



**College of Health Professions  
Student Policies and Procedures**

**May 2020**

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## 1. [MUSC Academic Policies and Other Important Policies](#)

Below you will find links to important MUSC student policies. Please familiarize yourself with each of these. They are listed in alphabetical order.

- a. [Academic Review Policy](#)
- b. [Computer Use Policy](#)
- c. [Criminal Background Check Policy](#)
- d. [Electronic Communications Policy](#)
- e. [English Fluency in Higher Education Act](#)
- f. [Ethical guidelines for conduct of research](#)
- g. [Grading System](#)
- h. [Intellectual property](#)
- i. [International Travel Policy](#)

Students traveling outside the United States for any MUSC-related purpose (e.g., mission trips, clinical rotations) are required to abide by the International Travel Policy. Advanced planning is necessary as students must register travel itineraries, sign a travel waiver, and submit a “Health, Safety, and Security Plan.”

- j. [Intramurals Sportsmanship Policy](#)
- k. [Leaving the university](#)
- l. [MUSC Severe Weather Plan](#)
- m. [Privacy Policy of Individually Identifiable Health Information](#)
- n. [Professionalism and Standards of Conduct for Students](#)
- o. [Professionalism and Standards of Conduct for Student Organizations](#)
- p. [Prohibited Discrimination, Harassment, and Sexual Misconduct \(PDF\)](#)
- q. [Social Media Use Guidelines](#)

While social networking has the potential to enhance a student’s educational experience, serious ramifications may arise—unprofessional behavior, overstepping boundaries, and confidentiality breaches. Any student wishing to create an MUSC-related Facebook page, blog, etc. must abide by the Social Media Use Guidelines.

- r. [Student Arrest Policy \(PDF\)](#)
  - s. [Student ID Badge Policy \(PDF\)](#)
  - t. [Student Policy for Alcoholic Beverage Serving](#)
- CHP students can obtain all related forms in the Office of Student Life and Recruitment. Cami Meyer can approve the event and answer any questions.
- u. [Student Policy for Substance Abuse Prevention and Intervention \(PDF\)](#)
  - v. [Student research involving Human Subjects](#)
  - w. [Student residency](#)
  - x. [Tobacco-Free Campus](#)
  - y. [Treatment of Students Policy \(PDF\)](#)
  - z. [University Honor Code](#)

- aa. [University student academic records](#)

## 2. College of Health Professions Academic Policies and Other Important Policies

### 2.1. Grading System

All courses, except those dropped during the drop/add period, are recorded on the student's permanent record. Variable course credit must be established prior to registration and approved by the dean of the student's college. When a student is required to repeat a course, the computation of his/her overall grade point average includes each grade earned. However, credit hours will be counted only once to determine eligibility for the degree. Rank in class is calculated according to the overall grade point average within the college of the student's enrollment.

Final course grades are assigned on a continuous scale ranging from 0 to 4 points (see below). This excludes courses taken via a non-merit grading option (e.g., pass/fail, as described below). It is the responsibility of each course director to disclose on the syllabus the grading procedures and performance requirements for a student to earn a specific course grade. Each faculty member submitting student course grades converts a student's overall course performance to 0.0-4.0 merit scale for final grades in adherence with the university-wide scale below. Courses that begin on or after May 1, 2020 that are graded with merit grades (0.0-4.0) will follow this university-wide grading scale.

A student's cumulative Grade Point Average (GPA) is calculated by multiplying the credit value of the course by the merit points earned in that course, summing the resultant total merit point value for the semester (or for the cumulative record) and then by dividing the total merit point value by the total credit hours carried. This calculation can be performed for either a specific semester or for the entire record of enrollment.

<b>Percentage of total possible points earned in the course</b>	<b>Merit grade for the course that is recorded on the transcript</b>
≥ 90%	4.0
89%	3.9
88%	3.8
87%	3.7
86%	3.6
85%	3.5
84%	3.4
83%	3.3
82%	3.2
81%	3.1
80%	3.0
79%	2.9
78%	2.8
77%	2.7
76%	2.6
75%	2.5
74%	2.4
73%	2.3
72%	2.2

71%	2.1
70%	2.0
69%	1.9
68%	1.8
67%	1.7
66%	1.6
65%	1.5
64%	1.4
63%	1.3
62%	1.2
61%	1.1
60%	1.0
<60%	0.0

The following symbols are used to indicate the student's academic status; none carries merit points. When grading options are offered (i.e., H, P, or NP instead of merit grades), students must declare the option before the end of the drop/add period and cannot subsequently reverse their choice.

AU	Audit (course attended but not registered for credit); subject to instructor approval; not all courses offer this option. Audit status must be confirmed before the University deadline to drop/add courses and cannot be subsequently changed.
CIP	Course In Progress; the course is still in progress and academic instruction continues; in progress status are replaced by the grade earned.
EX	Exemption; Designation allowed for equivalent transfer work or by CLEP.
HP	High Pass; strong performance in pass/fail course*
H	Honors; outstanding in a pass/fail course*
IN	Incomplete; grade awarded for circumstances beyond student's control; incompletes are not calculated in the grade point average. If the student fails to remove the IN in the college's specified time, the IN will be converted to a merit grade of 0.0. The time specified by the college may not extend beyond the next formal grading period (i.e., fall, spring, or summer). An extension of this time period must be approved by the college's progress committee or its equivalent.
NP	No pass (fail); no academic impact on grade point average, although progress may be affected.
P	Pass
WD	Withdrew; Withdrew from a course after the drop/add period but before the end of the sixth week (or before 33% of the length of the course); requires prior approval of the dean upon recommendation of the instructor; no academic impact on grade point average although progress may be affected. Withdrawals not approved result in a merit grade of 0.0.

