Students must read the MUSM Student Handbook and the Program Manual and acknowledge their understanding of the contents prior to beginning classes at the School of Medicine*.

The Mercer University Student Handbook, the School of Medicine Student Handbook, and the Program Manuals set forth the major policies and procedures affecting students. Because the University is a dynamic institution, changes are inevitable. This handbook will be revised as new policies and procedures are adopted. The latest edition will supersede all former editions unless stated otherwise in the text. A majority of student policies and resources can be found in the Mercer University Student Handbook and the University Catalog found at https://medicine.mercer.edu/student-services/handbook/. The School of Medicine has additional information and policies that pertain to specific student populations that can be found in the SOM Student Handbook and the Program Manuals also found at https://medicine.mercer.edu/student-services/handbook/. These resources, when taken as a whole, provide students with a basic understanding of the rights and responsibilities of Mercer students.

Students are encouraged to review these documents and to contact the Office of Student Affairs on their campus if they have any questions. Online copies will contain the most up to date versions of policies and supersede any printed copies should any discrepancies exist. These documents may be provided in an alternative format upon request. The provisions of the Mercer University Student Handbook supersede collegiate and campus policies and procedures.

Wherever the University has chosen to adopt policies and principles similar to or incorporating portions of statements of the American Association of University Professors or other external bodies, the University reserves the right to interpret such policies or principles for itself and is not bound by external interpretations.

All provisions, regulations, degree programs, and course listings in effect when the Student Handbook went to press and/or are posted on the website are subject to revision by the appropriate governing bodies of Mercer University School of Medicine (MUSM). Students pursuing degree programs when such changes are instituted are expected to comply with the revisions that relate to their programs. It should be understood that the statements in this Handbook are for informational purposes only and should not be construed as the basis of a contract between MUSM and the student. Though the provisions of this Handbook will ordinarily be applied as stated, MUSM reserves the right to change any provisions contained herein, including, but not limited to, academic requirements for graduation, without actual notice to individual students. Students are responsible for knowing all regulations and procedures required by MUSM and the advanced degree program being pursued. In no case will a regulation be waived or an exception granted because of ignorance of the regulation or of the assertion that the student was not informed by the advisor or other authority. Students should consult frequently with school Deans, chairs, or directors, as appropriate regarding current degree requirements.

The Mercer University School of Medicine is a Member of the Association of American Medical Colleges with full accreditation awarded by Liaison Committee on Medical Education. It is the purpose of the University to adhere to all the rules and regulations, course offerings, and financial charges as announced in the Bulletin or in other publications. The University, nevertheless, hereby gives notice that it reserves the right to withdraw any subject, to change its rules affecting the admission and retention of students or the granting of credit or degrees, or to alter its fees and other charges, whenever such changes are adjudged desirable or necessary. Attendance at Mercer University is a privilege, which may be forfeited by any student whose conduct is adjudged as not being in harmony with the traditions, the policies, and the regulations of the University.

*A copy of the acknowledgement form will be provided to each student upon matriculation to the School of Medicine.*
Mercer University School of Medicine
Receipt of Student Handbook and Program Manual Form
https://medicine.mercer.edu/student-services/handbook/

I, the undersigned, am in receipt of the Mercer University School of Medicine Student Handbook and will abide by the policies and procedures provided therein.

I further acknowledge that each program of the School of Medicine will have policies and curricular expectations described in the Program Manual and I further agree to abide by the policies and procedures provided therein.

I further acknowledge that I must abide by all policies found in the University Student Handbook.

Print Name

Signature                                      Date
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General Information

Accreditation
Mercer University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award bachelor’s, master’s, and doctorate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4500 for questions about the accreditation of Mercer University. The Commission should only be contacted if there is evidence that appears to support an institution’s significant non-compliance with a requirement or standard.

The School of Medicine is accredited by several accrediting bodies. The Doctor of Medicine is accredited by the Liaison Committee on Medical Education. LCME is jointly sponsored by the Association of American Medical Colleges and the Council on Medical Education of the American Medical Association.

The Marriage and Family Therapy Program of the School of Medicine is accredited by the Commission on Accreditation of Marriage and Family Therapy Education, American Association for Marriage and Family Therapy.

The Masters in Public Health is accredited by the Council on Education for Public Health.

For the most current information on Mercer University’s accrediting bodies, please refer to the catalogs or online at http://oie.mercer.edu/accreditations/accred-list/.

Federal Disclosure Requirements
Mercer University’s Federal Disclosure Requirements are available on the University web site at http://disclosure.mercer.edu/. This report contains the following information:

- Campus Security: Jeanne Clery Disclosure for Campus Security, campus crime statistics, Campus Sex Crime Prevention Act, and fire safety
- Campus Emergency Procedures
- Drug and Alcohol Policies
- Financial Assistance and Cost of Attendance Information
- Health and Safety Information: immunization and missing persons information
- Institutional Information: accreditation, characteristics of students, degree programs, degree program improvement plans, disability support services, FERPA information, retention and graduation rates, peer-to-peer file sharing, post-graduate employment information, readmission of veterans, transfer of credit, withdrawal procedures, voter registration, and satisfactory progress standards

Paper copies of these reports are available upon request. Please contact the Office of Institutional Effectiveness by mailing inquiries to:
Office of Institutional Effectiveness
Mercer University
1501 Mercer University Drive
Macon, GA 31207

Vision, Mission and Values Statement

Vision
The grand challenges of rural health are resolved through education, research, and community engagement.

Mission
To educate physicians and health professionals to meet the primary care and health care needs of rural and medically underserved areas in Georgia.
Values
Integrity

Respect

Excellence

Diversity
Inclusive. Welcoming. Fair.

Collaboration
Three Campuses. One School Community.

Guiding Principles
Our academic support facilitates student success.
Service is our mindset and orientation.
Community impact is our outcome.
Meeting the health and medical needs of rural and medically underserved Georgia is our purpose

Diversity Statement
Approved by the Executive Council on December 4, 2012

Mercer University School of Medicine is privileged to be located in Georgia, a state with a unique, diverse, and evolving heritage. Mercer is committed to serving Georgia by educating physicians and other healthcare professionals to meet the healthcare needs of the State’s medically underserved.

Mercer University School of Medicine believes that an environment of inclusiveness, equal opportunity, acceptance, and respect for the similarities and differences in our community is essential for excellence in the fulfillment of our mission. An atmosphere where differences are valued leads to the training of a culturally competent healthcare workforce qualified to meet the needs of the varied populations of our state and enhances the development of professionalism in our students. Further, we believe that institutional diversity fuels the scholarly advancement of knowledge in an atmosphere of free inquiry and expression.

The School of Medicine adopts a definition of diversity that embraces race, ethnicity, gender and gender identity, religion, sexual orientation, social and cultural attributes, rural or metropolitan background, and disability. The definition of diversity also includes life experiences, record of service and employment, and other talents and personal attributes that can enhance the scholarly and learning environment.

The School of Medicine seeks to attain a diverse learning environment through the recruitment, enrollment, hiring, and retention/graduation of students, faculty, staff, and leadership who meet this definition of diversity. We also seek to deliberately and thoughtfully utilize the benefits of diversity in our interactive, team-based educational programs.
## MUSM Administration and Community Directory

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<td><strong>Dean’s Office</strong></td>
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<tr>
<td>Jean R. Sumner, M.D.</td>
<td>Dean</td>
<td>School</td>
<td>478-301-4022</td>
</tr>
<tr>
<td>Ed Grimsley, M.D.</td>
<td>Senior Associate Dean, Macon Campus</td>
<td>Macon</td>
<td>478-301-5819</td>
</tr>
<tr>
<td>Wayne Glasgow, Ph.D.</td>
<td>Senior Associate Dean, Savannah Campus</td>
<td>Savannah</td>
<td>912-721-8144</td>
</tr>
<tr>
<td>Alice House, M.D.</td>
<td>Senior Associate Dean, Columbus Campus</td>
<td>Columbus</td>
<td>706-223-5179</td>
</tr>
<tr>
<td><strong>Academic Affairs</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Academic Affairs</td>
<td>Main Number</td>
<td>School</td>
<td>478-301-2433</td>
</tr>
<tr>
<td>James Knapp, Ph.D.</td>
<td>Senior Associate Dean for Academic Affairs</td>
<td>School/Savannah</td>
<td>912-721-8210</td>
</tr>
<tr>
<td>Jimmy Colquitt, PhD</td>
<td>Associate Dean for Academic Affairs</td>
<td>Macon/Columbus</td>
<td>478-301-2350</td>
</tr>
<tr>
<td>Yasmin Rivera</td>
<td>Academic Success Counselor</td>
<td>Macon/Columbus</td>
<td>478-301-4108</td>
</tr>
<tr>
<td>Jessica Perry</td>
<td>Academic Success Counselor</td>
<td>Savannah</td>
<td>912-721-8149</td>
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<tr>
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<tr>
<td>Alice House, M.D.</td>
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<td>School/Columbus</td>
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</tr>
<tr>
<td>Candi Nobles-James, M.D.</td>
<td>Associate Dean of Student Affairs</td>
<td>Macon</td>
<td>478-301-2531</td>
</tr>
<tr>
<td>Robert Shelley, M.D.</td>
<td>Associate Dean of Student Affairs</td>
<td>Savannah</td>
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<tr>
<td>Gilda Anroman, PhD</td>
<td>Associate Dean of Student Affairs</td>
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<td><strong>Admissions</strong></td>
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<tr>
<td>Rick McCann, Ph.D.</td>
<td>Associate Dean of Admissions</td>
<td>School/Macon</td>
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<tr>
<td>Robert Shelley, M.D.</td>
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<td>Savannah</td>
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<td><strong>Student Financial Planning</strong></td>
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<td>478-301-2512</td>
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<tr>
<td>Susan Lumsden</td>
<td>Director</td>
<td>School/Macon</td>
<td>478-301-2539</td>
</tr>
<tr>
<td>TBD</td>
<td>Associate Director</td>
<td>Savannah</td>
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<tr>
<td><strong>Registrar</strong></td>
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<tr>
<td>Registrar</td>
<td>Main Number</td>
<td>School</td>
<td>478-301-4053</td>
</tr>
<tr>
<td>Cathy Groce</td>
<td>Registrar</td>
<td>School/Macon</td>
<td>478-301-5137</td>
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<tr>
<td><strong>Special Programs (Nathan Deal Scholars and Primary Care Accelerated Track)</strong></td>
<td>(EA) Terri Walker</td>
<td>Director</td>
<td>School/Macon</td>
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<tr>
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<td>478-301-2531</td>
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<tr>
<td>Barnes &amp; Noble Bookstore</td>
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<td>478-301-2945</td>
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<td>Library -- Macon</td>
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<td>Macon</td>
<td>478-301-4056</td>
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<tr>
<td>Library -- Savannah</td>
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<td>912-721-8224</td>
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<tr>
<td>Library -- Columbus</td>
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<td>Mercer IT Help Desk</td>
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<td>Mercer Police Emergencies</td>
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<td>478-301-2911</td>
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**Mercer University Online Directory:** [https://directory.mercer.edu/](https://directory.mercer.edu/)
Athletic/Sports Facilities

Macon – MUSM students on the Macon Campus have access to the University Center. The facility has a coffee shop, food court, indoor track, indoor pool, weight room, cardiovascular room, varsity athletic team rooms, the Trustees’ Dining Room, the Presidents’ Dining Room, Heritage Hall, and a 3,500-seat arena. In addition, students have access to intramural athletic fields and an outdoor pool, and equipment is available for check out. Students will be asked to show proper identification when using facilities.

Savannah – Students on the Savannah campus may join the Memorial University Medical Center (MUMC) health facility, located on the Savannah Campus. The facility features treadmills, elliptical trainers, exercise bicycles, free weights, and weight machines, and is staffed by athletic trainers. There is no fee for MUSM students.

Columbus – Students on the Columbus campus may utilize the health facility located at the Bradley Center for no charge. The facility features treadmills, elliptical trainers, exercise bicycles, free weights, and weight machines.

Books and Supplies

The Barnes & Nobles College Bookstore Store (physically located on the Macon Campus in Mercer Village with convenient internet access at all sites) stocks textbooks and supplies. Store hours are Monday through Thursday from 10:00 a.m. to 5:30 p.m. and Friday, 10:00 a.m. to 4:30 p.m., as well as Saturday 10:00 a.m. until 1:00 p.m. If a medical book is not available in the College Store, the store’s management will order it from Major's Bookstore in Atlanta. Delivery time is in the range of two to three days. Books and supplies can also be ordered on line through various vendors.

Cell Phone Policy

All students are asked to exercise courteous use of cell phones while in class or on clinical duties. Mobile phones can be disruptive in a number of ways and their use should not be abused. Ringtones must be turned off while in class, clinic or hospital, and if on, phones must be in vibrate mode. If there is a need to check for and/or receive a call (sick family member and similar needs), the student must inform the preceptor in advance that the student may need to excuse him/herself to take an important call. Students should refrain from text messaging or using the Internet in the office unless the preceptor has given permission (i.e. looking up medical information for patient care, etc.).

Clinical Campus Information

Clinical Campuses

MUSM students are assigned to one of three clinical campuses for their clinical experience:

Macon – Navicent Health, formerly the Medical Center of Central Georgia and HCA Coliseum Hospital
Savannah – HCA Memorial Health University Medical Center
Columbus – Piedmont Columbus Regional Midtown, and St Francis Hospital

The clinical campus is defined as the campus at which the student intends to spend the majority of their clinical experience in Year 3. Orientation and administrative services will occur on the clinical campus. When there is availability in curricular components, students are allowed to move between the clinical campuses in Year 3 and Year 4. In addition to the main and affiliated campuses, students may request to complete their senior elective requirements in a wide variety of geographic and clinical settings. Please refer to the Senior Electives Catalogue for the procedures and guidelines governing senior elective selections: http://medicine.mercer.edu/academics/curriculum/electives/catalog/.

Transfer students will be assigned to a clinical campus at the time of their acceptance, but are not accepted into the curriculum after the start of Year 3.

Student Lounges

Student lounges are available for MUSM and visiting students on all clinical campuses. Student mailboxes, lockers, computer access, printing, copying, and FAX machines are available in the lounges, or nearby.
Macon – The student lounge at Navicent Health is located on the first floor of the West Tower. The student lounge at Navicent is locked and accessible by identification badge, which is swiped at the door. The lounge at HCA Coliseum Hospital is located in the main hospital building on the west end of the first floor.

Savannah – The student lounge at MHUMC is located on the first floor near the pharmacy.

Columbus – The primary student study space and Distance Learning Room on the Columbus campus is located in the Mercer University Medical Education Building. Smaller designated lounges are also located at the CRH Medical Education Building and at St Francis Hospital. The lounge at Mercer University Medical Education Building in Columbus is locked and accessible by Bear Card.

It is the students’ collective responsibility to keep the lounges clean. General housekeeping is provided, but individuals are responsible for cleaning up after themselves.

Although the lounges are common areas, personal responsibility and respect for others should always be practiced in the lounges. Disruptive behavior, profanity, unprofessional conduct, and any type of harassment in the lounge area will not be tolerated.

Pagers

Pagers are provided for students on the clinical campuses through the student coordinators office on each campus.

Year 3 students are provided a pager and are expected to have their pager turned on and respond to pages promptly during assigned duty hours on weekdays, and during assigned call periods at night and on weekends.

Some Year 4 students are assigned pagers during some sub-internships (Internal Medicine and Trauma) and are expected to respond to pages during these rotations.

Lockers

Lockers are available to secure belongings in the lounges at Navicent Health, HCA Coliseum Hospital, HCA Memorial, Piedmont Midtown Medical Center, and at St Francis Hospital. Students must provide their own lock. It is strongly recommended that valuables be secured in a locked locker.

Call Rooms

Macon – Individual call rooms are available at Navicent in the student lounge. Housekeeping service is provided each afternoon. Personal belongings should not be left in rooms after mid-morning or housekeeping services may be omitted. Individual call rooms are available at HCA Coliseum Hospital on the first floor of the main hospital. Night call is not in use at HCA Coliseum in Macon.

Savannah – Call rooms are available on the HCA Memorial campus. The Internal Medicine Clerkship (fourth floor) and Obstetrics and Gynecology Clerkship (third floor) provide separate call rooms for students at HCA Memorial. There are also four call beds available in the student lounge, which are reserved for students on trauma call.

Columbus – Call rooms are available at Piedmont Columbus Regional Midtown and St Francis Hospital. Available call rooms are all security controlled with locked access. Night call is not in use at St Francis Hospital.

Computer Access

Use of the computer equipment at any clinical campus is subject to the rules governing computer access at that site and requires signed usage agreements and access codes. Please see the campus student coordinator for the specific site for more information and a copy of computer access rules.

Communication-Official: Mail, Email

Upon matriculation, students are assigned an email address. Your Mercer email address should be utilized for all official communication; students are expected to check their email on a daily basis. For your convenience you may forward your Mercer Email to a personal Email account. The University and the School will use the Mercer e-address for any official correspondence to students. In the event of an emergency, Mercer will utilize multiple methods, including emergency text phone messaging and email to notify students.
Some communication will occur via postal services. Please check your assigned mailbox regularly. Also, keep your mailbox locked at all times. Open mailboxes will allow mail to fall out, offering access to anyone who may be visiting the building and possibly resulting in loss of important information.

**Housing Information**
The Office of Student Affairs maintains a housing list of local apartments/houses. You may contact the office at any time to inquire about housing availability at musmstudentaffairs@mercer.edu.

**Library**
The Skelton Medical Libraries are physically located on the Macon, Savannah, and Columbus campuses and serve all MUSM faculty, residents, staff, and students. The Libraries provide resources and services, both physically and virtually, to meet the research, educational, patient care, and information needs of MUSM affiliates.

The library provides a collection of print and electronic resources such as biomedical books, journals, databases, and various special collections. The library also provides models, charts, skeletons, and bone boxes. Faculty and students can access the library’s electronic resources on-campus or remotely.

A full range of services are provided by Libraries’ faculty and staff. Librarians strive to embed links within the study guides to take students to the electronic access of their readings whenever possible. Reference services are offered weekdays in person, via phone or email. Classes and workshops on a variety of technologies and topics are taught and available on request for individuals, groups, and classes.

Librarians are available to help faculty and students in their scholarly activities, including but not limited to: literature searching; document delivery and interlibrary loan; finding appropriate journals to publish in; author instructions; citation management tools.

Study space is made available on all campuses. Both Macon and Savannah campuses house models and plastinated specimens and these are available for loan to the Columbus campus upon request.

