preventing the student from meeting curricular requirements. Examples of such conditions include:
  - Severe and prolonged illness
  - Surgery
  - Pregnancy

**Reinstatement from Voluntary Leave for Medical Reasons.** Reinstatement after the leave must be approved by the Senior Associate Dean for Student Affairs (or designee).

- **Personal Reasons.** If a student is required to dedicate primary attention and effort to personal circumstances or situations that inhibit or interfere with academic performance or progress. A student may not request this type of leave more than once in an academic year. The student must be in good standing at the time the leave is requested.

### General Guidelines for Voluntary LOA

Granting a voluntary LOA is at the discretion of HWCOT.

A voluntary LOA may have a significant impact on academic progress, cost of attendance, financial aid, student debt, and competitiveness for residency training. Prior to requesting an LOA, students should consider these implications as they pertain to their personal situations.

The maximum amount of time granted for a voluntary LOA is 12 months. If a student wishes to pursue a voluntary LOA, they must consult with the HWCOT Registrar to review the process.

All students must meet with and obtain signatures from the individuals/offices listed on the Leave of Absence/Change of Status form, which can be obtained from the HWCOT Registrar. The Senior Associate Dean for Student Affairs and the Senior Associate Dean for Academic Affairs are responsible for approving or denying the request for a voluntary LOA. Upon completion, the form is sent to the HWCOT Registrar to be maintained with the student's records.

Students may be required to meet certain conditions before being allowed to return from a LOA. A student who determines that they are not returning at the scheduled date must consult with the Senior Associate Dean for Student Affairs before the scheduled return date; an extension of the original LOA must be requested in writing. If the extension is not granted, the student must return by the end of the leave; otherwise, the student is deemed to have voluntarily withdrawn from HWCOT.

## Refund of Fees

A student who is granted a voluntary LOA may receive a refund of tuition and fees in accordance with HWCOT policy.

## Involuntary Leave of Absence

- **Administrative.** A student may be placed on administrative LOA if they exhibit behavior that could result in harm to a patient or another person. The Senior Associate Deans for Student Affairs and/or Academic Affairs will consult with the Office of Student Conduct and Academic Integrity and/or the University Police Department, and the student will be removed from clinical and/or classroom settings and placed on an administrative LOA pending further investigation. An administrative LOA may impact tuition, fees, and financial aid.

A student who is recommended for dismissal by the MSEPC will be removed from clinical settings. If the student has completed all non-clinical requirements, they will be placed on an administrative LOA pending the outcome of the appeals process. [Please refer to the dismissal policy.](#)

- **Academic Remediation.** A student who is recommended by the MSEPC to repeat an academic period will be placed on an academic remediation LOA until the start of the academic period of the student's new cohort. A student may also be placed on an [Academic Remediation LOA](#) by the Senior Associate Deans for Student Affairs and/or Academic Affairs if the student cannot be promoted to the next period of study due to failure of the USMLE Step 1 exam.

Students may be required to meet certain conditions before being allowed to return from LOA. The student must return by the end of the leave; otherwise, the student is deemed to have voluntarily withdrawn from HWCOT.

## Financial Aid Implications for Taking a Leave of Absence

- **General Implications.** HWCOT students who are approved to take a LOA must meet certain requirements and be informed of the Financial Aid implications per Title IV regulations. Medical students should be aware that taking an LOA may affect student loan deferment, grace period, loan repayment, and financial aid eligibility. Students are advised to investigate these implications as they pertain to their personal situations before

requesting an LOA. Upon return from LOA status, the student is required to participate in an entrance interview with a financial assistance administrator to discuss specific financial aid implications and future financial aid eligibility.

- **Return of Title IV Funds.** If a student's award package includes federal funds and the student is granted a leave of absence or withdraws before completing 60 percent of the term, federal regulations require that a portion of the student's federal aid be returned to the Department of Education. For purposes of calculating the refund, the aid year is divided into three separate enrollment terms, which coincide with the disbursement of aid. A federally mandated calculation determines the portion of aid to be returned based on the number of days remaining in the payment period. The refund due to the Department of Education will credit the outstanding balances on Federal GradPLUS Loans followed by the Federal Direct Unsubsidized Loans.
- **Satisfactory Academic Progress.** A student returning from an approved LOA will have the same Satisfactory Academic Progress (SAP) status as when they began the LOA if the standards of SAP are met. The student may continue to receive scholarships, Title IV, and other financial aid upon their return to HWCUM provided that the LOA was not granted because of poor academic performance and/or being placed on academic probation due to unsatisfactory progress towards the medical degree. If the LOA is in conjunction with not meeting SAP, the student may submit an SAP Appeal to the HWCUM Office of Financial Assistance upon return to HWCUM.

## **LCME STANDARDS AND HWCOM POLICIES: COMPLIANCE**

## LCME Standard 5.7. Student Safety and Security

### On-Campus

HWCOT provides FIU security police service technicians for HWCOT facilities on campus. Their primary responsibility is to ensure the safety of students, faculty, and staff. More information about the services provided by the FIU Police Department is available at [the FIU Police Department website](#).

- **NON-URGENT Business Hours:** Call HWCOT Office of Student Affairs at 305-348- 0644, Monday-Friday, 8:30 a.m. to 5:00 p.m.
- **NON-URGENT After Hours:** Call HWCOT Office of Student Affairs at 305-348-0696 after 5 p.m. on weeknights and all-day weekends.
- **NON-URGENT FIU PoliceDepartment:** call 305-348-2626
- **URGENT:** In case of any emergency, students can dial 911. You will be connected to the local county police who will then contact FIU Police.
  - EMERGENCY Modesto A. Maidique Campus (MMC) call 305-348-5911
  - EMERGENCY Biscayne Bay Campus (BBC) call 305-919-5911

### Off Campus

Each clinical site has safety measures in place to protect employees, patients, students, and the public. Students should familiarize themselves with off-site safety measures. While working at off-campus venues, medical students should take appropriate precautions to ensure safety.

Students are required to review safety and security practices prior to community and clinical experiences that include such topics as universal precautions, needlestick prevention, response to needlestick or bodily fluid exposure, de-escalation techniques when dealing with angry patients, and emergency procedures involving medical care (e.g., CPR), natural disasters, terrorism, assault, and illegal activity.

- **URGENT:** In case of any off-campus emergency call 911.

## Standard 12.4. Attendance Policy and Excused Absences

Medical school is a full-time endeavor. Consistent on-time attendance and participation are essential.

Students are accountable for managing their schedules and communicating about absences in a timely manner through the excused absence system. Excused Absence Policies differ for the preclinical (Period 1 and 2) and clinical years (Period 3 and 4). Please see respective policies per periods below. Students with a pattern of attendance that is inconsistent with this policy will be required to meet with an Office of Student Affairs Dean and may be considered in violation of FIU HWCOT's professionalism standards.

