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

The Mercer University Student Handbook, the School of Medicine Student Handbook and the Program Handbooks 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 www.mercer.edu/provost. 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 Handbooks also found at www.mercer.edu/provost. 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 Handbook Form

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 Handbook and I further agree to abide by the policies and procedures provided therein.

________________________________________________
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) 679-4501 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
1400 Coleman Avenue
Macon, GA 31207
Mission Statement
“To educate physicians and health professionals to meet the primary care and health care needs of rural and medically underserved areas of Georgia”

We believe that the best medical schools focus on the needs of their communities and regions. Therefore, we select and educate medical students who are most likely to practice in medical specialties in short supply in the State of Georgia. These include primary care and a variety of other specialties. We also select and educate students who are most likely to practice in locations in Georgia with shortages of physicians. Most of these are in rural areas, while some are in more metropolitan areas.

At Mercer University School of Medicine we train the kinds of physicians and health care professionals that Georgia most needs who will practice in the areas where Georgia most needs them.

Mission Areas
Teaching – Excellence in educational programs that graduate caring, compassionate, competent health care professionals.

Scholarly Activity and Research – Discovering new knowledge, integrating and applying knowledge to improve the health status of Georgians.

Clinical Care – Providing high quality, patient-centered, cost effective health care services.

Community Service – Reaching out and partnering with neighborhoods and communities.

Core Values
The endorsed core values of the Mercer University School of Medicine community are:
Collaboration – working together and respecting each other’s contributions
Compassion – showing empathy and concern for the well-being of others
Competence – demonstrating mastery of the skills of one’s profession or vocation
Excellence – performing at the highest level and exceeding the expectations of those we serve
Integrity – unwavering adherence to a professional and ethical code of conduct
Respect and Honesty – conducting ourselves in a manner that demonstrates the value of each individual
Service – offering our talents and skills towards the betterment of our community

“I don’t know what your destiny will be, but one thing I do know: the only ones among you who will be really happy are those who have sought and found how to serve.”
- Albert Schweitzer, philosopher, physician, musician, Nobel laureate (1875-1965)
Vision Statement

To be a recognized leader in educating primary care, rural and community-based health professionals by:

- Improving access to quality health care for Georgia residents
- Enhancing the health status of Georgia residents
- Providing an outstanding medical and health science education in an environment that emphasizes professionalism, achievement, discovery, diversity, and inclusion.

Approved by the Executive Council on December 9, 2014

Diversity Statement

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.

Approved by the Executive Council on December 4, 2012
MUSM Administration and Community Directory

Dean’s Office
Jean R. Sumner, M.D., Dean........................................................................................................478-301-4022
Ed Grimsley, M.D., Sr. Associate Dean-Macon Campus.............................................................478-301-5819
Wayne Glasgow, Ph.D., Sr. Associate Dean-Savannah Campus..................................................912-721-8144
Alice House, M.D., Sr. Associate Dean-Columbus Campus and Sr. Associate Dean
Of Admissions and Student Affairs............................................................................................706-223-5179
David Mathis, M.D., Associate Dean for CME and Program Development,
Macon Campus..........................................................................................................................478-301-5844
Elaine Arnold, Senior Accreditation and Faculty Support Specialist...........................................478-301-5570
Barbara Shelton, Administrative Assistant to Sr. Associate Dean-Savannah.............................912-721-8144
Annie Stephens, Administrative Assistant to the Dean...............................................................478-301-4022

Admissions
Sam Murray, M.D., Associate Dean of Admissions-Savannah....................................................912-712-8145
Jennifer Crawford, Ph.D., Associate Dean of Admissions-Macon..............................................478-301-5507
Jina Parrish, Enrollment Specialist-Macon....................................................................................478-301-2524
TBA, Assistant Director of Admissions.........................................................................................478-301-5425
Sabina Badalova, Admissions/Student Affairs Specialist-Savannah..........................................912-721-8147