**Parking**

**Macon – On University Campus**
All motor vehicles driven on the Mercer University Macon campus must be registered with the University to aid in proper identification. Parking regulations on the city streets surrounding the campus are strictly enforced by the Macon Police Department while the Campus Police Department imposes only those traffic regulations, which are necessary to the function of the University and the safety of the members of its community. Students are required to register their vehicles annually during fall class registration. Students must park only in designated lots according to their parking sticker and in clearly defined parking spaces. The Mercer University main campus has gated entry that requires ID Badge swipe for entry before 7 AM or after 6 PM.

**Macon – Clinical Sites**
The designated parking area for students at Navicent is on the top floor of the ‘Green’ parking deck located on Hemlock Street across from the main hospital entrance. Parking on other floors of the Green deck is NOT permitted. Navicent Police will issue you a citation and can revoke your parking privileges if you park in prohibited areas. Parking stickers are required and are issued through Navicent Police. The medical student coordinator can provide the proper forms and assistance. Parking at HCA Coliseum Hospital is in the designated visitor parking spots.

**Savannah – HCA Memorial Campus**
Parking is permitted at MHUMC in any employee-designated parking area. Parking stickers are required and are issued through MHUMC security. The medical student coordinator can provide the proper forms and assistance.
Columbus – Clinical Sites and School Offices
Parking for students at St Francis Hospital will be in the designated physician parking areas. Parking at Piedmont Columbus Regional Midtown will be in the designated medical education parking lots. Parking at the Bradley Center will be in any of the open parking areas on the property. Parking at the Riverfront Building is in adjacent parking garage and students are given the access code.

All Other Campus and Clinical Sites
Parking is available at all clinical sites and is site specific. Students should ensure that all regulations surrounding parking are followed at each location through which they rotate.

Security
Mercer University places a high priority on keeping its campuses safe for its students, employees, and visitors. The University bans the use or carriage of weapons on any of its campuses. The Mercer Police Department in Macon has the primary responsibility for the security of the campuses. The Georgia Peace Officer Standards and Training Council certify all Mercer Police Officers as having met the qualifications and training requirements for Police Officers in Georgia. Mercer Police Officers are authorized to exercise law enforcement powers, including the power of arrest on all campuses.

Students, employees, and campus visitors are subject to all federal, state, local, and campus regulations. Mercer Police Officers may arrest individuals suspected of campus crimes or may detain such individuals for arrest by the local Police.

The Mercer Police Department in Macon is a service-oriented department. Officers are available 24 hours a day and 365 days a year. Officers will provide escorts at night as a safety measure upon request. In the event of an emergency, a text alert will be sent out from the Mercer Police to registered cell phones warning staff/faculty and students of measures to take.

All crimes and emergencies should be reported to Mercer Police regardless of which campus or clinical site at which the incident occurred.

Macon
All disturbances in or around the Medical Education Building on the Mercer Campus should be reported to Mercer Police at 478-301-2970. Campus Security is located at 1765 Winship Street, and also functions as the University’s Lost and Found Department.

All disturbances in or around Navicent Health should be reported to their Security at 478-633-1491.

All disturbances in or around HCA Coliseum Hospital should be reported to their Security at 478-765-7000.

All incidents should also be reported to Mercer Police at 478-301-2970 to ensure proper reporting for Federal Disclosure requirements.

Savannah
All disturbances in or around the Medical Education Building on the Savannah Campus and all disturbances in or around Memorial University Medical Center should be reported to MUMC Security at 912-350-8600.

All incidents should also be reported to Mercer Police at 478-301-2970 to ensure proper reporting for Federal Disclosure requirements.

Columbus
All disturbances in or around the Medical Education Building on the Columbus Campus Should be reported to 706-223-5119.

All disturbances in or around Piedmont Midtown Medical Center should be reported to their Security at 706-571-1470.

All disturbances in or around St Francis Hospital should be reported to their Security at 706-596-4000.
All incidents should also be reported to Mercer Police at 478-301-2970 to ensure proper reporting for Federal Disclosure requirements.

**All Other Campus and Clinical Sites**
All disturbances in or around any clinical training site should be reported to the local facility security or local law enforcement officers. All incidents should also be reported to Mercer Police at 478-301-2970 to ensure proper reporting for Federal Disclosure requirements.
Student Support Services

The Office of Academic Affairs
The Office of Academic Affairs oversees all aspects of the curriculum including development, revision, quality, delivery, and outcomes. This work is largely done through the direction of the Deans for Academic Affairs on each campus and through the faculty driven and student guided committees and sub-committees of Academic Affairs and the respective programs within the medical school.

Each academic program within the medical school is responsible for the management and oversight of their respective curriculum. Students are advised to reference their specific program of study manual for further details on the academic policies affecting them.

Academic Success Coaches, in collaboration with the Office of Student Affairs, work with students who request or are identified as needing assistance academically. This assistance is provided through one-on-one counselling sessions and include developing study strategies, improving test taking techniques, and developing time management habits which can improve student performance in the classroom and life.

The Office of Student Affairs
The Office of Student Affairs oversees many of the support services required by students during the course of their graduate curriculum.

Student Affairs:

1. **Student Financial Planning**- oversees applications for financial aid, applications for scholarships, awarding of financial aid, and education on budgeting, loan repayment, and financial security.
2. **Registrar**- oversees student registration, student enrollment, issuance of transcripts, issuance of certification of attendance as needed, and certification of students for graduation.
3. **Academic Advising**- oversees a comprehensive academic advising program that includes the oversight of the House Advising System (providing faculty and upper classman mentorship), an annual individual career counseling/academic advising session with the DSA (dean of student affairs), group sessions held each semester of years 1, 2, and 3 during Bears Prepare Student Affairs ½ Day to help ensure that students are successfully advancing on the path to residency, and works closely with the Office of Academic Affairs and the Academic Coaches to individually counsel students in need of additional academic assistance.
4. **Career Counseling**- oversees a comprehensive career counseling program that includes an annual individual career counseling/academic advising session with the DSA (dean of student affairs) and group sessions held each semester of years 1, 2, and 3 during Bears Prepare Student Affairs ½ Day to help ensure that students choose a career that is best suited for them and their life goals.
5. **Bears Prepare Student Affairs ½ Day**- designs, develops, and implements a session held each semester of years 1, 2, and 3 to include sessions on ethics/professionalism, career counseling, academic advising/counseling, wellness, student affairs topics (Title IX, needle sticks, technical standards, MSPE, CV, residency interviews, emergency preparedness, active shooter preparation, alcohol and drug use, etc.), financial planning, and a town hall meeting.
6. **Residency Preparedness**- helps ensure students are prepared to complete the residency application cycle by being the contact person for the Electronic Residency Application Service (ERAS), the Visiting Student Learning Opportunity service (VSLO), and the National Residency Match Program (NRMP). Ensure the students have appropriate information on writing a CV, gathering LORs, applying to away rotations, writing their personal statement, applying to residency programs, interviewing skills, and creating a ROL through the individual and group sessions offered as well as emails targeted to supply information at strategic times throughout their four years at MUSM.
7. **MSPE**- The DSA on the student’s clinical campus writes the MSPE with assistance from the student for the Noteworthy Characteristics. Student review their letter before it goes out on October 1st and they have the right to ask another DSA to write it.
8. **Student Health Services**
   a. **General Health** - helps ensure general health services available across all campuses of the school that are provided by health care providers that are not involved in the academic evaluation of the student.
   b. **Mental Health** - helps ensure mental health services available across all campuses of the school that are provided by mental health care providers that are not involved in the academic evaluation of the student.
   c. **Health Care Policies** - oversees student health compliance in accordance with University policy, AAMC policy, and other agencies to include hospital partners. The Student Health Center is the repository for student health records and informs the Office of Student Affairs of the compliance status of students.
   d. **Insurance** - oversees the policies governing insurance coverage for students to include student health insurance, medical malpractice insurance (provided to each MD student at no cost to the student), and disability insurance (provided to each MD student at no cost to the student).
   e. **Immunizations** - oversees the requirements for immunizations and works with the Student Health Center to ensure all students complete all requirements at the time of admission and annually.
   f. **Needle Sticks** - administers the needle stick prevention program, serves as the contact in case of injury, and serves as the liaison to ensure medical bills are handled at no cost to the student.
   g. **Wellness** - designs, develops, and implements a comprehensive wellness program to include sessions covering Financial Wellness, Physical Wellness, Emotional Wellness, Spiritual Wellness, Academic & Professional Wellness, and Financial Wellness.
   h. **Crisis Prevention** - the Deans of Student Affairs are available to meet with students in the event of a crisis, to help prevent a crisis, and to facilitate assistance from other agencies as needed by the student.

9. **Student Government** - oversees the student government, serves as a mentor and resource for the student government, and attends the student council meetings.

10. **Student Organizations**
    a. School Sponsored Groups - offers administrative support for all school sponsored student interest groups.
    b. Medical Honor Societies - serves as the point person for several medical honor societies and offers administrative assistance to include the Gold Humanism Honor Society, Alpha Omega Alpha, and Phi Kappa Phi.

11. **Student Research, Grants, and Travel** - Assists students applying for monetary aid for travel related to research. Assists in the completion of grant proposals for students.

12. **Student Scholarships and Honors** - Assist students applying for grants and scholarships that require a letter of recommendation from the Associate Dean for Student Affairs.

13. **Housing Information** - Serves as clearing house for housing information.

14. **Surveys** - Oversees the administration of AAMC Matriculation Survey, the AAMC Y2Q (year two) survey, the AAMC Graduation Survey, and the Needle Stick Survey for graduating seniors.

15. **orientations** - Responsible for design, development, and implementation of orientations to include Year 1, Year 2, Year 3, Year 4, and Transfer Student orientations.

16. **White Coat Ceremony** - plans and implements the White Coat Ceremony that welcomes the student into the medical profession.

17. **Student Clinician Ceremony** - plans and implements the Student Clinician Ceremony that welcomes the student into the clinical years of education.


19. **Hooding** - plans and implements the Hooding Ceremony.

20. **Graduation** - assists in the planning of graduation and organizes the rehearsal for the graduating students.

21. **SAPC** - The Deans of Student Affairs serve as ex-officio members of the Student Appraisal and Promotions Committee. As such, the Deans of Student Affairs prepare students to meet with these committees and advocate on the student’s behalf.

22. **Honor Council** - The Deans of Student Affairs serve as administrative support for the Honor Council.

**Office of Student Financial Planning**
Financial Aid is available to eligible students in all degree programs on all campuses to help reduce the cost of education (tuition, fees and living expenses). Personnel in the MUSM Office of Financial Planning are available to help students explore the financial aid resources available to meet their individual needs. Completion of the Free Application for Federal
Aid (FAFSA) is required annually in order to qualify for federal, state and institutional programs. Detailed information regarding the various programs may be obtained on the MUSM website at http://medicine.mercer.edu/student-services/financial-aid/. Please contact the Financial Planning Office at musmfinancialaid@mercer.edu if you need assistance.

Because debt management is so important to students and graduates, the financial aid office conducts financial literacy sessions to provide important information about budgeting, credit, financial resources, loan terms, repayment options, etc. to help students plan their borrowing and loan repayment. Attendance at these sessions is MANDATORY for all students who have outstanding student loan balances. In addition, personnel in the Financial Planning Office are available for individual counseling sessions. Please contact the Office of Student Financial Planning at musmfinancialaid@mercer.edu.

Office of the Registrar
Located in the first floor’s Dean’s Suite on the Macon Campus, the Office of the Registrar serves students in all programs on all campuses in various capacities. The Registrar is in charge of student registration, enrollment, issuance of transcripts, and certification of students for graduation. Cathy Groce serves as Registrar for the School of Medicine and may be contacted at 478-301-5137 or at musmregistrar@mercer.edu.

Academic Advising
Academic Advising is offered through a comprehensive academic advising program designed to help ensure that students are successfully advancing on the path to residency. The program is designed, implemented, and overseen by the Office of Student Affairs. The Office of Student Affairs works closely with the Office of Academic Affairs and their Academic Success Counselors who individually counsel students in need of additional academic assistance. It is a multifaceted program which includes the House Advising System, Individual Career Counseling and Academic Advising Sessions, and group sessions in Career Counseling and in Academic Advising through the Bears Prepare Student Affairs ½ Days.

**House Advising System** - students receive mentorship in their assigned House provided by their preclinical faculty House leader, their clinical faculty House leader, and upper classmen. Sessions are held in each semester of years 1, 2, and 3 for a total of six sessions. These sessions are designed to allow interactions between the student members and the faculty, to facilitate mentorship, to provide a safe environment to discuss common issues, and to provide a forum for students to develop mentoring skills as they mentor underclassmen.

**Individual Career Counseling and Academic Advising Sessions** - the Deans of Student Affairs meet each student for an annual individual career counseling/academic advising session. These sessions are designed to get to know the student, to understand the social and personal issues they face, to review their academic record, to explore their individual career goals, to assist them with finding research and service activities needed to achieve their goals, to identify elective rotations, to identify mentors in their chosen specialty, and to assist with any obstacles to obtaining their goals.

- **First Year Sessions** - Annually meet with students November to January
- **Second Year Sessions** - Annually meet with students May to July
- **Third Year Sessions** - Annually meet with students August to October
- **Fourth Year Sessions** - Annually meet with students February to April

Additional sessions are held as needed by the student. Students are free to meet with any DSA on any campus by request.

**Bears Prepare Student Affairs ½ Day Sessions** - the Office of Student Affairs designs, implements and facilitates a series of group sessions held each semester of years 1, 2, and 3 for a total of six sessions. These sessions are designed to provide a longitudinal series that provides a wide range of topics to ensure that students are prepared to be successful in medical school and as they prepare for residency while limiting their time away from their studies.

**Typical Agenda (Year 3, Session 2)**
- **Academic Advising Session**: Studying for Step 2 CK and CS; Yasmin Rivera (Academic Success Counselor)
- **Ethics/Professionalism Session**: The Art of Doctoring; Dr. Brian Childs (Chair of Ethics)
SA Topics: MSPE/ Career Counseling & Academic Advising Session Overview; Dr. Alice House (DSA)

House Advising Session: Break into Houses with Snacks Provided

Career Counseling: Applying for Residency- A Fourth Year Student Perspective; Travis Blanton MS4, VP Class of 2020

Financial Planning: Loan Forgiveness and Repayment Plans; Susan Lumsden (Director Student Financial Planning)

Wellness: Wellness in the Clinical Years; Morgan Castleberry MS4, AIMSS Representative

Town Hall: An open forum for students to discuss any issue with the leadership of the school. Issues from previous meetings are reviewed and updates are given on the resolution.

Academic Success Counselor- MUSM Academic Success Counselors are an enhancement and addition to the academic advising and mentorship already provided to Year 1 and Year 2 students. These counselors are located on both Preclinical campuses, and continue to serve all students during all four years of their medical school training. The Columbus students are served by the counselor on the Macon campus.

All students, regardless of academic status, are encouraged to meet with the Counselors and discuss their learning strategies, learning style, and individual academic needs.

The Academic Success Counselors provide a longitudinal series of group sessions during the Bears Prepare SA ½ Day designed to optimize study skills, USMLE Step study, and general academic success.

Career Counseling

Career Counseling is offered through a comprehensive career counseling program designed to help ensure that students are successfully advancing on the path to residency. The program is designed, implemented, and overseen by the Office of Student Affairs and is based on the AAMC Careers in Medicine program. It is a multifaceted program which includes the House Advising System, Individual Career Counseling and Academic Advising Sessions, and group sessions held each semester of years 1, 2, and 3 during Bears Prepare Student Affairs ½ Day to help ensure that students choose a career that is best suited for them and their life goals.

House Advising System- students receive mentorship in their assigned House provided by their preclinical faculty House leader, their clinical faculty House leader, and upper classmen. Sessions are held in each semester of years 1, 2, and 3 for a total of six sessions. These sessions are designed to allow interactions between the student members and the faculty, to facilitate mentorship, to provide a safe environment to discuss common issues, and to provide a forum for students to develop mentoring skills as they mentor underclassmen.

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First Year Sessions Annually meet with students November to January
Second Year Sessions Annually meet with students May to July
Third Year Sessions Annually meet with students August to October
Fourth Year Sessions Annually meet with students February to April

Additional sessions are held as needed by the student. Students are free to meet with any DSA on any campus by request.

Bears Prepare Student Affairs ½ Day Sessions- the Office of Student Affairs designs, implements and facilitates a series of group sessions held each semester of years 1, 2, and 3 for a total of six sessions. These sessions are designed to provide a longitudinal series that provides a wide range of topics to ensure that students are prepared to be successful in medical school and as they prepare for residency while limiting their time away from their studies. The AAMC Careers in Medicine program forms the basis for the sessions in career counseling.
Student Health Services

Student Health Center
The Student Health Center (SHC) provides health services for all Mercer students, regardless of insurance coverage (SHC is considered the primary healthcare provider for students that have the school insurance and students who have this insurance should contact Student Health if appointments or referrals are needed prior to seeking other medical attention unless after hours or in cases of emergency).

The Student Health Center provides many services including health care for acute illnesses and injuries, allergy injections, immunizations, women's health, health education and various physical exams. Some students may be referred, depending on the illness/injury, at the discretion of the Student Health Center staff.

The SHC can be reached at 478-301-2696 or studenthealthmacon@mercer.edu.

Clinical care shall not be rendered by clinicians who will evaluate the academic performance of students seeking care. Clinicians who have rendered care to students will be required to disclose this information if asked to complete an academic evaluation and that evaluation will be excluded from the student’s record. Additionally, students may report any potential conflict of interest that arises from the physician-student relationship to Academic Records. At no time will students seeking care be examined by fellow students that may be rotating through a clinician’s office nor do students complete clinical rotations at the Student Health Center.

Mental Health Services
It is not uncommon for students to experience heightened levels of stress, insecurity and in some cases anxiety and depression while attending medical school. Under such circumstances it is a sign of strength for a person to seek help.

In recognition of this, MUSM provides confidential psychology and counseling services at no charge to the student. In order to protect confidential student health information, MUSM provides psychology care providers at sites separate from the teaching environment.

The following resources are available to students:
Counseling and Psychological Services (Macon): 478-301-2862
Coliseum Health System Life-Line (Macon): 800-548-4221
Robbins, Course and Associates (Savannah) 912-665-6989
Pastoral Institute (Columbus): 706-649-6500

The Deans of Student Affairs are available at all times if the student prefers.
Macon- Dr. Candi Nobles-James can be reached at 478-301-2531 (daytime) or after hours at 478-228-7678.
Savannah- Dr. Robert Shelley can be reached at 912-721-8147 (daytime) or after hours at 912-657-7510.
Columbus- Dr. Alice House can be reached at 706-223-5179 (daytime) or after hours at 478-258-1573.
Feel free to call any dean regardless of your campus affiliation.

