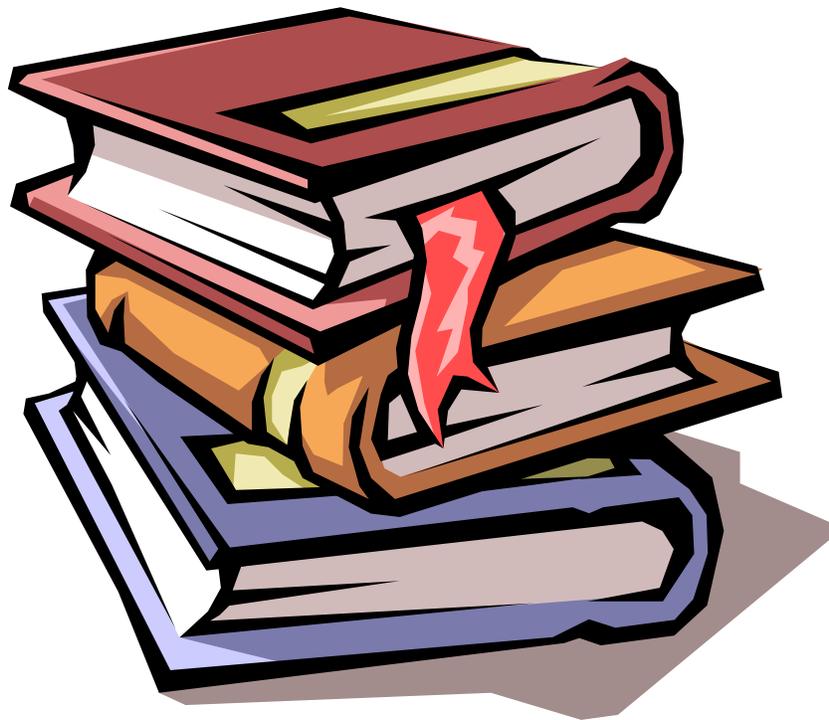




# **STUDENT ACADEMIC POLICIES AND PROCEDURES MANUAL**



**School of Graduate Studies and Research  
Master of Health Sciences Program**

**2017**

## **NOTICES**

Meharry Medical College is an EOE/AA employer and does not discriminate on the basis of gender, age, race, religion, color, national origin, handicap, veteran or immigrant status in its admissions, employment and education programs or activities. Inquiries concerning the College's non-discrimination policies may be referred to the Office of the General Counsel, S.S. Kresge Learning Resources Center, (615) 327-6102, or the Affirmative Action Officer, Office of the President, (615) 327-6904.

The information in this manual is current and accurate as of August 2017. The college reserves the right to change prerequisites for admission, programs of study, courses, requirements for graduation, fees, policies, academic programs, lecturers, faculty, teaching staff and any other matter described in the manual without prior notice.

This manual does not constitute a contract, expressed or implied, between any applicant, student or faculty member and Meharry Medical College. The College reserves the right to request or require the withdrawal of any student who does not exhibit the personal or professional qualifications prerequisite for his or her chosen discipline of study.

The college provides the opportunity for students to increase their knowledge by providing programs of instruction in the various disciplines and programs through faculty who, in the opinion of the College, are trained and qualified for teaching at the college level. However, the acquisition of knowledge by any student is contingent upon the student's desire to learn and the application of appropriate study techniques to any course or program. As a result, the college does not warrant or represent that any student who completes a course or a program of study will necessarily acquire any specific knowledge or skills or will be able to successfully pass or complete any specific examination for any course, degree or license.

Revised 7/2017 SOGSR

## **FOREWORD**

This Graduate Student Academic Policies and Procedures Manual contains a brief overview of the policies and procedures that govern your admission and matriculation in the Graduate Programs at Meharry Medical College. The procedures and steps for the completion of the degree as well as institutional policies on such issues as academic honesty, appeal of academic actions and student refunds are also included. This document is by no means comprehensive, nor does it attempt to deal with special situations that may arise during your matriculation in the Graduate Program. Your Program Director, Associate Dean and Dean of the School of Graduate Studies are available to assist in interpreting the rules and regulations of your program. Our aim is to assist in your transition from undergraduate to graduate education and make that transition smooth. In addition, you will find faculty members accessible to discuss academic issues with you.

I look forward to working with each of you in order to ensure that you maximize your potential to attain your career goals.



Maria de Fatima Lima, Ph.D.

Dean, School of Graduate Studies and Research

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## **ENROLLMENT SPECIFICATIONS**

### **Medical Clearance**

Each new student must submit a completed medical report form to the Office of Admissions and Records.

### **Enrollment Status**

A full-time student must register for a minimum of nine semester hours during the fall and spring semesters.

### **Attendance**

No student is allowed to attend a class for which he/she is not officially registered by the Office of Admissions and Records. No credit is given for course work taken before official registration. Unexcused absences in excess of 20 percent of the scheduled classes may result in a failure in the course. A Dean's excuse may be granted for personal illness, death of a close relative, financial exigencies, etc. If a Dean's excuse is granted, the student will not be penalized for work missed during his or her absence from class, although departments may require make-up for the work missed. Requests for Dean's excuses are made in the Office of the SOGSR and appropriate documentation is required at that time.

## **GRADING SYSTEM**

Grades for didactic courses taken for graduate credit are A, B+, B, C+, C, F, S, U, IP and I. Grade point averages (GPA) are calculated on the basis of A=4, B+=3.5, B=3, C+=2.5 C=2, F= 0. S and U grades are not computed into students' GPA and are not converted to A, B+, B, C+, C, or F grades when students complete the requirements for degrees. All final grades shall remain on the student's permanent transcript.

The grade of "I" (Incomplete), indicates that the student has satisfactorily completed at least three-fourths of a course, but that for legitimate reasons a small fraction of the work remains to be completed; or that the student's record indicates that he or she can obtain a passing grade, but lacks a specific requirement such as the final examination, because of illness or some other unique or extraordinary circumstance beyond the student's control. A student

receiving an "I" must complete the requirements for the course to remove the "I" by the end of the next semester the course is offered. If the requirements are not completed within the specified time, no credit will be given and the Office of Admissions and Records will automatically record the final grade as "F". For MHS students, the "I" must be removed before the current semester ends because this is a one-year program.

The symbols "WV" and "WA" indicate that the student "Withdrew Voluntarily" or was "Withdrawn Administratively by the Dean." The symbols "WP" and "WF" indicate that the student "Withdrew Passing" or "Withdrew Failing," respectively. These symbols are used only when the student has withdrawn after at least six weeks of attendance in a course during the fall or spring semester.

### **Academic Standing**

A student must maintain a grade point average (GPA) of 3.0 to remain in good academic standing. A student whose GPA falls below 3.0 may be dismissed; during this period the student is said to be on academic probation.

A student whose GPA does not reach 3.0 by the end of a designated period of academic probation may be dismissed from the SOGSR per the recommendation of the Evaluation Committee and approval by the Dean. In addition, if, in the judgment of the Evaluation Committee, a student fails to make satisfactory progress towards the completion of the degree, the student may not be allowed to continue in the SOGSR. In any academic year, students must pass 70% of coursework (21hrs) with a grade of "B" or higher. A graduate student may become academically ineligible to continue in the SOGSR if he or she receives a grade of "F", or receives more than three grades of "C", depending on his/her academic standing. Receipt of a second "F" grade will result in automatic dismissal. Students dismissed from the MHS program are not allowed to re-enroll in the program or take any MHS courses unless they re-apply to the School of Medicine or School of Dentistry and are recommended to the MHS program.

## **LEAVE**

Planned sick leave must be requested in writing to the Program Director at least 5 business days prior to the leave. Notification of unexpected leave (sick or emergency) must be made to the Program Director as soon as possible. Students will not be granted excused absences for MCAT or DAT testing.

## **APPLICATION FOR GRADUATION**

All graduate students anticipating graduation must complete a Diploma Application Card. Cards are available during fall registration and may be picked up from the Office of Admissions and Records. The deadline for receipt of the card is shown in the College's Admissions and Records Calendar. Formal commencement exercises are held in May.

### **Graduation Clearance**

In order to receive a degree, prospective graduates must complete the following steps, prior to being issued a Clearance Form:

- Complete the Graduate Program Self-Assessment Student Questionnaire and return it to the Dean's Office;
- Complete the Exit Survey

The Graduation Clearance Form is given to the student by the Dean's Office after the above paperwork is completed. This form requires the signatures of the institutional personnel listed below who will certify that the student has cleared their area for graduation.

- Dean/Associate Dean
- Student Services Director
- Supervisor of Postal Services
- Library Director
- Exec. Director of Alumni Relations
- Director of Student Financial Aid
- Treasurer
- Safety and Security

## **MASTER OF HEALTH SCIENCES (MHS) PROGRAM**

### **MHS Program**

The Master of Health Sciences Program is a pre-professional master's degree program that is designed to enhance the academic strength of students who desire to pursue careers in the health care professions. To receive the Master of Health Sciences degree, students must complete 30 credit hours of didactic course work with a minimum GPA of 3.0. Eight required courses provide advanced instruction in the biomedical sciences in this program. The program also offers Medical College Admissions Test (MCAT)/Dental Admissions Test (DAT) preparation and specific guidance concerning applying to professional schools and the application process. While successful completion of the program does not guarantee admission to medical or dental school, the competitiveness of students for admission is enhanced.

### **The Curriculum**

The curriculum of the program provides advanced training in the basic biomedical sciences including cell and molecular biology, biochemistry, microbiology, anatomy, physiology, neuroscience, pathology, and pharmacology to prepare students for the rigors of professional programs. Support in academic skills development including verbal reasoning and critical thinking is offered to help ensure the success of students in achieving their career goals.

### **Application to the Program**

Applicants undergo initial screening by the Admissions Committees of the Schools of Medicine and Dentistry. Academic progress of each trainee is monitored by the program leadership, teaching faculty, and the SOGSR Evaluation and Promotion Committee.

### **Eligibility Requirements**

To be eligible for program participation, students must have an undergraduate degree from an accredited US college or university, a minimum GPA of 3.0, and have applied to Meharry's Schools of Medicine and Dentistry. Admission into Meharry's Medical or Dental School Program is not guaranteed; however, MHS

graduates will receive an expedited review by the Admissions Committee for the 2017 cycle if they meet **all** of the following criteria:

**For consideration for admission into the School of Medicine students must:**

1. Achieve an overall cumulative grade point average (GPA) of no less than 3.5 by the completion of the academic year.
2. Medical College Admissions Test (MCAT) minimum score should be **501** with no individual score less than **122, no later than January 22, 2018.** **Later tests will not be considered.** Only the 2015 version of the MCAT will be accepted.
3. Fully attend and participate in all scheduled supplemental instruction and tutorials, as well as other educational development services.
4. Students must actively engage in the development of an individual learning plan, designated to increase their capacity for learning and enhance study skills. Adherence to the individual learning plan is an essential mandate.
5. Students must meet with the Program Director of the Master of Health Sciences Degree Program and other assigned advisors as scheduled. Students should also participate in all individual and group learning and growth experiences throughout the Program.
6. Students must demonstrate professional behavior throughout their participation in the Program.
7. Fulfill all the requirements for Graduation from the MHS Program by **May 2018.**

8. Students who receive a grade of F in any course in the MHS Program are ineligible for consideration into the School of Medicine under this Program.