### Definitions

- **Attendance Policy:** Attendance policies differ by course and clerkship and are specified in each course and clerkship syllabi.
- **Excused Absence Policy:** The Excused Absence policy is designed to provide medical students with the opportunity to attend to personal matters while minimizing disruptions to the medical education program. Students do not need to request an excused absence to miss non-mandatory sessions.
- **Access to Routine Health Care:** Medical students are strongly encouraged to maintain their own health and well-being. Students should schedule non-emergent healthcare appointments during times that do not conflict with classroom and clinical activities. In the event an appointment must be scheduled during a required educational activity, students must request permission to be excused for the duration of the appointment, including appropriate driving time, using the Excused Absence system.
- **Religious Observances:** HWCOT recognizes and respects the importance of individual religious beliefs and practices including prayer hours. There will be no adverse or prejudicial effect because of any student requesting excused absences for religious observances. Students assigned to patient care educational activities may request assignments that allow the student to meet their religious needs; on occasion, students may be asked to attend patient care activities that cannot be re-scheduled, such as on-call time with a care team. Requests for prayer time must be discussed, arranged, and cleared with the course or clerkship director. Students are not required to submit an excused absence for these prayer breaks. **Please see regulation FIU-2504 Student Religious Observances, Practices, and Beliefs.**
- **Planned absence days:** Planned absence days are defined as:
  - **Personal commitments:** routine health care (non-acute), housing needs, personal

administrative matters (compliance, government administrative needs)

- **Family events/Personal Travel:** weddings, graduations, etc.
- **Professional meetings:** approved participation in professional development or representation of HWCOP at professional meetings (certain requests for travel may be reviewed by EAD of Student Affairs on a case-by-case basis per the [Student Travel Policy](#))
- **Scholarly activities:** presentation of scholarly work at meetings-students may be excused for the day of their presentation, along with travel days (certain requests for travel may be reviewed by EAD of Student Affairs on a case-by-case basis) per the [Student Travel Policy](#)
- **Residency interviews:** must be submitted for an excused absence prior to the interview but do not need to adhere to the 30-day requirement, requires Preceptor Approval Form and Interview Confirmation Email during submission
- **Religious observances:** must be a recognized calendar religious holiday
- **Planned absence days may not be utilized during identified black-out dates:**
  - Exam Dates
  - Day before Exam (excluding weekends)
  - OSCE, standardized patient, and simulation activities
  - Orientations
- **Unplanned absence days:** Unplanned absence days require documentation (required for absences of 2 or more days and/or for absences occurring on black out days) and are defined as:
  - **Healthcare:** acute, physical, or mental
  - **Personal:** funerals, car accidents/issues/repairs, personal emergencies
  - **Legal Matters/Jury Duty:** may be excused with a [Jury Duty Letter Request Form](#)
  - **Military Orders/Officer Training**
  - **Academic activities:** USMLE exams, academic remediation, N-Help Visits, required meetings with HWCOP faculty and staff
  - **COVID19:** must submit positive test or doctor note
- **Unexcused Absences:** Absences not reported and/or not approved are considered unexcused. Unexcused absences will be considered a professionalism concern.

## **Pre-Clinical Attendance and Excused Absence Policy (M1, M2)**

Students are not required to request an excused absence to miss non-mandatory sessions.

**Unexcused Absences:** Unexcused absences may result in a failing grade for the course (as per course syllabus).

**Planned Absences.** No more than three planned absences will be approved per semester.

\*No more than two planned absences will be approved in any four-week course and no more than one in any two-week course

- Fall Aug. 1 – Nov. 30
- Spring Dec. 1 – March 31
- Summer April 1 – July 31

## **Clinical Attendance and Excused Absence Policy (M3, M4)**

Attendance is mandatory for **ALL** clinical activities. Students participating in a rotation/clerkship may be required to attend clinic on recognized university/national holidays.

**Unexcused Absences:** Unexcused absences will result in a failing grade for the clerkship/rotation. There are no exceptions to this rule.

**Planned or Unplanned Absences.** Students may request planned or unplanned absence days as follows:

- **M3 Clerkships** Students may be approved up to two planned or unplanned absence days per clerkship. No more than 3 planned absences in the 6-month A and B blocks will be approved.
- **M4 Rotations** Students may be approved up to two planned or unplanned absences per 2-week or 4-week rotation; up to four absences may be permitted during a 4-week rotation for the purpose only of residency interviews. No more than 6 planned absences in the M4 year will be approved. In the M4 year, it is expected that students work directly with their preceptors to make-up ANY missed clinical time, even if it excused. This is in accordance with the increasing responsibility granted to M4 students.
- **Sub-Internship:** Due to the importance of and responsibility granted to students during the required fourth year sub-internship, planned absences are highly discouraged during this rotation. Only urgent/emergent matters or residency interviews may be excused.

**Planned Absences.** Planned absences are required to be submitted at least 30 days prior to the planned absence utilizing the [Excused Absence Request System](#). Upon approval, students will notify the preceptor of the approved absence. Students must work with their

clerkship/rotation director and coordinator to discuss any remediation of missed work that may be required. Remediation may involve additional call nights, additional weekend responsibilities, or clinical work outside the normal time frame of the clerkship/rotation. Sufficient remediation will be established at the discretion of the Clerkship/Rotation Director in conjunction with the Office of Medical Education.

**Unplanned Absences.** If on a clinical clerkship/rotation, the student must contact the clerkship/rotation director or coordinator and the clinical preceptor as soon as possible. Once contact has been made with the clerkship/rotation director or coordinator, the student must submit an Excused Absence Request form as soon as possible and within 24 hours following the unplanned absence utilizing the [Excused Absence Request System](#). Supporting documentation may be required. Students must work with their clerkship/rotation director and coordinator to discuss any remediation of missed work that may be required. Remediation may involve additional call nights, additional weekend responsibilities, or clinical work outside the normal time frame of the clerkship/rotation. Sufficient remediation will be established at the discretion of the Clerkship/Rotation Director in conjunction with the Office of Medical Education.

### **Extended Excused Absence:**

An extended excused absence is defined as a prolonged absence from HWCOM that requires additional educational accommodations but does not impact a student's graduation date.

The minimum amount of time for an extended excused absence is three (3) days. The maximum amount of time granted for an extended excused absence will be six (6) weeks. A Dean for Student Affairs (or designee) is responsible for granting or denying the request. Absences greater than six (6) weeks will follow the leave of absence process.

All extended excused absence requests should be submitted to the Office of Student Affairs (OSA) via the excused absence request form at least four (4) weeks in advance. Students will be required to meet with Student Affairs to discuss the process and work with course directors to develop a plan of action. The plan of action will be sent to the Office of the Registrar ([comregistrar@fiu.edu](mailto:comregistrar@fiu.edu)) and maintained within the student's educational record. If an extension is needed, the student must meet with the Associate Dean of Student Affairs.