Student Affairs
W. Patrick Roche, M.D., Associate Dean of Student Affairs-Macon........................................478-301-2652
Robert Shelley, M.D., Associate Dean Student Affairs-Savannah..........................................912-721-8146
E. Terri Walker, MPA, Director of Career Counseling.................................................................478-301-4190
Wendy N. Gaskin, Student Affairs Specialist-Macon.................................................................478-301-2652
Sabina Badalova, Admissions/Student Affairs Specialist-Savannah..........................................912-721-8147
LaQuanta Hamilton, Columbus Campus Coordinator................................................................706-223-5119

Diversity and Inclusion
Patrice Walker, M.D., Assistant Dean, Diversity & Inclusion-Macon........................................478-301-2684
Bonzo Reddick, M.D., M.P.H., Assoc. Dean, Diversity & Inclusion-Savannah..........................912-350-3227

Academic Affairs and Academic Offices
J. David Baxter, M.D., Senior Associate Dean of Academic Affairs...........................................912-721-8184
Stephen Williams, M.D., Associate Dean of Academic Affairs................................................478-301-2209
M. Marie Dent, Ph.D., Ed.S, MBA, Assoc. Dean of Faculty Affairs & Professional Dev......912-721-8148
Richard O. McCann, Ph.D., Asst. Dean of Faculty Affairs & Professional Development ....478-301-4066
Glenda L. Grant, Academic Advisor............................................................................................478-301-2433
Kathryn Jarvis, Academic Advisor-Savannah.............................................................................912-721-8147
Edward Klatt, M.D., Director of Biomedical Problems Program..............................................912-721-8183
Marshall Angle, Ph.D., Director of Program Evaluation...............................................................912 721-8143
Karla Riley, Administrative Assistant, Academic Affairs-Savannah........................................912-721-8185
Bridget McDowell, Academic Records Associate-Macon..........................................................478-301-4109
Linda Muchin, Administrative Secretary for PBL....................................................................478-301-2540
Ashlee Linsey, Academic Records Associate-Macon.................................................................478-301-2108
Melina Ibrahimipasic, Academic Records-Savannah...............................................................912-721-8140
LaQuanta Hamilton, Columbus Campus Coordinator...............................................................706-223-5119
Janelle Hollis, Clerkship Coordinator-Columbus.........................................................................706-223-5181
Laura Bland, Director of Community Outreach & Population Health.......................................478-301-5863
Chris Scoggins, Instructor, Department of Community Medicine & Assistant Director,
Community Outreach and Population Health..............................................................................706-223-5171
Lisa Killingsworth, Medical Student Coordinator-Macon ........................................478-633-1063
Marie Villagomez, Preceptorship Coordinator-Macon ........................................478-301-2805
Lorrie Smith, Preceptorship Coordinator-Macon ........................................478-301-4053
Vanessa Smallpage-Herrera, Preceptorship Coordinator-Savannah .....................912-721-8215
Joseph Sero, Clerkship Coordinator-Savannah ........................................912-721-8220
Pamela Noble, Admin Coordinator Med Practice and Masters Programs-Macon ....478-301-4047
Ann O’Neal, Director of Standardized Patient Program-Macon ............................478-301-5589
Jody Jones, Clinical Skills-Savannah ..................................................................912-721-8194
Jill H. Bell, Director of Standardized Patient Program- Savannah ......................912-721-8193
Brian Childs, Ph.D., Sr. Director of Ethics Education ........................................912-721-8215
Martin Greenberg, M.D., Director of Medical Ethics & Professionalism-Savannah...912-721-8223

**Financial Aid Office**
Susan Lumsden, Director ..................................................................................478-301-2539
Mary Scott, Associate Director ........................................................................478-301-2853

**Registrar’s Office**
Cathy Groce, Registrar ......................................................................................478-301-5137
Chasity Watson, Registrar Specialist ................................................................478-301-2604

**Mercer University Offices & Services**
Library-Columbus (housed in LaQuanta Hamilton’s office) .............................706-223-5119
Library-Macon ..................................................................................................478-301-4056
Library-Savannah .............................................................................................912-721-8224
Learning Resource Center ..............................................................................478-301-4149
Library Navicent ...............................................................................................478-633-1639
Bear Card Office ...............................................................................................478-301-2929
Bookstore ..........................................................................................................478-301-2945
Information Technology Help Desk .................................................................478-301-2922
Office of International Programs ......................................................................478-301-2573
Student Health Center .....................................................................................478-301-2696