**For consideration for admission into the School of Dentistry students must:**

1. Achieve an overall cumulative grade point average (GPA) of no less than 3.0 by the completion of the academic year.
2. Dental Admissions Test (DAT) minimum score should be **17, no later than January 22, 2018. Later tests will not be considered.** DAT scores must have been obtained in the last three years.
3. Fully attend and participate in all scheduled supplemental instruction and tutorials, as well as other educational development services.
4. Students must actively engage in the development of an individual learning plan, designated to increase their capacity for learning and enhance study skills. Adherence to the individual learning plan is an essential mandate.
5. Students must meet with the Program Director of the Master of Health Sciences Degree Program and other assigned advisors as scheduled. Students should also participate in all individual and group learning and growth experiences throughout the Program.
6. Students must demonstrate professional behavior throughout their participation in the Program.
7. Fulfill all the requirements for Graduation from the MHS Program by **May 2018.**

8. Students who receive a grade of F in any course in the MHS program are ineligible for consideration into the School of Dentistry under this program.

### **MCAT/DAT Preparation**

Following the completion of fall semester courses, students engage in an intensive 9-week MCAT/DAT preparation module. The instructional format is a combination of both on-line and face-to-face learning activities with practice tests and feedback. Students must retake the MCAT no later than **January 22, 2018** for consideration to be admitted to the next year's School of Medicine class. Students must retake the DAT no later than **January 22, 2018** for consideration to be admitted to the next year's School of Dentistry class.

### **Grading System**

For the MHS Program, a grade of B or higher is passing. Grades of C or C+ are not considered passing grades. Students are required to maintain a minimum 3.0 GPA in both semesters to be in good standing. If a student receives a grade of F in any course, he/she will not graduate from the Master of Health Sciences Program, and therefore, become ineligible to enter either the MD or DDS program at Meharry that academic year. The student will have an opportunity to repeat the course when next offered (the following academic year) and upon receiving a grade of B or better and maintaining an overall 3.0 GPA, will be eligible to receive the MHS degree.

### **Graduation Requirements**

When a student has successfully completed all coursework (30 credit hours) with a minimum GPA of 3.0, the student has met all the SOGSR academic requirements for the Master of Health Sciences degree. The Graduate School Dean then presents the student's name to the Evaluation and Promotion Committee and the Board of Trustees for their approval, respectively. After the student has been approved for graduation, the Master's degree is awarded at the May Commencement.

## **FINANCIAL ASSISTANCE**

The Student Financial Aid Office at Meharry Medical College helps students obtain resources to finance their education. Financial assistance comes from federal, state, private and institutional sources, and may be awarded in the form of loans, scholarships, grants or work-study. A Student Financial Aid Handbook giving the types of financial assistance available along with the requirements, limitations and obligations for each program is available in the Office of Student Financial Aid.

## **SELECTED COLLEGE POLICIES**

### **IMMUNIZATION POLICY**

At the time of registration, students must present proof of immunity to measles, mumps, rubella, varicella and polio as well as an updated Tetanus-diphtheria (Td) booster within the last six years (good for ten years in usual circumstances). Documentation of a tuberculosis skin test (PPD-purified protein derivative) within the last year should also be provided.

Existence of positive PPD may require a chest x-ray. Immunization against Hepatitis B must also be presented at the time of matriculation or may be obtained through the Meharry Family Practice Center. Students that do not provide proof of documented immunity must obtain the proper immunizations to continue matriculation. Costs for all immunizations are provided at the student's expense and are not covered by most insurance policies.

Graduate students do not receive TB test on an annual basis. However, when circumstances dictates, those at risk may be required to have a skin test for tuberculosis. This testing will be at the student's expense.

### **ACADEMIC HONESTY**

All students are subject to the regulations of the college's Honor Code. Instances of suspected plagiarism, cheating on examinations, or other violations of the Student Honor Code, should be reported either to the office of the General Counsel or the Office of the Dean, SOGSR.

Plagiarism consists of presenting the writing, data, or ideas of another, as one's own without acknowledgment by citation or other appropriate and accepted means. Plagiarism constitutes a grave and fundamental violation of personal integrity and professional ethics. The Student Disciplinary Committee reviews allegations of plagiarism. When an instructor determines that a student has committed plagiarism he or she informs the Program Director. In consultation with the instructor, the graduate dean then writes a letter to the president outlining the charge and summarizing the evidence. The college president decides whether to refer the matter to the Disciplinary Committee. If the president decides not to submit the charge before the committee, he or she instructs the graduate dean and the chair how to proceed. If the president does place the charge before the Disciplinary Committee, the chair of that committee arranges a hearing. The committee's recommendation is transmitted to the president, who decides to accept, modify, or reject it; the president informs the student, graduate dean, chair, and instructor of that decision. Appropriate penalties for plagiarism may include assigning an automatic C or F grade in a course and/or dismissal from the SOGSR.

## **POLICY ON STUDENT STATUS AND REFUND**

### **Determination of a Student's Status**

A student is classified as full-time if he/she is properly registered in the Office of Admissions and Records and is pursuing a course of study which will lead to a terminal degree or certificate from Meharry Medical College in accordance with College Policies and Procedures.

Full fees and appropriate tuition are due and payable on or before the day of registration. However, the Dean may defer a student's payment of tuition on the day of registration if the following conditions have been met: 1). The student has been awarded a loan, 2). The student presents proof of pending scholarship aid (in an amount equal to or greater than the tuition due) that has been processed through the Office of Student Financial Aid prior to the day of registration. 3). The student signs a promissory note agreeing to a specific payment plan. Deferred tuition must be paid prior to subsequent registration.

Students who are allowed to register under the deferment provision are required

to pay tuition upon notification of his/her check in the Treasurer's Office.

**Student Refund Policy**

Meharry Medical College will refund tuition and fees according to the following schedule if the student meets the eligibility requirements:

**Fees**

Fees are refundable in full on or before the last day of registration if a student officially withdraws from the College. After the last day of registration, there is no refund of fees. Students are not entitled to refund of tuition or fees paid by third parties- such will be refunded to the agency concerned.

**Tuition**

Refundable tuition for each semester shall be governed by the following schedule if a student officially withdraws from the college, from official registration in a course(s), or takes a leave of absence; except that students on third party payments shall not be entitled to tuition refunds. Such will be refunded to the agency concerned.

**Period of Enrollment Percent of Refund**

First and Second week	90%
Third and Fourth Week	70%
Fifth and Sixth Week	50%
Seventh and Eighth Week	25%
Ninth and over	0%

**Eligibility for and Disbursement of Refunds**

Before refunding any tuition or fees, the Office of the Treasurer shall examine all student financial obligations to the College, i.e., tuition, fees, rent, dental storeroom, bookstore, library, etc., as well as matured and/or past due loans.

Promised student financial aid cannot be considered in determining eligibility for refunds; therefore, requests for refunds can be approved only for the amount of cash receipts and/or other credits in excess of charges as shown in the student's account.

Disbursement forms are prepared by the Office of the Treasurer upon official

notification from the Office of Admissions and Records that a student has withdrawn from the College. Ten working days after an application for refund has been made, the check should be in the Treasurer's Office for distribution.

## **PROCEDURES FOR REVIEW AND APPEAL OF ACADEMIC ACTIONS**

(Effective: December 9, 2008)

(This document supersedes all previously published procedures governing academic actions involving students)

A student's academic status is determined by the appropriate Student Evaluation and Promotion Committee.

The process is as follows:

1. The responsible faculty awards definitive grades. The instructor or course committee designates a grade for the student and submits it electronically to the Office of the Registrar.
2. The Registrar (or his/her designee) receives all grades from each of the Schools and provides them to the appropriate Student Evaluation and Promotion Committee (SEPC), which consists of members of the teaching faculty appointed by the Dean. The Dean of the School concerned determines the number and mix of each SEPC.
3. The appropriate SEPC recommends an academic status for each enrolled student based on the School's academic policies. The Office of the Registrar records the recommendations. If SEPC makes a dismissal recommendation, the Associate Vice President (AVP) for Enrollment Management will notify the appropriate Academic Affairs Dean of the SEPC recommendation within 24 hours. The Academic Affairs Dean will then notify the student of the dismissal recommendation, in person and

in writing, within three (3) working days. The student will be required to sign for the letter.

4. The AVP for Enrollment Management will also notify the Financial Aid Office of the dismissal recommendation for closer monitoring of future disbursements and continued eligibility for federal financial aid.
5. If a student is recommended for dismissal, they will be invited to appear in a dismissal hearing with the appropriate School's Ad Hoc Dismissal Committee where they can present their case and respond to questions from the Committee. The School's Dean in consultation with the Academic Affairs Dean will establish the Ad Hoc Dismissal Committee's membership. The dismissal hearing must occur within ten (10) working days of the date of the written notification to the student. Failure to appear for the hearing will be interpreted as acceptance and confirmation of the dismissal recommendation. For the hearing, the Committee will accept, either in person or in writing, up to three expressions of support for the student. This is not a legal proceeding. Therefore, representation by legal counsel is not permitted. The Committee will then deliberate and make a decision. The Dean can decide to dismiss or allow a student to return detailing specific curricular and/or behavioral requirements and stipulations. The Dean's decision will be communicated by phone within twenty-four (24) hours, with the student required to pick-up and sign for the written decision letter within three (3) calendar days.
6. If a student is dismissed, they may appeal the dismissal decision to the Dean of their respective School. However, the basis for the appeal must be a compelling reason such as 1) bias or 2) failure to follow due process on the part of the SEPC or Ad Hoc Dismissal Committee. A student must notify the Dean's Office within five (5) calendar days of the date of the dismissal notification letter if they wish to appeal. The Dean will hear the appeal based on the claim of compelling reasons, bias or failure to follow due process within ten (10) calendar days. The Dean will not rehear the case itself, but will evaluate the merit of the appeal claim. The

Dean can either uphold or overturn the dismissal decision. The Dean will inform the Executive Vice President/Provost and General Counsel of their final decision before it is communicated to the student. All decisions at the Dean's level are final and must be communicated to the student, appropriate School Academic and/or Student Affairs Dean, Office of the Registrar, Treasurer's Office, and Financial Aid within five (5) calendar days.

7. A student will continue to be enrolled, or eligible to be enrolled, throughout the dismissal hearing and appeals process until all appeal rights have been exhausted. Financial Aid and Training Grant Directors (such as T32 training grants in graduate school) will closely monitor the potential financial impact on the student to ensure their needs are met and reserves the right to establish a special disbursement schedule for living expenses. Financial Aid and Training Grant Directors will also protect the College's interests and compliance with federal regulations to ensure that if the dismissal recommendation is upheld, the student will not have been over-awarded financial aid.
8. If the dismissal recommendation is upheld, the effective date of the dismissal will be the hearing or final appeal date, whichever is later, and the College's refund policies would apply as of that date.