Timing of the extended excused absence may impact financial aid and may require a meeting with the Department of Financial Assistance.

### **Excused Absence Request Process**

**Students must request an excused absence for planned or unplanned absences by utilizing the [Excused Absence Request System](#). Administrators in the Office of Student Affairs will monitor excused absences. If an excused absence is granted student must notify their course director to notify them and coordinate a timely make-up plan.**

**Planned absences.** All requests for excused absences from required sessions due to planned activities must be submitted at least four weeks in advance of the planned absence to the Office of Student Affairs using the [Excused Absence Request Form](#). The only exception to this policy is for Period 4 students who seek an excused absence to attend a residency interview. Such requests for excused absences to attend residency interviews must be submitted to the Period 4 coordinator in the Office of Medical Education.

**Unplanned Absences.** The student must submit an [Excused Absence Request Form](#) in advance of the unplanned absence or as soon as possible and within 24 hours following the unplanned absence. Supporting documentation may be required.

**Monitoring and Reporting.** All absences (excused and unexcused) are recorded in an electronic database to screen for patterns of repetitive and undesirable behavior. Repetitive, undesirable, or suspicious behavior will be reported to the Office of Student Affairs Dean.

**Notification and Follow Up.** The Office of Student Affairs notifies students via the Excused Absence Request System whether excused absence requests are granted or denied. Once an excused absence request is processed, the student will receive an email notification with the determination of approved or denied. If a student's request for an excused absence is denied, the student is expected to report to all required activities. **If an excused absence is granted, the student must notify their Course or Clerkship Director and preceptor (if in Periods 3 or 4) in advance of the absence (if planned) or as soon as possible (if unplanned) and coordinate a timely make-up plan.**

## **LCME Standard 12.5. Provision of Health Services to Medical Students**

In compliance with the Liaison Committee on Medical Education (LCME) accreditation standards, it is imperative that the health professionals who currently provide health services, including psychiatric/psychological counseling, to a medical student are not involved in the academic assessment or promotion of the medical student receiving those services. HWCUM does not allow faculty members who already have an evaluative relationship with a student to provide psychological counseling or medical care to that student.

Many of the HWCUM clinical training programs take place under the supervision and care of clinical faculty who maintain practices at various local outpatient and inpatient settings. It is possible that a student may seek medical care and/or psychological counseling from a practice in which a faculty member sees patients or clients. Health care professionals who provide psychiatric/psychological counseling or other sensitive health care services to medical students shall not be involved in the evaluation or promotion of those students.

For emergent health care needs, faculty–student relationships should not preclude the student from seeking medical care from providers who can offer the best available care. In such cases, or when a student has received psychological counseling or medical care from a faculty member prior to entering an evaluative relationship, the student may request to be evaluated by a different faculty member based on a perceived conflict. A faculty member who has provided psychological counseling or medical care to a student prior to entering an evaluative relationship must request reassignment of the student to another faculty member. Such requests are to be made to the Senior Associate Dean for Student Affairs.

## LCME Standard 12.6. Health and Disability Insurance

### Health Insurance

HWCOC students must maintain current and adequate medical insurance to cover emergencies and common medical problems that might occur during their educational training period and are outside of the scope of services provided on campus (e.g., specialty care, diagnostic testing, and hospitalization).

All students must sign the [Health Insurance Verification Form](#) annually that attests to continuous health insurance coverage. Students must submit valid documentation to Compliance and maintain current coverage within the necessary compliance systems. Students must immediately notify the [Compliance Team in Enrollment Support Services](#) if there are any changes to their insurance coverage. Failure to maintain adequate health insurance coverage will impact the student's enrollment status.

The cost of medical insurance is the responsibility of the student. Financial aid is available to assist with medical insurance costs. Students can email [medfin@fiu.edu](mailto:medfin@fiu.edu) to request further assistance.

Health insurance specifically designed for medical students is available through United HealthCare. This policy is a gold-equivalent PPO plan offering comprehensive unlimited medical and prescription benefits that are widely accepted nationally through the United Choice Plus Network. FIU has partnered with Gallagher Student Health (Gallagher & Co.) to provide the United HealthCare plan endorsed by FIU that meets the minimum standards required by HWCOC. Go to [HWCOC Gallagher Insurance Home Page](#) to view plan brochure and master policies for the FIU student health plan.

Alternatively, students may satisfy the medical insurance requirement with documentation of a valid external medical insurance plan. Students that opt to utilize an external insurance plan must complete a [student insurance waiver form](#) annually to ensure that the plan meets the minimum standards listed below.

- Insurance company licensed to do business in USA
- Must be comparable to FIU HWCOC Student Health Insurance Plan
- Must be an ACA (Affordable Care Act) compliant plan offering EHB (Essential Health Benefit) with unlimited annual and lifetime maximum benefits
- Must not exclude any pre-existing conditions
- Must cover inpatient and outpatient mental and behavioral health
- Must cover preventative services 100%
- Must provide outpatient care, inpatient care, urgent care, specialty care, ambulance service, diagnostic imaging and testing, and surgical services
- Must provide comprehensive prescription drug coverage

- Must provide In-network and out-of-network coverage for physician, hospital, diagnostic, and therapeutic coverage in local facilities for both emergency and nonemergency outpatient and inpatient services in the South Florida area (Miami-Dade, Broward, Palm Beach, and/or Monroe counties)
- Must provide continuous coverage for the entire period the insured is enrolled as a medical student and must be renewable
- Must not unreasonably exclude coverage for perils inherent in the student's program of study, such as coverage for needlestick injuries charges related to the post exposure diagnosis and treatment of bloodborne pathogens
- Must have evacuation and repatriation coverage for foreign travel.

Out of State HMO plans without an "away from home rider," out of state Medicaid plans, and short term or catastrophic plans **DO NOT** meet the minimum standard to waive.

## **Disability Insurance**

Medical students are required to enroll in a disability insurance plan selected by HWCOM to cover chronic disability that occurs because of injuries received during their educational training period. Students are responsible for payment and are informed about this requirement and annual fee prior to Orientation. Disability premiums are collected by the Office of Student Affairs. Disability insurance must be renewed annually for the entire period the insured is enrolled as a medical student.

For more information about your coverage please access [AMA Insure](#) and enter member ID# 644251.

## LCME Standard 12.7. Compliance Requirements and Monitoring

All HWCOT students must comply with compliance requirements. Prematriculated students receive a welcome notification with a link to Orientation information that lists all prematriculation requirements and forms. Current students are notified of annual compliance requirements prior to promotion to each subsequent period of study.

Compliance responsibilities are monitored by the Centers for Disease Control, State University System Board of Governors, the FBI and FDLE, and our Clinical Affiliates. These requirements are subject to audit at any time by these constituents and protect the student, the patient, and the college community. HWCOT utilizes Complio, an online screening service, to facilitate submission and verification of student requirements. Please access the [Complio Applicant Management System](#).