- WF Withdrew Fail; Withdrew from a course after the sixth week (or after 33% of the length of the course) while performing at a unsatisfactory level; requires prior approval of the dean upon recommendation of the instructor; no academic impact on grade point average although progress may be affected. Withdrawals not approved result in a merit grade of 0.0.
- WP Withdrew Pass; For reasons beyond the control of the student, withdrew from a course after the sixth week (or after 33% of the length of the course) while performing at a satisfactory level; requires prior approval of the dean upon recommendation of the instructor; no academic impact on grade point average although progress may be affected. Withdrawals not approved result in a merit grade of 0.0.
- WR Withdrew with Permission to Return; Withdrew after the drop/add period from all courses at the University with permission to return after a leave of absence when specified time has elapsed and when specified conditions have been met; requires prior approval of the dean; may result in dismissal if terms of the leave are not met.
- XC Credit awarded by assessment/examination by MUSC Faculty.
- XF Failure (honor code probation)

*\*Not all pass/fail courses offer Honors or High Pass grade options*

## **2.2. Request for an Incomplete Grade**

Incomplete (IN) grades may be granted when circumstances beyond a student's control prevent a student from completing a course requirement for a single course. Circumstances affecting multiple courses may require a leave of absence. Students request an incomplete grade by obtaining a Student Request for an Incomplete Grade Form from their student services coordinator. The student will need to complete the form by providing a detailed rationale for an extension. Included on the form is a special action section to be completed by the instructor that outlines the requirements for removal of the incomplete grade and date due. The form must be signed by the student, and given to his or her instructor who will approve/not approve the request. The instructor submits the form to the student services coordinator who will get the signature of the division director and file the document in the student record. NOTE: If a student requests a leave of absence with an active Student Request for an Incomplete Grade Form on file, the student must ensure that the form is updated to reflect any changes in the due date. Failure to do so will result in enforcement of the initial due date. Furthermore, failure to remove the incomplete grade by the established deadline will result in the incomplete grade being converted to a merit grade of 0.0.

## **2.3. Absence from a Final Exam**

Absence from a final examination may be excused in the event of the student's illness or an illness of an immediate family member for whom the student is directly responsible, the death of an immediate family member, or other extenuating circumstances. An excused absence entitles the student to a make-up examination which will be scheduled by the instructor as soon as possible.

The student must contact the course instructor before the examination or within 48 hours thereafter. The student must submit to the course instructor a physician's statement in the case of illness. Failure of the student to follow this protocol may result in a grade of "F" on the final examination.

A student may appeal the course instructor's determination of the excused versus unexcused absence by following the procedures for Student Complaints as outlined in a subsequent section of this document.

#### **2.4. Appealing an Exam Grade**

Faculty instructors are responsible for ensuring that students receive grades for exams and major assignments within a reasonable timeframe. Grades assigned by instructors are presumed to be correct. Therefore, it is the students' responsibility to check the accuracy of his or her exam/assignment grades to ensure that no error has been made (e.g., clerical, calculation). If a student believes an error has been made in the grade assigned, the student is to notify the instructor in writing (e-mail or letter) within one week from the date the grades were communicated. The instructor is to review the student's exam/assignment and notify the student of the disposition of the review. A student wishing to appeal the grade may do so by following the University's [Academic Review Policy](#).

#### **2.5. Academic Progress**

##### **2.5.1. Student Progress Guidelines**

NOTE: Divisions and programs reserve the right to impose more stringent requirements beyond these minimal provisions for the College as a whole. Please refer to your Division or Program specific student policies for information specific to your degree program. Division or Program specific policies will always supersede these College policies.

A student's academic standing is reviewed by faculty within their respective programs of study at the end of each semester. Students who do not meet minimum standards for academic performance as defined within their academic program's student policies, will be notified in writing within one week of the end of the academic semester. Copies of these communications will be kept on file within the students' respective division office. The student has the right to appeal a disciplinary action or dismissal; refer to University's [Academic Review Policy](#).

##### **2.5.2. Academic Standing**

A student who passes all courses and maintains both an academic semester and cumulative GPA of 3.0 or higher graduate or 2.0 or higher undergraduate is considered to be in satisfactory academic standing.

A student, who is currently in good academic standing, who earns an academic semester and/or cumulative GPA less than 3.0 graduate or 2.0 undergraduate will be placed on academic probation, and the student will remain on academic probation until the academic semester and cumulative GPA are elevated to 3.0 or higher graduate or 2.0 or higher undergraduate.

Students who achieve the stipulated academic semester and cumulative GPA of 3.0 or higher graduate or 2.0 or higher undergraduate will be reinstated to good academic standing.

Students who remain on academic probation for two consecutive academic semesters will undergo review by an academic progress committee, who will recommend either remediation or dismissal from their program of study.

Students who earn failing grades in any two courses in a single academic semester will be dismissed from their program of study.

If a student, who is currently on academic probation, earns a failing grade in any course, the student will be dismissed from his or her program of study.

Any failed course MUST be retaken at MUSC. Students who earn less than a 3.0 graduate or 2.0 undergraduate in a repeated course may be dismissed from their program of study.