Failure to comply with these requirements shall waive and terminate any further rights the student may have under this procedure.

## **PROCEDURES FOR REVIEW AND APPEAL OF DISCIPLINARY ACTIONS**

Effective: November 17, 1993

This document supersedes all previously published policies governing disciplinary actions involving students)

1. The Student Discipline Committee and its chairperson shall be appointed by the President. Appointments of members of the committee shall be for a two-year term, except the student member who shall be appointed annually by the President of the Pre-Alumni Association.
2. The Student Discipline Committee reviews charges or breaches of the rules, regulations, policies and procedures of Meharry Medical College by a student relating to all non-academic matters.
3. Any person may inform any member of the Student Discipline Committee of an allegation of a breach of a rule, regulation, policy, and/or procedure of Meharry Medical College within the jurisdiction of the Student Discipline Committee.
4. The Student Discipline Committee shall determine whether the allegation or charge is governed by the procedures for Review and Appeal of Disciplinary actions governing non-academic matters. If the Student Discipline Committee determines that the allegation or charge is governed by the Procedures for Review and Appeal of Disciplinary Actions, the chair shall send to the accused student a written notice of a hearing before the Student Discipline Committee.
5. The student shall receive notice of the scheduled hearing no later than 72 hours before the hearing. The student may request additional time, which will be considered by the Discipline Committee. In any case the hearing must be held within 10 working days after notification.
6. In the event of a challenge of whether a matter should be governed by the procedure for review and appeal of academic actions, procedure for review

and appeal of disciplinary action, the Vice-President for Academic Affairs shall have sole responsibility for determining which procedure shall govern. Any such challenge must be submitted in writing to the Vice President for Academic Affairs no less than 24 hours before the scheduled hearing.

7. The student shall have the right to be present at the hearing, to present witnesses, and to rebut the evidence against him/her or to have a Meharry Medical College student or faculty member accompany him/her. Legal counsel may be present but may not participate in the hearing
8. The hearing will be an informal one, not governed by technical rules of evidence as employed in a court of law, but the Student Discipline Committee may accept any information it deems pertinent to the charges made.
9. The Student Discipline Committee shall render its decision based upon the evidence presented at the hearing.
10. The standard for determining whether the student has breached a rule, regulation, policy or procedure and is therefore subject to a disciplinary action shall be whether there is a preponderance of the evidence to support the Committee's decision. The burden of proof shall be upon the College.
11. The Student Discipline Committee shall maintain a record of the hearing pending final determination of the charges against the student.
12. The Student Discipline Committee shall notify the student of its decision in writing by certified or registered mail at the address as maintained in the Office of Admissions and Records, within fifteen days.
13. A student may appeal the decision, on the grounds as set forth in the following paragraph, by writing a letter of appeal to the President or Dean no later than 72 hours from receipt of the decision of the Student Discipline Committee.

14. The President or his designee reviews the decision of the Student Discipline Committee, and notifies the student by certified or registered mail at the student's address as recorded by the Office of Admissions and Records. The President shall also inform the Dean of the student's school and the Office of Admission and Records.
15. At his discretion, the President may request that the student and/or the Student Discipline Committee provide additional information prior to issuing a final decision.
16. The decision of the President or his designee is final. The student shall be notified of the President's decision in writing no later than fifteen days from the receipt of the student's appeal.
17. The student shall be allowed to continue in the academic program during the proceedings unless circumstances exist that poses a threat to himself/herself or others.
18. Breach of rules, regulations, policies and procedures governed by the disciplinary procedure shall include but are not limited to:
  - a. furnishing false information to the College with the intent to deceive;
  - b. knowingly giving false information or testimony during the investigation or hearing of a disciplinary matter;
  - c. forgery, alteration, destruction, damage or misuse of College documents, records, or identification;
  - d. physical abuse of any person on College - owned or controlled property; or conduct that threatens or endangers the health or safety of any person;
  - e. theft;

- f. unauthorized use of or entry to College facilities and/or unauthorized possession of keys to College facilities;
  - g. failure to comply with directives of College officials acting in the performance of their duties;
  - h. violation of written College policies and regulations as stipulated herein or as announced by authorized personnel;
  - i. violation of the terms of probation;
  - j. an attempt to commit or to be accessory to the commission of any act in violation of other standards of conduct Academic Policies & Procedures;
  - k. breach of any municipal, state or federal laws, rules, regulations, ordinances on college property;
  - I. breach of rules of any institution while on rotation at that institution;  
and
  - m. breach of recognized ethical and professional standards applied to student area health professional schools.
19. The Student Discipline Committee's sanctions may include expulsion, suspension from one or more classes for a specific or indefinite period of time, probation, reprimand, and restriction of privileges. The Student Discipline Committee may use its discretion in requiring alternative disciplinary actions.

## **GENERAL POLICIES AND PROCEDURES**

### **DRESS CODE**

Personal attire should be reflective of professionalism. Students in the School of Graduate Studies, at all levels of education and training, are expected to maintain a proper professional image in their behavior and personal appearance at all times. Tardiness, drawing attention to oneself, or any other display of behavior which is likely to disrupt a lecture or the learning experience is impermissible. Hair is to be neatly groomed and clean. Nails are to be neatly trimmed and clean. Males are not to wear hats or bandanas inside any Meharry or affiliate facility. Students are expected to wear clean, appropriate apparel (shirts, pants, dresses, skirts, etc.) and shoes to all academic activities and when visiting any of our affiliate institutions. **Unacceptable attire** for students include short (mini) skirts, tee shirts with inappropriate inscriptions, halter tops, midriffs, excessively low-cut necklines, tank tops, spaghetti straps, sweat bands, over-sized sagging pants/jeans/shorts caps or hats, and rubber thongs.

### **CLASSROOM ETIQUETTE**

No food, drinks, or chewing gum is allowed during class time. This policy differentiates class time (when a room is used for lecture and teaching) from classroom (when a room is used for presentations, thesis defense etc). In an authorized recreational event, all trash is to be placed in appropriate receptacles. No unauthorized furniture or tables should be brought into the room except for demonstrations/laboratory purposes.

#### **Cell Phones**

**All cell phones or other electronic devices that generate sound and/or pictures must be silenced during class time and placed out of sight. During break time, you can check your messages. Use of cell phones or other electronic devices that store or transmit information are not permitted during examinations.**

#### **Lap Tops**

**Lap tops can be used for class activities or taking notes at the discretion of the instructor. Otherwise, lap tops are not to be used for email or**

**surfing the internet during class.**

## **CLASSROOM BEHAVIOR**

**Attendance:** Students are expected to attend all classes and other scheduled activities and should arrive on time for all sessions. Institutional policy applies regarding attendance (lectures and small group activities, missed quizzes, exams, small group assignments, etc.).

Students who come in late will **NOT** be given extra time to complete quizzes/exams whether announced or unannounced (pop quizzes). Students who leave early and miss quizzes/exams will **NOT** be given another opportunity.

**Unless it is an emergency, appointments with doctors during class time are NOT allowed.**

**Excused absences** must be confirmed in writing. For example, if serious illness, family emergencies, or other crises occur during the term, you should contact the Director of your program and the Graduate School as soon as possible, who can assist you in notifying faculty and in validating for your instructors what has happened.

It is the responsibility of the student to contact the course coordinator within 72 hours of returning to school regarding work missed by absences of any sort.

**Ethical conduct:** Students are expected to conduct themselves in a professional and responsible manner. Cheating or any other form of academic dishonesty will not be tolerated. Students caught cheating/ academic dishonesty will be reported to the Director of Your Program and the Dean of the Graduate School and a grade of zero will be awarded for that quiz/exam. School policy on cheating will be followed.

***Cheating includes, but is not limited to:***

- submitting material that is not yours as part of your course performance, such as copying from another student's exam
- allowing another student to copy from your exam
- using information or devices not allowed by the faculty
- unauthorized materials, such as a copy of an examination before it is given
- violating procedures prescribed to protect the integrity of an assignment, test, or other evaluation
- collaborating with others on assignments without the instructor's consent
- cooperating with or helping another student to cheat
- communicating with anyone other than a proctor or instructor during an exam

**Disruptive behaviors during class are not permitted.**

***Disruptive behaviors include, but are not limited to the following:***

- receiving cell phone calls during class
- leaving class habitually early or coming to class habitually late (more than 20% of time)
- eating in class
- talking out of turn especially in a disturbing manner
- doing assignments for other classes
- engaging in other activities that detract from the classroom learning experience

**ENFORCEMENT OF GUIDELINES**

It is the responsibility of every faculty member to monitor adherence to the above guidelines. If problems cannot be resolved at this level, then referrals should be made to the Dean's Office. Students will be suspended from classroom activities until such time as they comply with these policies.

## **POLICY ON DISCRIMINATION**

Meharry Medical College prohibits discrimination against and harassment of any student because of race, color, national or ethnic origin, age, religion, disability, sex, sexual orientation, gender identity and expression, veteran status or any other characteristic protected under applicable federal or state law. All members of the institution are charged to support this effort and to respond promptly and appropriately to any concerns that are brought to their attention.

In instances of suspected or asserted discriminatory behavior or treatment on the basis of race, gender, age, religion, disability, or national origin, contact the Affirmative Action Office or the Dean.

## **POLICY ON SMOKING**

As an institution committed to providing quality in its health care services and health professional education, Meharry tries to provide an environment, which is conducive to good health. Accordingly, as of January 1, 1989 all campus buildings are considered "smoke free". No smoking will be allowed inside any building on campus. Smoking will be allowed outside of buildings as long as it does not create a hazardous condition.

The only exception to this policy will be when a physician determines that smoking is a necessary part of a patient's therapy. In such cases, the patient will be allowed to smoke within the confines of his/her assigned room, subject to reasonable supervision by the nursing staff. Permission for smoking in these cases must be documented by the attending physician on the patient's chart.

The sale of any and all tobacco products is prohibited on the campus of Meharry Medical College.

## **POLICY ON SUBSTANCE ABUSE**

### **Introduction**

Much has been written in the press recently about the prevalence and effects of substance abuse in our society today. While we are not aware of widespread

alcohol or drug abuse at Meharry Medical College, it would be naive to assume that no problems exist. Each student has a responsibility to pursue his/her academic endeavors in a safe and conscientious manner. In order to ensure that this responsibility is met, students must be free from the effects of alcohol and other performance impairing substances. The institution has instituted this policy to address the risk of substance abuse at the college and to make certain that high quality academic achievement and integrity are maintained.

### **Purpose**

Meharry Medical College regards substance abuse (alcohol and chemical dependencies) as an illness, which responds to medical treatment. Hence, the policy on substance abuse seeks to allow a student suffering from this illness the opportunity to receive careful consideration and referral for treatment of alcoholism and/or chemical dependency.