**Monitoring Compliance.** Failure to complete and submit required compliance documents can result in a hold being placed on the student's registration, removal from courses and/or clinical locations, and a professionalism report.

**Matriculation and Retention Requirements Chart.** Students must meet certain requirements to matriculate and to maintain enrollment status annually. The requirements are summarized in the table below.

Requirement	Prematriculation	Period 1	Period 2	Period 3	Period 4
Medical History and Physical Examination	X				
Technical Standards Attestation	X		X	X	X
Immunizations	X				
Flu Vaccine		X	X	X	X
Tuberculosis Screening	X		X	X	X
Health Insurance	X		X	X	X
Disability Insurance	X		X	X	X
Level 2 Criminal Background Check*	X		X	X	X
10-Panel Drug Test*	X		X	X	X
N-95 Respirator Mask Fit Test		X		X	X
BLS Certification		X		X	
Online Title IX training	X				
Online training for OSHA and HIPAA		X	X	X	X

\*Additional testing may be required by HWCOT or its clinical affiliates.

### **Medical History and Physical Examination** <http://www.fiumedicinescreening.com/>

HWCOC requires all medical students to visit a health care provider of their choice and undergo a medical history and physical examination within one (1) year prior to matriculation. Subsequent physical exam may be required if the student opts to participate in away rotations.

### **Immunization and Screening Policy**

A completed [Immunization Documentation Form](#) must be submitted prior to enrollment and all immunization forms must carry the original signature of a physician or a licensed medical practitioner and the license number, office stamp, and office address.

Medical students must maintain compliance with immunization requirements throughout the educational program. HWCOC follows immunization guidelines issued by the [Centers for Disease Control and Prevention](#) (CDC) and regulations issued by the State University System of Florida Board of Governors. Immunization requirements are summarized below.

- **Measles, mumps, and rubella.** As a prerequisite to matriculation or registration, the State University System of Florida requires all students born after 1956 to present documented proof of immunity to measles, mumps, and rubella. For more information, visit the [CDC website](#).
- **Tetanus/Diphtheria immunization.** Matriculating students who have not had a tetanus booster within the past two (2) years should receive the tetanus, diphtheria, and pertussis (Tdap) vaccine. A single dose of Tdap must be administered for adults aged 19 through 64 years who have not received a dose of Tdap previously. After initial Tdap vaccination, adults should receive a tetanus/diphtheria (Td) booster every 10 years.
- **Hepatitis B immunization series.** Students must provide documented proof of vaccination and immunity to Hepatitis B as described below:
  - A total of three doses of hepatitis B vaccine and a positive quantitative hepatitis B serum surface antibody titer.
  - A second series of hepatitis B vaccinations administered, and the antibody titer repeated (if the hepatitis B surface antibody titer is negative).
  - If your repeat titer is not positive, you must also submit:
    - A letter from your healthcare provider indicating that you are a non-responder to the Hepatitis B vaccine.
    - Proof of completion of the hepatitis B immunization series prior to clearance for direct patient contact.

Students who have negative hepatitis B surface antibody titers receive individual counseling on how best to protect themselves, prevent infecting others, and follow special procedures after a needlestick injury.

- **Chickenpox (varicella).** Students must show proof of positive varicella antibody titer verifying immunity. If the student has a negative titer for Varicella, 2 doses of varicella vaccine 4 weeks apart will be required.
- **Meningitis.** FIU requires one dose of the Meningitis (Meningococcal) vaccine to remove the immunization hold upon matriculation. The vaccine is strongly recommended, but it is not mandatory. Therefore, students may sign and submit a waiver for this vaccine which will remove your hold.
- **COVID-19 Vaccination:**
  - **First and second year students.** FIU does not require any students to get a COVID-19 vaccination, although it is highly recommended.
  - **Third- and Fourth-Year Students.** For the protection of patients and healthcare workers, students working in clinical settings with one of our many Healthcare partners will be required to be fully vaccinated per mandates issued by these facilities and must produce a formal vaccination record.
  - **Unvaccinated students:** Students, in their third and fourth year of the program, who do not wish to get vaccinated will need to check the requirements at the clinical site upon receiving their schedules. Some sites may require waivers or have mandated the vaccine. In these cases, students can request a schedule change or sign a waiver depending on the situation.

**Flu vaccine.** An annual flu (influenza) shot is required every year.

**Tuberculosis (TB) screening.** Students are required to undergo a tuberculin skin test (TST) prior to matriculation at HWCOC.

- A student who has not been screened for Mycobacterium tuberculosis infection in the past 12 months must undergo a two-step test that consists of intracutaneous Mantoux injections administered a minimum of one to 3 weeks apart.
- TB skin testing is required prior to matriculation and annually thereafter. Options to meet the annual requirement include:
  - A positive TST must be assessed by a health care provider; students must provide evidence of a chest radiograph that reveals no acute cardiopulmonary process and/ documentation of a complete symptom screening by a physician prior to matriculation. Students are required to complete the TB screening questionnaire with a healthcare provider and submit documentation via Complio. The TB screening questionnaire must be completed annually.

- A chest radiograph is mandatory for a student with a new or previous positive reaction; if positive, the student must document proof of receiving appropriate treatment. The chest radiograph must be repeated every 3 years (as per the CDC guidelines).
- Students vaccinated with bacille Calmette–Guérin (BCG) more than 18 months prior to matriculation are required to undergo a TST.

A student who is receiving treatment for active TB must provide documentation from their healthcare provider to the Office of Student Affairs regarding the ability to pursue coursework and/or clinical rotations. This documentation will be reviewed to determine academic and clinical participation.

**Exceptions and Waivers.** Exceptions may be granted in the event of valid medical contraindications, for religious reasons, or if a student is in the process of receiving the complete vaccine series (e.g., hepatitis B, varicella). For more information, please visit the [HWCOC Complio Website](#).

### Health Insurance

HWCOC students are required to maintain current and adequate medical insurance to cover the cost of emergencies and common medical problems that might occur during their educational training period and are outside of the scope of services provided on campus (e.g., specialty care, diagnostic testing, and hospitalization). The cost of medical insurance is the responsibility of the student; fees vary according to the plan selected. Annual coverage for all students begins on August 1 of each year.

As part of the prematriculation process and annually thereafter, all students must sign the <https://medicine.fiu.edu/resources/current-students/md-resources/forms-policies-and-procedures/> that attests to continuous health insurance coverage by a plan providing the required minimum standards, including coverage for needlestick injuries.