**EMERGENCY NUMBERS**
Columbus Medical Center Security .................................................................706-571-1470
Columbus St. Francis Security ............................................................................706-320-2761
Macon Campus Emergency Number ...............................................................478-301-2911
Mercer Police (MERPO)-Macon .......................................................................478-301-2970
Macon Crisis Line & Safe House (24 hours) .....................................................478-745-9292
Macon-Bibb Police ............................................................................................478-751-7500
Macon Sexual Assault .......................................................................................478-751-9441
Navicent Health Security ..................................................................................478-633-1491
Memorial MUHC Security ...............................................................................912-350-8600
Mercer Medicine (24 hours) ............................................................................478-301-4111
Navicent Health Information ............................................................................478-633-1000

**Mercer University Online Directory** http://apps.mercer.edu/directory/
University-Wide Policies

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
- Cell Phones and Pagers
- Children and Guests
- Communication, Official
- Community of Respect
- Conduct Off Campus Behavior
- Conduct, Student Conduct and Judicial Programs
- Conduct, Formulation of Regulations and 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 Code
- Housing Without Active Enrollment
- Immunization
- Information Technology
- Intellectual Property
- International Students
- Missing Student
- Parking and Traffic Regulations
- Religious Observance
- Rights of Students
- Rights Pertaining to Educational Records
- Sexual Harassment, Sexual Violence and Sexual Misconduct Policy
- Tobacco Free
- Voter Registration Requirements of the Higher Education Amendments
- Withdrawals, Administrative or Medical
- Alma Mater
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 Accommodation Services for Students
Mercer University is committed to making all of its programs, services and activities fully accessible to qualified students with disabilities. Students requesting to be recognized as a person with a disability or requesting accommodations for a diagnosed physical, medical, psychological or learning disability must first self-identify by registering with ACCESS and Accommodation Services. Appropriate and reasonable accommodations will be determined on a case-by-case basis upon review of the submitted documentation. The Office of ACCESS and Accommodation for students also offers voter registration information and assistance.

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 478-301-2778. All policies and procedures including Disability Grievance Procedures may be found at: http://studentaffairs.mercer.edu/disabilityservices/.

Communication, Official
All students are assigned a Mercer e-mail address. The University will use this address for any official e-mail correspondence to students. In the event of an emergency, Mercer will utilize multiple methods, including emergency text messaging, to notify students. Students are expected to maintain and update their cell phone numbers via MyMercer.

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.

These values are codified into the Student Code of Conduct, which applies to all students on all campuses of the University. A complete and up-to-date version of the Student Code of Conduct is in the University Student Handbook at www.mercer.edu/provost/handbooks. Disciplinary policies found in the University Student Handbook supersede and complement any student conduct policies and procedures used by the MD degree and graduate programs within the Medical School. Students are expected to be aware of and conduct themselves in a manner that is in compliance with all applicable policies found in the University Student Handbook and related campus supplements.

Conduct, Off-Campus Behavior
The 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 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, Student Conduct and Judicial Programs
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 judicial decisions. The University retains the ultimate authority for setting behavioral standards and judicial procedures. 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.

Students are expected to abide by all federal, state, and local laws. Behavior that violates external laws may also adversely affect our University community and may lead to disciplinary actions by the University regardless of the outcome of external legal proceedings. Disciplinary action at the University will normally proceed without regard to the status of any civil or criminal proceeding. Hearings and
appeal proceedings conducted as part of this process are not courts of law and they are not subject to many of the rules of civil or criminal hearings.

NON-ACADEMIC MISCONDUCT PROCESS

Procedure for Reporting Violations

All students and student organizations are expected to adhere to the standards of the Community of Respect. In affirmation to these standards, every student subscribes to the following pledge:

"Having been accepted as a member of the Community of Respect of Mercer University, I pledge myself: to hold each person in high mutual regard; to uphold, respect, and defend the rights of every individual in the community; and to respect the community as a whole. I further pledge that I will not allow to go unreported any violation of the standards of our community."

Each student is responsible for reporting any and all infractions of the standards valued by the Community of Respect. All students accept this responsibility when they enroll. If a student sees, knows, or hears of a violation, he/she is responsible for reporting the suspected violation to Mercer Police, the Vice President of Student Affairs, or an appropriate faculty/staff member of Mercer University.