If you believe you are in need of emergency care, call 911 or report to the nearest hospital emergency room.

Additionally you can call the 24-hour Crisis Support Line at 1-888-291-5802 for any urgent medical or mental health issue.

Information about personal problems with substance abuse shared in a student-initiated request for assistance or shared with a personal therapist, whether a Mercer employee or not, will be treated as confidential information and will not be used in retention and/or promotion decisions.

When students are in academic difficulty and professional and behavioral lapses are identified by the School and where evaluation and treatment are components of a School/student approved plan of action, it is expected that the student will permit the therapist to report whether or not the student is participating in the approved plan. The therapist’s judgment will not be sought regarding the student’s suitability to practice medicine, nor will completion of a treatment plan or failure to complete a treatment plan be the sole reason for a retention or promotion decision.
Students in Crisis
At MUSM, we have established a Crisis Support Line to help our students who may be experiencing a physical or mental health crisis across all of our campuses and programs. It is available 24 hours a day and 7 days a week.

1-888-291-5802

Students in crisis are instructed to call this universal toll-free number (same number for all campuses): and they will be connected directly with a medical provider (e.g. MD or NP) who will speak with the student to assess their immediate needs. The provider will then connect the student with resources available on their specific campus or in their local community (e.g. local urgent care clinic, CAPS, etc.).

Within 48 hours of accessing the Crisis Support Line, the student will be contacted directly by a medical provider from Student Health to ensure that the appropriate course of action was taken to maximize the student’s wellbeing.

Healthcare Policies
Policy on HIV/ HBV or HCV Infected Persons
The Medical School policy on HIV/HBV OR HCV-infected persons is to protect infected individuals from discrimination, to insure confidentiality of sensitive information, and to protect uninfected individuals from infection, according to the latest scientific knowledge about transmission.

1. The Dean has appointed Dr. Jeffrey Stephens (Stephens_j@mercer.edu, 478-301-5830) as a monitor of risk, education, personnel practices, and clinical care. Any concerns in this area should be reported to the campus specific Associate Deans of Student Affairs who shall refer to Dr. Stephens. He shall report to the Dean any perceived problems relative to AIDS or HIV, HBV or HCV-infection. Dr. Stephens shall determine if the institution is meeting the responsibility of informing all personnel of needed measures of personal protection in the workplace and provide information to persons seeking it about the availability of testing and counseling.

2. Any modification of the clinical training or privileges of HIV/HBV or HCV-infected medical students, residents, or faculty/staff shall be determined in each case individually. The Dean shall appoint an ad hoc committee for each case to make recommendations for the particular situation.

3. No discrimination will be permitted against HIV/HBV or HCV-infected persons in employment, education, or the use of public facilities. The Dean shall take action to prevent or correct any discrimination.

4. Information relative to HIV/HBV or HCV status shall be kept confidential and only persons with a need to know shall have access to such information. The Health Insurance Portability and Accountability Act (HIPAA) will be followed and all persons receiving information will have been trained on HIPAA guidelines and agree to follow those regulations. Violations of this shall be considered unprofessional conduct and subject to the penalties of such.

5. No mandatory testing shall be done unless it is clearly necessary to prevent a risk to uninfected persons.

Pregnancy and access to the Anatomy Lab

1. Medical students who are pregnant or who are considering pregnancy are advised to consult with their primary care providers before beginning or continuing the sequence of anatomy laboratory exercises of the BMP Program.

2. If a student expects to be pregnant during lab rotations, she is to inform the Academic Dean. At that time, the student will be referred to Mr. Alan Baca, University Director of Environmental Health, and Safety, who will inform her of the potential risks of exposure to the embalming compounds, e.g., formaldehyde and phenol as used in the Gross Anatomy Lab.

3. The student will also be instructed on potential filter devices that can be used to remove these chemicals from the air and that can be fitted to the student. A filtration device and its correct fitting may be provided at the School’s expense.

4. The student must provide written recommendation from her physician that (a) the wearing of a specific filtration unit is recommended for her/his patient, and that (b) the student is sufficiently physically fit to respire through that filtration unit.
Management of Infectious and Environmental Hazardous Exposures

Updated September 28, 2018

Prevention Education
Medical students will receive training on risk prevention and proper exposure minimization. This training will occur with the review of OSHA modules and when students learn universal precaution techniques. Health system specific training is completed during the Year 3 orientation.

Post-Exposure Care and Treatment
Medical students exposed to an infectious or environmental hazard will notify the Office of Student Affairs and report immediately to the closest health care facility, which most often will be one of MUSM’s four clinical affiliates. Medical evaluations, procedures, medications, vaccines, and follow-up resulting from this exposure will be made available at no cost to the medical student. The Office of Student Affairs will cover the cost of all medical treatment not covered by the student’s medical insurance.

Impact on Medical Student Educational Activities
If an exposure of infectious and environmental disease or a subsequent disability impedes the educational progression of a student, the Dean of Academic Affairs will be notified and accommodations will be made to allow the student to make up missed educational opportunities in a timely manner. If exposure presents a continued threat to student health or to patient care, alternative educational experiences will be developed as possible to meet the educational objectives of the school while minimizing the risk to both the student and the patients.

Visiting Students
Visiting students are required to follow the policies of MUSM and its clinical affiliates. The acknowledgement of completion of training materials is required for all visiting students prior to undertaking any educational activities.

Post-Exposure Procedure for Faculty, Staff, & Students
Response guidelines for exposure to human infectious and other environmental hazards apply to needle-sticks, or other contaminated sharp instruments, and injuries and exposures from splashes, spills, or other releases of human blood and/or body fluids. Prompt initial management of employees or students with blood and/or body fluid exposures is required to minimize the risks of harm to the individual and to provide an opportunity for prophylactic treatment against HIV, HBV, HCV, and tetanus, as well as to establish baseline serological evaluation in the event that future medical or legal action is required. Medical evaluations, procedures, medications, vaccines, and follow up resulting from this exposure will be made available at no cost to the medical student.

Guidelines to Follow after a Potential Exposure Incident
After a needle stick or sharps injury or exposure to blood or other body fluid immediately follow these steps.

1. Administer First Aid.
   a. Contaminated wound – Wash the injured area with soap & water.
   b. Contaminated intact skin – Wash the area with soap & water.
   c. Contaminated eyes – Gently rinse the eyes while open with saline or water
   d. Contaminated mouth – Rinse mouth with water multiple times

2. Report to an approved healthcare provider without delay.
   a. If possible, please provide a verbal notification to (or have a colleague provide a verbal notice):
      i. Supervising Faculty, Dean’s Office, or Student Affairs Office (Students).
      ii. Department Chair or Dean’s Office (Faculty), or Immediate Supervisor (Staff).
   b. A recommended healthcare provider should be consulted. The affected party should be evaluated by an authorized treating facility immediately after exposure to blood or body fluids to insure appropriate medical management and prompt initiation of any recommended medication within four hours, post-exposure. In most cases this will be in the Emergency Department or an Urgent Care Center. See list of recommended providers below.
At all times one should adhere to Infectious and Environmental Hazard Policy in effect at the hospital/clinic where the injury occurred. If an injury occurs in a physician’s office or while on an away rotation then follow the protocol for the nearest regional hospital/clinic. Discuss treatment options with appropriate physician on call at site.

The costs of blood tests and medications that are not covered by the MUSM MD student’s insurance will be covered through the Office of Student Affairs.

Please forward any bills related to a possible exposure for M.D. students to:
- Associate Dean of Student Affairs
- Mercer University School of Medicine
  1501 Mercer University Drive
  Macon, GA 31207

Visiting M.D. students should follow these guidelines and any costs of initial blood tests and initial medications that are not covered by their student insurance will be covered through the Office of Student Affairs.

**If student learning activities are interrupted, the student will contact the Dean of Student Affairs (DSA). The DSA will communicate with the Office of Academic Affairs regarding absence, make up of work, and future action plan.**

Long term effects of conditions resulting from a student exposure injury are addressed in the Leave of Absence Policies and the Health Care Policies found in this Handbook.

After receiving treatment, you must report the exposure as soon as possible and complete requested documentation (form below) for the following officials:

**Students**
- Student Affairs Office
- Mercer Police – Complete the 1st report of injury as soon as possible

**Faculty & Staff**
- Department Chair or Dean’s Office (Faculty), or Immediate Supervisor (Staff)
- Mercer Police – Complete the 1st report of injury as soon as possible

**Blood Testing (Consent is required, form provided below)**
- Mercer Faculty, Staff, and/or Student: HIV, Hepatitis B, and Hepatitis C.
- Source, if possible: HIV, Hepatitis B, and Hepatitis C.

**Follow-up Action (Faculty, Staff, & Students)**
- Complete all procedures prescribed by the attending physician & staff (Faculty, Staff, & Students).
- Provide all requested information to Personal Insurance Representative (Students).
- Coordinate communication with Supervising Faculty, Dean’s Office, or Student Affairs Office.
- Provide all requested information to Mercer’s Workers’ Compensation Plan Administrator (Faculty & Staff).
- Coordinate communication with Department Chair, Dean’s Office, or Immediate Supervisor.

Additional information on bloodborne pathogen exposures can be found at the CDC website at: [http://www.cdc.gov/niosh/topics/bbp/guidelines.html](http://www.cdc.gov/niosh/topics/bbp/guidelines.html).
Insurance Coverage

Health Insurance
Due to the continuing need for all students to have adequate health care coverage, Mercer University requires that all Macon, Atlanta, Savannah and Columbus Campus students provide proof of health insurance coverage each semester. If you do not currently have health insurance, it is imperative that you acquire coverage before the beginning of your studies at Mercer.

Students are automatically charged by the University for health insurance every time they register for classes. Those students who already have health care coverage through other sources may have this charge removed from their account. This charge can be removed by completing the online waiver form before the end of the waiver period. To complete the waiver process, go [https://bursar.mercer.edu/macon/insurance/](https://bursar.mercer.edu/macon/insurance/). Students must complete the waiver before the stated deadline. Failure to complete this form before the deadline will result in insurance being purchased for you and charged to your account. For more information on student health insurance, please contact Core Management Resources at [https://studentplan.corehealthbenefits.com/mercer](https://studentplan.corehealthbenefits.com/mercer) or by calling 888-741-2673.

Disability Insurance
There is limited disability insurance provided to MD students through MedPlus Advantage should you become disabled while in medical school. You can learn more at [www.medplusadvantage.com](http://www.medplusadvantage.com)

Malpractice Insurance
When students participate in clinical experiences that are approved as part of their program training they will be covered by the School’s malpractice insurance policy. In addition to the formal curriculum, MUSM recognizes that other experiences and activities contribute to the education and development of a physician and health care professionals. The experiences and activities include but are not limited to shadowing of physicians and health-care professionals, participation in hospital and community health care and wellness activities, participation in charitable health care organizations such as free clinics, and participation in faith-based and non-faith-based medical functions such as medical missionary trips. Students are expected to participate in such activities and the Medical School considers these to be approved curricular activities.

Immunization Policy
All students born after 1956 must provide a statement of immunization against Measles, Mumps, and Rubella (MMR), giving the month, day, and year of immunization. A statement of “up to date” is not sufficient. Two doses of Measles (Rubeola) vaccine, two doses of Mumps vaccine, and one dose of Rubella are required. You must have been at least 12 months old when the first Measles dose was received.

If a student is unable to provide dates of immunization to Measles, Mumps, and Rubella, he or she may document immunity by blood test, at the student’s expense. If this testing shows no immunity to Measles, Mumps, or Rubella, the student may register following documentation of the first dose of MMR, with the second to follow in 30 days, if required.

Tuberculosis (TB) screening (within the past year) is required of all new students. Students at risk for TB will be required to have a PPD skin test (Mantoux) at the beginning of each academic year (all M.D. students are required to have PPD annually). The Tine tuberculosis test is not acceptable. Students should be tested regardless of prior BCG vaccination. Any student with a positive skin test will be required to provide a report of a normal chest x-ray (done after the positive PPD) to be eligible to register. A physician should evaluate individuals with a positive tuberculosis skin test.

Do not assume that childhood immunizations are adequate; requirements have changed during the past several years. Medical facilities in the U.S. and in other countries are required to keep records of vaccinations. Additional sources of immunization information include doctors’ offices, health departments, and schools. Students should make copies of the completed health form for their own files, and then mail the original forms. Do not rely on health care providers, family members, or other colleges to mail the forms.

Exemptions from compliance with the immunization policy include:
1. Religious exemption, written on letterhead stationery, signed by a religious official and notarized.
2. Medical exemption, written on office stationery, and signed by a health care provider. The letter should state the
reason for the exemption, and whether the exemption is permanent or temporary.

Immunizations for the following diseases are recommended: chickenpox (varicella), hepatitis A, hepatitis B, polio, and tetanus (or Tdap after age 19). The most recent tetanus booster should have been within the past 10 years.

All immunization documentation must be signed by a health care official and sent to the Mercer University Student Health Center. **If not completed, your ability to register for classes at Mercer University SOM will be hindered.** If you have questions regarding the immunization policy or forms please call the Mercer Student Health Center at 478-301-2696 or 800-637-2378 or visit their website at: [http://www.mercer.edu/shc](http://www.mercer.edu/shc).

Students enrolled in the M.D. Program will also need to provide documentation of immunization for the following immunizations:

- DTaP (Diphtheria, Tetanus, Pertussis)
- Polio
- Hepatitis B
- Varicella (Chicken Pox)
- **Annual TB Testing** after admission
- Many clinical sites require **Annual Influenza Immunization**

**Students who don't comply with the immunization requirements will be prevented from registering for the next semester.**

The need for re-immunization or other changes to the protocol will be determined in consultation with an infectious disease physician or the student health physician.

The **School of Medicine Immunization Form** (AAMC Universal Form) is required and must be signed by a physician or other health care provider and stamped with the provider’s name and address. The GRITs record must also be submitted.

All records are housed in the Student Health Clinic and can be submitted to a secure email address dedicated for SOM student health records at: studenthealthmacon@mercer.edu

Students are encouraged to keep a photocopy of this completed form, a copy of immunization records and any titers for their personal records.

**Wellness**

MUSM recognizes that the challenges and stresses associated with attending medical school can be overwhelming at times. In order to ensure the best possible health and wellness of our students we provide wellness education beginning in the Orientation to medical school. Additionally, facilities are provided on all campuses.

**Macon** – MUSM students on the Macon Campus have access to the University Center. The facility has a coffee shop, food court, indoor track, indoor pool, weight room, cardiovascular room, varsity athletic team rooms, the Trustees’ Dining Room, the Presidents’ Dining Room, Heritage Hall, and a 3,500-seat arena. In addition, students have access to intramural athletic fields and an outdoor pool, and equipment is available for check out. Students will be asked to show proper identification when using facilities.

**Savannah** – Students on the Savannah campus may join the Memorial University Medical Center (MUMC) health facility, located on the Savannah Campus. The facility features treadmills, elliptical trainers, exercise bicycles, free weights, and weight machines, and is staffed by athletic trainers. There is no fee for MUSM students.

**Columbus** – Students on the Columbus campus may utilize the health facility located at the Bradley Center for no charge. The facility features treadmills, elliptical trainers, exercise bicycles, free weights, and weight machines.

**Program Description**
The Student Wellness Program is designed to help Mercer University School of Medicine (MUSM) students achieve and maintain optimal wellbeing. Beginning during Orientation in first year, the Wellness Program addresses five specific aspects of student well-being, including physical, emotional, spiritual, academic/professional and financial. Wellness is not simply the absence of illness, but rather the state of being in good health, especially as an actively pursued goal. At MUSM, we believe Wellness is an important goal for each of our students and we strive to nurture positive health behaviors to not only benefit students while they are in graduate or professional school, but throughout their lives and careers.

Medical and graduate education mark a pivotal period in the life of students and it is vitally important to ensure that both professional and personal growth is being nurtured during this time. When students experience intense academic pressure, many are inclined to give up all other activities that compete with academics for time—even those activities of great personal importance. However, an essential aspect of becoming a professional is learning to take care of one’s own health and maintaining an appropriate work-life balance. Taking care of oneself allows one to perform optimally in both their personal and professional endeavors.

The primary mission of this program is to develop and implement practices that improve the wellness of all students in the medical school through collaboration with various campus resources, including student health, chaplain services, fitness center and counseling/psychological services. The Wellness Program Advisory Board consists of members from various organizations across campus including Mercer Police, AIMS, counseling and psychological services (CAPS), financial aid and career services, who meet regularly throughout the year in order to provide guidance, suggestions and support for the Wellness Program. The Wellness Committee will consist of volunteer student representatives from each program within the Medical School as well as the AIMS faculty representative, who together will develop and implement the various programs throughout the year. Additionally, the student representatives on the Wellness Committee will serve as liaisons between the student body and the Wellness Program as a way to ensure that the wants and needs of our student interests in Wellness are being met.

Goals
MUSM’s Wellness Program is designed with specific goals to address the many needs of our diverse student body. The goals for this program are clearly outlined below.

Goals of the Wellness Program:
1. Promote the overall health and wellbeing of students in various target areas
2. Facilitate student learning of lifelong healthy habits and the potential impact of these behaviors
3. Foster professional development/identity of our students to include positive health behaviors
4. Model positive health behaviors which students can then incorporate in their future careers

Dimensions of Wellness
Mercer University School of Medicine’s Wellness Program promotes five dimensions of wellness including Physical, Emotional, Spiritual, Academic & Professional and Financial. The goal is to strive for balance in each dimension.
Physical Wellness- This dimension of Wellness is focused on freedom from illness, disease and the need for medications as well as the ability to function and regularly participate safely in a variety of activities. This area of Wellness will also include maintaining a balance natural diet and regular sleeping habits.

Emotional Wellness- This dimension of Wellness will help bring awareness to one’s feelings and learning how to express one’s emotions constructively. Students will have opportunities to learn about stress reduction, self-care, and the development of inner strength. An important aspect of emotional wellness is developing good communication skills and cultivating a support network of caring friends, family members and colleagues.

Spiritual Wellness- This dimension of Wellness will focus on helping our students reflect on the meaning of events in life and developing a strong sense of purpose. Students will have opportunities to connect with their faith, beliefs, values, ethics, principles and morals in meaningful ways.

Academic & Professional Wellness- This area of Wellness is to help our students in preparing and making use of their skills and talents in order to gain purpose, happiness and enrichment in their professional lives. The development of occupational satisfaction and wellness is related to one’s attitude about their work.

Financial Wellness- This area of Wellness is to help our students obtain a state of financial well-being where they experience minimal financial stress, learn how to establish a strong financial foundation (e.g. minimize debt, budget etc.), and assist them in creating a plan that puts them on track to meet their future financial goals.