### **Definition**

**College Premises** are all areas in which the College (including its various programs, departments or services) operates including, but not limited to its property, College owned or leased equipment, privately owned vehicles entering, leaving or parked on College property, or in use on its property (lockers, desks, sidewalks, buildings, equipment, work space, land, storage facilities, etc.).

**Illegal Drugs** include, for the purpose of this policy, such things as narcotics, hallucinogens, depressants, stimulants or other substances that can affect or hamper the senses, emotions, reflexes, judgments or other physical or mental activities; and controlled medication not prescribed for current personal treatment by a licensed physician in a medical setting to address a specific physical, emotional or mental condition.

**Alcohol and chemical dependencies** are defined as illnesses in which a student's use of alcohol or other chemicals interferes with his/her academic, and/or clinical performance, interpersonal skills and relationships.

### **Policy**

1. When a student is suspected of having an alcohol or chemical dependency problem, it will be discussed with the Student Affairs Office in the

respective school and/or the Counseling Center. As with any apparent medical problem, the student should be referred to a physician. A professional evaluation will determine whether or not the student has an abuse problem and requires treatment.

2. When a student's performance is unsatisfactory and it has been medically determined that alcohol or chemical dependency is at least partly the cause, the student must accept referral and agree to a program of treatment. Continued unsatisfactory performance may result in the student being relegated to an administrative leave of absence with re-evaluation required prior to reinstatement.
3. Failure to follow through with referral for medical evaluation and/or treatment shall be cause for appropriate disciplinary action. Information will be treated as confidential.
4. It shall be the responsibility of each student who observes or has knowledge of another student who is in a condition which impairs his/her ability to perform academically, who poses a hazard to the safety and welfare of others or is otherwise in violation of this policy, to promptly report that fact to the Student Affairs Office in the respective school and /or Counseling Center.
5. Any student who is present on campus or at an affiliated institution in an intoxicated condition as a result of the illegal use of drugs or due to alcohol consumption, shall be subject to appropriate discipline, up to and including dismissal.
6. The off campus use of alcohol or illegal drugs which results in impaired academic performance, or interpersonal relationships, may be grounds for discipline up to and including dismissal.
7. The illegal use, sale or possession of narcotic or controlled substances while on college and/or hospital premises are grounds for discipline up to and including dismissal. The criminal conviction for the illegal sale of narcotics, drugs or controlled substances while off campus, is also

grounds for discipline up to and including dismissal.

8. Where there is reasonable suspicion of violation of the policy, and at the discretion of the institution, vehicles, lockers, pocketbooks and/or related personal items may be searched without prior notice to ensure an environment free of illegal drugs or alcohol. Any student found to have illegal drugs in their possession, will be subject to immediate disciplinary action up to and including dismissal.

The College reserves the right, within limits prescribed by the law, to test employees and prospective employees for the illicit use of drugs and alcohol. The College also reserves the right to investigate and search employees and their personal effects while on college premises when there is reason to suspect drug use or alcohol misuse under the terms of this policy.

Employees are subject to clinically accepted physical or behavioral tests (urinalysis, blood tests, etc.) that may be deemed appropriate by the College to detect the presence of alcohol, illegal drugs or other prohibited substances.

Any employee who, as a result of testing, is found to have identifiable traces of prohibited or unreported drugs or other intoxicating substances in his or her system, regardless of when or where these substances entered his or her system, will be considered in violation of this policy and subject to disciplinary action including discharge.

Employee consent will be sought before personal effects will be searched. Employees refusing to cooperate in any investigation, search, screening test or found to be in possession of illegal drugs or other prohibited items will be subject to immediate discharge.

Independent contractors and visitors found to be in violation of the College rule in these matters will be banned immediately from the College premises and will be prohibited from having future access to College premises. This provision should not be construed to apply to patients or other individuals receiving treatment at the College.

The institution earnestly solicits the understanding and cooperation of all students in implementing the policies set forth herein. Questions regarding this policy and its application should be directed to the Student Affairs Office in the respective school and/or the Counseling Center, with assurance that inquiries will be kept confidential.

### **STUDENT COMPLAINT POLICY**

Students are encouraged to address their concerns with the individual involved, at the earliest possible time and on an informal basis. If no satisfaction is gained from the informal meeting, then a formal complaint should be filed. If it is an issue that falls under Honor Code Violations, Student Mistreatment, Sexual Misconduct, or Grade Appeal, the policies for these specific issues will take precedence. These policies, as well as this policy are addressed in this manual. A copy of this manual is distributed to entering graduate students, is located in the School of Graduate Studies and Research (SOGSR) Office, and can be retrieved on the SOGSR website.

If the complaint is an issue that will affect the class, the students can be heard in an open forum at Town Hall Meetings, which are called by the Graduate Student Association (GSA) officers, or the complaint can be presented to the GSA President. The GSA President will then address the matter with the administrative leadership and take back a report to the class. If the issue is not resolved, the GSA President can file a formal complaint on behalf of the class. If it is an individual matter, the student may have a one-on-one meeting with staff or administration in the SOGSR Office. If the complaint involves the SOGSR staff or administration, and has already been addressed informally with that office, the student may take the complaint to the Dean of the SOGSR or to the President of the College, if there is no resolution.

There is a form for reporting complaints that can either be picked up in the Graduate School Office or downloaded from the SOGSR website and submitted electronically. The formal process begins by completely filling out the form,

including the signature of the individual filing the personal complaint or the GSA President's signature, if filing on behalf of the class.

The SOGSR has a centralized process. All formal complaints must be submitted **ONLY** to the Office of the Associate Dean of the SOGSR. The document will be filed without fear of retaliation or retribution. Complaints filed with malice intent will be directed to Legal Counsel. Complaints may be withdrawn by the complainant, in writing at any time. If necessary, the School will request additional information.

Upon receipt of the complaint, the following protocol will be followed:

1. The complaint will be logged (both electronically and in a physical log book) in the SOGSR Office.
2. The office staff will perform its due diligence to investigate the complaint.
3. After all findings have been compiled, a summary investigative report will be written.
4. A proposal for the resolution will be forwarded to the individual or the GSA President, and discussed with the complainant further, if needed.
5. If no further discussion is needed that involves the class, the GSA President will notify the class of the resolution; or if it is more appropriate, the Associate Dean of the SOGSR will notify the class.
6. A copy of all documents will remain on record in the Office of the Associate Dean of the SOGSR, electronically and in the Complaint Log Book, which is in a locked file.

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	Effective Date: May 1, 2014
Retired:	Revised:
Approved by: A. Cherrie Epps, Ph.D. President and Chief Executive Officer 	
<b>Subject: General Counsel/Compliance - Sexual Misconduct Policy and Grievance Procedures</b>	

<p><b>PURPOSE:</b>          The policy was created and approved to comply with the requirements of Title IX and the Violence Against Women Act; to define what forms of sexual conduct is prohibited by Meharry Medical College (“MMC”); to set forth the manner in which allegations of sexual misconduct will be addressed by the College; and to provide resources for victims and those accused of sexual misconduct.</p>
<p><b>SCOPE:</b>          This policy applies to all students, administrators, faculty and staff of MMC.</p>
<p><b>INTRODUCTION:</b>          Meharry Medical College (MMC) defines sexual misconduct as any wrongdoing of a sexual nature. This encompasses sexual exploitation, harassment, violence, non-consensual sexual contact, and non-consensual sexual intercourse. MMC considers sex discrimination in all its forms to be a serious offense. Sexual Misconduct violates MMC’s sexual discrimination policy and Federal Civil rights laws. MMC is committed to creating a safe and responsible environment by fostering a community that promotes prompt reporting of all types of Sexual Misconduct and fair and timely resolutions.</p> <p>As a recipient of Federal funds, MMC is required to comply with Title IX of the Higher Education Amendments of 1972, which prohibits discrimination on the basis of sex in education programs or activities. To ensure compliance with Title IX and other federal and state civil rights laws, MMC has developed policies and procedures that prohibit sex discrimination in all of its forms. This policy extends to employment with and admission to the College. Consistent with due process, all accused are presumed innocent until proven otherwise under this Policy.</p>
<p><b>DEFINITIONS:</b>  <b>Definition of Prohibited Conduct</b>  <b>A. Harassment</b>          1. MMC defines <b>harassment</b> as any unwelcome conduct based on sex or on gender stereotypes as verbal or physical conduct based on a person's race,</p>

**Subject: Sexual Misconduct Policy and Grievance Procedures**

color, religion, creed, ethnicity, gender or gender identity, age, sexual and affection orientation/associations, genetic information or mental/physical disabilities that is sufficiently severe, pervasive, persistent or patently offensive that it has the effect of unreasonably interfering with that person's work or academic performance, or that creates an intimidating, hostile, or offensive working, educational, or living environment, from both a subjective (the complainant's) and an objective (any reasonable person's) viewpoint.

2. MMC defines **non-discriminatory harassment** as verbal or physical conduct that is sufficiently severe, pervasive, persistent or patently offensive that it has the effect of unreasonably interfering with that person's work or academic performance, or that creates an intimidating, hostile, or offensive working, educational, or living environment, from both a subjective (the complainant's) and an objective (any reasonable person's) viewpoint.
3. MMC defines **sexual harassment** as unwelcome verbal or physical conduct of a sexual nature that has the effect of unreasonably interfering with an individual's work or academic performance or that creates an intimidating, hostile, or offensive working, educational, or living environment. A form of quid pro quo (this for that) sexual harassment exists when submission to or rejection of unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature results in adverse educational or employment action, or the threat of such adverse action, or limits or denies an individual's educational or employment access, benefits or opportunities.
4. MMC defines **retaliatory harassment** as verbal or physical conduct that occurs in response to a complaint of harassment. Zero tolerance extends to those who retaliate for complaints of harassment. MMC views retaliatory harassment to be just as severe as the initial harassment itself.

## **B. Sexual Misconduct**

Sexual Misconduct is a broad term encompassing sexual exploitation, harassment, non-consensual sexual contact and non-consensual sexual intercourse. Sexual Misconduct can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship. Sexual Misconduct can be committed by men or by women, and it can occur between people of the same or different sex.

In order for individuals to engage in sexual activity of any type with each other, there must be clear consent. Consent is permission, freely given by word or action, by both participants in a sexual activity. Since two people may experience the same interaction in different ways, it is the responsibility of both parties to make certain that the other has consented before engaging in any sexual activity. Silence cannot be assumed to show consent. Consent to some form of sexual activity cannot be

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automatically taken as consent to any other sexual activity and consent may be withdrawn at any time. Persons using alcohol or other drugs are considered unable to give consent if they cannot appreciate the nature and implications of a sexual interaction. All individuals who consent to sex must be able to understand what they are doing. In order to give consent, one must be of legal age, which is 18 in the state of Tennessee.