Upon satisfactory completion of repeated coursework and attainment of the previously stated GPA of 3.0 or higher graduate or 2.0 or higher undergraduate, a student will be reinstated to the established curriculum in good academic standing at the point of interruption or the equivalent.

The Division Director determines the conditions of probation. In addition to specifying the grade point average, the Division Director may require completion of specific courses or remediation activities, may limit the number of hours for which the student registers, and may exclude the student from taking certain courses while on probation.

A failing grade in a didactic course is any grade below a 2.0.

NOTE: Divisions may also impose additional guidelines that are more stringent and/or specific and these policies will supersede the College policies.

## **2.6. Professional Conduct**

Professionalism and professional conduct are integral to student success. Students are expected to abide by the MUSC Professionalism and Standards of Conduct for Students, the College code of professional conduct, as well as individual program/professionalism standards set forth by each discipline. Each student's professional conduct is continually observed by the faculty, both course instructors and clinical/administrative preceptors.

Under the code of professional conduct, a student enrolled in the College of Health Professions is expected to:

- appear and conduct himself/herself in a professionally acceptable manner
- be cognizant of and adhere to the channels of authority.
- show respect for and be mutually supportive of fellow students, faculty, and staff regardless of race, religion, sex, nationality, sexual orientation, gender identity, or economic status.
- identify truthfully and accurately his/her credentials and professional status.
- refrain from performing any professional service which requires competence that he/she does not possess or which is prohibited by law, unless the situation morally dictates otherwise.
- accept responsibility for relating incompetence and unethical conduct to the proper authorities.
- regard as strictly confidential all information concerning each patient and refrain from discussing this information with any unauthorized individual, including the patient.
- show respect and consideration for the patient, regardless of race, religion, sex, nationality, sexual orientation, gender identity, or economic status.
- be guided at all times by concern for the welfare of patients entrusted to his/her care.

- adhere to College and Division specific policies and procedures including but not limited to attendance, dress code etc.

Each program/division has in place a process for reporting violations to professionalism standards, notifying students of alleged violations, investigating allegations, and notifying students in writing of the outcome. Students who receive an unsatisfactory professional conduct evaluation for one or more semesters may be dismissed from the program. The College of Health Professions reserves the right to discipline, suspend, and/or dismiss any student who appears physically, morally, psychologically, or academically unsuited to continue studies necessary to complete the requirements for the degree for which he or she is enrolled. The student has the right to appeal a disciplinary action or dismissal; refer to the Academic Review Policy in this document for guidance.

NOTE: Divisions may also impose additional guidelines that are more stringent and/or specific and these policies will supersede the College policies.

## **2.7. Student Complaints**

The College of Health Professions places value on the right of every student to submit a complaint or concern regarding his or her academic experience.

Complainants have the following rights:

1. A complaint will be treated with appropriate confidentiality and in a timely manner.
2. A complainant has the right to withdraw the complaint in writing at any point in the process.
3. A complainant may file a written complaint without fear of retaliation. If the complaint is filed without basis or with the intent to harm a member of the MUSC community, disciplinary action may be taken.
4. The procedure will be applied consistently to students across colleges/units, including distance-learning students.

A complaint can be filed with only one system (i.e., a student can file a complaint within the college, but cannot file the same complaint through university-wide services.) For additional information, please refer to the [MUSC Complaint Procedure](#).

Depending upon the nature of the complaint, the student should follow the appropriate procedures outlined below.

### Nature of Complaint/Concern:

- Academic Complaints (e.g., involving grades, professional behavior, dismissals)
- Honor Code Violations
- Sexual Harassment or Gender Inequity Complaints
- University-wide services (e.g., student programs, CAPS, student health, university educational technology, wellness center, enrollment management, library, or student accounting)
- Other College-specific Complaints
- Other Complaints

#### **2.7.1. Academic Complaints**

A student who wishes to make a complaint that is specific to a course should direct his/her concern to the Course Instructor or Course Director.

- a. If the matter is not resolved to the satisfaction of the student, he or she is encouraged to make an appointment to discuss the problem further with the appropriate Division/Program Director.
- b. If the matter is still not resolved to the satisfaction of the student, he or she is encouraged to make an appointment with the Department Chair to discuss the matter further.
- c. A student, who wishes to make a formal appeal of any decision arising from an action at the division/program level, should follow the MUSC [Academic Review Policy](#) outlined in The Bulletin.

#### **2.7.2. ADA Grievance**

A student who wishes to make a complaint regarding ADA accommodations should follow the procedures published [online](#).

#### **2.7.3. Honor Code Violation Concerns**

A student who wishes to submit a complaint regarding an alleged violation of academic integrity by a fellow student should follow the procedures defined by the [MUSC Honor Council](#).

#### **2.7.4. Sexual Harassment or Gender Inequity Complaints**

A student who wishes to submit a complaint regarding any form of sexual harassment or gender inequity issue should follow the procedures published [online \(PDF\)](#). The student may also request to meet with the Associate Dean for Student Affairs, who serves as the college student representative for sexual harassment or gender inequity concerns.

#### **2.7.5. University-wide Services**

A student who wishes to submit a complaint regarding university-wide services (e.g., student programs, counseling and psychological services, student health, educational technology, wellness center, enrollment management, library services, or student accounting) are to be directed to the Associate Provost for Educational Affairs and Student Life. Visit the [web page](#) for additional information.