Wellness events will be planned throughout the year and a calendar of upcoming events can be found here: http://medicine.mercer.edu/student-services/wellness-events.cfm

Student Government and Organizations

Student Government
The Medical Student Council of Mercer University School of Medicine is the organization that shall study matters of importance to students and submit recommendations expressing the student viewpoint to the faculty and the administration. They work with the faculty and administration to implement the recommendations and improve the problem areas identified. Oversight is provided by the Deans of Student Affairs. The council manages the funds allocated to them by the Office of Student Affairs to provide support for student organizations and for travel for student research. They meet monthly and meetings are open to all students of the School. For more information on the student council, please contact the Office of Student Affairs.

Mercer Sponsored Student Organizations
MUSM has a wide variety of student organizations that are sponsored by the school. For a current list, please go to the website at https://medicine.mercer.edu/student-services/organizations/.

Organization Registration
Before a student group can be recognized and use campus facilities, members are required to apply for recognition as an officially sponsored student group of Mercer University School of Medicine. An outline of the structure of the organization including names of officers, bylaws, its purpose, any affiliation with a national organization, and a commitment by the organization to abide by laws and institutional policies must be submitted to the Dean of Student Affairs along with a letter of request to receive official status. Some student groups may be eligible for Student Council funding according to Student Council Policies and Procedures.

Student Council/Class Officers
Each class elects a President, Vice President, Secretary, and Treasurer, per campus, as well as other class officers as described below in Article III. See Student Council By-laws.

Student Council Steering Committee
The Student Council Steering Committee is comprised of Class Officers, SC President, and Dean of Student Affairs. This committee meets once each month or once each phase depending on the number and importance of items on the agenda. The purpose of this committee is to bring issues of concern to the attention of the administration as well as serving as a learning resource as upper classmen share information pertinent to underclassmen to know as they progress through the curriculum.

Faculty Committees
There are opportunities for students to participate on various faculty committees. Chairs of committees contact the Student Council, which in turn chooses student representatives. The membership of faculty committees changes each summer, and thus, student representatives are usually requested to serve at the beginning of an academic year.

Volunteer Activities
Students are encouraged to participate in activities in the community such as Habitat for Humanity, Macon Volunteer Clinic, Community Health Fairs, Blood and Bone Marrow Drives, and projects with the Ronald McDonald House. With significant involvement in these types of activities, the Distinction in Service to the Community (DISC) Award is given to senior students. Examples of DISC projects and requirements for the DISC recognition are found at http://medicine.mercer.edu/outreach/disc/.

Student Research Travel Policy
There are two parts to the process for travel for MD students: requesting for authorization to miss a curricular event through the Office of Academic Affairs, and requesting authorization for reimbursement for travel through the Student Council and the Office of Student Affairs.

Requests to miss class time must be made at least four (4) weeks in advance. At the time a request for travel is submitted, a list of students planning to present at a meeting will be given to the Dean of Academic Affairs for approval and to ensure that each student is in good academic standing, before he/she can receive the School's support. A request submitted for absence does guarantee permission to miss required components of the curriculum.

When requesting reimbursement from the Student Government budget for travel, all expense receipts (lodging, food, transportation, and registration) must be kept and turned in to the Office of Student Affairs along with a completed travel expense voucher upon return that is signed by the Treasurer of the Student Council.

Requests for cash advances for student travel must be presented to the Office of Student Affairs a minimum of two weeks prior to intended travel. Requests received later than the minimum of two weeks will not be considered. When submitting a request for a travel advance, the students must complete a travel request form, signed by the student requesting the cash advance, as well as the Treasurer of the Student Council and the Associate Dean for Academic Affairs, to be reviewed and approved by the Dean of Student Affairs. If approved for advance funds from the Student Government budget for travel, all expense receipts (lodging, food, transportation, and registration) must be kept and turned in to the Office of Student Affairs along with a completed travel expense voucher upon return. Any money not accounted for will be charged to the student who received the cash advance.

The University requires that all receipts are originals and that they are itemized. For example, if you turn in a receipt from a restaurant, it is not adequate to have the credit card receipt, only; you must also have a receipt that shows details of the ordered food/beverage. Alcoholic beverages are not reimbursable.

The Office of Student Affairs processes the paper work and is responsible for reporting to the Student Council what has been spent. An accounting of funds used by each student organization will be kept and only funds previously allocated will be allowed for a specific organization. Any organization sponsored by Mercer University School of Medicine is authorized to receive funding.

All expenses must be turned in before June 1st for travel that occurs before June 1st or immediately upon return for travel during June. Students incurring expenses prior to July 1st and who do not turn in proper documentation until after July 1st will not be reimbursed.
Funding offered through the Office of the Provost of the University will be managed through the Dean’s office and receipts and requests should be submitted to that office.
University-Wide Policies

Some policies are currently undergoing revision and the most recent version on the website should be followed.

Policies of the University govern all students of the University regardless of their School or Program affiliation. All University policies as noted below can be found in the Mercer University Student Handbook at http://provost.mercer.edu/handbooks/.

Accreditation
Federal Disclosure Requirements
Mission
Academic Integrity
ACCESS and Accommodation
Attendance
Bicycle, Rollerblade, and Skateboard Policy
Cell Phones and Pagers
Children and Guests
Communication, Official
Community of Respect
Conduct, Off Campus Behavior
Conduct, University Student Code of Conduct
Crime, Awareness and Campus Security
Crime, Campus Statistics
Crime, Reporting Crimes and Emergencies
Drug and Alcohol Policy
Drug Free Workplace and Campus Program
Emergency Preparedness Plan
Equal Opportunity and Affirmative Action Policy
Firearms, Weapons, Fireworks/ Explosives
Grievance Policies and Procedures
Health and Welfare of Students, Mental and Physical
Health Insurance
Honor System
Housing without Active Enrollment
Immunization
Information Technology
Intellectual Property
International Students
Missing Student
Motorized Vehicle
Parking and Traffic Regulations
Religious Observance
Rights of Students
Rights Pertaining to Educational Records
Sexual Misconduct and Relationship Violence Policy
Tobacco and Smoke Free Environment
Voter Registration Requirements of the Higher Education Amendments
Withdrawals, Administrative or Medical
Alma Mater
School-Wide Policies
Some policies may be revised after publication of this Handbook.
The current version is found on the website at http://provost.mercer.edu/handbooks.

Academic Integrity
Mercer University strives to be a community of respect that includes respect for academic integrity. Students operate under an honor system and will exhibit the values of honesty, trustworthiness, and fairness regarding all academic matters. Students, faculty, and staff are expected to report any violations in the forms of, but not limited to, cheating, plagiarism, and academic dishonesty to the honor council appropriate for their campus and program.

Procedures related to Honor Systems and Academic Integrity are outlined in the specific handbooks for each campus and can be found on the Provost website at http://provost.mercer.edu/handbooks.

ACCESS and Accommodations/ Technical Standards
Access and Accommodation Services for Students
Mercer University is committed to making all of its programs, services and activities fully accessible to all students. Students requesting accommodations for a diagnosed physical, medical (chronic health condition), psychological or learning disability and temporary injuries must first self-identify by applying for accommodations with the Office of Access and Accommodation. Student requests are reviewed on an individual case-by-case basis, after the submission of application, documentation and completion of an interview, in the order received. Please be aware that accommodations are not retroactive in nature.

The Office of Access and Accommodation for students also offers voter registration information and assistance.

How to Apply for Accommodations
Students requesting accommodations must complete the verification process as outlined:

Verification Process
1. Students disclose a disability by completing the online application requesting accommodations found at http://access.mercer.edu/students/new.
2. Students submit documentation from a qualified provider (to assist in gathering documentation you may download our disability verification form and have your treating professional complete). Healthcare providers must note specifically what accommodations are needed for both the classroom and the clinical environment.
3. Meet with the Director/Coordinator for the School of Medicine (MD students) or the University (Graduate students) to discuss experiences, needs, and requested accommodations.
4. Following the review of all information meet with Director/Coordinator to discuss approval of accommodations (accepting accommodations and acknowledging policies and procedures), how the accommodations work and the process to implement in the learning environment and the testing environment.

Each semester - approved students must request their approved accommodations by logging into “Accommodate” and completing a semester request for accommodation forms. Student must meet with faculty/coordinators following the delivery of the accommodation form to discuss the implementation of the accommodations.

Change of Accommodation Requests:
At any time, students may request a change of accommodations by logging into their “Accommodate” account and submit a new accommodation request. Students will identify the requested accommodation and provide a description of the need related to their disability. Following the submitted request the Office of Access will review the request and documentation on file. Please know that additional discussions with the student may be requested as well as additional documentation and accommodations are not provided retroactively.

Please know that depending on the time of year requests may take longer to review due to the volume of students applying. Students should contact the Access Office as early as possible (ideally just after acceptance) to begin our process.
Appeal of Accommodation Decision:
Students can appeal the decision of accommodations from the Office of Access through an appeal to the Dean of Student Affairs. An appeal should be submitted in writing and include requested accommodation and description of the need as it relates to the students disability.

Report Physical Access Barriers:
Please report any problems for physical access, such as non-working elevators, to the Office of Access and Accommodation immediately. Students who believe they have been discriminated against or denied access to a program or service because of a disability should contact the Office of Access and Accommodation. Further information on policies, procedures and documentation requirements may be obtained by contacting the Director of Access and Accommodation at 478-301-2810. Students in the School of Medicine may contact the Dean of Student Affairs at 478-301-2531. Additional information including Disability Grievance Procedures may be found at http://access.mercer.edu.

Technical Standards for the MD Program:
The MD degree is a broad undifferentiated degree attesting to general knowledge in medicine and the basic skills required for the practice of medicine. Essential abilities and characteristics required for completion of the MD degree consist of certain minimum physical and cognitive abilities and sufficient mental and emotional stability to assure that candidates for admission, promotion, and graduation are able to complete the entire course of study and participate fully in all aspects of medical training. The School of Medicine intends for its graduates to become competent and compassionate physicians who are capable of entering residency training (graduate medical education) and meeting all requirements for medical licensure. The avowed intention of an individual student to practice only a narrow part of clinical medicine, or to pursue a non-clinical career, does not alter the requirement that all medical students take and achieve competence in the full curriculum required by the faculty. Graduates of medical school must have the knowledge and skills to function in a broad variety of clinical situations and to render a wide spectrum of patient care. Since the treatment of patients is an essential part of the educational program, Mercer University School of Medicine (MUSM) must act to protect the health and safety of patients.

The Admissions Committee of Mercer University School of Medicine acknowledges Section 504 of the 1973 Vocational Rehabilitation Act, the Americans with Disabilities Act of 1990, and the ADA Amendments Act of 2008, and asserts that the ability to meet certain essential technical standards with or without reasonable accommodations must be present in the prospective candidates. Disclosure of a disability is voluntary; however, applicants who want to request accommodations during the admissions process should contact the Mercer University School of Medicine Office of Student Affairs.

All students must review the Technical Standards at the time of admission and at the beginning of each academic year. The Technical Standard Student Review Acknowledgement form must be completed and submitted to the Office of Student Affairs.

A candidate for the M.D. degree must have aptitude, abilities, and skills in five areas: Observation; Communication; Motor; Intellectual-Conceptual, Integrative and Quantitative; and Behavioral/Social. Technological compensation can be made for some disabilities in certain areas but a candidate must be able to perform in an independent manner.

The full Technical Standards can be found in the Catalog of the School of Medicine at https://registrar.mercer.edu/www/mu-registrar/macon/upload/MUSM-2019-2020.pdf

Attendance and Participation in National Meetings
MD students are encouraged to pursue research and volunteer activities that do not conflict with curricular responsibilities. Students will not be excused nor will accommodations of curricular schedules be made for participation in programs that extend beyond regularly scheduled vacation time. On occasion, students may be excused from curricular activities to attend national or local professional meetings. Students must request permission from the Senior Associate Dean of Academic Affairs prior to registering for a professional meeting.

Pre-clinical Years Attendance Policy
Attendance in all Block activities, Population Health and Medical Practice, and other required courses is mandatory and is tracked. Students should follow the attendance policy for the course in which they are participating and report any absence to
the Academic Year Coordinator and the Block Chair immediately.

**Clinical Years Attendance Policy**
Attendance is expected at all scheduled activities unless otherwise directed by the attending physician or clerkship director. Students are expected to remain on the hospital property during ‘on-call’ periods unless directed otherwise by their attending or clerkship director.

Students are expected to follow the attendance policy of the rotation or clerkship in which they are currently participating. For absence requests related to professional or academic conferences during a clerkship or rotation, students must contact the Clerkship Director for approval, and copy the Clerkship Coordinator and Senior Associate Dean of Academic Affairs. Either the Clerkship Coordinator or the Senior Associate Dean of Academic Affairs may deny requests.

**Participation in National Meetings**
The School of Medicine encourages participation in national meetings through the submission of research projects, poster sessions, sharing in roundtable discussions, etc. Additionally, it is hoped that students will participate in the various extracurricular groups that are affiliated with national organizations.

Such groups often provide excellent experience for leadership skill development. National meetings sponsored by these organizations often provide workshops on leadership skills development. Students are discouraged from applying for these opportunities if they are experiencing any form of academic difficulty.

Students are encouraged to pursue research and volunteer activities that do not conflict with curricular responsibilities. Students will not be excused nor will accommodations of curricular schedules be made for participation in programs that extend beyond regularly scheduled vacation time. On occasion, students may be excused from curricular activities to attend national or local professional meetings.

Students must request permission from the Senior Associate Dean of Academic Affairs prior to registering for a professional meeting.

Excused absences from all required academic programs – if granted – must be approved in advance by both the Senior Associate Dean for Academic Affairs, and the director of the program in which the student is currently involved.

**Community of Respect**
Mercer University strives to be a Community of Respect where everyone is held in mutual high regard. Because every human being is created in the image of God, each person deserves to be treated with respect and civility. Standards of conduct are based on the values of mutual respect:

**Respect for Academic Integrity**
We value a community that encourages an academic atmosphere. We believe that honesty is important to learning.

**Respect for Other Persons**
We value the worth of every individual in the community and we respect the dignity of each member in the community. We take responsibility for the consideration of the rights of others.

**Respect for the University Community**
We value showing respect for the rights and property of others. We take responsibility to act to maintain University property.

**Respect for Community Authority**
We acknowledge and value our privileges and rights as members of the University community. We take responsibility for acting to uphold community standards.

Every student consents to the following Honor Code upon entering Mercer University:
“I pledge to hold myself to the highest standards of academic integrity while at Mercer University. I further pledge that I will
hold my peers to these standards by reporting any violations I observe and that I will foster a spirit of honesty in the University's academic environment.”

In addition, each student is personally responsible for knowing the rights and obligations as set forth in the Honor System, printed in The Lair.

**Conduct, Off Campus Behavior**

Mercer University and its members are subject to all local, state, and federal laws and statutes. Alleged violations of local laws and statutes, which occur on or off campus, are subject to internal University investigation, review, and action, in addition to any action by proper civil authorities. Each student is individually responsible for being informed of the law. Ignorance of federal, state, or local laws will not be accepted as an excuse for prohibited behaviors.

All students residing on or off campus, including study abroad and international students, are expected to comply with University regulations set forth in the Mercer University Student Handbook. Alleged violations of University regulations that occur on or off campus may be investigated and appropriate action taken without regard to the status of any civil or criminal proceeding.

**Conduct, University Student Code of Conduct**

*Please see full policy in the University Handbook at [http://provost.mercer.edu/handbooks](http://provost.mercer.edu/handbooks).*

The University’s Student Code of Conduct applies to all students on all campuses, and students are expected to be aware of and conduct themselves in a manner that is in compliance with the full version detailed in Mercer University Student Handbook. This code covers, but is not limited to, drugs and alcohol, sexual misconduct, destruction of property, media misuse, and violation of published University Regulations. Disciplinary policies found in the University Student Handbook supersede and complement any student conduct policies and procedures used by the M.D. degree and graduate programs within the Medical School. M.D.-Program-specific regulations and policies (including professional standards) will remain enforceable by medical school committees that include the Honor Council, the Student Professionalism Committee, and the Student Appraisal and Promotion Committee.

Mercer University is dedicated to the advancement of knowledge and learning and to the development of ethically responsible persons. University students are expected to uphold appropriate standards of behavior and to respect the rights and privileges of others. The University invites students to participate in the formulation of behavioral policies and to share in the responsibility for disciplinary decisions. These standards and procedures have been established to protect the University’s educational purpose, to foster a sense of responsibility to the community, to provide for orderly conduct of its activities, to protect the members of the University from disrespect, and to safeguard the interest of the University community. Student conduct is expected to be lawful and in accordance with all federal, state, and local laws, and University regulations.

In keeping with Mercer University’s values, sanctions imposed on students found to be in violation of the Student Code of Conduct are designed to promote the University’s educational mission, maintain community standards, and promote individual civility and positive growth.

Sanctions are also intended to maintain the safety of the University environment and the integrity of the University community. The processes for adjudicating violations of federal, state and local laws and violations of the Student Code of Conduct are separate and may be pursued independently of one another. The University distinguishes its responsibilities for student conduct from the control functions of the wider community. The conduct of students both on campus and in the wider community is ordinarily of University concern when (a) the conduct interferes with the University’s responsibility for ensuring members of the University full and equal opportunity to obtain their educational objectives, (b) the conduct interferes with the University’s responsibility to protect the health, safety and general welfare of persons in the University community, or (c) the conduct negatively impacts the University’s image and/or academic integrity. The University is not required to postpone disciplinary proceedings pending the outcome of any criminal proceeding.

The Student Code of Conduct applies to all University students in settings, which includes, but is not limited to, study abroad,
international travel, online, and off-campus educational opportunities. The Vice President for Student Affairs (or designee) may modify non-substantive procedures in the effort to adjudicate violations.

Student organizations will be held responsible for the behavior of their members, alumni, or guests, when their actions evolve from or are in any way related to their association with activities of the organization on or off campus. Student organizations may be adjudicated in addition to any charges levied against the individual members. Student organizations that condone or encourage behavior that violates University or state regulations may be held responsible for such violations. See Non-academic Misconduct Process for Student Organizations.

Authority for student discipline ultimately rests with the University President. For cases involving non-academic conduct violations, the President delegates this authority to the Vice President for Student Affairs (or designee), who in turn delegates it to the following designees to oversee, review, and pursue violations of the Student Code of Conduct.