Consent cannot be procured by use of physical force, compelling threats, intimidating behavior, or coercion. Coercive behavior differs from seductive behavior in the type of pressure someone uses to get consent from another. When someone makes clear that he or she does not want sex, wants it to stop, or does not wish to go past a certain point of sexual interaction, continued pressure beyond that point is coercive.

Persons who have sexual activity with someone whom they know to be - or could reasonably be expected to know to be - mentally or physically incapacitated (substantially impaired by alcohol or other drug use or unconscious) are in violation of this policy. This policy also covers someone whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of so-called "date rape" drugs. Possession, use and/or distribution of any of these substances (including Rohypnol, Ketamine, GHB, Burundanga and others) is prohibited, and administering any of these drugs to another for the purpose of inducing incapacity is a violation of this policy.

1. Non-Consensual Sexual Contact is any intentional sexual touching, however slight, with any body part or object, by a man or a woman upon a man or a woman, without effective consent.
2. Non-Consensual Sexual Penetration refers to any sexual penetration (anal, oral, or vaginal), however slight, with any body part or object by a man or woman upon a man or woman, without effective consent.
3. Sexual Exploitation occurs when a person takes non-consensual or abusive sexual advantage of another to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute another form of sexual misconduct. Examples of sexual exploitation include, but are not limited to, prostitution, non-consensual video or audio-taping of sexual or other private activity, exceeding the boundaries of consent (e.g., permitting others to hide in a closet and observe consensual sexual activity, videotaping of a person using a bathroom), engaging in voyeurism, or engaging in consensual sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV) or other sexually transmitted disease (STD) and without informing the other person of such infection.

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### **Consensual Relationships**

MMC does not intrude upon personal relationships that do not violate the policies of the College, cause harm to the safety of the MMC community, or increases the risk of harm to the safety and well-being of the MMC community. Consensual romantic or sexual relationships in which one party retains a direct supervisory or evaluative role over the other party are unethical, create a risk for real or perceived coercion, and are expressly a violation of the College's Amorous Relationship Policy. Therefore, person with direct supervisory, evaluative, grading, or academic advising responsibilities who are involved in such relationships must bring those relationships to the attention of their supervisor or the Deans (if relationship involves a student), and will likely result in the necessity to remove the employee from the supervisory, evaluative, grading, or academic responsibilities.

### **PROCEDURE:**

#### **Reporting Guidelines**

##### **A. Reporting an Incident of Sexual Misconduct**

Employees and students have a duty to report violations of this policy immediately upon receiving a complaint for sexual misconduct or observing or learning of conduct that is reasonably believed to be in violation of this policy. The Office of Human Resources (615.327.6336), the Office of the Dean in his/her schools; Office of Student Affairs (615.327.6435) the General Counsel's Office (615.327.6102), the Title IX Coordinator (615.327.6552) and Campus Safety & Security (615.327.6254) are equipped to receive such reporting. The Office of General Counsel shall be contact for any allegation(s) involving a faculty member.

##### **B. Other Reporting Options**

In addition to the duty to report sexual misconduct to the proper College representatives, in some circumstances there is a duty to report allegations of criminal conduct to law enforcement. A victim of sexual misconduct has the option to report the incident to the appropriate local law enforcement for the purpose of filing a criminal complaint and/or seeking and enforcing a no contact, restraining or similar court order and has the right to be assisted by the College in exercising this option. Please call 911 or the Metro Nashville Sexual Abuse Unit at (615.862.7540).

A criminal investigation into an allegation of sexual misconduct does not relieve MMC of its duty and authority to conduct its own review of a complaint. The College will not

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wait for the conclusion of a criminal investigation to begin its own prompt investigation and resolution of an allegation of sexual misconduct. Conduct that may not be subject to criminal prosecution or sanctions may still be addressed through the College's disciplinary process, and/or findings of "not guilty" in a criminal case does not preclude a finding of responsibility in a campus disciplinary proceeding for violating MMC policy. Victims are advised to preserve physical evidence to support their complaint in the event they wish to pursue criminal actions.

### **Retaliation**

MMC will take steps to prevent and address any form of retaliation against the complainant. Information about the College's stance on retaliation can be found at <http://intranet.mmc.edu/policies/policies/compliance/nonretaliationreporting.pdf>

### **Rights Afforded to Sexual Assault Complaints**

Victims of sexual assault are entitled to specific rights, these rights include:

- The right to a prompt and equitable investigation and resolution of a complaint
- The right to file a complaint with the appropriate local law enforcement authorities for the purpose of filing a criminal complaint and/or seeking enforcing a no contact, restraining or similar court order.
- The right to be assisted by the College in seeking assistance from the local law enforcement.
- The right to request and receive a change in his/her living situation if such a change is reasonably available.
- The right to request and receive a change in his/her academic situation if such a change is reasonable.
- The right to be referred to on and off campus counseling, mental health or other student services for victims of sex offenses.
- The right to file a complaint on campus and to avail him/herself of the process for doing so including, but not limited to, adequate reliable, and impartial investigation of the complaint; an equal opportunity to present relevant witnesses and other evidence;
- The Family Educational Rights and Privacy Act (FERPA) permits a school to disclose to the student victim information about the sanction imposed upon a student who was found to have engaged in volatile behavior when the sanction directly relates to the victim. Furthermore, when the conduct involves allegations of a crime of violence or a non-forcible sex offense, a post-secondary institution is required to simultaneously provide written notification of the final results of a disciplinary proceeding against the alleged perpetrator to both the victim and the alleged perpetrator, regardless of whether the institution concluded that a violation was committed.

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### **Resolution of Sexual Misconduct Complaints**

MMC will act promptly in response to information that an incident of an assault, harassment or other form of sexual misconduct has occurred. Any conduct that is in violation of the Sexual Misconduct policy will be investigated and addressed in a timely manner.

#### **A. Confidentiality**

If a complainant request confidentiality or asks that the complaint not be pursued, MMC will take all reasonable steps to conduct the investigation and respond to the complaint within the conditions requested. If the complainant insists that their name or other identifiable information not be disclosed to the alleged perpetrator, the investigator must inform the complainant that MMC's ability to respond may be limited due to the restriction. MMC must evaluate all requests in the context of its responsibility to provide a safe and nondiscriminatory environment for all students. Therefore, all requests for confidentiality will be weighed against the following factors:

- The seriousness of the alleged harassment
- The complainant's age
- Whether there have been other complaints about the same individual; and
- The alleged perpetrators' rights to receive information about the allegation under FERPA.

If MMC cannot ensure confidentiality, the investigator will inform the complainant. If disciplinary action cannot be taken against the alleged perpetrator because of the complainant's insistence of confidentiality, MMC may pursue other steps to limit the effects of the alleged conduct and prevent its recurrence.

#### **B. Investigation of Sexual Misconduct**

**Step One: Investigation.** Any individual can contact any of the designated offices under "Reporting Guidelines" to report allegations of sexual misconduct. The report is given to a designated Title IX coordinator to investigate. The Title IX investigator will conduct a prompt investigation. All initial investigations are thorough and impartial and conducted in a manner in which the Title IX investigator deems appropriate. If warranted, preliminary administrative actions (e.g. interim suspension, restricted access to campus facilities, no contact orders, academic modification, etc.) may be taken to preserve the safety and continuity of the College.

**Step Two: Informal Resolution.** With the consent of the complainant and the alleged perpetrator, and if the Title IX coordinator in consultation with the Office of General Counsel and the appropriate Office of the Dean, deems the circumstances to

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warrant doing so, a matter may be resolved through non-disciplinary interventions (e.g., educational, counseling, academic accommodations). A complainant has the right to end the informal process at any time and begin a formal student conduct proceeding. Mediation, even on a voluntary basis, is not an appropriate means of resolving a sexual assault complaint.

**Step Three: Formal Student Conduct Action (if initiated)**

Should informal resolution be inappropriate or unattainable, the matter will be referred to MMC's Student Disciplinary Committee (SDC). The Committee is composed of two faculty members from each school and one student. Additionally, for Title IX matters only, a Title IX coordinator will be a non-voting member of the Committee.

**C. Standard of Evidence**

MMC utilizes a standard of preponderance of the evidence (i.e. it is more likely than not that the sexual assault, harassment or another form of sexual misconduct occurred) when reviewing a complaint.

**D. Disciplinary Sanctions**

The specific sanctions available to the SDC many differ depending on the circumstances of the matter being addressed. In general, however, sanctions imposed upon students determined to have violated this policy can include a range of sanctions including, but not limited to, warning, censure, education/counseling, disciplinary probation, suspension or dismissal.

**E. Notification**

When the conduct involves allegations of a crime of violence or a non-forcible sex offense, MMC is required to simultaneously provide written notification of the final results of a disciplinary proceeding against the alleged perpetrator to both the victim and the alleged perpetrator, regardless of whether MMC concluded that a violation was committed.

**F. Support Resources**

Many services, including resources for medical and emotional wellbeing, are available to victims of sexual assault, harassment and other forms of sexual misconduct. Contact information and general advice on how to seek assistance for yourself or another person who has been a subject of sexual assault, harassment or any other sexual misconduct can be obtained from one of the offices listed below.

Title IX Coordinator Offices

Office of the General Counsel: 615.327.6552 or 615.327.6921

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Registrar's Office/Student Services 615.327.6806

Office of Human Resources: 615.327.6336

**Support Resources**

Campus Security- 615.327.6254

Counseling Services and Office of the Chaplain: 615.327.6975

**Meharry Medical College Hotline Number: 1.888.695.1534**

Metro Nashville Police- Domestic Violence Unit: 615.880-3000 (8am-10pm) and 615.862.8600 (after 10pm)

Tennessee Domestic Violence Hotline at 1-800-356-6767

YWCA Crisis and Information Line: (615) 242-1199 or toll free 1-800-334-4628.

**SANCTIONS**

Against Students: Disciplinary sanctions for student violations of this policy will be imposed in accordance with the "Student Professional Code of Conduct. Sanctions may include expulsion.

Against Employees: Disciplinary sanctions for employee violations of this policy, which may range from a disciplinary warning to termination from the College, will be imposed in accordance with applicable College policies.