Health insurance for medical students is available through the group student health insurance plan, <https://go.gallagherstudent.com/Universities/Florida International University College of Medicine and Nursing/Home>, endorsed by FIU and meets the minimum standards required by HWCOC. Link to Gallagher & Co. Health Insurance information:

Students may also satisfy the medical insurance requirement with documentation of a valid medical insurance plan from an outside provider already in effect that meets the following minimum standards:

- Continuous coverage for the entire period the insured is enrolled as a medical student and must be renewable
- In-network and out-of-network coverage for physician, hospital, diagnostic, and therapeutic coverage in local facilities for both emergency and nonemergency outpatient and inpatient

services in the South Florida area (Miami-Dade, Broward, Palm Beach, and/or Monroe counties)

- Must not unreasonably exclude coverage for perils inherent in the student's program of study, such as coverage for needlestick injuries and charges related to the post exposure diagnosis and treatment of bloodborne pathogens
- Coverage for outpatient and inpatient mental health care, prescription drugs, and ambulance services
- Students traveling to foreign countries must have evacuation and repatriation coverage.

### **Disability Insurance**

Medical students are required to enroll annually in a disability insurance plan selected by HWCOT to cover chronic disability that occurs because of injuries received during their educational training period. Students are responsible for payment and are informed about this requirement and annual fee prior to Orientation. Disability premiums are collected by the Office of Student Affairs.

For more information about your coverage please visit [AMA](#) and enter member ID# 644251.

### **Criminal Background Checks**

All HWCOT applicants undergo a Level 1 criminal background check administered by the American Medical College Application Service (AMCAS). Upon acceptance to HWCOT, and prior to Periods 2, 3 and 4, students are required to complete Level 1 and Level 2 criminal background checks with fingerprinting. Criminal background checks are ordered online through [American DataBank](#). Students are responsible for this fee at the time of purchase.

Additional background checks may be required by HWCOT or its clinical affiliates. HWCOT will report the results of a criminal background check to clinical affiliates, state licensing agencies, and other entities to comply with federal, state, or university policies.

Findings in a criminal background check may affect a student's admission and ability to participate in clinical experiences, complete the medical degree program, or obtain a medical license. FIU and HWCOT reserves the right to rescind an offer of admission to a prematriculant who fails to complete a background check, who misreports a history of criminal activity, who is arrested after admission and prior to matriculation, or whose Level 1 or Level 2 criminal background checks identify a disqualifying offense as defined by the FBI.

An enrolled student who fails to complete a required criminal background check is subject to dismissal from HWCOT. Results of criminal background checks are reviewed by individuals designated by the Dean. Potential violations of Professionalism Standards arising out of criminal background checks may be referred to the Medical Student Evaluation and Promotions Committee (MSEPC) in accordance with the provisions of this [HWCOT Medical Student Handbook](#).

## **Drug Testing**

Upon acceptance to HWCUM, and prior to Periods 2, 3 and 4, students must undergo 10-panel drug testing. These tests are ordered online through [Complio](#). Students are responsible for this fee at the time of purchase.

Additional testing may be required by HWCUM or its clinical affiliates at any time. HWCUM reserves the right to rescind an offer of admission to a prematriculant who fails to complete a required drug test or who has a positive finding. Drug test results may affect a student's admission or eligibility to participate in clinical experiences, to complete the medical degree program, or to obtain a medical license.

An enrolled student who fails to undergo a required 10-panel drug test is subject to dismissal from HWCUM. Findings on any drug test are reviewed by a Dean for Student Affairs and discussed with the student. A student with a positive drug test may be referred to the MSEPC, HWCUM Medical Student Counseling and Wellness Center, Florida Professionals Resource Network, or other health care agencies or organizations as deemed appropriate when they are in violation of HWCUM Professionalism Standards. Findings may prevent a student from participating in educational experiences, including clinical rotations, and may result in a student losing eligibility to complete the medical degree program.

Drug screen test results that are deemed "dilute" will require a subsequent test. Students are responsible for this fee at the time of purchase.

HWCUM will report the results of drug testing to clinical affiliates, state licensing agencies, and other entities to comply with federal, state, or university policies.

## **N-95 Respirator Mask Fit Test**

During Periods 1, 3, and 4, medical students are required to undergo N-95 respirator mask fit testing. Testing sessions are scheduled by the Office of Student Affairs. Students are required to pay a fee for this service. Students who fail to complete their mask fit testing may be precluded from participating in certain clinical experiences unless they sign a waiver obtained by the [FIU STAR](#).

## **OSHA (Occupational Safety and Health Administration) Training**

HWCUM is responsible for the education of medical students about methods of prevention and appropriate policies and procedures to follow if they are injured or potentially exposed to bloodborne pathogens or other communicable diseases. Medical students receive this information through a mandatory annual online OSHA course about airborne and bloodborne pathogens, handling biohazardous waste, and personal protective equipment.

## **HIPAA (Health Insurance Portability and Accountability) Training**

HIPAA governs the dissemination of health information. Students are required to complete HIPAA Training due to HWCOT's commitment to protecting the privacy of patients. Students complete HIPAA training at matriculation, and annually thereafter. Those providing patient care or who have direct patient contact, may receive further HIPAA training based on the clinical affiliate site requirements.

## **Liability Coverage**

Students enrolled in HWCOT are covered by the FIU self-insurance program when participating in approved activities of HWCOT. The [State University System of Florida Board of Governors Self-Insurance website](#) features liability insurance information and several free online continuing medical education (CME) programs designed to address current risk management issues facing health care providers today.

**Additional requirements.** Medical students may be required to receive additional vaccines and/or undergo scheduled or random drug testing or other medical tests prior to starting classes or clinical clerkships, as required by HWCOT and its affiliated clinical education sites. Additional periodic evaluations or tests may be required as indicated, or if exposure to an infected patient or infectious pathogen occurs.

## LCME Standard 12.8. Student Exposure

### Biosafety, Bloodborne Pathogen, and Needlestick Injury Policies

#### [FIU Bloodborne Pathogen Exposure Control Plan](#)

HWCOC follows the [policies of FIU](#) and clinical affiliates regarding exposure to infectious and environmental hazards on and off campus. The purpose of the FIU Bloodborne Pathogens Exposure Control Plan is to protect students from the risks of being occupationally infected with HIV, HBV, or other bloodborne pathogens, and to implement the United States Department of Labor Occupational Safety and Health Administration (OSHA) Standard 29 CFR Section 1910.1030 Bloodborne Pathogens.

**Educating Students about Methods of Prevention.** HWCOC is responsible for the education of medical students about methods of prevention and appropriate policies and procedures to follow if they are injured or potentially exposed to bloodborne pathogens or other communicable diseases. Medical students receive information through a mandatory annual online OSHA course about airborne and bloodborne pathogens, handling biohazardous waste, and personal protective equipment. All students are required to participate in N-95 respirator fit test training and to have an N-95 respirator mask fit test performed in Periods 1, 3 and 4; any student who is unable to be fitted with a respirator mask must sign a waiver. Students who do not complete the course and/or the fitting will not be permitted to rotate with clinical affiliates.