#### **2.7.6. Other College-specific Complaints**

A student who wishes to make a complaint which does not involve 2.7.1-2.7.5 above, such as issues involving student life or the behavior of a faculty member or fellow student, should make an appointment with his or her academic advisor to discuss the matter.

- a. If the matter is not resolved to the satisfaction of the student, he or she is encouraged to make an appointment to discuss the problem further with the appropriate Division/Program Director.
- b. If the matter is still not resolved to the satisfaction of the student, he or she is encouraged to make an appointment with the Department Chair and/or the Associate Dean for Student Affairs to discuss the matter further.
- c. If unresolved through these channels, the student may also submit a formal written complaint to the Associate Dean for Student Affairs using the attached [MUSC Student Complaint Form](#). The student must provide a brief description of the complaint, the steps taken to resolve the issue/concern prior to the submission

of the written complaint, and a description of the resolution the student believes is acceptable. The Associate Dean for Student Affairs will review the student's concern/complaint and consult with appropriate individuals to bring resolution to the issue at hand. The Associate Dean will communicate in writing to the student the resolution or outcome of the review.

- d. The student has the right to appeal the decision of the Associate Dean for Student Affairs. The student must submit his/her written appeal to the Dean and the decision of the Dean is considered final.

#### **2.7.7. Other Complaints**

There are existing policies and procedures regarding other types of complaints (e.g., standards of conduct for the treatment of trainees, FERPA, SACS, CHE, etc.). For a listing, please refer to the [MUSC Student Complaint Procedures – Other Concerns](#).

#### **2.7.8. Concern that Due Process was not followed**

The decision of the College (or in the case of University services — Associate Provost for Educational Affairs and Student Life) is considered a final decision; however if the student believes that due process was not followed, s/he has the option of submitting a written appeal (*i.e., the MUSC Student Complaint Form*) to the Provost. In the written appeal, the student must identify how due process was not followed. The complainant must provide the college or University with a copy of the written appeal to the Provost. The Provost's findings will be communicated in writing to the student and college or University representative.

### **2.8. Graduation Requirements**

#### **2.8.1. Undergraduate**

Candidates for graduation from any undergraduate program in the College of Health Professions must have:

- satisfied all requirements in the specified curriculum and be in satisfactory academic standing with a cumulative GPA of 2.0 or above;
- completed a minimum of 128 semester hours including the 52-90 semester hours required for entrance;
- completed a minimum of one curriculum year (32 semester hours) at the Medical University of South Carolina;
- been enrolled in the curriculum for the time period specified by the professional accrediting body, if applicable;
- been recommended for graduation by the faculty of the specific curriculum;
- satisfied all financial obligations to the Medical University of South Carolina;
- completed all required exit interviews.

## **2.8.2. Graduate**

Candidates for graduation from any graduate program in the College of Health Professions must have:

- satisfied all requirements in the specified curriculum and be in satisfactory academic standing with a cumulative GPA of 3.0 or above;
- been enrolled in the curriculum for the time period specified by the professional accrediting body, if applicable;
- been recommended for graduation by the faculty of the specific curriculum;
- satisfied all financial obligations to the Medical University of South Carolina;
- successfully completed and presented a research project or thesis, if applicable;
- completed all required exit interviews.

## **2.9. Leaving the University**

Students may leave the University upon graduating, or while on an approved leave of absence, or because of voluntary withdrawal. For an approved absence that occurs between semesters, the status of leave of absence is appropriate. For an absence that occurs within a semester, the status of withdrawal is appropriate. Therefore, a student may withdraw from a semester between its start and end dates but be on leave of absence between the end of that semester and the start of the semester of return.

### **Graduation**

The expected date of graduation is determined administratively upon admission. However, students themselves must confirm their intention to graduate directly with their dean's office in the semester prior to graduation. The University holds only one commencement ceremony in May of each year. Spring degrees are granted as of that day; summer and fall semester degrees are awarded on the day after the final examination period that is shown on the University calendar for those semesters. A student is awarded a graduation date subsequent to completion of all requirements for the degree. Specific degree requirements are described in each college section of the bulletin. Approval to graduate requires permission of the Dean or designee with approval by the University Board of Trustees.

### **Leave of Absence**

Leaves of absence constitute interruptions in progress and are generally discouraged. A student in good standing who must interrupt study for compelling circumstances beyond his/her control may petition the dean for a leave, usually not to exceed one year. Students who fail to return after the leave has expired are not considered to be in the degree program any longer and must reapply for subsequent readmission. During the period of leave, the transcript carries a designation of "LOA" and the date. Students on approved leave are considered inactive and are ineligible for those Education & Student Life services normally provided to enrolled students. However, Counseling and Psychological Services (CAPS) and Student Health may provide services for up to 30 days in order to facilitate transfer of care.

### **Voluntary Withdrawal**

Voluntary withdrawal from the University (as well as from individual courses) during the drop/add period results in no transcript entry. After this period, withdrawal of any type results in withdrawal grades if approved by the dean. Students wishing to withdraw from a course must do so prior to taking the final exam or submitting the final course project. Failure to return for the succeeding semester constitutes disruption of studies. Readmission in each instance requires the

student to complete again the entire application process. A notice of “withdrew” and the date are entered on the transcript.

### **Involuntary Withdrawal/Dismissal**

Students dismissed are customarily ineligible to return except upon meeting specific conditions stipulated by each program. A notice of “dismissed” and the date are entered on the transcript.