<table>
<thead>
<tr>
<th>Location</th>
<th>Primary Designee(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Macon Campus (including Law, Medicine - all campuses)</td>
<td>Assistant Vice President for Student Affairs, Macon</td>
</tr>
<tr>
<td></td>
<td>Office of Student Conduct and Residence Life, Macon</td>
</tr>
<tr>
<td>Atlanta Campus (including Douglas, Henry, and Newnan Centers)</td>
<td>Associate Dean of Students, Atlanta</td>
</tr>
<tr>
<td></td>
<td>Residence Life, Atlanta</td>
</tr>
</tbody>
</table>

The Vice President for Student Affairs (or designee) has the authority to notify the person listed as the student’s emergency contact (or other appropriate person) in cases of emergency or life-threatening incidents.

The Vice President for Student Affairs (or designee) may order any student or organization to cease and desist from any activity adjudged to be disruptive to the University. If the student or organization fails to cease and desist from such activity, the Vice President for Student Affairs (or designee) may immediately suspend the student or organization pending a conduct hearing. Student organizations should refer to the “Non-Academic Misconduct Process for Student Organizations”.

**Conflict of Interest Policy**

For Interactions With Industry Partners  
*Updated April 15, 2014*

It is the policy of the Mercer University School of Medicine that interactions with industry should be conducted so as to avoid or minimize conflicts of interest. When conflicts of interest do arise they must be addressed appropriately, as described herein.

The purpose of this policy is to establish guidelines for interactions with industry representatives for medical staff, faculty, staff, students, and trainees of the Mercer University School of Medicine.

Adherence to this policy is required for all employees of the institution, whether full/part time, and for all students. It is strongly encouraged that all faculty members, all volunteer faculty members, and all trainees affiliated with the School adhere to this policy regardless of clinical site or regulations at other clinical sites.

Interactions with industry occur in a variety of contexts, including marketing of new pharmaceutical products, medical devices, and research equipment and supplies onsite, on-site training of newly purchased devices, the development of new devices, educational support of medical students and trainees, and continuing medical education.

Faculty and trainees also participate in interactions with industry off campus and in scholarly publications. Many aspects of these interactions are positive and important for promoting the educational, clinical and research missions of the medical school. However, these interactions must be ethical and cannot create conflicts of interest that could endanger patient safety, data integrity, the integrity of our education and training programs, or the reputation of either the faculty member or the institution.
The full policy can be viewed in the Policy Manual housed in the Office of the Dean.

**Criminal Background Check Policy**  
*Updated February, 2017 WPR*

All applicants provisionally accepted to the M.D. program at MUSM will have to undergo a Criminal Background Check (CBC) and release the results to MUSM. The CBC is facilitated by the Association of American Medical Colleges and performed by Certiphi Screening Inc. Information about this screening can be found at the link below:

https://students-residents.aamc.org/applying-medical-school/article/criminal-background-check-service/.

**Provisionally accepted applicants are advised to review, download and save a copy of the CBC report they receive from Certiphi Screening Inc., for their own records.**

Students are able to view and download their background investigation report through the Certiphi Screening website (above) for up to a year. Once a year has passed it will be set to an Expired status. Thereafter, students can access this information by contacting their Consumer Care Department either by phone (1-888-495-8476) or visiting the website at: https://consumercare.certiphi.com/.

The results of this background check will be reviewed by the Criminal Background Check (CBC) Committee at MUSM, consisting of the Associate Deans of Admissions and the Associate Deans of Student Affairs on all SOM Campuses. The CBC Committee reserves the right to make inquiries to the provisionally accepted applicant with regard to concerns originating from observations on the applicant’s CBC result.

The CBC Committee may, on the basis of any concerns that arise from review of results of the background check, make a recommendation to the Dean to rescind the offer of admission to the applicant, after discussion of these concerns with the Dean and legal counsel.

Results of background checks will be retained on file in the Office of Student Affairs until the student’s graduation. Any student with a positive background check is notified that he or she should be aware of results and disclosing of them in future applications for training or licensure.

Subsequent to their full acceptance and matriculation in the M.D. program at MUSM, it becomes the student’s responsibility to furnish their copy of the CBC result to any hospital or practice site that may require this information during the course of the medical school curriculum.

If an updated CBC is required by a hospital or practice site as part of its consideration of an application from a MUSM student to engage in curricular experiences in that or those sites, it will be the student’s responsibility to authorize, procure, and release the results to the hospital or practice site that requests this information in a timely manner. The costs of these background checks shall be the student’s responsibility.

MUSM reserves the right to obtain additional Criminal Background Checks on enrolled students, in addition to the CBC procured at the time the applicant was first accepted into the M.D. program. Students that have positive background checks with new discoveries during their enrollment in medical school will be notified of the findings, and these findings may need discussion with the Dean/Associate Dean of Student Affairs on the corresponding campus, and may be referred to the Student Professionalism Committee.

**Dress Code and Identification Badges**  
*Updated and Approved by the Executive Council of the School of Medicine November 27, 2018*

**Scope**
This policy applies to all faculty, staff, and students in the School of Medicine.
Policy
As a training facility for healthcare professionals and graduate students, the School of Medicine adheres to a dress code policy that is appropriate for working conditions (classroom, laboratory, clinical settings, and standardized patient encounters) and that reflects professionalism in dealing with faculty, staff, patients, and the public. For this reason it is essential that all students, staff, and faculty adhere to the modified business casual guidelines stated in this policy. Reasonable accommodations will be made for religious beliefs as related to attire whenever possible.

Procedure
General:
1. All articles of clothing must be clean and in satisfactory condition without rips and tears.
2. Clothing should not be offensive, distracting, or hazardous.
3. Dressing more formally than the guidelines is allowed.
4. Many students will have patient care responsibilities (simulated or live) and will need to adhere to the clinical guidelines in some situations beginning with matriculation to the school.
5. In a clinical setting hair should be kept clean and neatly styled. Facial hair shall be neat, clean, and appropriately trimmed. Hair color should be of a natural human shade. Longer hair should always be tied back or put up.
6. In a clinical setting nails should be trimmed, neat, clean, and filed in such a way as to not be sharp.
7. In a clinical setting jewelry is an accessory and as such should not be an interference, distraction, or safety hazard. Jewelry may not be worn in any visibly pierced body part except ears. Earrings shall be limited to small studs.
8. In a clinical setting tattoos and/or body art must not be visible or must be covered to the extent possible while involved in patient care activities.
9. Hospital Scrubs must not be worn outside of the hospital for any reason.
10. In clinical and laboratory settings there may be additional regulations that must be followed.
11. Nothing in these guidelines is intended to limit a school of medicine community member’s gender expression.
12. A Mercer University Photo ID is to be worn at all times while at the medical school or while in any of the clinical settings. Identification badges should be worn in accordance to the policies of the medical institution sponsoring rotations which may require additional badges to be worn.

Faculty and Staff:
The expected dress for faculty and staff is business casual. Business formal attire may be required in certain situations. Certain situations and locations may require specific dress requirements including the laboratory and clinical settings. Casual Friday’s may be observed allowing for jeans and a Mercer University T-shirt or polo shirt.

Classroom:
Students may wear collared shirts with sleeves, T-shirts or blouses with sleeves, long pants or slacks to include jeans and other types of long pants, skirts/dresses, and casual shoes. Personal scrubs are allowed but hospital scrubs should not be worn outside of the hospital.

Laboratory:
Students may wear collared shirts with sleeves, T-shirts or blouses with sleeves, long pants or slacks to include jeans and other types of long pants, and closed toed casual shoes. Personal scrubs are allowed but hospital scrubs should not be worn outside of the hospital. Additional protective gear may be required in the laboratory setting.

Clinical Situations (to include Clinical Skills and Standardized Patient Encounters):
Male students may wear collared shirts with sleeves, neck ties/bow ties, non-denim long pants or slacks, dress shoes, casual shoes, socks. Scrubs and tennis shoes in a clinical setting are only allowed as permitted by the attending and in certain situations such as the operating or delivery room.

Female students may wear collared shirts with sleeves, blouses with sleeves, non-denim long pants/slacks/skirts/dresses, dress shoes, casual shoes, socks/ hosiery/tights. In a clinical setting dresses and skirts should be no more than one inch above the knee and high heels should not be worn in accordance to most clinical guidelines. Open-toe shoes are not permitted in clinical settings. Scrubs and tennis shoes in a clinical setting are only allowed as permitted by the attending and in certain situations such as the operating or delivery room.
Identification
All School of Medicine Students, faculty and staff are required to have Mercer University Identification Cards (Bearcards). Cards will be issued as a part of orientation free of charge. Lost cards must be replaced by the individual at a cost of $25.00. ID badges issued by clinical sites are required to be worn at all times on the Macon, Savannah, or Columbus clinical campuses and when participating in learning activities at other locations. The ID badge must be issued by the clinical campus at which the activity is taking place (i.e., a Navicent badge is not acceptable at MUMC).

Repeated violations of this policy may result in disciplinary action.

Drug and Alcohol Policy
The possession or consumption of alcoholic beverages by students is prohibited on campus and at University sponsored events. Public intoxication, consumption, or display of alcoholic liquors, wines, or beer on campus is prohibited. Use or possession of illegal drugs and drug paraphernalia is also prohibited.

Mercer University shares the widespread national concern with the serious threat to health, safety, and welfare posed by the unlawful use of drugs and the abuse of alcohol, especially in the workplace and on college campuses. Excessive use of alcohol and illegal drugs can cause serious health problems, and it can negatively affect the success of students in the educational and social areas of university life. For this reason, the University is adamantly opposed to alcohol and drug abuse, and the unlawful possession, use, or distribution of drugs by members of the University community. Mercer University strictly prohibits such activities. The University conducts educational programs designed to lead its students into an understanding of the problems associated with drug and alcohol abuse and to enable them to make responsible choices on personal and social levels.

In addition to abiding by the regulations prescribed by the Mercer University Student Handbook, students must abide by all local, state, and federal laws pertaining to drug and alcohol use. Violations of such laws, whether they occur on or off campus, are subject to internal University investigation, review, and action. For more information about Mercer University’s policy concerning drugs and alcohol, refer to the section titled “Drug-Free Workplace and Campus Program” in the University handbook at http://provost.mercer.edu/handbooks.

Emergency Preparedness Plan
In the event of an emergency contact Mercer Police 478-301-2911, the local police 911, or the Regional Campus Coordinator for a campus not located on the Macon or Atlanta campuses.

Building Evacuation Instructions: When information about a threat is received in a building or facility, evacuation may be ordered by Mercer Police or local emergency response personnel.
1. When a fire alarm is activated evacuation is mandatory.
2. Do not use elevators in an evacuation.
3. Close doors as you exit.
4. All individuals should move away from the building and/or facility in danger.

Active Shooter Instructions: How to respond (options) if an active shooter is in your vicinity:
1. Run: If there is an accessible escape path, attempt to evacuate the premises.
2. Hide: If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.
3. Fight: As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the shooter.

Lockdown (Violent Acts): Should the University experience a violent act (such as an active shooter), a lockdown of the University may be ordered by Mercer Police or the local emergency response personnel.

In such a situation you should:
1. Immediately go to the closest enclosed area. If possible, choose a room without windows that has a locking door.
2. Lock and/or blockade the doors.
3. Turn out lights and draw blinds.
4. Silence your cell phone, remain quiet, and stay out of sight.
5. Wait for an “All Clear” signal or notice from Mercer Police and/or local emergency response personnel.
6. If outside during the notification, consider leaving the campus if possible.

Stay in Place (Severe Weather)
1. If possible, move to designated severe weather areas of the building.
2. Do not use elevators.
3. Avoid glass doors and windows.
4. Wait for an “all clear” signal or notice from Mercer Police and/or local emergency response personnel.

Firearms, Weapons, Fireworks/Explosives
Firearms/weapons and fireworks/explosives are not allowed on Mercer University campus or Regional Academic Center (RAC) facilities. Firearms are only allowed when required for students who are in uniform (police, law enforcement officers, etc.) in an official duty status.

Fund Raising Policy
Fund-Raising Policy
Approved by the Executive Council February 26, 2019

Fundraising is defined as the collection of money through donations, sales, and/or event programming for the purposes of charitable donation or organizational budget enhancement.

All fund raising activities must be pre-approved by the Office of Student Affairs with the completion of a Request to Fundraise Form.

The purpose for which the funds will be raised must be consistent with the purpose of the recognized student organization and the Code of Student Conduct and other applicable policies of Mercer University. Further, the fundraising activity must not violate legal, tax, or corporate restraints upon the University.

No Mercer mark may be used without the prior, written authorization of Mercer University. All products bearing Mercer marks and distributed for resale or other promotional purposes are subject to the licensing policies of the University. At no time is a seal of the University to be used for fundraising purposes.

Please consult the Mercer University Style Guide (http://styleguide.mercer.edu/7-college-school-seals/) for further information.

For further information or a copy of the full policy, please contact the Office of Student Affairs.

Grievance Policies & Procedures
Academic
Students have the right to bring grievances against a faculty member or an administrator concerning academic matters. Such matters may include, but are not limited to, failure to abide by requirements described in the course syllabus, arbitrary awarding of grades, discrimination based on age, gender, religion, race, marital status, national origin, or disability. The full policy is found in the University Student Handbook.

Nonacademic
Mercer University recognizes the importance of providing an efficient procedure for a timely and fair resolution of a nonacademic grievance. Students are encouraged to use the process to resolve allegations concerning a University employee, administrative policies or procedures, or a University program. The dean of students or student affairs designee on each
campus serves as a resource for students seeking assistance with grievance procedures.

**Grievance Committee**
1. Annually, the Dean will appoint three standing Grievance Committees to receive complaints of harassment or abuse, one for the Macon campus, one for the Savannah campus and one for the Columbus campus. The Committees will emphasize mediation and conciliation and will rely on discreet inquiry and persuasion in dealing with complaints brought for its consideration. When a Committee cannot resolve a complaint to the satisfaction of those concerned, it will refer the matter, with its findings and recommendations to the Dean. All members of the School of Medicine community are expected to cooperate fully with the Committees.

2. Each Committee will be composed of five members; three faculty members, one department administrator and a senior medical student. In making appointments to the Committee the Dean will be guided by considerations of continuity, experience and sensitivity to the concerns of students and faculty, and gender, racial, cultural and economic diversity of the student body. After the initial appointments, the Dean will seek the advice of the existing Committee on new appointments. The Dean will serve as advisor to the Committee.

3. The Dean will appoint a chair of each Committee who will convene the Committee, preside over meetings and hearings, assign duties to members and assume those other responsibilities usually delegated to a committee chair.

**General Procedure**
1. Any student may ask questions about procedures, seek advice, or lodge a complaint to any member of the Committee, the Associate Dean for Student Affairs, the Associate Dean for Academic Affairs, or any faculty member.

2. Before an investigation is made or any process is begun which might lead to recommendations or sanctions, a complainant must identify herself/himself in a signed written complaint that is presented to the committee.

3. Mediation is available, however, if the complainant wishes to postpone, rather than refuse altogether, to identify herself/himself or to remain unidentified, yet obtain the Committee’s assistance in informing the other person that a problem has been raised concerning the person’s conduct.

4. Completely anonymous complaints will not result in any action or record by the Committee.

5. The Committee will be available to consult with the School community on the issue of student harassment/abuse and to assist in education about issues related to this area.

6. The Committee will transmit matters that do not fall within its purview to the Dean for appropriate referral.

7. The Dean reserves the right to conduct an informal investigation of the complaint prior to presenting the issue to the Committee in order to ascertain the appropriate committee or administrative office that should further investigate the complaint.

**Procedures for Complaints of Harassment or Abuse**
When the complainant is willing to be identified to the person against whom the complaint is directed, the Committee will proceed in the following manner:
1. After discussion with the complainant, the Committee member who initially receives the complaint will describe the incident to the full Committee without disclosing the identity of the individuals involved. The Committee will convene within two weeks after receiving the written complaint. The Dean will be notified that the complaint has been received.

2. The Committee will decide whether the complaint falls under its purview. If it concludes that the complaint should be considered by the Committee, the persons involved will be identified to the Committee. Any Committee member with a conflict of interest will be required to withdraw from consideration of the complaint.

3. One or more faculty or administration members of the Committee will meet as soon as possible with the person directly involved in the complaint in order to clarify what incidents occurred and views each holds. The person complained against shall be informed of the name of the person making the complaint and the substance of the complaint.

4. These members will report to the full Committee the content of those interviews. The Committee will then determine whether further investigation is warranted.
5. The Committee shall have broad power in its discretion to ask for additional evidence, to conduct personal interviews with the parties and with additional persons, and/or to hold a hearing on the matter. The parties shall be advised before any discussions are held with additional persons. Any hearing shall be conducted in private under informal procedures as determined by the Committee.

6. After completion of its investigation, the Committee will determine whether the accused has engaged in harassment/abuse and, if so, will recommend corrective action. This work should be completed within six weeks following the receipt of the initial written complaint. The Committee may:
   a. find that no harassment or abuse occurred and convey that decision to the parties involved, or,
   b. recommend that the complaint be resolved between the parties and convey that recommendation to the complainant, or,
   c. find that harassment/abuse occurred and refer the matter with specific findings and recommendations for corrective action to the Dean. The committee will inform the Dean of its findings and recommendations. The Dean will inform the Committee of the final disposition of these complaints.

7. If either the complainant or the person complained against is dissatisfied with the Committee’s findings or recommendations, that person may meet with the Dean to discuss her/his concerns.

Variations
Steps outlined above may be modified on a case-by-case basis in the resolution of other kinds of complaints or harassment/abuse, as follows:
   a. A complaint in which a complainant asks not to be identified until a later date (e.g. until the end of a course) will generally be honored, and the complaint will be held with no action taken until the time requested by the complainant (but in no case longer than 180 days following the alleged incident(s)). If the complainant withdraws the complaint before the designated date, no action will be taken and no records concerning the incident(s) will be kept.
   b. A complainant may identify herself/himself to a member of the Committee but request to remain unidentified to the person against whom the complaint is made. In such cases, the Committee may advise the accused that a complaint has been made against him/her without identifying the complainant. Further inquiry, investigation or action will normally be curtailed until the complainant is willing to be identified.