**Procedures for Post-Exposure Care and Treatment, including Needlestick Injuries.** A student who becomes exposed to airborne or bloodborne biohazardous materials, including needlestick injuries and respiratory pathogens, must follow established protocols at HWCOC to receive timely diagnostic and therapeutic care. Students who experience needlestick, exposure to biohazardous material, and other types of injuries at any location (i.e., on campus, hospitals, ambulatory clinics, or neighborhood households) must immediately:

- Receive first aid and initial care at the site where the injury occurred;
- Contact their clinical instructor or attending physician and report the name of the source patient and diagnosis;
- Complete required incident report forms at the clinical site, and report all exposures to the HWCOC Office of Student Affairs;
- File the required [Exposure Incident Report](#) with the [FIU Department of Environmental Health and Safety](#) in accordance with the [FIU Bloodborne Pathogen exposure Control Plan](#). Students can contact the Office of Student Affairs for assistance in completing this form.

**Financial Responsibility for exposures.** Students may receive follow-up care and treatment for exposures that occur at off-campus clinical or household sites either at the affiliated clinical site, at the FIU Student Health Services clinic, or from their private physicians.

- Students are responsible for the payment of fees associated with the services rendered with airborne exposures, needlesticks, and other types of injuries, including filing health insurance claims. Students can contact the Office of Student Affairs for assistance in filing a claim.

## **Communicable Disease Policy**

HWCOT's communicable disease policy follows [guidelines established by the Centers for Disease Control \(CDC\) for health care personnel](#).

No HWCOT student with a communicable disease or condition will be permitted to engage in patient contact until such conditions have been resolved as documented by FIU Student Health Services in consultation with the student's physician(s) or health care provider. Persons with certain health conditions may be prohibited from engaging in patient contact unless they obtain medical clearance. A student who is unsure whether they should participate in patient care, should consult with their personal health provider or FIU Student Health Services, as well as CDC guidelines.

Students who have a communicable disease must submit to HWCOT a written medical clearance from their health care provider. It is the responsibility of the medical student to notify the Office of Student Affairs of any inability to perform clinical work.

Medical students with hepatitis B virus (HBV) or human immunodeficiency virus (HIV) seropositivity may continue to attend classes and participate in clinical clerkships and preceptorships. Medical students with HBV/HIV seropositivity must undergo periodic physical examinations by their health care providers to obtain written health clearance for participation in clinical activities. Medical students are not obligated to answer patient questions related to their own HBV/HIV status, nor must they answer such questions related to other students, other health care personnel, or patients.

## HWCOM Policy C1. Medical Student Disability Accommodations

HWCOM Office of Student Affairs is committed to the principles of equitable and accessible education and to providing reasonable accommodations to students with disabilities in collaboration with the FIU Disability Resource Center (DRC).

### FIU Disability Resource Center (DRC)

The Disability Resource Center (DRC) collaborates with students, faculty, staff, and community members to create diverse learning environments that are usable, equitable, inclusive, and sustainable. The DRC provides FIU students with disabilities with the necessary support to successfully complete their education and participate in activities available to all students. For more information about DRC services, visit the [FIU Disability Resource Center website](#).

### Medical Student Disability Accommodations

The DRC is responsible for assisting students with obtaining appropriate and reasonable academic accommodations based on a documented disability. You are encouraged to contact or visit the FIU Disability Resource Center at 305-348-3532, Graham Center (GC) Room 190 as soon as possible if you think that you need their services.

It is the responsibility of the student who needs accommodations to register with the DRC to receive accommodations. Any student who fails to complete the registration process with DRC will not receive accommodations to meet HWCOM professional and technical standards.

Students who require accommodations must register with DRC prior to the beginning of, or during, their first semester or as soon as a qualified or perceived disability occurs to ensure access to accommodations. Students who have documentation to support extra time or distraction-free testing environment cannot request new or adjusted accommodations 24 hours before an assessment. Students are accountable for their performance, with or without accommodations. All technical and academic standards need to be met with or without reasonable accommodations.

### Medical Student Disability Accommodations Process

1. Once the DRC has determined a HWCOM student is eligible for reasonable accommodations, the DRC will notify the **Medical Student Disability Accommodations Committee (MSDAC)**.
2. The DRC will make a final determination as it pertains to accommodation provisions. The student and MSDAC will be notified in writing.
3. Upon receipt of accommodation, it is recommended that the student schedule a meeting with the HWCOM Assistant Dean for Student Affairs for implementation details and

concerns.

4. The Office of Medical Education will be implementing the accommodations following the DRC recommendation and determination, as it relates to assessments and testing. Implementation of said accommodations can take up to two business days.

## **United States Medical Licensing Exam Accommodations**

Students must follow the specific process for requesting such accommodations as described online by the [USMLE](#). Students are urged to begin this application process to the USMLE for accommodations at least six (6) months in advance of taking an examination.

## HWCOM Policy C2. Student Travel

The Herbert Wertheim College of Medicine (HWCOM) at Florida International University (FIU) is committed to supporting its students who travel locally, nationally, and internationally on behalf of FIU for educational, research, service, cultural exchanges, and/or business-related purposes in alignment with the university's mission. This policy applies regardless of whether the travel is university-sponsored or university-related.

We encourage all HWCOM Doctor of Medicine (MD) students to participate in service projects and in medical meetings and conferences of scholarly significance to present original research and for professional development. These experiences allow students to represent HWCOM, present scholarship and research, network with other professionals, explore career opportunities, gain valuable experience that can contribute to a residency application, bring information back to our school, and advocate for issues important to medical education and health care.

Students cannot make commitments to travel or to incur travel expenses without first obtaining the appropriate Travel Authorization (TA) and meeting eligibility requirements outlined in this policy. Allowable expenses must be directly related to the purpose of approved travel, evidenced by receipts and/or other supporting documentation, and must receive prior approval. Travel expenses must be authorized and expended within established budgetary limits of each funding source award.

Students are responsible for meeting all funding request deadlines established by each funding source.

### **Eligibility Requirements**

- Student must be fully enrolled in the HWCOM Doctor of Medicine (MD) Program
  - Students on any type of Leave of Absence (LOA) will not be eligible
    - If a student has any questions about their LOA status, please reach out to the Office of Student Affairs (OSA) Travel Specialist
- Student must meet the following academic and professionalism criteria:
  - No pending remediation (Medical Student Handbook [MSH] [Standard 10.3](#))
  - In good conduct standing (No current professionalism incidents)
  - Students on Academic Probation will be reviewed on a case-by-case basis by the Registrar and OSA Deans
- Student must be fully compliant with all compliance requirements as outlined in [MSH LCME Standard 12.7](#) at the time of FIU completing any approved purchases and through the full travel period
  - If a student falls out of compliance and does not address pending items when they are to travel, the funding can be revoked and student will not be allowed to attend the intended conference/meeting.

- The student will need to refund the University for funding used towards their travel expenses.
- Student must be fully compliant with the Attendance Policy and Excused Absences Policy ([MSH Standard 12.4](#))
  - An OSA Excused Absence will only be required when missing mandatory classes, activities, and/or rotations.
  - Planned absence days may not be utilized during identified [black-out dates](#).