### **Procedure for Voluntary Withdrawal/Leave of Absence**

If a student wishes to withdraw or take a leave of absence, s/he must first obtain approval from the Division Director. Once approved, the Student Services Coordinator will supply the appropriate form for documentation. Signatures of the student, Division Director, and Dean (or designee) are required.

### **Withdrawal/Leave of Absence Effective Date Policy**

#### **Purpose**

A student’s effective last date of attendance is important for calculating potential tuition refunds and return of federal financial aid for students who are granted a leave of absence, voluntarily withdraw, or are suspended or dismissed. The University is required by regulation to notify government and lenders promptly upon a student’s withdrawal. Failure to do so can result in the University being prohibited from providing federal aid in the future.

#### **Policy**

The student’s dean's office must ensure the registrar’s office receives the withdrawal form no later than 2 weeks after the student’s effective date of last attendance. The following policies determine the effective date of last attendance for withdrawn students:

#### **Leave of Absence or Student-Initiated Withdrawal**

The effective date of last attendance will be the date given on the withdrawal form signed by the dean's office.

#### **Dismissal or Suspension**

The effective date of last attendance will be the latter of either the date the student agrees not to appeal the dismissal or suspension as indicated by a signature on the withdrawal form, or at the completion of any appeals process. The student’s access to some campus resources may be restricted immediately upon notification of dismissal or suspension, but it is expected that the student will remain engaged in academic study during the time of appeal through communication with faculty.

### **3. Other College Student Policies**

#### **3.1. Arrest Policy**

All students are to adhere to the [Student Arrest Policy](#) (PDF).

The policy states:

If an MUSC student is arrested or charged with any violation of the law, other than a minor traffic violation, the student is required to report the arrest or charge to his or her respective Dean within two business days of the arrest or charge. Students on an approved leave of absences are required to notify their Dean at the time they make a request to return to the University.

Additionally, in accordance with the MUSC Student Policy for Alcohol and Other Drug Abuse Prevention and Intervention, a student who is arrested or charged with a misdemeanor or other

crime involving the use, possession, manufacture, sale, or distribution of alcohol or any other drug, is required to report this information. College of Health Profession students should report these infractions and plan to meet with the Associate Dean for Student Affairs. To contact the Associate Dean for Student Affairs, please call 843-792-3328.

### **3.2. Bulletin Boards**

There are multiple bulletin boards on campus for student use to hang college-wide event flyers. They can be placed in the Office of Student Life, inside and outside Cyber Café, the bulletin board in the CHP elevators, and on the 2nd floor of Building B across from the students' mailboxes. Division specific information will be placed directly on the Division bulletin boards. As a resource to help students plan and promote student events within CHP and to all MUSC students, there is a Social Event resource guide available on the Student Life Center web page or stop in the Office of Student Life.

### **3.3. Computer and Copy Usage**

Four computers are available in the Student Life Center and two computers are set up in Cyber Café for student use. The Student Life Office hours are M-F, 8:00am-4:30pm and Cyber Café is always open.

One printer is set up in Cyber Café and students will need to supply their own paper. There is a printer in the Student Life Office for student use, provided they supply their own paper.

There are additional campus printers available at the MUSC Colbert Library and you are charged for this service.

### **3.4. Collaborative Works of Authorship**

Recognizing that all scientific data is the property of the University, and that research papers and other publications emanate from work that a) involves credit required for the completion of an academic degree, and b) requires a substantial amount of supervisory effort by faculty member(s), faculty and students will appear as co-authors on all Medical University of South Carolina presentations and publications.

Original data must not be removed from the University.

Data should be maintained according to [IRB standards](#).

Under HIPAA, all authorizations by human research participants to use or disclose protected health information (PHI) must be saved for six (6) years.

Faculty-student collaboration on scientific and professional presentations and publications is encouraged. To avoid misunderstanding, co-authors should discuss the distribution of work (in degree and kind of effort) and should agree upon the authorship order at the beginning of collaborative projects.

Research ethics dictates that an author is one who makes a substantial contribution to the creative work and is able and willing to take responsibility for the contents of the work. Gift authorships are unethical. Other contributors and funding agencies should be acknowledged.

Ordinarily, research assistants are acknowledged for their assistance but are not included as co-authors. However, if research assistants contribute substantially to the creative work (e.g., in the formulation of the idea, the design, and/or the analysis), they may be included as co-authors at the discretion of the primary supervising faculty member.

Student research projects, theses, and dissertations (and comparable substantial works) require the sustained effort of both the student and the supervising faculty member or members. It is ethically appropriate for students to include supervising faculty members on any subsequent publications and presentations.

In the event that a student does not wish to participate in preparing presentations or publications of his/her efforts, the supervising faculty member(s) may submit the material for presentations or publications as first author as long as the deserving student is designated as second author.

All collaborative research plans, including co-authorship agreements, should be in writing with signatures and dates of agreement. This letter of agreement should be kept on file in the office of the primary supervising faculty member.

### **3.5. Disability**

The College of Health Professions is dedicated to providing equal opportunity and access for every student. All applicants accepted to CHP must be able to meet the College's and University's technical standards/minimum abilities. These technical standards/minimum skills are included in all admission applications. By submitting the admission application, you certify that you have read, understood, and are able to meet the standards.

All students who need accommodations are required to complete the accommodation request form and provide proper documentation. Students are expected to initiate this process prior to the start of classes each semester in order to allow the necessary time to document everything needed, especially if testing has not been completed.