Resolution of Complaint
If the Committee is able to mediate a resolution of the complaint to the satisfaction of both the complainant and the person complained against the complaint will not be forwarded beyond the Committee.
1. Complaints not resolved by the Committee will be forwarded to the Dean with written findings, recommendations and any supporting documentation.
2. The Dean will review the Committee’s findings, recommendations and documentation and will meet with both parties prior to rendering a decision. The Dean will inform the parties of the decision within two weeks after receiving the recommendations of the Committee.
3. If the corrective action involves disciplinary action or termination of employment, the individual may be entitled to further procedural rights as noted in the University Faculty Handbook.
4. All proceedings will be kept in confidence by the Committee. The Committee will respect the wishes of the complainant regarding investigation and will not carry a complaint forward without the complainant’s permission.
5. No records will be kept of informal discussions between the complainant and Committee members. Records and documentation of formal complaints in the Committee’s or Dean’s possession will be kept separate from personnel files, although the Dean’s decision in a particular case may involve a written warning or reprimand or other action to become a part of a personnel file. Where it is determined that no harassment or abuse has occurred, all records of the complaint shall be destroyed (except a confidential file in the legal counsel’s office).
6. The parties immediately involved will be kept informed of the status of the complaint.
7. Any attempt to penalize or harass an individual for initiating an inquiry or complaint will be treated as a separate incident under these procedures.
8. The Committee will submit an annual report to the Dean, with copies to the Human Resource Department and EEO Officer, summarizing the nature of cases and issues considered during the year. From time to time, the committee will consult with the Dean on policy and procedural issues, including progress in education of the School of Medicine community, prevention of harassment/abuse and recommendations for changes in this policy.

Note: For all complaints that relate to the area of sexual harassment, the School of Medicine will adhere to the University Policy Concerning Sexual Harassment.
Health Insurance Portability and Accountability Act (HIPAA)

Commonly called the “HIPAA Law”, this law is a regulatory requirement for healthcare organizations and other entities that hold medical information. The Law is designed to protect patient’s rights and to create the standardization of healthcare information. The Law regarding Healthcare Payment, Treatment, or Healthcare Operations is outlined as the Rules for Administrative Simplification.

The Law became effective in 1996, but the implementation of the Law began in 2002. The regulations of the HIPAA Law cover the following areas of healthcare:

- Privacy of Health Related Information
- Standardization of Electronic Billing Transactions and Code Sets Standardization of Healthcare Identifiers
- Plan Employer (Plan Sponsor) Provider Patient
- Security of Healthcare Facilities and Healthcare Information
- Physical
- Electronic

HIPAA is a regulatory requirement, and Mercer University mandates that all Health activities and Health (Medical) information be in compliance. All employees, staff, faculty, and students who use, hold or come in contact with Medical information need to be trained in the HIPAA Law and the Mercer HIPAA Policies and Procedures prior to contact with patients or patient information. The medical school administration coordinates this effort for the School of Medicine.

Any questions about HIPAA or Mercer’s Policies and Procedures need to be directed to the Mercer HIPAA Privacy Officer, Jim Calhoun (Calhoun_j@mercer.edu; 478-301-2300).

Holidays, School of Medicine

Academic Year 2019-2020

Students are excused from all scheduled activities during MUSM holidays. The holiday period is defined as the 36-hour period beginning at 6:00 PM the day before the MUSM holiday and ending at 6:00 AM on the morning following the holiday.

*Fourth Year students in the M.D. Program will be required to participate in academic activities during the Christmas break according to the schedule that the student has selected but will not be expected to report to rotations on Christmas Eve, Christmas or the other holidays as noted below.*

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Date</th>
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<tr>
<td>Labor Day</td>
<td>September 2, 2019</td>
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<td>Thanksgiving</td>
<td>November 28 and November 29, 2019</td>
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<tr>
<td>Christmas Break</td>
<td>December 21, 2019 through January 1, 2020</td>
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<tr>
<td>Martin Luther King, Jr. Day</td>
<td>January 20, 2020</td>
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<tr>
<td>Good Friday</td>
<td>April 10, 2020</td>
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<td>Memorial Day</td>
<td>May 25, 2020</td>
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<td>Independence Day</td>
<td>July 3, 2020</td>
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Honor Codes, Mercer University School of Medicine

Graduate Students and Doctor of Medicine Students must abide by the University Honor Pledge:

*I pledge myself to neither give nor receive aid during tests or for any individual assignments or papers, nor to use any information other than that allowed by the instructor. I further pledge that I will not allow to go unreported to the proper persons any violation of the Honor System and that I will give true and complete information before the Honor Committee.*
All Graduate Students must adhere to the Graduate Student Honor System policies and all Doctor of Medicine Students must adhere to the Medical Student Honor System Policies.

**Graduate Student Honor System**

This document describes policies and procedures for dealing with infractions of the Honor Code by students matriculated in Graduate Programs under the jurisdiction of the Graduate Council of Mercer University.

**Definition of the Graduate Honor System**

The Graduate Honor System is a code established, interpreted, and administered by the Graduate Council of Mercer University. It is based on the Undergraduate Honor System and draws on the traditions of integrity and academic freedom which are embodied by that system. Like that system, the aim of the Graduate Honor System is to promote complete freedom within the academic community—a freedom which is based on a trust between students and faculty.

At Mercer University, the Honor System is subscribed to by everyone enrolling in any class, whether during the regular academic year, the summer term, or evening classes. The faculty subscribes to and supports fully the Honor System. The Honor System places responsibility for honesty where it belongs and ultimately must rest, on the individual. The individual is responsible for reporting any academic dishonesty he or she may observe as well as being responsible for his or her own honesty. By placing the responsibility on the individual, each student becomes the guardian of the Honor System.

As a pledge to uphold this responsibility, each student assumes the Honor Pledge.

**Graduate Honor Panel**

Policies and procedures regarding graduate student infractions of the Honor Code are established by the Graduate Council of Mercer University. To this purpose, the Graduate Council shall establish and maintain a panel of members of the Graduate Faculty who are available to adjudicate cases of infractions reported to the Council. The members of this Panel may be called upon to serve as an Honors Committee to judge violations of the Honor Code and to recommend penalties for those found guilty of infractions.

Each college or school which offers graduate programs falling under the jurisdiction of the Graduate Council shall select three members of its Graduate Faculty to serve on the Honor Panel. The Honor Panel members shall serve for staggered terms so as to provide for continuity of experience.

**Definitions of Violations**

Violations A violation of the Honor Code involves: (1) cheating, (2) plagiarism, (3) academic negligence, or (4) other acts of dishonesty in the area of academics and research. Perjury or willful omission of evidence during a COMMITTEE hearing is also a violation.

**Cheating** is the taking of credit for work which has been done by another person. The following are some of the more common instances of cheating:

1. using notes, textbooks, or reference materials on a test, daily quiz, or examination unless the use of such materials is specifically permitted by the professor;
2. copying ideas or facts from another’s papers during a test situation in or out of class;
3. giving or receiving facts or ideas by any means whatsoever during a test situation in or out of class;
4. obtaining test questions which a teacher does not release for further reference;
5. obtaining or giving specific information which will be on a test before the test is administered

**Plagiarism** is defined as the use of ideas, facts, phrases, or additional material such as maps and charts from any source without giving proper credit for such material. Any material in a paper or report which is not acknowledged is understood to be the original work of the author.

**Academic negligence** is also a violation of the Honor Code. It is unacceptable conduct of a student during a testing situation. (This includes in-class tests, take-home tests, outside assignments, papers, homework, lab reports, etc.) It may include the student’s failure to understand the instructor’s specific instructions.
Perjury is the falsification of testimony or other evidence presented to the Council. Willfully omitting evidence may also result in a conviction.

Procedure for Reporting Honor Code Violations
Each student is responsible for reporting any and all infractions of the Honor Code. This responsibility is accepted when he or she enrolls in Mercer University and is expected of him or her as a vital participant in the Mercer University Honor System. The SYSTEM is so dependent upon this student responsibility that the shirking of this responsibility is considered a serious violation of the Honor Code. Faculty as well as students are responsible for reporting any and all infractions of the Honor Code which may come to their attention.

The procedure for reporting a violation is:
(a) If a student or member of the faculty knows or hears of an act of dishonesty, he or she is responsible for reporting the incident to the Dean of the academic unit. The Dean will determine whether the incident should be managed within the academic unit or forwarded to the Graduate Council. If the decision is to forward to the Council, then such notification shall be immediately made to the Chairperson of the Graduate Council.
(b) The Graduate Council will select two members of the Honors Panel for an Honor Committee and request that the Dean name the remainder of the Committee by: (1) selecting two members of the Graduate Honor Panel, and (2) naming one additional member of the Graduate Faculty. The Dean will appoint one member of this group as chairperson.
(c) The Chairperson of the Honors Committee will notify the accused student(s) and will serve as an investigator to determine the facts of the case. The Honors Committee will conduct the case according to the procedures described in the following section.

Graduate Honor Committee Procedure
1. Rights and Responsibilities
   A. of the Accused
      1. The accused shall have following rights in the event that he or she shall face a hearing:
         a. A right that the charges against him or her be served on him or her by some member of the GRADUATE HONOR COMMITTEE at least 24 hours prior to the hearing. This right may be waived by joint consent of the accused and COMMITTEE.
         b. A right to summon witnesses and to testify on his or her own behalf.
         c. A right to be present when the witnesses testify and to question them at the designated time.
         d. A right to examine written work or other exhibits where the evidence consists in part or whole of same.
         e. A right to an acquittal unless the COMMITTEE believes that the charge or charges against him or her have been proved beyond any reasonable doubt.
         f. A right to request the Dean of the School or College to review a finding of guilt and the propriety of the penalty. This right must be exercised within four school days after the hearing.
         g. The accused shall have the full right of free speech as regards his or her trial.
      2. The Accused shall have the following responsibilities in the event that he or she shall face a hearing:
         a. A general duty to cooperate fully with the COMMITTEE in all matters pertaining to case procedure.
         b. A duty to be present at the hearing. If the accused fails to appear or to notify the COMMITTEE, the hearing shall proceed in his or her absence.
         c. A duty to answer all relevant questions frankly, fully, and honestly, remembering that intentional omission is as serious an offense as willful distortion of the truth.
   B. of the Witnesses
      1. A witness shall have the following rights in the event the accused shall face a hearing:
         a. The right to be presented with a summons at least 24 hours prior to the hearing.
         b. The right that neither his or her person nor property shall be insulted, molested, threatened, or damaged because of his or her part in the hearing.
      2. A witness shall have the following responsibilities in the event that the accused shall face a hearing:
a. A general duty to cooperate fully with the COMMITTEE in all matters pertaining to case procedure.
b. The duty to be present at the hearing.
c. The duty to answer all relevant questions frankly, fully, and honestly, remembering that intentional omission is as serious an offense as willful distortion of the truth.

II. Conduct of the Hearing
A. Participation in the Hearing
   1. Every hearing shall be conducted by a GRADUATE HONOR COMMITTEE appointed by the Graduate Council and the Dean of the School or College; the Committee chairperson appointed by the Dean shall preside.
   2. The clerk of the COMMITTEE shall take minutes of the proceedings. Recording devices may be used if they are under the control of the COMMITTEE. The accused may listen to the recordings after the hearing in the presence of at least two members of the COMMITTEE. In those cases which result in a conviction, a complete record of the hearing proceedings shall be retained by the COMMITTEE until the graduation of the accused. In cases which result in an acquittal, only the number of the case, the name of the student, and the statement of acquittal shall be retained by the COMMITTEE.
   3. A member of the COMMITTEE shall disqualify him or herself in a case in which he or she is called as a witness.
   4. The proceedings of the case shall be held in utmost confidence before, during, and after the hearing.
B. Call Committee to Order
   1. The clerk will record the committee members present.
   2. The Chairperson of the COMMITTEE will give a review of the facts involved in the case.
C. Call the Accused Before the Committee
   1. Prayer by a member of the COMMITTEE.
   2. Swear accused in as he or she stands, raises right hand, and rests left hand on the Bible.
   3. Remind the accused that perjury and willful omission of evidence are a violation of the Honor Code.
   4. Ask the accused whether he or she has been afforded all the rights as stipulated by the Honor System.
   5. Ask the accused how he or she pleads.
D. Call Witnesses Before the Committee
   1. Swear witness in as he or she stands, raises right hand, and rests left hand on the Bible.
   2. Remind witness that perjury and willful omission of evidence are a violation of the Honor Code.
E. Questioning of Witnesses and Accused
   Questioning will be carried out by the Committee Chairperson to be followed by questions from other committee members.
F. Questioning of Witnesses by the Accused
   The accused will now have an opportunity to question the witnesses if he or she so desires.
G. Resume by the Accused
   The accused will now have an opportunity to give an uninterrupted resume of his or her defense.
H. Recess for Deliberations
   Following the resume by the accused, the Committee will recess the Hearing and retire to confer and discuss the case. They will reach a verdict of guilt or acquittal and, in the event of a verdict of guilt, determine the appropriate penalty.
I. Procedure of Being Recalled
   Any witness or the accused may be recalled by the COMMITTEE. If special circumstances warrant, witnesses may also be recalled by the Committee at the request of the accused prior to the presentation of the verdict. The hearing will be reconvened for this purpose.
J. Report of the Accused
   1. IF GUILTY
      a. Give the verdict to the accused.
      b. Give penalty to the accused.
      c. Advise accused that the decision may be appealed to the Dean of the respective School or College within four school days.
      d. Advise accused that all GRADUATE HONOR COMMITTEE procedures are kept in strictest confidence.
2. IF ACQUITTED
   a. Give verdict.
   b. Advise accused that all GRADUATE HONOR COMMITTEE procedures are kept in strictest confidence.

III. Post Hearing Procedures
   A. If the finding be one of guilt, the decision will be recorded in the GRADUATE HONOR COMMITTEE file and
      the accused will be notified of the decision and informed of the right to appeal. Files pertaining to the hearing will
      be maintained by the Office of the Dean of the academic unit.
   B. If the finding be one of acquittal, the accused shall be notified of that finding and cautioned that the hearing may
      be reopened for good cause by the COMMITTEE within a period of four school days.

Penalties for Infraction

I. IF THE ACCUSED IS FOUND GUILTY OF CHEATING OR PLAGIARISM, THE COMMITTEE SHALL
   DETERMINE THE PENALTY BY MAJORITY VOTE.
   A. TYPES OF PENALTIES:
      1. Class I penalty: expulsion from the graduate program or suspension for a specified period.
      2. Class II penalty: failure in the course in which the violation occurs.
      3. Class III penalty: failure on the work in which the violation occurs.
      4. DISCRETIONARY penalty:
         a. A censure or penalty other than the above indicating to the student that the conviction is the result
            of improper conduct and/or dishonesty on his or her part. A notation of the offense shall be recorded
            in the GRADUATE HONOR COMMITTEE file of the student in the form of a letter which will be
            removed upon departure of the student from the University.
      5. Upon the unanimous agreement of the GRADUATE HONOR COMMITTEE, a penalty may be suspended
         with the stipulation that no letter be placed in the GRADUATE HONOR COMMITTEE file but that the
         decision shall be considered a conviction.

II. IF THE ACCUSED IS FOUND GUILTY OF ACADEMIC NEGLIGENCE, THE COMMITTEE SHALL DETERMINE
    THE PENALTY BY MAJORITY VOTE.
    A. PENALTY:
       1. A censure indicating to the student that the conviction is a result of academic negligence or bad judgment
          on his or her part. A record of the conviction shall be kept in the GRADUATE HONOR COMMITTEE file
          and be removed when the student leaves the University. The COMMITTEE will have the discretion to
          extend the penalty to not more than a failure on the work. Examples of extended penalties include rewrites on
          papers and retaking exams.

III. IF THE ACCUSED IS FOUND GUILTY OF PERJURY OR WILLFUL OMISSION OF EVIDENCE IN TESTIMONY
    DURING A GRADUATE HONOR COMMITTEE HEARING, THE COMMITTEE SHALL DETERMINE THE
    PENALTY BY MAJORITY VOTE.
    A. TYPES OF PENALTIES:
       1. Class I penalty: immediate expulsion from the graduate program or suspension for a specified period.
       2. Class II penalty: censure or written rebuke. A record of the conviction shall be kept in the GRADUATE
          HONOR COMMITTEE file and will be removed upon the departure of the student from the University.

Appeal Procedures

1. In the event of a conviction, the accused may request the Provost to review a finding of guilt and/or the propriety
   of the penalty. The request must be made in writing within four school days and should enumerate the grounds on
   which the appeal is based.
2. The Provost will review the request for an appeal to determine whether there are sufficient grounds to warrant
   reconsideration.
3. If the Provost determines that reconsideration of the conviction or penalty is appropriate, he or she should consider
   questioning or hearing:
   a. the accused
   b. any witness that the accused or the Provost wishes to question
   c. the faculty member in whose class the violation is alleged to have occurred
   d. any written evidence used in the Committee hearing
e. any records, notes or recordings kept by the Committee.
4. If after reconsideration the Provost believes that there are adequate grounds for changing the decision of the Committee, he or she may:
   a. reverse the conviction or lower the penalty or
   b. if additional evidence was presented after the original Honor Committee decision, refer the matter back to the Committee for its further deliberation.
5. If the Provost determines that reconsideration of the conviction or penalty is not appropriate, the accused may appeal the finding of guilt and/or the propriety of the penalty to the President. The decision of the President shall be final.
Medical Student Honor System
Amended June 5, 2016

Introduction
Monitoring of student honor and professional conduct comes under the aegis of both students and faculty. Alleged violations of the Honor Code will primarily be dealt with by the Honor Council (and occasionally, also by the University Hearing Board if violating University Student Code of Conduct). When an allegation is reported to either a member of the Honor Council, the Dean of Student Affairs (DSA) or the Dean of Academic Affairs (AAD, or Senior Academic Affairs Dean, SAAD) a meeting of the Deans of Student Affairs and the Academic Affairs, often in conjunction with the Chair of the Ethics, is held. Together they will decide whether the student’s case should be heard by the Student Honor Council or the Student Professionalism Committee.

Student Code of Honor and Professional Conduct (SCHPC)
1. I realize that upon entering medical school, I am beginning my career as a physician and I do so believing that I have sufficient strength of character to enable me to become a licensed, practicing physician of the highest caliber.

2. The health and lives of the persons committed to my charge in the future could depend on my knowledge and skills. Thus, I will strive to develop that knowledge and skill to the best of my ability.

3. I will, in behavior and speech, show respect for all patients, their families, the staff, and fellow students, regardless of their age, gender, race, national origin, religion, socio-economic status, state of health or handicap, sexual orientation, personal habits and cleanliness. I will aspire to interact with patients, their families, and visitors in a courteous and considerate manner.

4. I am committed to the concept that exemplary moral character and a strong sense of personal integrity are an integral part of professional practice. I will endeavor to maintain the highest standards of honor and ethical behavior. I understand that neither personal nor academic dishonesty can be condoned, therefore I pledge myself neither to give nor to receive aid during an individually assigned task or examination, nor to use any information other than that allowed by the faculty. I further pledge that I will endeavor never to participate in any other form of academic or clinical dishonesty nor allow to go unchecked any violation of the Code of Honor. I understand that failure to report an observed violation is a violation on my own part. I recognize that my responsibility to support the Code of Honor parallels the responsibility of the individual physician to maintain the high ethical standards of his profession by persistent efforts to eliminate unethical practices.