 <p style="text-align: center;"><b>POLICIES</b></p>	Page 1 of 4
<b>Retired:</b>	<b>Effective Date:</b>  <b>November 20, 2013</b>
<b>Approved by: Maria F. Lima, Ph.D. Dean, School of Graduate Studies and Research</b>	<b>Revised:</b>
<b>Subject: School of Graduate Studies and Research Mistreatment Policy</b>	

<p><b>PURPOSE:</b></p> <p><b>The purpose of this policy is:</b>  To outline expectations of behaviors that promote a positive learning environment for Meharry Medical College graduate students and other learners and to delineate grievance procedures to address alleged violations without fear of retaliation. This policy offers a definition of mistreatment and provides examples of unacceptable treatment of graduate students, and describes the procedures available to report incidents of mistreatment in a safe and effective manner.</p>
<p><b>POLICY STATEMENT:</b></p> <p>Meharry Medical College is an institution rooted in the care of the whole person. Our motto promises the “Worship of God through service to mankind”; interaction between teachers, learners and administrative staff should emulate this founding principle. As such, Meharry is committed to creating and sustaining an educational environment that fosters the values and virtues of:</p> <ul style="list-style-type: none"> <li>• Mutual respect</li> <li>• Trust</li> <li>• Honesty</li> <li>• Collegiality</li> <li>• Compassion</li> <li>• Accountability</li> </ul> <p>Such values are especially critical to effective relationships between faculty, students, and administrative staff. The graduate learning environment is expected to facilitate students’ acquisition of professional and collegial attitudes necessary to be effective</p>

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biomedical researchers, clinical investigators, and public health workers. The development and nurturing of these attitudes is enhanced and, indeed, based on the presence of mutual respect between teacher, learner and staff. Characteristics of this respect are the expectation that all participants in the educational program assume their responsibilities in a manner that enriches the quality of the learning process.

**DEFINITION:**

**Mistreatment of Students:** Mistreatment of students can occur in a variety of forms and may seriously impair learning. Types of abuse include verbal power, ethnic, physical, and sexual harassment. Examples of student mistreatment include, but are not limited to repeated instances of single egregious instances of:

- Verbally abusing, belittling, or actions that can reasonably be interpreted as demeaning or humiliating
- Assigning duties as punishment rather than education
- Unwarranted exclusion from reasonable learning opportunities
- Threats to fail, give lower grades, or give a poor evaluation for inappropriate reasons
- Asking a student to carry out personal chores or errands
- Pressuring students to exceed reasonable work hours
- Committing an act of physical abuse or violence of any kind such as pushing, shoving, slapping, hitting, tripping, throwing objects at, or taunting remarks about a person's protected status as defined by Meharry Medical College's Nondiscrimination Policy Statement:

*Meharry Medical College is an EOE/AA employer and does not discriminate on the basis of gender, age, race, religion, color, national origin, handicap, veteran, or immigrant status in its admissions, employment, and education programs or activities.*

**PROCEDURE:**

Graduate students who themselves experience or observe other students experiencing possible mistreatment are encouraged to discuss it with someone in a position to understand the context and address necessary action. The individual considering making a report of mistreatment should first, if possible, attempt to resolve the matter directly with the alleged offender. Suggested options for graduate

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students include:

### **Informal Resolution**

Students will be encouraged to utilize any of the informal mechanisms described below whenever possible:

- Direct discussion with the alleged offender
- Conversation with the Course Coordinator, Director of Graduate Studies (DGS)

### **Formal Process**

When a student is unable to resolve a situation of abuse or mistreatment using informal mechanisms, he/she will contact the Department Chair. The student will give a written description of the circumstances leading to the complaint to the Department Chair, who will contact the Associate Dean of the School of Graduate Studies and Research (SOGSR). The complainant must be willing to be identified to the person against whom the complaint is directed. A Student Mistreatment *ad hoc* committee will be appointed by the Associate Dean of the SOGSR consisting of one faculty member, the DGS (as appropriate) and one student. Selection will be matched to the specifics of the case (e.g. students on committees with student complainant). The DGS will serve as the chair. Particular attention will be made to considerations of continuity, experience, sensitivity to the concerns of students and faculty, and gender, racial, cultural and economic diversity when making appointments to the committee.

The *ad hoc* committee will be investigatory and advisory to the Associate Dean in questions regarding conduct of students, faculty, and staff. The recommendations and findings of the *ad hoc* committee will be reviewed by the Associate Dean, who will have the responsibility and authority to determine if the basis exists for referral to the Dean, Human Resources, or to a committee of the Faculty Senate for further review:

- The *ad hoc* committee will convene within 10 working days after the Chair receives the written complaint. Any member with a conflict of interest will be replaced.
- The *ad hoc* committee will conduct an investigation by interviewing all parties involved with any witnesses available. Legal counsel is not permitted at this point and the accused or any witnesses have the right to refuse to appear without prejudice against their case.
- All materials will be reviewed by the *ad hoc* committee and any conclusions regarding the investigation will be reported to the Associate Dean within 15

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**Subject:** School of Graduate Studies and Research Mistreatment Policy

working days of receiving the complaint. The *ad hoc* committee will determine:

- There is no significant basis to conclude that mistreatment or abuse did occur; or
  - Find that mistreatment or abuse probably did occur
- The Associate Dean will review the findings and make a decision on corrective action to take. Notification for the involved parties will occur within 10 working days after receiving the recommendations of the *ad hoc* committee. The Associate Dean will work with the appropriate Department Chair, Dean, etc. to assure corrective action is taken. Referral to the appropriate authority will ensue.
  - The Dean and *ad hoc* committee will be notified of the final disposition

If the allegation of mistreatment is against the Associate Dean, the Dean will serve in the role specified for the Associate Dean.

Graduate Students requesting complete anonymity should be made aware that doing so may interfere with the Graduate School's ability to investigate the concern and their ability to receive information about the follow-up investigation.

Graduate Students may also choose to pursue claims of unlawful discrimination or harassment as noted below as noted by the College's statement:

Inquiries concerning the College's non-discrimination policies may be referred to the Office of the General Counsel, S.S. Kresge Learning Resources Center, (615) 327-6102, or to the Affirmative Action Officer, Office of the President, (615) 327-6904.

### **No Retaliation**

Retaliation is strictly prohibited. Individuals who believe they are experiencing retaliation are strongly encouraged to contact the Associate Dean. Alleged retaliation will be subject to investigation and may result in disciplinary action up to and including termination or expulsion.

### **Appeals**

Students have the right to appeal to the Dean of the SOGSR.

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	<b>Effective Date:</b> <b>November 20, 2013</b>
<b>Retired:</b>	<b>Revised:</b>
<b>Approved by: Maria F. Lima, Ph.D. Dean, School of Graduate Studies and Research</b>	
<b>Subject: School of Graduate Studies and Research Final Course Grade Policy</b>	

<p><b>PURPOSE:</b></p> <p><b>The purpose of this policy is:</b>  To ensure that graduate course grades are submitted in a timely manner so students are knowledgeable about their academic standing in the School of Graduate Studies and Research. The final grades must also be submitted to the Registrar's Office in order for grades to be recorded, and the Student Evaluation and Promotion Committee (SEPC) can meet at the end of the semester. The SEPC determines if a student is in good academic standing and recommends continuation of the student in the Graduate Program.</p>
<p><b>POLICY STATEMENT:</b></p> <p>In order for graduate students to be evaluated in a timely manner, and for grades to be sent to the Registrar's Office, course coordinators must submit final course grades two weeks after a course has officially ended.</p>
<p><b>DEFINITION:</b></p> <p><b>Final Course Grade:</b> The final course grade is calculated when a course ends in accordance with the grading policy stated in the syllabus of the course.</p>
<p><b>PROCEDURE:</b></p> <p>The instructor/s in a course must grade the assignments or exams they administer in their section of a course no later than two weeks after the assignment or exam is completed so the grades can be given to the course coordinator. This will allow time</p>



**POLICIES**

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**Subject:** School of Graduate Studies and Research Final Course Grade Policy

for the course coordinator to compile the final grades and submit them to the students, and the Registrar's Office.

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	<b>Effective Date:</b> <b>July 20, 2016</b>
<b>Retired:</b>	<b>Revised:</b>
<b>Approved by: Maria F. Lima, Ph.D. Dean, School of Graduate Studies and Research</b>	
<b>Subject: Academic Dishonesty Policy</b>	

<p><b>PURPOSE:</b></p> <p><b>The purpose of this policy is:</b>  To explain the School of Graduate Studies and Research’s definition of academic dishonesty, and to describe the consequences for failure to adhere to stated policy.</p> <p><b>POLICY STATEMENT:</b></p> <p>Academic dishonesty is deemed unacceptable behavior by the School of Graduate Studies and Research. This type of behavior includes cheating on examinations, homework assignments, assigned papers and other course activities. Examples of dishonesty include but are not limited to: communication with another person other than faculty in any manner during an examination; copying material from another student’s examination; permitting a student to copy from your examination; use of unauthorized books or notes, all electronic devices, phone, google glasses, laptops, iPads, media, etc. during an exam; falsification/misrepresentation of academic performance; impersonation of another student at any examination or other form of academic work; interference with an instructor’s administration of an examination; plagiarism, copying another’s work, including the work of other students and submitting it as yours; cut and paste and sharing of written work that is not your own etc.</p> <p>Examination questions written by Meharry faculty are not to be copied, photographed, etc. and/or memorized with the intent to distribute or post on any website. If dishonesty is detected, the student will receive an automatic zero on that examination, quiz or work assignment.</p> <p>Repeated (second or other instances of dishonesty) behavior will be referred to the School Disciplinary Committee and may result in expulsion from the program and Meharry Medical College.</p>
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**July 20, 2016**

**Subject:** Academic Dishonesty Policy

**DEFINITION:**

**Academic Dishonesty or Academic Misconduct:** is any type of cheating that occurs in relation to a formal academic exercise.

**PROCEDURE:**

Academic Dishonesty is considered as unprofessional conduct or behavior and Meharry Medical College reserves the right to reprimand, require withdrawal, or to dismiss any student for this type of behavior.

The procedures for review and appeal of Disciplinary Actions are published in the Policies and Procedures Manual on page 14.

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<b>Retired:</b>	<b>Revised:</b>	
<b>Approved by: Maria F. Lima, Ph.D. Dean, School of Graduate Studies and Research</b>		
<b>Subject: Grade Appeal Policy</b>		

<p><b>PURPOSE:</b></p> <p><b>The purpose of this policy is:</b>  To ensure that graduate students have a fair process to appeal an exam grade or final grade that they think was unfairly assigned to them.</p>
<p><b>POLICY STATEMENT:</b></p> <p>Meharry Medical College School of Graduate Studies and Research is committed to training graduate students in a fair and unbiased environment. If for any reason a student feels he/she has received an exam grade or a final grade in a course unfairly, he/she will be able to appeal the grade.</p>
<p><b>DEFINITION:</b></p> <p><b>Grade Appeal:</b> a request to change an exam grade or a final grade based on arithmetic or clerical error, arbitrariness, discrimination, harassment, or personal malice.</p>
<p><b>PROCEDURE:</b></p> <p>If a student wishes to appeal an exam or final grade, he/she can do so through the following process: First, the student must address any questions or concerns regarding grade(s) within 48 hours of exam or final grade posting, with the faculty member(s) responsible for the exam or providing the final grade. If this issue remains unresolved, the student may then, appeal in writing to the Program Director (MHS or MSPH) or Director of Graduate Studies (DGS) for the PhD programs to resolve the grading issue and make a recommendation. The appeal to the Program Director or DGS must be made within 72 hours of initial discussion with faculty member/course coordinator. The Program Director or DGS cannot change a grade. If discussion among the student, faculty member and Program Director or DGS does not lead to a resolution, the student may appeal in writing to the Associate</p>

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**Subject:** Grade Appeal Policy

Dean within 72 hours of meeting with the Program Director or DGS. The Associate Dean may elect to mediate or to empanel an Ad Hoc Appeals Committee to investigate whether the grade should remain the same or be changed.