All policies, documentation, and additional information including the grievance policy, release form, and accommodations request form may be found [here](#).

### **3.6. Student Drug Testing Policy**

The College of Health Professions is committed to the health and well-being of its student body. Drug and alcohol disorders can be detrimental to one's overall physical and emotional health, as well as academic and/or professional performance.

It is the ethical responsibility of the University and its members to protect each other from high-risk and excessive use of alcohol and other drugs, and to assist students who may have substance abuse problems in securing appropriate assistance. Furthermore, a growing number of clinical sites now require students to have drug testing prior to placement in clinical rotations. Therefore, in addition to adhering to the MUSC Policy for Substance Abuse and Prevention, the College of Health Professions has adopted the following policy and procedures related to student drug testing and student suspected of impairment due to drugs.

#### **3.6.1. Mandatory Drug Testing (prior to clinical rotations)**

Students enrolled in CHP residential programs in which clinical rotations (patient-care related) are required must undergo at least one random 10 panel drug test prior to their first clinical experience. Additional tests may be required as specified by the program. The purpose of the drug test is to help ensure that all students on clinical rotations are free from being under the influence of drugs or alcohol while on duty, as this may affect the safety of patients by impairing the performance of the student clinician. Additionally, a growing number of clinical sites now require drug screenings as part of the affiliation contracts.

### **3.6.2. Drug or Alcohol Testing (with cause)**

In addition to the preclinical drug testing requirement, the College of Health Professions, with reasonable suspicion, at the recommendation of any clinical site, may require any student who is suspected of being under the influence of drugs or alcohol to undergo an immediate and mandatory drug screening. Students are prohibited from reporting to the clinical area under the influence of drugs or alcohol. A student in violation of the policy will be subject to immediate removal from the clinical area and referred to Counseling and Psychological Services (CAPS). The student will then be required to submit to an immediate drug or alcohol test. Students' who refuse to submit to a drug screen are subject to appropriate disciplinary action, including dismissal.

### **3.6.3. Drug Testing Procedures**

1. Students will undergo a 10-panel random drug screening prior to their first clinical rotation by an approved testing agency secured by the College of Health Professions; such testing shall be paid for by the individual student unless notified by their program coordinator. Additional random drug tests may be required by specific academic programs or clinical sites. Students are responsible for additional drug testing expenses.
2. Students who are taking over-the-counter or prescribed medication are responsible for being aware of the effect the medication may have on their performance or personal behavior, and are to report the medication should it be known to cause a positive test result.
3. Positive drug screens will be evaluated by an independent medical review officer designated by the drug testing agency.
4. All positive drug screens will have a confirmatory follow up test. (If a student is taking prescribed medications for which a positive drug test may result, the student is responsible for reporting the prescription and dosage.)
  - a. All follow up testing will be witnessed and maintain chain-of-command.
  - b. Attendance at clinical sites will be denied to students who refuse or fail to provide a sample for a drug screen or who have an unsatisfactory test result.

A student who has an unsatisfactory drug test result, after a positive test result or has been referred to the Dean's Office for concerns of impairment, is to meet with the Associate Dean for Student Affairs and the Division Director, to develop a behavioral monitoring plan. As part of the plan, the student may be mandated for assessment and treatment at CAPS (or at any accredited drug treatment program of the student's choosing). Students may also be advised to take a leave absence for the purpose of assessment, counseling, and/or treatment. Upon reinstatement or return to class/clinical placement, the student is responsible for abstaining from drugs, complying with treatment, and adhering to all academic and professional behavior conduct policies.

### **3.6.4. Possible Actions**

1. A leave of absence may be granted for the purpose of assessment, counseling and/or treatment.
2. If an allegedly impaired student has failed to comply with a recommended or mandated evaluation or that an impaired student has failed to comply with a treatment contract, the Associate Dean of Student Affairs may take, in consultation with the division director, whatever action he/she believes is appropriate.

3. Potential actions include but are not limited to, mandating or re-mandating evaluation or treatment, or termination from the college.
4. Following agreement for treatment, a leave of absence may be granted for a period not exceeding 12 months.
5. The cost of assessment, treatment and recovery programs is the sole responsibility of the individual student.

**3.6.5. Possible Disciplinary Action**

The following reasons are cause for disciplinary action against a student with a suspected or known substance abuse or chemical dependence problem.

1. Failure to provide a requested sample for a drug screen.
2. Refusal to have an assessment for substance abuse or chemical dependence.
3. Refusal to enter or comply with treatment recommendations made by CAPS or other approved treatment facility.
4. Failure to complete prescribed recommended treatment.
5. Failure to abide by terms of reentry contract following leave of absence.
6. Loss of appropriate professional licensure.
7. Conviction for criminal activity related to substance abuse or chemical dependence.

**3.6.6. Due Process and Confidentiality**

**Due Process**

Students dismissed have the right to due process.

**Confidentiality**

Student drug test results will be kept in a safe, secure, locked office under the direction and supervision of the Manager for Clinical Education. Students have a right to view their drug test results at any time.

**3.6.7. Consent for Drug and Alcohol Testing**

I, \_\_\_\_\_, hereby voluntarily agree to provide urine/blood or hair for testing for the presence of drugs and/or alcohol. I authorize that the results of my drug screen be released to \_\_\_\_\_. I understand that the results of the drug screen will be used to determine: 1) eligibility for clinical placement, 2) fitness for duty, 3) violation of substance abuse policy or 4) disciplinary action against me, up to and including termination from the College of Health Profession. I understand that my willingness to submit to the requested screening is completely voluntary and that I have the right to refuse. I am aware that my refusal to submit to the drug and/or alcohol screening is grounds for disciplinary action and further actions as outlined in the Substance Abuse Policies of the College of Health Professions and the Medical University of South Carolina that I have read and agreed to.