5. I recognize the confidentiality of medical records and the fact that these records are official and legal. Under no circumstances will I knowingly record false information or statistics.

6. I will respect the integrity of the patients with whom I deal and the confidential nature of their communications. I will not discuss cases except under appropriate professional or academic circumstances.

7. I recognize that the best physicians are those who communicate well with their patients and are thus able to obtain their confidence and trust. I will therefore maintain standards of ethical and decorous behavior. Since attire is another form of communication between the physician and others, I will maintain a professional appearance, hygiene, and demeanor with attire that is appropriate to the patient care setting.

8. I will not participate in patient care under circumstances in which I am under the influence of any substance or other conditions that impair my ability to function. I will come to the aid of a colleague whom I recognize as impaired (substance abuse or emotional disability) and, if necessary, take an active role in preventing the impaired student from being involved in patient care.

9. I will clearly identify my role as a medical student to each patient. I will not undertake any clinical procedure unless I have been judged competent or am supervised by a qualified instructor. I will not attempt to advise, prescribe, or prognosticate for the patient without appropriate consultation. I will accept the responsibility to question plans or directives for patient care when, after careful consideration, I believe such plans not to be in the best interest of the patient.
10. I recognize that I am an important member of the health care team and I will abide by the rules and regulations and Code of Honor in all settings in which I train or work. When given responsibility for some portion of the total care of a patient, I will assume this obligation and follow it through to the full extent of my abilities. If for some reason I am unable to fulfill my obligation, I will promptly notify the physician in charge of the patient and secure a colleague who can and will assume the care of the patient. I will be punctual, reliable, conscientious, and truthful in fulfilling clinical responsibilities, never purposely falsifying information, or misrepresenting a situation.

**Plagiarism and Cheating**
The term ‘cheating’ includes, but is not limited to, the following:

1. Use of any unauthorized assistance in taking quizzes, tests, or examinations;
2. Dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments;
3. The acquisition, without permission, of tests or other academic material before such material is revealed or distributed by the instructor;
4. The misrepresentation of papers, reports, assignments, medical records, or other materials as the product of a student’s sole independent effort, for the purpose of affecting the student’s grade, credit or status in the university;
5. Failing to abide by the instructions of the proctor concerning test-taking procedures; examples include, but are not limited to, talking, laughing, failing to take a seat assignment, failing to adhere to starting and stopping times, or other disruptive activity;
6. Influencing, or attempting to influence, any university official, faculty member, graduate student, or employee responsible for processing grades, evaluating students, or for maintaining academic records, through the use of bribery, threats or any other means of coercion in order to affect a student’s grade or evaluation;
7. Any forgery, alteration, unauthorized possession, or misuse of university documents pertaining to academic records. Alteration or misuse of university documents pertaining to academic records by means of computer resources or other equipment also is included within this definition of cheating.

It is further considered an infraction of the Honor Code to share test items for the NBME Shelf Exams and USMLE Step Exams with students or proprietary organizations.

**Mechanism for Handling Student Code of Honor and Professional Conduct (SCHPC) Violations**
A. If a student is concerned about a fellow student's behavior as outlined in the SCHPC he/she may:
   - counsel with the student directly;
   - request a friend, respected intermediary or Student Council officer to speak with the student;
   - discuss the matter with the Dean of Student Affairs (DSA) to help decide what is the appropriate course of action to take, or
   - report the violation to the Dean of Academic Affairs (AAD) by completing an Unprofessional Behavior Report.

B. If an administrator, staff member or faculty member is concerned about a student's behavior as outlined in the Student Code of Honor and Professional Conduct he/she should counsel with the student directly or bring the matter to the attention of the DSA or the AAD. The DSA and the AAD in consultation with each other will attempt to resolve the situation. If resolution does not occur then the administrator, staff member or faculty member that initiated the consultation will be directed to complete an Unprofessional Behavior Report. Filing of an Unprofessional Behavior Report will cause the AAD, in consultation with the DSA, to determine whether the incident is further investigated by the Student Honor Council or the Student Professionalism Committee (SPC).

C. If, in any case, the Honor Council recommendation is unacceptable to the student in the case, he/she may appeal to the Student Appraisal and Promotions Committee (SAPC).

**Summary**
Decisions to admit or retain a student will be made on the basis of her/his non-academic and academic record. In order to be considered for admission or to be retained, a student must demonstrate the personal traits of honesty, integrity and regard for others. When a violation of the Honor Code is observed, the student or faculty observer should make an attempt to resolve the matter through direct confrontation with the student. If violations continue or an individual situation warrants, the violation will be reported to the Honor Council, to the Dean of Student Affairs (DSA), or to the Dean of Academic Affairs.
(AAD) and an Unprofessional Behavior Report may be filed. Unprofessional Behavior Reports should be submitted to the Dean of Academic Affairs on the campus where the behavior was observed.

Based on decisions of the MUSM Honor Council or the Student Professionalism Committee to the Student Appraisal and Promotions Committee, and subsequent recommendation from that committee to the school’s Dean, any academic or non-academic offense which violates the MUSM Student Honor Code may, at her/his discretion, become part of the student's record and may be grounds for dismissal.

The Student Honor Council

A. Composition, Officers, and Their Duties

1. The Honor Council shall be composed of ten students who shall be elected representatives from each campus and from each of the four medical school classes and the Deans of Student Affairs who shall serve in an advisory capacity without vote. The members of the Honor Council shall be elected annually by each class at the time of election of class officers and shall be chosen in the following manner: each freshman class shall elect a member that will serve a two-year term and each junior class shall elect a member that will a two-year term. The Council shall function from the beginning to the end of the academic year for which it is elected. Should any member be required to drop out of the Council for academic or personal reasons, the class which he/she has represented should elect a replacement as soon as possible.

2. One of the two-year representatives elected by the junior class shall serve as the Chair of the Council during his/her senior year and shall be chosen by the majority vote of the Council at the first meeting of the year. One of the two-year representatives elected by the junior class shall serve as the Vice-Chair during his/her senior year and shall be chosen by the majority vote of the Council at the first meeting of the year. One of the two-year representatives elected by the freshman class shall serve as the recorder of the Council during his/her sophomore year and shall be chosen by the majority vote of the Council at the first meeting of the year. Officers will thereby have had the experience of having sat on the Council for one year before taking on the duties of their representative offices.

3. When electing their Honor Council representatives, each class should choose students in good academic standing who demonstrate a high degree of responsibility, sound moral character, and mature judgment. Consideration should also be given to the availability of the members.

4. The duties of the Chair of the Council shall be:
   a. To meet with the DSA, whenever there is a case of unprofessional behavior referred to the council by the DAA, or a report from a fellow student, to determine a course of action.
   b. To meet with the other members of the Council as early in the school year as possible and explain in detail the function of the Council and the duties of its members.
   c. To meet with the officers of the freshman class before their first examination and explain the Honor System.
   d. To arrange a time and place for meetings to be held, and to notify the other members of the Council of such meetings.
   e. To take charge of and conduct all meetings in a timely manner with respect for individual rights and in compliance with procedures outlined in the Student Handbook.
   f. To determine that adequate minutes of the meetings are recorded and that all minutes, all correspondence, and any formal statements received by the Council are kept in proper order.
   g. To be responsible for communications between the Honor Council and the Student Appraisal and Promotions Committee or the Administration of the School of Medicine, and to report to the other members of the Council on resulting matters of importance. Such communications shall include a year-end written report to the Dean to summarize the actions of the Honor Council during the school year without student names.

5. The Vice-Chair of the Council shall assume all of the duties of the Chair in his /her absence or the recorder in his/her absence.

6. The duties of the Recorder of the Council shall be:
a. To take and formally record adequate minutes of every meeting.
b. To take charge of and record the receipt of all correspondence, any written statements, and all other official papers received by the Council.
c. To file the minutes of the Council meetings and the official papers and documents in proper order in a special Honor Council file in the office of the Dean of Student Affairs.
d. To code, using the special coding system, all minutes, papers and documents kept in the Honor Council files to insure anonymity of records.

7. When a representative of the Medical School Faculty is asked to take part in a meeting of the Council, he/she shall not be required to perform any special function, but rather shall be considered to be an advisor only.

B. Functions of the Council

1. The Honor Council shall consider all cases of alleged violations of the Honor Code reported to it.
2. Meetings shall be called by the Chair of the Honor Council when an infraction of the Honor Code is reported. The Chair may also call meetings at any other time for a special purpose. The meeting place shall be an appropriate room within the School of Medicine or affiliate hospital buildings.
3. A quorum shall consist of three of the Council's elected members.
4. The Council shall have the right to call students before it for the purpose of hearing testimony concerning the cases which are reported or referred to it. Students called before the Council are to be notified, in writing, of the meeting and of the nature of the accusation by a member of the Council no less than three school days prior to the meeting time. They shall be called individually and questioned in such a way as to preserve as nearly as possible the anonymity of all persons involved.
5. Reasonably accurate and complete minutes of each meeting are to be recorded and kept in the Honor Council files. Written statements made by a person bringing a charge against a student should also be properly filed. All such documents should be codified to preserve the anonymity of the individual persons.
6. The official and confidential file of the Honor Council shall be kept in a file in the Office of the Dean of Student Affairs. The officers of the Honor Council and the Dean of Students are the only persons having direct access to this file.

C. Order and Nature of Proceedings

1. Having been apprised of a situation requiring the attention of the Honor Council, the Chair shall arrange to have the student or students involved and all others who might contribute information concerning the situation notified, in writing, as to the time and place their presence is requested at a Council meeting. This notification should occur within ten school days after the alleged violation has been reported to the Chair.
2. When the Council has assembled, the Chair shall inform the other members of the nature of the meeting and shall read any written statement or communications received concerning the situation. The Council may then discuss the matter to determine the best approach for its resolution.
3. Witnesses shall be called before the Council individually and with reasonable precautions for privacy. It shall be determined that each individual appearing before the Council is familiar with the rules of the Honor System.
4. Questioning of any persons by the Council members shall be conducted in a dignified manner showing respect for the person being questioned.
5. The accused person or persons shall be advised, in writing, of the nature of the accusation which has been brought before the Council and shall receive copies of all written documents relative to the case prior to the meeting. Should the accused person or persons admit the truth of the accusations they may be requested to write a formal statement regarding the circumstances of the event in question, describing their part in it.
6. Legal counsel is permitted at the hearings as an observer only.
7. If at any point before or during the proceedings of the Council it becomes evident to the Chair that the matter in question should be referred to the Student Professionalism Committee or the Student Appraisal and Promotions Committee, the Chair should seek counsel from the Dean of Student Affairs.
8. When all evidence has been submitted and all testimony heard, the Council shall consider the matter thoroughly and formulate and record its findings and recommendations for disposition of the case.

D. Action of the Council

1. In every instance the Council shall give written notification to the accused person or persons of its findings concerning the accusations which had been placed before it. All other parties involved in the case will be
similarly notified of the Council’s final disposition.
2. The Council may take any of the following proposed dispositions in regard to the cases presented to it.
   a. Find that the facts do not support the accusations and terminate its concern in the matter.
   b. Suspend its judgment on the matter because of lack of sufficient or convincing evidence. The Council may choose to notify the accused that his/her actions or behavior are not sufficiently above reproach and may recommend that he/she conduct himself/herself in a more acceptable and professional manner.
   c. Recommend action ranging from an official warning to dismissal, and,
      I. Find the accused in violation of the Honor Code and because of the nature of the violation dispose of the case at Council level. The Council may make recommendations to the individual regarding future conduct with respect to the Honor Code. The accused retains the right of appeal to the Student Appraisal and Promotions Committee if he/she does not agree with the findings of the Honor Council. Or
      II. When warranted by the seriousness of the case or the number of different cases against a single individual, the Council shall present its findings on the matter, along with any recommendation for disposition it desires to make, to the Student Appraisal and Promotions Committee for evaluation and appropriate action. This shall be done promptly and in a formal manner and should include any written evidence or statements which are available. If the Council refers a case to the Student Appraisal and Promotions Committee, the committee shall then be given access, automatically, to all files which the Council may have on the accused, including those concerning past violations.

E. Procedure for Amending and Revising the Honor System
Amendments to or revision of the Honor System may be recommended by the Honor Council to the Student Appraisal and Promotions Committee. If the Student Appraisal and Promotions Committee approve the modification(s), it will forward the recommendation to the Executive Council for final approval.

Student Professionalism Committee

Updated June 27, 2016, WPR

1. The faculty endorse the concept that it is desirable and feasible to discern and assess any unprofessional behavior on the part of students throughout all four years of the curriculum. It is the proper role of the faculty to assess and to attest to the professionalism and other non-cognitive qualities necessary to function as a competent physician prior to the awarding of the MD degree.

2. Students shall be evaluated by faculty for the presence of basic professional traits and behaviors as part of the written evaluation for each nodal point of the curriculum (e.g., at the end of each block of the pre-clinical program, after each clerkship in the junior year, and all required courses). In addition, a faculty member may report an incident of unprofessional behavior (examples include but in no way are limited to lying to a faculty member or cheating on an assignment) to the Academic Affairs Dean by completing an Unprofessional Behavior Report at any time.

   a. Upon receipt of an Unprofessional Behavior Report describing a problematic behavior, the AAD will determine the severity of the unprofessional behavior. For acts of less severity the AAD may determine a course of action to remediate the issue. For acts related more directly to student issues there may be referral to the Student Honor Council. Acts found to be of an egregious nature, the AAD, will refer the case to the Student Professional Committee (SPC). If the incident is assigned to the SPC then appropriate assessment of the incident(s) will be conducted. Upon completion of the assessment, the SPC may recommend repeating the year or curricular component, dismissal from medical school or other significant performance recommendations that may affect a student’s progress. Recommendations are made from SPC to SAPC.

   b. If the SPC’s assessment of the incident(s) is that it warrants less than dismissall of the student, it will devise a remediation and/or monitoring program, and include this as a recommendation to the SAPC. Upon completion of the remediation or monitoring period, a written report documenting the remediation experience and/or the monitored behavior shall be submitted to the AAD’s office. When the SAPC is notified of a student who has failed to
successfully complete a remediation/monitoring program, it will review the relevant SPC records and minutes, interview the student, and make a recommendation to the dean which may include dismissal.

c. Recommendations for dismissal are made to the SAPC (Student Appraisal and Promotions Committee). The SPC shall inform the SAPC when a student fails to successfully complete a remediation and/or monitoring program.

3. The composition of the SPC shall be determined by the Dean. The SPC will be comprised of the Deans of Academic Affairs; the Directors of Ethics; the Deans of Student Affairs, ex officio; and three at large faculty members appointed by the Dean representing each of the three campuses. The SPC will be chaired by the most senior AAD from the campus where the issue arose. The SPC shall document all its activities appropriately.

4. Quorum will be determined by simple majority of the voting members present.

5. Nothing in this recommendation shall be construed as interfering with or replacing the function of the Student Honor Council.

Information Technology Policy
The Mercer University Information Technology Policy (the “Policy”) contains Mercer’s philosophy and requirements governing use of its information technology resources by students, faculty, staff, and others who have been given authorization, either explicitly or implicitly, to access those resources. Mercer University expects each member of the community to use Mercer’s information technology resources, including connections to resources external to Mercer that are made possible by Mercer University’s information technology resources, responsibly, ethically, and in compliance with the Policy, relevant laws, and all contractual obligations to third parties. The use of Mercer University’s information technology resources is a privilege. If a member of the Mercer community fails to comply with this Policy or relevant laws and contractual obligations, that member’s privilege to access and use Mercer’s information technology resources may be revoked. The use of Mercer University’s information technology resources to send communications to Mercer or non-Mercer persons or entities typically identifies the sender as belonging to the Mercer University community. Each member of the community should, therefore, recognize that any such communication might reflect on how Mercer University is perceived by not only the Mercer community, but also the public at large.

By adopting the Policy, Mercer University recognizes that all members of the Mercer community are bound not only by the Policy, but also by local, state, and federal laws relating to electronic media, copyrights, privacy, and security. Other Mercer University policies that relate to this Policy and also apply to Mercer University students, faculty, and staff (collectively, the “community”) can be found in the Mercer University Student, Faculty, and Employee Handbooks. Each member of the Mercer University community is expected to be familiar with this and all other relevant policies. A complete copy of Mercer’s Information Technology Policy can be found at http://www.mercer.edu/it .

Leave of Absence Policy
Updated June 18, 2013 AAH

Leave of Absence Categories
MUSM has five categories of Leave of Absence:

1. Maternity/Paternity Leave of Absence
2. Child Care and Caregiver’s Leave
3. Personal Leave of Absence
4. Medical Leave of Absence
5. Mandatory Medical Leave of Absence

Note: Whenever a student is granted a Leave of Absence and subsequent re-entry into MUSM, the SAPC will verify the academic status of the student at the time of re-entry.
1. Maternity/Paternity Leave (MPLA)

Requesting MPLA

Any pregnant medical student has the right to request a medical leave of absence if she believes that condition compromises her ability to continue effectively in the curriculum. All such requests must be submitted in writing to the Senior Associate Dean for Academic Affairs (AAD), who will review the request and any supportive materials (see below) and, if appropriate, will grant the leave.

Conditions of Pregnancy related MPLA

The Senior Associate Dean of Academic Affairs will dictate the terms of the MPLA, consistent with standard medical practice. Time taken on MPLA is included in the six years allowed for completion of the requirements for graduation ("Student Academic Status: Composite Requirements).

At the time a maternity/paternity leave is granted, the Senior Associate Dean of Academic Affairs must review with the student the academic consequences of the leave as well as the conditions for readmission into the curriculum. The student should review the financial consequences of the leave with the financial aid office. A student on MPLA leave is ineligible to attend or to participate in any curricular component or activity.

Conditions for Readmission

Readmission into medical school following the pregnancy related MPLA must be approved by the AAD, and must be requested in writing.

2. Childcare and Caregiver’s Leave

A student may request family and medical leave for one of the following reasons: for the birth and care of a newborn child; for the placement of a child for adoption or foster care and to care for the newly placed child; to care for the student’s spouse, child, parent, grandparent, or other dependent (under age 18, or 18 or older and incapable of self-care because of mental or physical disability) who has a serious health condition.

Students desiring such leave are required to make the request in writing to the Senior Associate Dean of Academic Affairs, who may require certification by the attending physician that a serious health condition exists in the affected party. At the time a medical leave is granted, the Senior Associate Dean of Academic Affairs must review with the student the academic consequences of the leave as well as the conditions for readmission into the curriculum. The student should review the financial consequences of the leave with the financial aid office. A student on Child Care/Caregivers leave is ineligible to attend or to participate in any curricular component or activity.