The Ad Hoc Appeals Committee shall be composed of three to five faculty members of the School of Graduate Studies and Research. The Committee will proceed under the assumption that the course grade was justified; the burden of proof shall lie with the student and begins with the student submitting to the Committee a written statement delineating an argument supporting a change of grade. This is not a legal proceeding. Therefore, representation by legal counsel is not permitted. If the Committee members find the grade was not based upon academic and professional performance, they may submit a new grade to the Dean or recommend another form of resolution. In all cases, the Ad Hoc Committee's recommendation shall be conveyed, in writing, within 10 days of the Committee's decision to the student initiating the appeal, to the Program Director, or DGS and, faculty member/Course Coordinator as well as to the Associate Dean, and the Dean of the School of Graduate Studies and Research. The Dean's decision in all such matters is final.

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	<b>Effective Date:</b> July 26, 2017
<b>Retired:</b>	<b>Revised:</b>
<b>Approved by: James E.K. Hildreth, Ph.D., M.D.</b> <b>President and Chief Executive Officer</b> 	
<b>Subject: Policy for Managing Informal and Formal Student Complaints</b>	

**PURPOSE:**

In keeping with the Meharry Medical College ("College") mission, the College seeks to maintain a safe and amicable environment for students, faculty, and staff. The College understands that occasionally students will face a challenge or concern that requires assistance or intervention. To promote appropriate communication between students and departments on campus with whom they interact, this policy provides the venues where students can share feedback, and outlines procedures that are established to manage informal and formal concerns and complaints presented by students.

**DEFINITIONS:**

**Student:** This policy specifically addresses concerns and complaints lodged by students who are formally enrolled or on an approved leave of absence from the academic programs offered by the Schools of Medicine, Dentistry, and Graduate Studies and Research.

**Informal Complaint:** Concerns or complaints are presented **verbally** during open forums (i.e., Student Life Committee meetings, President's Town Hall meetings, school-wide general assemblies, and student officer meetings with the Deans) or conversations with chief residents, attending physicians, course coordinators, other faculty, or staff members are considered as informal concerns/complaints. Students are encouraged to resolve informal concerns/complaints with the participation of all affected parties before filing a formal complaint.

**Formal Complaint:** Concerns or complaints are presented in **writing** to the designated administrative office/administrator in each school or the Division of Student Affairs are considered formal complaints. The written complaint must be signed and provide contact information for the signatory (e.g., phone number, address, email address). A formal, written complaint should be submitted by students to the designated administrative office when the situation is not resolved through informal mechanisms.

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**Subject: Policy for Managing Informal and Formal Student Complaints**

**Academic Complaints**, include the following: Academic conduct and discipline, academic standing (probation, suspension, and/or dismissal), and grade appeals are presented in writing to the Dean of the appropriate school, per policy.

**Non-Academic Complaints**, include but not limited to the following: Admission appeals and petitions for readmission, student complaints related to school administrator/administration actions, registrar appeals, discrimination, sexual harassment or sexual misconduct, financial aid, parking and traffic appeals, student housing appeals, and safety and security department appeals.

**PROCEDURE:**

Students have several avenues for presenting and seeking resolution to their informal and formal complaints. The designated administrative areas for handling the following concerns and complaints include:

**General Concerns, Non-Academic Complaints, and Suggestions** may be reported to:

- Division of Student Affairs Office of Student Life

**Academic Complaints** may be reported to:

- School of Dentistry: Offices of Student, Academic and Clinical Affairs
- School of Graduate Studies and Research: Office of the Dean
- School of Medicine: Offices of Student and Academic Affairs

Each School and has established specific procedures for handling informal and formal complaints from students. Students and other members of the campus community may access descriptions of the procedures for resolving concerns and complaints through the following publications:

**Publications**

**Student & Academic Affairs Contact Number**

<a href="#">School of Medicine Student Policies</a>	(615) 327-6413
<a href="#">School of Dentistry Student Policies</a>	(615) 327-6076
<a href="#">School of Graduate Studies &amp; Research Student Policies</a>	(615) 327-6533
<a href="#">Division of Student Affairs Student Handbook</a>	(615) 327-6792

**Effective Date:**

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**Subject: Policy for Managing Informal and Formal Student Complaints**

**Sexual Misconduct Violations** should be reported to the Title IX Coordinators office by calling (615) 327-6552 or (615) 327-6921. The policy is located online in the Policy Library. <http://www.mmc.edu/policies/ogc-compliance/sexualmisconductandgrievance.html>

**Non-Retaliation Clause**

Retaliation against complainants who make good faith reports regarding violations of College policies is prohibited and may result in disciplinary actions and/or sanctions.

**Informal Resolution**

The Office of Student Life will pursue resolution of concerns and informal complaints wherever practicable. Offers by respective parties to reach informal resolution, via a campus mediator, will be accepted by the Office of Student Life and will be extended to the other party. To the extent appropriate, the Office of Student Life will assist with the resolution of concerns and informal complaints.

**Formal Resolution**

The process to resolve students' formal complaints begins when the written complaint is received by the designated office. The steps to resolve the issue include the following:

- A record of the complaint will be created, logged, and maintained by the designated office/administrator.
- The administrative staff will perform due diligence to investigate the complaint. A record of conversations, actions, and documents will be kept and updated to include dates and actions taken to resolve the complaint.
- A proposal to resolve the issue will be forwarded to the complainant and discussed as needed.
- A notice of the formal resolution will be presented to the complainant by the designated administrator.
- A copy of all documents will be retained in the designated office.

**Appeals of Non-Academic and Academic Decisions**

Any appeal that falls under the Student Professional Code of Conduct policy, will be reviewed by the College's Student Professional Code of Conduct Committee for a final recommendation to the Office of the President or his/her designee.

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**Subject: Policy for Managing Informal and Formal Student Complaints**

**Retention of Records of Student Complaints**

Logs of formal student complaints and accompanying documentation will be maintained in the areas of submission. The records will be housed in the following offices and maintained by the assigned administrators:

- School of Dentistry, Office of Student and Academic Affairs, Dean of Student and Academic Affairs
- School of Graduate Studies and Research, Office of the Dean, Associate Dean of the Graduate School
- School of Medicine, Office of Student and Academic Affairs, Executive Vice Dean
- Division of Student Affairs, Office of Student Life, Director of Student Life.

The student complaint logs are updated when complaints are received. Entries on the student complaint logs are deleted after five years. A master log shall be kept within the Division of Student Affairs.

**EXHIBITS:**

**School of Medicine Academic Complaint Process:**

<http://www.mmc.edu/education/som/policies/studentpolicies/policiesrev102815.pdf>

**School of Dentistry Academic Complaint Process:**

[https://www.mmc.edu/patientcare/school-of-dentistry/sodclinicalaffairs/sodpolicies\\_2015.pdf](https://www.mmc.edu/patientcare/school-of-dentistry/sodclinicalaffairs/sodpolicies_2015.pdf)

**School of Graduate and Research Complaint Process:**

<http://www.mmc.edu/education/sogsr/policymanual111714.pdf>

Division of Student Affairs Complaint Process

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<b>Retired:</b>	<b>Revised:</b>
<b>Approved by: Maria F. Lima, Ph.D. Dean, School of Graduate Studies and Research</b>	
<b>Subject: Digital, Cell Phone, iPad, etc. Recording Policy</b>	

<p><b>PURPOSE:</b></p> <p><b>The purpose of this policy is:</b>  To ensure that graduate students understand that recording conversations using any electronic devices is a violation of privacy when the person being recorded is not aware of the recording.</p> <p><b>POLICY STATEMENT:</b></p> <p>Recording conversations, without the knowledge of the other party or parties, through the use of a cell phone, camera, or any other recording device is strictly prohibited.</p> <p>It is expected that students, faculty, and staff will respect the privacy of other individuals in the workplace and educational setting, and that secret recording of individuals without their knowledge is not acceptable. While realizing that recordings may serve many legitimate academic and workplace purposes, the College does not condone recording of individuals who are unaware that such recordings are being made. In order to promote an environment of trust and collegial academic sharing, the College expects that any recording will be done only with the prior consent of the parties involved. Secret recording of any conversation or meeting occurring at the workplace or educational setting, including any classroom or other educational experience, or conversations or meetings offsite that deal with workplace or educational matters of official concern is prohibited.</p> <p>Students, faculty, and staff are also prohibited from arranging for others to do any recording of conversations, phone calls or other work or educational activities, unless specifically permitted by the College.</p> <p><b>Endorsed Recording of Lectures and Distribution</b>  Class recordings are distributed for the exclusive use of students in the School of</p>
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**Effective Date:**  
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**Subject:** Digital, Cell Phone, iPad, etc. Recording Policy

Graduate Studies and Research class that was recorded. Student access to and use of class recordings are conditioned on agreement with the terms and conditions set out below. Any student who does not agree to them is prohibited from accessing or making any use of such recordings. Any student accessing class recordings:

1. Acknowledges the faculty members' intellectual property rights in recorded lectures and class materials and that distribution of the recordings violates the Meharry Medical College Copyright Policy;
2. Recognizes the privacy rights of fellow students who speak in class;
3. Accepts that distribution, posting, or uploading class recordings to students not authorized to receive them or those outside of Meharry Medical College is a Student Code of Professional Conduct violation; and
4. Agrees that recordings are to be accessed and used only as directed by the faculty member(s) teaching the course.

**DEFINITION:**

**Recording Conversations:** From a legal standpoint, you must obtain consent from one or all of the parties to a phone call or conversation before recording it.

**PROCEDURE:**

**Electronic Recordings of Lectures**

Electronic recording of any lecture, seminar or other instructional activity, including exams (posted or not) occurring as part of the Graduate School curriculum is generally not permitted unless the student has received advance permission from the faculty member and course director, or has received advance approval from the Graduate School Dean's Office. If the student needs to record lectures as a result of a disability, the student must be approved for accommodations by the ADA Office prior to recording the lectures. Any violation of this expectation may result in disciplinary action against the student.

The procedures for review and appeal of Disciplinary Actions are published in the Policies and Procedures Manual on page 14.

## **COUNSELING SERVICES**

The Meharry Counseling Center officially opened its doors in the Fall of 1988. The goal of the Counseling Center is to develop and maintain a healthy and supportive campus environment that is conducive for maximum personal and academic growth. The Counseling Center staff is available to offer personal counseling, health-related referrals, and consultation with students, faculty and staff. The Counseling Center is the place to come when you want to talk about your concerns including:

relationship problems

family

self-esteem

stress

grief

pregnancy

suicide

weight problems

loneliness

school adjustments

substance abuse

rape

You can talk about all these things and more at the Counseling Center. Don't wait for a problem to become unmanageable. The Meharry Counseling Center is here to serve you.