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

Printed Name: \_\_\_\_\_

Witness: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

### **3.7. E-mail**

All faculty, staff and students must comply with the [MUSC's Computer Use Policy](#) as well as with the [MUSC's Electronic Communications Policy](#).

Students must check their MUSC email on a regular basis. This is how the University and college will contact students regarding official University business. To send an email to CHP students or to all MUSC students, there is a [Social Event Planning Resources and Contact sheet](#) available on the Student Life Center web page.

### **3.8. Extended illness of student or Temporary Disability**

When an extended illness or condition requires absence from regular academic activities, or limitation in educational activities, the affected student should immediately obtain a Physician's Certification for release from specific activities. He/she should provide the original of both the Release Form and the Physician's Certification form to the program. (Forms available from your Student Services Coordinator)

Goal: The goal of the policy is to safeguard the health and well-being of the affected student, to safeguard the health and well-being of other students, patients/clients and associates (including faculty, staff, and others), while maintaining the continuity of the student's educational experience.

Prompt notification: If the affected student chooses to delay notification to the program about his/her illness or condition causing the activity limitation, he/she assumes any and all risks, foreseen or unforeseen, associated with injuries to his/herself or to others that are attributable to the illness or condition.

Accommodation: The program will accommodate reasonable physician-certified activity limitations, but will not compromise the educational standards of the program. Specifically, this means that the program will make reasonable accommodations to the student's activity limitations for the period stated in the Physician's Certification, but the student must ultimately demonstrate competency in his/her academic and clinical abilities according to the requirements of the program. If the student cannot meet the academic and clinical standards and expectations, he/she may, as approved by the Program Director, use other options as described in the MUSC Bulletin (e.g., withdraw-return (WR), leave of absence (LOA), etc.). Refer to Academic Progress Guidelines.

An "extended illness or condition" means an illness or condition that extends beyond one week and affects a student's ability to perform the activities expected of the student as part of his/her educational program, e.g., influenza, knee surgery, pregnancy;

An "extended illness or condition" as defined in this policy does not encompass a "disability" as defined by law or institutional policy; the latter determination is made by the Associate Dean for Student Affairs, and is not addressed by the present "Policy Related to Extended Illness or Condition of a Student"

Procedure:

Student will sign and file one (1) copy with the program's Student Services Coordinator: Release Form Related to Physician's Certification of Student's Activity Limitation(s);

The Release Form will authorize the program to forward the Physician's Certification of Student's Activity Limitation(s) to the Department Chair, and the Program Director, and all affected classroom, laboratory and/or internship/fieldwork instructors/supervisors;

The student will resume all regular activities on the date stipulated by the most recent Physician's Certification submitted by the student to the program.

### **3.9. Faculty/student/clinician relationship**

It is unacceptable for any member of the College of Health Profession academic faculty to date or meet individually with a College of Health Professions' student where the implied or explicit intention is to develop an intimate physical/social relationship. This includes relationships where the student actively consents. This policy does not apply once a student has graduated from the University.

It is unacceptable for any adjunct classroom instructors or tutors to date or meet with a College of Health Professions' student where the implied or explicit intention is to develop an intimate physical/social relationship. This policy is in effect only while the student is enrolled in that instructor's class.

It is unacceptable for any direct clinical supervisor or clinical coordinator to date or meet with a College of Health Professions' student during their clinical affiliation/rotation where the implied or explicit intention is to develop an intimate physical/social relationship. This policy is in effect only while the student is participating in the clinical affiliation/rotation.

It is unacceptable for College of Health Professions' academic or clinical faculty who are directly supervising students to share accommodations with individual students during conferences, meetings, and continuing education seminars.

It is acceptable for College of Health Professions' faculty to recruit students for occasional assistance with baby-sitting, yard work, moving, providing that they are reasonably compensated for their work.

If a student is already involved in a personal relationship with a faculty member, clinical instructor, or any other person who could be in a supervisory position upon admission, it is the responsibility of the student to immediately inform the Division Director. Accommodations will be made to prevent this individual from supervising the student. This will include but is not limited to, the student withdrawing from a course, or clinical site, transfer of the student to another course or section, or assumption of the position of authority by a qualified alternative faculty member/clinical preceptor.

### **3.10. Laptop computers**

The College of Health Professions requires that all residential students and distance students bring a laptop to campus for their classes, labs, and other activities. Students will use this laptop computer for many important school-related tasks. CHP buildings are all wireless-enabled, and students will be able to access campus email, student-related information, course materials, or other important web-based resources at any time. Students may also need a laptop computer for taking computer-based exams, running course-based software programs, playing course related DVDs, taking notes during class, creating multi-media presentations, and collaborating with other students.

To ensure compatibility with the existing campus technology infrastructure, the College has identified hardware and software standards for student laptops. These standards may be different from University hardware and software standards. Students must bring to campus a laptop that meets or exceeds [College Laptop Standards](#). Some academic programs within the College may have some additional requirements to computer hardware and software standards.