All student travel requests will be reviewed by the OSA Travel Specialist, Registrar, Compliance and Support Services (CASS), and an OSA Dean to ensure eligibility.

### **FIU Institutional Requirements**

- All students are responsible for adhering to institutional travel policies, including but not limited to this policy, the [International Travel Policy for Employees and Students \(320.099\)](#), the [University Travel Expense Policy \(1110.060\)](#), and the [Travel on a Sponsored Research Project Policy \(2350.105\)](#).
- Foreign Travel – Pre-Departure Requirements
  - All students seeking to travel internationally for FIU affiliate travel, must register with the [FIU Office of Study Abroad](#) to obtain international insurance coverage at no additional cost.

### **HWCOC Limitations**

- For Presenters:
  - Attendance is limited to two attendees per acceptance when conference attendance is required during mandatory activities that require an excused absence.
  - Presenter Exception for Blackout Dates
    - Only when personally presenting (oral or poster) at a conference, during the preclinical years and only once per academic period (M1 and M2), may planned excused absences (up to the limit specified in the Standard 12.4) be utilized during identified black-out dates.
      - The acceptance to present must be submitted with the OSA Excused Absence Request and sent to [osamedtravel@fiu.edu](mailto:osamedtravel@fiu.edu)
      - If the administration of an exam is affected by the planned absence, the student must take the exam prior to the planned absence.
        - After the Excused Absence Request is approved, the student must reach out to the course director to coordinate taking the exam prior to the planned absence.

- Students will not be reimbursed for any travel expenses incurred prior to funding being awarded and all FIU pre-travel requirements being met. The only funding sources that approve reimbursements with prior approval are the Graduate & Professional Student Committee (GPSC) and the East Coast Florida Physician Alliance, Inc. Scholarship.
- Travel may experience delays and cancellations due to weather, labor shortages, and other issues. If a student's travel plans are delayed or cancelled, please be aware that there is no additional funding available to cover new flights, hotels, or other costs associated with interruptions to original travel plans. It will be the student's responsibility to cover any additional travel costs associated with travel disruptions. It is recommended that all students check in early for all flights and sign up for text alerts from the airline carrier.

## **Professionalism**

All students traveling as a member of FIU and representative of HWCOM must follow all HWCOM policies, rules, and the Code of Professional Conduct ([MSH LCME Standard 3.5](#)), the FIU Student Conduct and Honor Code ([FIU-2501](#)), and all local laws and regulations, while attending any professional conference or meeting.

## **Resources**

- Funding
  - [Graduate & Professional Student Committee \(GPSC\)](#)
  - [East Coast Florida Physician Alliance, Inc. Scholarship](#)
- [CanvasMed – MSC Resources for Travel](#)
  - Medical Student Council (MSC) Funding Request Form
  - Student Travel Workflow
  - Student Travel Guidelines
  - Guidelines Exceptions FAQs
  - Conference Checklist
- Other
  - [FIU Travel Manual](#)
  - [FIU HWCOM Medical Student Handbook](#)
  - [FIU Student Conduct and Honor Code \(FIU-2501\)](#)

## **Mandatory HWCOM Pre-Departure Forms**

- [CanvasMed – MSC Resources for Travel](#)
  - Student Travel Request Form
  - Student Information Travel Form
  - Travel Release and Assumption Form

## **LCME STANDARDS AND HWCOM POLICIES: FINANCIAL ASSISTANCE**

## LCME Standard 12.2. Tuition Refunds and Accommodations

### Tuition Refund Policy

HWCOT tuition refunds are based on the timing of withdrawal:

- 100 percent of tuition and fees is refunded if a student officially withdraws or is dismissed from HWCOT in writing before the last day of Orientation (for students in Period 1) or the last day of the first week of classes of each term during which tuition is applied (for students in Periods 2, 3, and 4).
- 50 percent of tuition is refunded if a student officially withdraws or is dismissed from HWCOT in writing before the end of the fourth week of classes of each term during which tuition is applied. There is no refund of fees.
- 25 percent of tuition is refunded if a student officially withdraws or is dismissed from HWCOT in writing between the beginning of the fifth week and the end of the sixth week of classes of each term during which tuition is applied. There is no refund of fees.
- No refund is available after the end of the sixth week of classes of each term during which tuition is applied.

### Exception to the Tuition Refund Policy

Pursuant to [Florida Board of Governors Regulation 7.002 \(10 & 11\)](#), a student who withdraws from classes after the tuition refund deadline may petition for a 100% refund of tuition and fees paid for the term if the withdrawal was due to extenuating circumstances, as described below.

A written petition, accompanied by documentation of the extenuating circumstance, must be submitted to the HWCOT Office of Financial Assistance no later than six months after the end of the term from which the student withdrew. **Failure to submit supporting documentation will result in denial of the petition.**

Extenuating circumstances are those determined to be exceptional and beyond the control of the student, and include, but are not limited to the following:

- Illness of a student of such severity or duration, as confirmed in writing by a physician, to preclude completion of the course(s).
- Death in the immediate family (parent, step-parents, spouse, child, sibling, or grandparents). Petition must be accompanied by family member's death certificate and appropriate documentation (i.e., birth certificates) to indicate the student's relation to the deceased).
- Involuntary call to active military duty. This does not include voluntary active duty or annual training that has been given prior notice. Student petition must be accompanied by a copy of military orders.

## **Tuition Accommodation Policy**

A medical student enrolled in HWCOM may seek accommodation of tuition when:

- Student has been approved for a repeat academic year at full time status, retaking all required courses for that academic year. This accommodation must be reviewed and approved by the Office of Academic Affairs and the Office of Student Affairs on a case-by-case basis. The accommodation will be applied during the student's M4 graduating academic year.
- Student has been approved for enrollment at a less than full-time status in each tuition period. This accommodation must be reviewed and approved by the Office of Academic Affairs and the Office of Student Affairs on a case-by-case basis.
- Student enrolled in HWCOM may qualify for an accommodation of tuition when that student has been approved for a Research, Medical, or Personal Leave of Absence or any joint degree program (MD-HCMBA, MD-MPH, MD-MSHIA) that has the student completing a Period term twice so that the student does not accrue additional tuition charges in their HWCOM career. The accommodation for Leave of Absence qualifies if it is not in conjunction with an adverse action from the MSEPC resulting in a repeat year. This accommodation must be reviewed and approved by the Office of Academic Affairs and the Office of Student Affairs on a case-by-case basis.

## HWCOM Policy F1. Debt Management Program and Exit Loan Counseling

### Debt Management Program

Debt Management Counseling is available throughout the academic year to students who want more information about financial aid, personal budgeting, debt management, or other financial issues. Every first-year medical student receiving financial aid is required to schedule a one-on-one appointment with staff in the Office of Financial Assistance to discuss cost of attendance, budgeting, and financial aid questions and concerns before the second disbursement of funds in November. Continuing students are required to participate in financial aid presentations and online modules covering a broad range of debt and money management topics.