Readmission into medical school following absence related to family leave must be approved by the Senior Associate Dean of Academic Affairs, and must be requested in writing.

3. Personal Leave of Absence

Any student may request a personal leave of absence. A request must be submitted in writing to the Senior Associate Dean of Academic Affairs requesting the leave. The Senior Associate Dean of Academic Affairs will review the request with the student and with the Associate Dean for Student Affairs (DSA). If the Senior Associate Dean of Academic Affairs and DSA determine that the leave is in the best interest of the student, the leave will be granted with the following provisions:

1. The Senior Associate Dean of Academic Affairs will determine the length of the leave, not to exceed the last day of the academic year in which the leave was granted.
2. The student will be ineligible to attend or participate in any curricular component.
3. The time accrued on leave will count toward the maximum total time to graduation within six years of matriculation at MUSM (six year rule).
4. The academic record of the student at the time the leave was granted will be in effect at the time readmission is granted.

The student should review the financial consequences of the leave with the financial aid office. Readmission into medical school following absence related to personal leave must be approved by the Senior Associate Dean of Academic Affairs, and must be requested in writing.
4. Medical Leave of Absence
Any student may request a medical leave of absence. A request must be submitted in writing to the Senior Associate Dean of Academic Affairs requesting the leave. The request must include supporting documentation as to the basis of the medical condition prompting the request for medical leave. The Senior Associate Dean of Academic Affairs will review the request with the student and with the DSA. A medical leave will be approved for injuries or illnesses that are directly related to participation in learning activities of the School. If the Senior Associate Dean of Academic Affairs and DSA determine that a medical leave is justified, the leave will be granted with the following provisions:

1. The Senior Associate Dean of Academic Affairs will determine the length of the leave, not to exceed 12 months. The student will be ineligible to attend or participate in any curricular component.
2. The time accrued on leave will count toward the maximum total time to graduation within six years of matriculation at MUSM (six year rule).
3. A waiver of this rule may be allowed for those students experiencing an illness or injury directly related to participation in learning activities of the School.
4. The academic record of the student at the time the leave was granted will be in effect at the time readmission is granted.

The student should review the financial consequences of the leave with the financial aid office.

Readmission Following Leave of Absence

1. The student must request reentry to the Senior Associate Dean of Academic Affairs in writing at least two weeks prior to the requested reentry date.
2. The request for reentry must include a statement from the student’s physician or health care provider indicating that the student is physically/emotionally ready for reentry if applicable.
3. MUSM retains the right to request a second opinion, based on evaluation of the student’s record and medical records from an appropriate clinician of the school’s choosing.
4. MUSM will bear the cost of the second opinion.

5. Mandatory Medical Leave of Absence
A student may be placed on a mandatory medical leave if the Dean determines that the student’s continuation in the curriculum represents a danger to himself/herself, patients, faculty, staff, or other students. Only the Dean or his/her designee may place a student on mandatory medical leave of absence. The Dean reserves the right to request a complete mental and/or physical evaluation if it is reasonably believed that the student’s behavior or health problems warrant such action. Refusal to accept the mental/physical evaluation as recommended by the Dean will be considered grounds for dismissal.

Following completion of the evaluation, the Dean, or his designee(s), will review the results of the evaluation, the student’s academic and professional record, and the evidence that led to invoking the mandatory medical leave of absence. The Dean will determine the conditions of consideration for readmission to the curriculum.

A. If the student does not agree to meet the conditions for readmission, the student may be encouraged to withdraw or may be dismissed from the school at the Dean’s discretion.
B. If the student agrees to the terms of readmission, the Dean for readmission may consider the student after successful satisfaction of those terms.
C. If appropriate to the terms, written documentation from the student’s physicians and counselors may be requested by and reviewed by the Dean to assist him/her in reaching a judgment.
D. If the student is readmitted to the curriculum, the Dean shall determine the terms for readmission. If the student is not readmitted, the Dean may recommend dismissal, recommend further conditions and terms to be met, or allow the student to withdraw, at the Dean’s discretion.
E. The student will be ineligible to attend or participate in any curricular component while on leave. Further, the Dean may require restriction from MUSM facilities, at his/her discretion.
F. The time accrued on leave will count toward the maximum total time to graduation within six years of matriculation at MUSM (six year rule).

The student should review the financial consequences of the leave with the financial aid office. Reentry to the curriculum is
not guaranteed following a mandatory medical leave of absence.

**Missing Student**

If a member of the University community (faculty, staff, student, parent, alumni) has reason to believe that a student is missing, that community member will refer the case immediately to the Mercer Police Department.

Mercer Police will work collaboratively with others to contact and locate the student. All reasonable efforts will be made to locate the student and determine his or her state of health and well-being. The efforts include, but are not limited to:

- Phone call to student
- Email to student through Mercer email account (or other known e-mail addresses)
- Messages through social networking websites if possible
- Contact with all professors to determine last day of attendance in each class

If the student is located through these attempts, a determination will be made regarding his or her health and well-being. If necessary, a referral to the Counseling Center, Health Services and other appropriate offices may be made at that time. The Dean of Students or Student Affairs designee or Mercer Police will also encourage the student to contact the community member who initiated the search or follow up with that person directly.

If the student is not located through the above measures and has been verified to be missing for more than 24 hours, then the following actions will be taken within the next 24 hours by Mercer Police:

1. Notification will be made (where and when applicable and appropriate) to the appropriate Dean of Students or Student Affairs Designee, the counseling staff, and health center staff.
2. The Police and/or Dean of Students or Student Affairs Designee will make contact with the student’s emergency contact. Students should register and continually update emergency contact information on MyMercer.

**Religious Observance Policy**

Mercer University is respectful of the religious practices of members of the student body. Students who will be absent from class for religious observances must confer with their instructor(s) regarding the date of the absence at the beginning of each semester or session, or at least two (2) weeks prior to the dates of the absence. The disposition of missed assignments will be arranged between instructor and student. If a mutually satisfactory solution is not reached, the right to establish a reasonable alternative is reserved by the instructor. Students who feel that their academic performance will be compromised by the alternative assignment/examination timetable may ask that the instructor’s dean review the instructor’s decision.

**Rights of Students**

*Community of Respect* ensures certain rights of its members. The University values the following student’s rights:

A. Free inquiry, expression, and assembly as long as conducted in a manner that does not infringe upon the rights of others.
B. Freedom from unreasonable invasion of the privacy of the individual’s person, residence, papers, personal effects, and University records.
C. Right to due process and equal protection under the University’s judicial system.
D. Freedom to pursue educational goals; the right to free exchange of ideas, thoughts, and viewpoints.
E. Freedom of association for students who meet the University’s standards for participation in co-curricular and extracurricular activities.

**Rights Pertaining to Educational Records**

The Family Educational Rights and Privacy Act (FERPA) affords students at Mercer University certain rights with respect to their educational records. These rights include:

1. By Federal regulation, the right to inspect and review a student’s educational records within 45 days of the day the
Office of the Registrar receives a written request for access. The student should submit to the Registrar a written request that identifies the record(s) the student wishes to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the Registrar does not maintain the records, the student shall be advised of the correct official at the University to whom the request should be addressed.

2. The School of Medicine commits to a 48 hour (two full business days) turn around for the student to review their records.

3. The right to request the amendment of the student’s educational records if the student believes them to be inaccurate. The student may ask the University to amend a record that he/she believes is inaccurate. The student should write the Registrar, clearly identify the part of the record he/she wants changed, and specify why it is inaccurate. If the University decides not to amend the record as requested by the student, the Registrar (or another appropriate official, if the record is maintained by another office) will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when the student is notified of the right to a hearing.

4. The right to consent to disclosures of personally identifiable information contained in the student’s educational record, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A “school official” is a person employed by the University in an administrative, supervisory, academic, research, or support staff position (including law enforcement personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a “legitimate educational interest” if the official needs to review an educational record in order to fulfill his or her professional responsibility. Another exception which permits disclosure without student consent is disclosure to officials of another school, school system, or institution of post-secondary education where a student seeks or intends to enroll. Upon the request of an institution in which a student seeks or intends to enroll, the University will forward the student’s education records to the requesting institution. Upon request, the student may obtain a copy of the record that was disclosed and have an opportunity for a hearing as provided above. As of January 3, 2012, the U.S. Department of Education’s FERPA regulations expand the circumstances under which your education records and personally identifiable information (PII) contained in such records — including your Social Security Number, grades, or other private information — may be accessed without your consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities (“Federal and State Authorities”) may allow access to your records and PII without your consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is “principally engaged in the provision of education,” such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to your education records and PII without your consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive your PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without your consent PII from your education records, and they may track your participation in education and other programs by linking such PII to other personal information about you that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

5. The right of a currently enrolled student to request that his/her “directory information” not be released by Mercer University. The University, at its discretion and without the written consent of the student, may release “directory information,” which includes the following items: student name, address, e-mail address, telephone number, date and place of birth, academic program, dates of attendance, degrees and honors received, most recent previous institution attended, participation in officially recognized activities and sports, and photographs or video images. A student request for non-disclosure of the above items must be filed with the Office of the Registrar.

6. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Mercer University to comply with the requirements of FERPA. The name and address of the office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.
Satisfactory Academic Progress for Financial Aid

Students must maintain Satisfactory Academic Progress in order to receive financial aid. The School of Medicine’s Satisfactory Academic Policy is outlined in the School of Medicine Catalog and online at http://medicine.mercer.edu/student-services/financial-aid/.

Sexual Misconduct and Relationship Violence Policy

Includes sexual harassment, sexual assault, sexual exploitation, stalking, intimate partner violence, and gender-based harassment

The full policy may be found at http://provost.mercer.edu/handbooks/

Updated February 2018

As required by Title IX, Mercer University is committed to maintaining an environment free from discrimination on the basis of sex and/or gender and where the dignity and worth of all members and visitors of the University community are respected. Sex discrimination, which includes, but is not limited to, sexual harassment, sexual assault, intimate partner violence, stalking, and gender-based harassment, harms the environment the University seeks to maintain and is unequivocally prohibited. Mercer University has developed its policy on Sexual Misconduct and Relationship Violence in accordance with Title IX of the Education Amendments and the Violence Against Women Act to reaffirm the University’s commitment to address sexual misconduct and relationship violence and take steps to prevent its reoccurrence and remedy its effects. This policy explains the rights and options for employees, students, and visitors with reports regarding sexual misconduct and relationship violence and provides a grievance procedure for handling reports. Employee reports regarding other forms of sex discrimination will be handled in accordance with the grievance procedures outlined in the faculty and staff handbooks.

This policy applies to all University students and employees, campus visitors, and employees of third parties doing business with the University, regardless of sexual orientation, gender identity, or location. All members of the University community are expected to conduct themselves in a manner that does not negatively affect an individual’s school or work experience or the overall school environment, whether on University premises or at any off-campus location. University administrators and supervisors have the responsibility for implementing steps designed to prevent and eliminate sexual misconduct and relationship violence within the areas they oversee.

Under Title IX, individuals reporting an allegation related to sexual misconduct and/or relationship violence have the right to timely resolution; to have the University conduct a prompt, fair, and impartial investigation; and to have interim steps taken to ensure the safety and wellbeing of the individuals involved and the University community. These procedures will be conducted by officials who receive training on issues related to sexual harassment, sexual assault, sexual exploitation, intimate partner violence, and gender-based harassment, as well as how to conduct a hearing process that protects safety, promotes accountability and ensures fairness. The University will communicate regular investigatory updates to the reporting party and the person against whom the allegation or report of sexual misconduct or relationship violence is made. If a responding party is found to have violated this policy, serious sanctions will be used to prevent the reoccurrence of sexual misconduct and relationship violence and address its effects. Mercer University, Campus Sexual Violence Elimination Act and Title IX prohibit retaliation, and the University will take reasonably calculated steps to prevent retaliation, and will evaluate responsive actions, as necessary, for any retaliatory acts.

Mercer University takes the issue of sexual and intimate partner violence seriously; and annually offers a variety of prevention, training, and education programs aimed at creating awareness and increasing safety for our community. For information on these programs, as well as information and resources related to bystander intervention programs, warning signs of abusive behavior, and other safety tips, contact the Title IX Coordinator at (478) 301-2788. It is imperative that Reporting Party of any of the above offenses take immediate steps to preserve evidence after an incident occurs, and report the violation immediately.

Tobacco and Smoke Free Environment

Mercer University is committed to the health and well-being of the members of its student body, faculty, and staff. The
University not only has a vested interest in the vitality of its students and those who administer and operate the University’s programs of education, research, and service, but also wishes to promote the advancement of health in general and the maintenance of a healthful environment. The University and its medical, nursing, and pharmacy and health science schools, moreover, have substantial commitments to health-related research and teaching.

The Surgeon General of the United States has determined that cigarette smoking is the largest preventable cause of illness and premature death in the United States; it is associated annually with the unnecessary deaths of thousands of Americans. Research findings now indicate that users of smokeless tobacco and non-smokers who are regularly exposed to tobacco smoke are also at increased risk.

In response to these considerations, the University has adopted as its goal that of achieving an environment as close to tobacco-free as possible. The following guidelines are designed to achieve a relatively tobacco-free environment on the Mercer campuses:

- Smoking is prohibited in all indoor locations. All buildings on all campuses are tobacco and smoke-free. This includes vapor/electronic smoking devices.
- Smoking is prohibited within 25 feet of all building entrances, air intakes, and windows.
- Residence hall public spaces (lobbies, hallways, lounges, recreation areas, restrooms) and rooms are tobacco-free.
- Use of smokeless tobacco products is prohibited in all university facilities, except in individual residence hall rooms and apartments.

It is the responsibility of each member of the Mercer community to observe this Tobacco-Free Policy and these guidelines. This policy relies on the thoughtfulness, consideration, and cooperation of smokers and non-smokers for its success. Individuals who are smoking inside a building must be directed to the outdoors. Visitors must observe this Tobacco-Free Policy. Department heads, building stewards, and sponsors/hosts of University events are responsible for visitors’ compliance with the University’s Tobacco-Free Policy. The University expects a good faith, common sense, and courteous approach by students and employees in resolving conflicts within the requirements of this policy.

Violation of policies should be reported to Student Affairs for students and Human Resources for employees.

**Urine Drug Screen Policy**

*Updated January 2020*

The School of Medicine (MUSM) is committed to assisting members of its community in facing the challenges associated with alcohol abuse and illicit drug use. The drug testing policy provides an opportunity for early identification and intervention before consequences of drug abuse adversely impact a student’s health, professional growth, and patient care. Early intervention can also provide for successful treatment without the involvement of formal disciplinary action or other sanctioning.

**Background & Rationale**

1. Health care providers are entrusted with the health, safety, and welfare of patients, have access to confidential and sensitive information, and operate in settings that require the exercise of good judgment and ethical behavior. Thus, assessment of a student’s suitability to function in a clinical setting is imperative to promote integrity in health care services.
2. Clinical facilities are increasingly required by the accreditation agency Joint Commission on Accreditation of Healthcare Organizations (JCAHO), to provide a drug screening for security purposes on individuals who supervise care, render treatment, and provide services within the facility.
3. Clinical rotations are an essential element in many degree programs’ curricula. Increasingly, these clinical sites require drug screening before student participation at their site. Students with a positive drug screen may be barred from certain rotations and therefore unable to fulfill degree program requirements. Identification of such students prior to clinical rotations will enable appropriate assessment and indicated treatment and follow-up.
4. Navicent Health, HCA Memorial University Medical Center, HCA Coliseum Medical Center, Piedmont Columbus Regional Medical Center and St. Francis Hospital require drug screening of all employees. It is appropriate for clinical students to meet the same standards for the reasons stated above.
Policy
Drug testing is required of all students enrolled at MUSM prior to their clinical rotations. Any student may also be required to have drug testing with cause (e.g., signs of impairment witnessed under supervision or violation of the University Drug and Alcohol Policy), and students tested with cause may later be subject to random drug testing.

Procedure
1. Students will be required to undergo a comprehensive urine drug screen within thirty days prior to attending a clinical campus, or upon request of Dean of Student Affairs when there is appropriate concern to warrant. The initial test, if positive, will trigger the reference lab to perform a confirmatory test before calling a positive result. The cost of these screens is the responsibility of the student.
2. Students will receive a general orientation via email for the routine drug-testing requirement prior to clinical duties. In cases of screening done for cause, the student will receive directions from the Dean of Student Affairs on the appropriate campus. Urine Drug Screen orders will be provided to each student and they will be performed per the policy of the individual campus.
3. Test results are sent to a Medical Review Officer and, once confirmed, returned to the Associate Dean for Student Affairs where they become part of your confidential record and may be kept by the Campus hospital. If a test is verified positive, the Associate Dean for Student Affairs will meet with that student and discuss the process for evaluation and treatment.
4. All students with a true positive test will be required to provide proof of a legal prescription that would result in a positive finding. A test positive for THC, regardless of whether the product was legal in the place that it was ingested or whether the product was a CBD product, is considered a positive test and the student will be required to undergo further evaluation.
5. All students with a true positive test will be required to have an evaluation by a mental health professional qualified in the assessment of addictive disorders. This individual will establish the appropriate follow-up, which could include referral to an addiction specialist for further evaluation and treatment, referral to an outside drug treatment program, or follow-up and treatment with a monitoring program. Given that an impaired student poses a risk to patient safety, non-compliance with a monitoring program or directed follow-up will require notification of the Student Affairs Dean and mandated medical leave.
6. If a student is already on a clinical rotation and evaluation or recommended treatment would interfere with their performance on that rotation, or if the evaluation indicates concerns about patient safety because of the student’s impairment, then the appropriate Dean of Student Affairs will be notified and the student will be placed on medical leave. Students will be required to have an Administrative evaluation to return from leave.
7. If during or after treatment there is a question of the student’s suitability for clinical work, s/he will be referred to an outside clinician for evaluation.
8. For students on clinical rotations, part of the assessment will be a report from that student’s clinical preceptor regarding his/her performance (without disclosing the reason for the request). This report will be obtained by the appropriate Dean of Student Affairs and conveyed to the individual assessing the student (monitoring program or addiction specialist).
9. Students whose outside rotations require additional drug testing will also have tests performed as above. If one of these tests is positive, the rotation site must be notified and the student will not be able to participate in that clinical rotation. The appropriate Dean of Student Affairs will be notified that the student must be on medical leave and the student referred for assessment and treatment as noted above.
10. Drug screening reports will be held in strict confidence in the student’s medical record unless released at a student’s request or under the specific circumstances identified above.
11. Any results released to the Dean are also confidential and are subject to the Family Educational Rights and Privacy Act [FERPA] regulations. For additional information: https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html.