During orientation, new students will be given instructions on how to interface with the campus technology infrastructure, how to access commonly-used applications, and how to obtain software discounts. CHP IT will also provide information to new students at this time about computer support available within the College and at the University. Online guides and tutorials will also be made available to students. All students are responsible for their own data and for maintaining the operational integrity of their personal laptops.

All CHP students must adhere to the [MUSC Computer Use Policy](#).

### **3.11. Microwaves**

Microwaves are available for student use located in Cyber Café and the Student Life Office. Students are responsible for keeping the microwaves and the areas around them clean. There are no refrigerators available for student use. Please report any concerns regarding the microwaves to the Student Life Center staff.

### **3.12. Name badge**

Each student must have his/her name badge with him, and it must be visible at all times while on campus. Please see the [Student ID Badge Policy \(PDF\)](#).

If you should misplace your ID badge, Public Safety will send you an email in the event that it was found. If you do not receive an email indicating that your ID badge was found, you must go to the Public Safety Office located at 101 Doughty Street and be issued a new ID badge. The cost for a replacement ID is \$15.00. Visit their [website](#) or call their non-emergency number, 843-792-2261.

If you discover your ID badge is not allowing you access into the building, please see your Student Services Coordinator.

### **3.13. Press relations**

All interactions with the press should be coordinated through the Office of Public Relations. This includes interviews with radio and television personnel, magazines and newspapers. Public Relations can be reached at 792-3621. Students should also notify the Associate Dean for Student Affairs at 843-792-3328.

### **3.14. Photo Consent Form**

When students take photos at community events or settings in which service or care is provided, it is the student's responsibility to obtain the individual's written permission to use the photo for promotional purposes. If minors are photographed, students must obtain parental permission. A copy of the Photo Consent Form can be downloaded [here](#) or picked up in the Student Life Office.

### **3.15. Room reservations**

Students who wish to reserve a conference room or classroom within the College of Health Professions may do so by submitting a request through a CHP staff member or by contacting their programs' student services coordinator.

When students utilize a room, it is expected that the group or individual cleans up after themselves and not deface any property. If furniture is moved in a room, it is expected that the room be reassembled to the original state before leaving. Please help keep our buildings beautiful. If you notice anything that is not in line with our policies, please report this by stopping by or calling the CHP Student Life Center 843-792-3326.

Alcohol is not permitted in any student event within the CHP Buildings. Students are still welcome to reserve CHP space for student-related events such as holiday parties, fundraising events, etc. provided the events are alcohol-free. Student organizations or class groups wishing to host functions off campus where alcohol is served still need to complete an [alcohol event form](#) found online or in the Student Life Office.

### **3.16. Scholarship information**

Scholarships may be available each spring, summer, or fall semester. Each semester, the Director of Student Life will email all students which scholarships are open. They may be specific to certain programs only or open to all students within CHP. Further review of scholarship offered within CHP may be viewed at the [scholarship webpage](#).

### **3.17. Trash**

Students are responsible for disposing of any trash that they generate. Large amounts of trash such as pizza boxes, etc., should be stacked neatly beside a trash receptacle.

In addition, the University has recycling receptacles placed throughout the building for aluminum cans and paper products.

### **3.18. Tuition Waiver Policy**

In situations in which students are required as part of a remediation plan to re-take a course they have failed or to audit a course they have previously passed, the following tuition/fee waiver policy will apply.

1. If a student fails a course and must retake the course, the student is responsible for paying the tuition and fees associated with retaking the failed course.
2. If a student has to take a leave of absence for health-related reasons or for reasons beyond his/her control, and as part of re-entry into the program the student is required to audit or retake a course(s), the tuition/fees for the audited course(s) is waived.
3. If a student withdraws and/or fails a course and the student is required as part of a re-entry or remediation plan to (a) audit with or without conditions course(s) previously passed; and (b) retake a failed course, the student is responsible for paying tuition and fees associated with retaking the failed course. Course tuition will be waived for auditing courses that student previously passed.

The student is responsible for registering for courses, whether they are taken for credit or non-credit (auditing) purposes.

### **3.19. Use of the Official MUSC logo**

Many student organizations want to reproduce the official MUSC logo (which is the ART Building) on t-shirts, mugs, decals, etc. This is acceptable as long as the [Graphics Standards](#) for the logo are followed. Language that is in good taste and does not misrepresent the University may also be included with the logo according to the specified spatial guidelines. If the language your organization would like to include with the logo or the use of the logo is at all questionable,

please contact Anne Herford, CHP Marketing Manager, at [herforda@musc.edu](mailto:herforda@musc.edu) for any questions or approval to use the official CHP or MUSC logo.

### **3.20. MyQuest Mandatory Learning Modules**

MUSC requires all students to complete mandatory annual training (through MyQuest) to comply with and promote understanding of federal and state laws, key policies and regulations. Current students will complete the required MyQuest Learning Modules by the first Friday in April. New students are to complete the modules within 14 days following the first day of class for his/her program. Because of the severe consequences to the MUSC enterprise for violations related to federal and state laws, key policies and regulations, students who do not complete the mandatory training by the deadline will not be permitted to attend class (including having access to Moodle) or continue in rotations until the training is completed.

### **3.21. Student Injuries**

If a student is injured while in class or during labs, the student is to notify the course instructor immediately and proceed to MUSC Student Health for an evaluation. The instructor should notify the Associate Dean for Student Affairs, who will notify Risk Management. If students are exposed to blood borne pathogens (needle stick), they are to follow the [Blood Borne Pathogen policy and procedure](#).