### **Confidentiality**

All counseling sessions are strictly confidential. This means that no faculty, staff, student, friend, or family member will have access to a student's private session(s) with his/her counselor.

### **Cost**

All services at the Counseling Center are free and considered a part of services provided to students at Meharry.

**Records**

The only records kept of individuals who come to the Counseling Center are statistics indicating the number of students and the type of service(s) rendered. There are no permanent records kept of names of students or the content of counseling sessions.

**Location and Hours**

The Counseling Center is located on the third floor of the Meharry Clinic building, Suite #325. The Counseling Center is open Monday through Friday from 8 a.m. to 5 p.m. Walk-ins are accepted. All counseling sessions are conducted by a Licensed Professional Counselor in the State of Tennessee.

**Staff**

Sharda Mishra, Ph.D., Director  
Counseling Services  
Phone: 615-327-6156  
Email: [smishra@mmc.edu](mailto:smishra@mmc.edu)

Natali Efstathiou, Ph.D./HSP  
Counseling Psychologist  
Phone: 615-327-6371  
Email: [nefstathiou@mmc.edu](mailto:nefstathiou@mmc.edu)

Joyce Shannon  
Administrative Assistant  
Counseling Services  
Phone: 615-327-6915, -6312  
Fax: 615-327-6311  
Email: [jshannon@mmc.edu](mailto:jshannon@mmc.edu)

After hours and on weekends, on-call counselors can be reached by calling 615-327-6915.

## **STUDENT CODE OF PROFESSIONAL CONDUCT: HONOR CODE**

### **PURPOSE:**

The Student Code of Professional Conduct and Honor of Meharry Medical College is promulgated so that student academic affairs are conducted under the highest standards of individual responsibility. The Student Code of Professional Conduct and Honor promotes personal honor and integrity, in the best traditions of the health sciences professions. The Honor Code promotes academic honesty and integrity in the classroom, laboratory, clinics and other academic endeavors. The Honor Code requires students to uphold its principles of fairness, professionalism, and ethical behavior; and it also provides procedures to adjudicate alleged violations. By their pledge to subscribe to and uphold this Honor Code, Meharry Medical College students assume the responsibility for the implementation of the Honor Code, and their own academic and professional honesty and integrity. Students are required to sign the honor code pledge at Meharry Medical College. Faculty and staff also have a responsibility to participate in the implementation, enforcement, and application of the Honor Code.

### **ACCOUNTABILITY:**

By direction of the President, the Vice President for Policy Management and Legal Affairs shall ensure compliance with this policy.

### **DEFINITIONS:**

Code of professional conduct-A series of principles and rules that govern professional interactions. Such principles include both obligatory and desirable components. Obligatory behaviors refer to necessary professional behaviors which are required by ethical principles and which form the foundation of professional practice, teaching, and learning. Desirable professional behaviors refer to components which enhance professional excellence. Honesty is a central element of each component.

Exoneration-committee clearance of alleged violations.

Suspension-temporary exclusion from academic, research and/or clinical activities.

Probation-period of time in which behavior must remain free of violations prior to reinstatement or removal of restricting conditions.

Reprimand-written censure for specified college regulatory violations.

Restriction of Privilege-loss or diminution of academic, research and/or clinical activities for a prescribed period of time.

**POLICY:**

Meharry Medical College reserves the right to reprimand, require withdrawal, or to dismiss any student for unprofessional conduct or behavior. Among the behaviors which may lead to disciplinary action are: cheating, deception, sexual harassment, fraud, destruction of property, substance or alcohol abuse, and criminal activity.

**SPECIFICATIONS:**

Accusations involving students will be transmitted in writing to the College's Student Discipline Committee. Any individual may inform any committee member of alleged violations. Immediate action may be taken for emergency infractions/violations until a formal disciplinary hearing can be conducted. The Committee will review referred cases and take appropriate action. Students may appeal any discipline committee action by written communication to the President of the College. The procedures for review and appeal of disciplinary actions are published in the Policies and Procedures Manual of each school/department.

As members of the College academic community, students are subject to the obligations and responsibilities which accrue to them by virtue of this membership. The demonstration of appropriate conduct and exercise of applicable responsibilities is expected.

Students, faculty, staff and/or test administrators must report observed violations to a member of the school Honor Council, in accordance with Honor Code procedures. Any alleged violation shall be immediately reported by the President of the Honor Council, or Faculty Advisor, to the principal clinician or scientific investigator after the alleged violation is received.

Breach of rules, regulations, policies and procedures governed by the disciplinary procedure shall include, but is not limited to:

**1. FURNISHING FALSE INFORMATION**

It shall be a breach of conduct for any student to intentionally:

- furnish false information to the College with the intent to deceive, forge, or in any way alter or falsify documents or evidence required for admission to the College.
- give false information or testimony during the investigation or hearing of a disciplinary matter.
- forge, alter, destroy, damage or misuse College documents, records, or identification.
- present, the work of another individual or source as one's own concepts or ideas;
- submit for credit any academic work for which credit has previously been obtained or that is being submitted to another course or assignment;
- falsify or alter any institutional, research, and/or academic record or make use of such forged or altered records;
- remove or destroy information related to patient treatment or one's own academic or clinical work; and
- file false charges or accusations against another individual.

**2. THEFT OR MISAPPROPRIATION OF FUNDS**

It shall be a breach of conduct for any student to intentionally engage in the following:

- theft, destruction, or damage of intellectual or informational property of

the College or an affiliate's property;

- theft or misappropriation of school funds;
- theft, destruction, or damage of College property;
- theft, destruction, or damage of the property of another person;
- theft of supplies, property, equipment or examinations.

### **3. BREACH OF RULES**

**Breach of recognized ethical and professional standards applicable to health professional schools includes, but are not limited to, the following:**

- unauthorized entry to College facilities and/or possession of keys to College facilities.
- failure to comply with directives of College officials acting in the performance of their duties.
- violation of written College policies and regulations.
- violation of the terms of probation.
- attempt to commit or to be accessory to the commission of any act in violation of this or other standards of conduct.
- breach of any municipal, state, or federal laws, rules, regulations, ordinances on College property.
- breach of rules of any institution while on rotation at that institution.

### **4. PHYSICAL ASSAULT**

Physical assault of any person on College-owned or controlled property, or conduct which threatens or endangers the health or safety of any person will be considered a breach of conduct.

## **5. EXAMINATION DISHONESTY**

Any use of unauthorized assistance during an examination constitutes dishonesty and represents unacceptable examination behavior. Examples of examination dishonesty include: communication with another student in any manner during an examination; copying material from another student's examination; permitting a student to copy from an examination; use of unauthorized books or notes; falsification/misrepresentation of academic or clinical performance; impersonation of another student at any examination or other form of academic work; interference with an instructor's administration of an examination, giving and/or receiving aid during an examination.

## **6. IMPROPER PATIENT CARE**

Improper patient care includes, but not limited to, the following:

- failure to provide care for assigned patients or to carry out assigned activities.
- failure to respect patient and/or professional confidentiality.
- unsupervised patient care.
- provision of patient care or conduct of professional activities when physical, mental, or emotional factors may compromise adequate care or results.
- willful disregard of patient care/other directives from supervising faculty.
- rendering of patient care or other professional activities when under the influence of alcohol or other drugs.

## **7. SEXUAL HARASSMENT**

Sexual harassment is prohibited by College policy and by law. The complete policy on sexual harassment is presented on page 27.

## **8. SUBSTANCE/ALCOHOL ABUSE**

The following behaviors constitute conduct code violations:

- possession of illegal drugs/substances.
- sale of illegal drugs/substances.
- drunken or disorderly conduct on the campus or affiliate site.

## **HONOR COUNCIL**

### **Composition**

The Honor Council shall consist of at least two voting representatives and one alternate from each class of his/her respective school. The alternate will have a voice but no vote except when serving in the absence of a voting representative from their particular class. Both voting representatives and alternate representatives shall attend regular Honor Council meetings. The Honor Council president shall preside over all regular meetings and Honor Council hearings. The executive officers (president, vice president, secretary and treasurer) of each class are governed by the Honor Code, and those of the Pre-Alumni Association Council, are ineligible to be members of the Honor Council.

### **Election of Members**

Each class shall elect its Council representative within four weeks of the first day of the beginning of classes in the first academic term. Council members in the Master of Health Sciences Program shall serve a term of one academic year.

The SOGSR consists of students pursuing a Master of Science Degree in Public Health, Master of Science in Clinical Investigation, Master of Health Sciences Degree or a Doctorate of Philosophy. The enrollment period of M.S.P.H. and MSCI students is about two years, the MHS students is one year, and five to seven years for Ph.D. students. This differs from the enrollment period of medical and dental students (four years), thus the class designations for the School of Graduate Studies & Research differs from those assigned in the School of Medicine and the School of Dentistry. Due to this fact, two representatives and one alternate shall be elected from the M.S.P.H., MSCI and MHS students and two representatives and one alternate shall be elected from the Ph.D. students to serve on the Honor Council.

An Honor Council representative or their alternate from a particular class may be removed at the discretion of that class, and a new representative or alternate shall be elected from that class to serve on the Honor Council. It is recommended that Honor Council representatives be retained throughout an academic year.

### **Vacancy**

If any Council member is, for any reason, unable to sit in judicial capacity at a hearing, the respective class shall be represented by their elected Honor Council alternate representative, who assumes all the regular powers of a Council member for the duration of that hearing.

In the event of a vacancy occurring in the Honor Council, the particular class in which the vacancy occurs shall elect a replacement within four weeks of the vacancy. To provide continuity, it is recommended that the alternate representative be selected to fill a vacancy and that a new alternate be elected.

### **Faculty Advisor**

One faculty advisor, with voice but no vote, shall be selected annually by the dean of the respective school. The advisor attends all proceedings of the Honor Council unless the accused student requests the absence of the faculty advisor during the hearing.

### **Quorum**

A quorum of two-thirds of the currently elected representatives, or their designated alternate, will be required to be in attendance for proceedings concerning an honor code violation. A quorum may be established regardless of class distribution or alternate status.

### **Voting**

Each representative, or an alternate that has assumed the responsibilities of a representative, shall have one vote. A majority vote of the panel is required for each decision. The president of the council may not vote except when it is necessary to break a tie.

**PLEDGE OF THE HONOR CODE**

All Meharry Medical College students are bound by this Honor Code and pledge to act in accordance with the highest principle of ethical and professional conduct. These principles condemn any act of dishonesty relating to the academic, clinical, research, and professional program at Meharry Medical College.

I have read carefully the honor code of Meharry Medical College and understand its meaning and significance. I agree to abide by this Honor Code while a student at the College and agree to accept all of its implications without reservation.

Name (Print) \_\_\_\_\_ SS# \_\_\_\_\_

City or Town \_\_\_\_\_ State \_\_\_\_\_

School \_\_\_\_\_ Dept. \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_