### Exit Loan Counseling

To ensure students understand their responsibility to repay student loans, the federal government requires all student loan borrowers to undergo Exit Counseling before graduating or leaving college and entering repayment. General debt and loan repayment strategies including loan consolidation, loan forgiveness, and deferment/forbearance options are addressed during counseling sessions. Students are encouraged to discuss any issues or concerns regarding their debt during their Exit Counseling sessions. Failure to follow through with mandatory debt management programs and requirements will result in a professionalism violation.

### Debt Management Program Curriculum Syllabi

The Debt Management program is required for all students receiving financial aid loan funds. All assigned requirements must be met for the next semester financial aid package to be disbursed.

- **First Year Med Students, Period 1**

**Fall Semester:**

- **Required:** Office of Financial Assistance Orientation **Presentation** – Topics include general financial aid for upcoming academic year, policies and procedures, loan counseling, debt management program
- **Required:** Entrance Counseling Session, One-on-One Appointment with the Office of Financial Assistance to review completed HWCOM Interactive Budget Worksheet and AAMC FIRST MED Loans Organizer and Calculator results with NSLDS imported information.
- Optional: “Money Talks,” Financial Literacy Workshops, can include presentations, webinars
- **Spring Semester:**
- **Required:** Office of Financial Assistance Debt Management Program Class **Presentation** -

Topics include general financial aid for upcoming academic year, policies and procedures, loan counseling, debt management program

- Optional: “Money Talks”, Financial Literacy Workshops, can include presentations, webinars

- **Second Year Med Students, Period 2**

**Fall Semester:**

- Optional: Complete the AAMC FIRST MED Loans Organizer and Calculator with NSLDS imported information
- Optional: Complete the HWCOT Interactive Budget Worksheet and select AAMC Financial Wellness online courses
- Optional: “Money Talks”, Financial Literacy Workshops, can include presentations, webinars

**Spring Semester:**

- **Required:** Office of Financial Assistance Debt Management Program Class **Presentation -** Topics include general financial aid for upcoming academic year, policies and procedures, loan repayment, debt management program
- Optional: “Money Talks”, Financial Literacy Workshops, can include presentations, webinars

- **Third Year Med Students, Period 3**

**Fall Semester:**

- Optional: Complete the AAMC FIRST MED Loans Organizer and Calculator with NSLDS imported information
- Optional: Complete the HWCOT Interactive Budget Worksheet and select AAMC Financial Wellness online courses
- Optional: “Money Talks”, Financial Literacy Workshops, can include presentations, webinars

- **Spring Semester:**

- **Required:** Office of Financial Assistance Debt Management Program Class **Presentation -** Topics include general financial aid for upcoming academic year, HWCOT policies and procedures, residency and externship expenses, debt management program
- Optional: “Money Talks”, Financial Literacy Workshops, can include presentations, webinars

- **Fourth Year Med Students, Period 4**

**Fall Semester:**

- Optional: Complete the AAMC FIRST MED Loans Organizer and Calculator with NSLDS imported information
- Optional: Complete the HWCOT Interactive Budget Worksheet and select AAMC Financial Wellness online courses
- Optional: “Money Talks”, Financial Literacy Workshops, can include presentations,

webinars

**Spring Semester:**

- **Required:** Office of Financial Assistance Exit Counseling Session Class **Presentation**
- Topics:
  - Managing Your Medical School Debt and Loan Repayment
  - Financial Planning for New Physicians
- **Required:** One-on-One Appointment with the Office of Financial Assistance to review individual student loan history, loan repayment, financial concerns, and general questions, required before graduation
- Optional: “Money Talks”, Financial Literacy Workshops, can include presentations, webinars

## HWCOM Policy F2. Satisfactory Academic Progress for Financial Aid Eligibility

The Office of Financial Assistance (OFA) is required by federal regulations to monitor the academic progress of financial aid recipients. Financial aid recipients must comply with the Satisfactory Academic Progress (SAP) Policy as a condition of initial or continued eligibility.

**Financial aid probation:** A status a school assigns to a student who is failing to make SAP and who successfully appeal. Eligibility for aid may be reinstated for one payment period.

### HWCOM Standards for Satisfactory Academic Progress

- **Maximum Time Frame Standard** - A medical student cannot exceed 160% of the published length of the medical degree program based on total credit hours. The current medical degree requires 189 credit hours, 160% of 189 credit hours = 303 total credit hours. Students must complete the program within six years from the date of first matriculation, except for those students seeking dual professional degrees. This time frame cannot be appealed.
- **Quantitative Measure of Progress Standard** - A medical student must progress through the medical degree program to ensure that they will graduate within the maximum time frame. The pace at which a student is progressing is measured by dividing the total number of credit hours the student has successfully completed by the total number of credit hours attempted including courses that a student failed, received a W for withdrawal, and/or repeated. Incompletes do not affect pace calculations. A student not meeting a completion rate of 63% or higher must submit a SAP appeal to the HWCOM OFA.
- **Qualitative Measure of Progress Standard** - A medical student is expected to successfully complete each period of study and be promoted to the next level of medical education. A student placed on academic probation and is repeating an academic period must submit a SAP appeal to the HWCOM OFA.

### Evaluation, Appeals, and Reestablishing Aid Eligibility

- **Academic Progress Evaluation.** Medical students who receive Title IV aid (Direct Loans), scholarships, and/or grants must meet SAP. SAP Standards are reviewed by the HWCOM OFA annually at the end of each academic period of study. All prior academic progress is evaluated to determine eligibility for financial aid even if a student has not previously received financial aid.
- **Appeals.** A student who fails to meet SAP policy standards, and remains a HWCOM student, must submit an SAP Appeal form to the HWCOM OFA. Unfortunate or unforeseen

circumstances may occur in the lives of students, and these events can adversely affect student's academic progress. For this reason, students must submit an SAP Appeal Form and a personal statement that explains any mitigating situations, why the student failed to make SAP, and what has changed that will allow the student to make SAP at the next evaluation. Supporting documentation may be submitted along with appeals to HWCOT OFA. Students with approved appeals are placed on a financial aid probationary status which allows for financial aid award packaging and disbursement. Denied appeals will lose all aid eligibility.

- **Reestablishing Eligibility.** A student may receive Title IV and other financial aid during the financial aid probationary period. If at the annual evaluation, the student has successfully met SAP, the financial aid probationary status ends, and the student may continue to receive Title IV and other financial aid in good standing. If at the end of the financial aid probationary period the student does not meet SAP, eligibility is changed from approved appeal to denied aid eligibility. Students in the status of denied aid eligibility are not allowed to receive financial aid moving forward until the standards of the SAP policy are successfully met.