Organizations are expected to investigate and self-report any violations of the Student Code of Conduct. Refer to the Campus Life web page at http://studentaffairs.mercer.edu/campuslife/studentorgs.cfm.

Procedures for Filing Charges

This process for review is initiated by either (1) the filing of a police report with Mercer University Police Department (or other law enforcement agency), (2) providing a signed written statement directly to the Vice President of Student Affairs (or designee), or (3) by filing an incident report or written statement with the Office of Housing and Residence Life. This information will then be reviewed by the designated authority (listed above) to determine the most appropriate action to be taken. This may result in conducting further investigation into the incident, resolving the conflict in an informal manner, referring the case to Housing, or initiating charges in accordance with the procedures contained in this code. Charges should be filed within ten (10) working days after receipt of all available information regarding the complaint. Charges cannot be filed that exceed one (1) year after the discovery of the incident.

In compliance with Title IX and other related federal mandates, cases involving Sexual Misconduct and Relationship Violence (sexual harassment, sexual assault, sexual exploitation, stalking, dating violence, and domestic violence) may require and involve additional investigatory, procedural, and adjudication standards that supersede any listed here. Please refer to the procedures outlined in the Sexual Misconduct and Relationship Violence Policy for complete information on these procedures. Should any policy or procedural guidelines conflict between these two policies, the Vice President for Student Affairs in consultation with the Title IX Coordinator is the final arbiter of procedural decisions.

Charges
When a determination to charge is made, the designated office (primary designee) shall notify the student in writing of the charge(s) and the allegation(s) on which the charge(s) are based. This notice shall inform the student that he or she has five (5) regular business days in which to contact the designated office outlined in their charge letter to schedule an informational session, and to select the type of hearing forum in which to adjudicate the violation (unless pre-selected by the University). The informational session is a courtesy to students. If a student does not contact the University during this time, the University shall make a determination regarding the choice of hearing and will proceed with adjudication.

**Hearing Board Options** The charged student or organization may have charges heard by a University Hearing Board or by a designated University Administrator selected and trained by the Associate/Assistant Dean of Students in Macon or Atlanta. The Hearing Board or Administrator will review the case and make a recommendation to the Associate/Assistant Dean of Students on the Macon and/or Atlanta (depending on primary location of the academic program related to the charged student) with regard to responsibility and sanctioning. In electing one hearing forum, the student waives the right to the other. The University retains the right to pre-select the hearing forum at any point in the process. University Hearing Boards consist of two faculty/staff and one student trained in university judicial proceedings. However, in cases involving especially serious charges that potentially could result in expulsion or suspension, the University may in its discretion require the charges to be heard at a specific campus location, and by a University panel that includes two faculty/staff, one student, and at least one representative from outside the University, to be selected by the University, with experience in contested adversarial hearings.

When two or more individual cases stem from the same incident, the same hearing body shall hear all cases, when possible. Procedural modifications are permitted when incidents involve more than one individual or corresponding organizational charges. In such cases, the University may either pre-select the hearing body or consult with the students involved before making the determination. This hearing body will hear individual cases separately. In cases involving multiple students or organizations charged from the same incident, information obtained at one hearing may be used at another hearing provided that the charged student or organization involved has the opportunity to review and to respond to any information that will be used against them, when possible.

For cases handled by the University's Office of Judicial Education in Macon, a board consisting of all students is an additional option for adjudicating student and organizational cases. This Student Hearing Board primarily adjudicates organizational violations and minor student violations as determined by the Associate Dean of Students.

Decisions of all hearing bodies (University Hearing Boards and University Administrator) are recommendations to the Associate/Assistant Dean of Students on the corresponding Macon and Atlanta campus, who in the interest of fairness, clarity, or consistency may choose to accept or modify the recommendations as necessary or refer a case back to the hearing body for further review. The Associate/Assistant Dean of Students may consult with appropriate staff or the academic dean of a
particular academic program before accepting or modifying the recommendation of a student in that program.

The conduct of students both on campus and in the wider community is 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. 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, restore or 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.

Having the University Student Code of Conduct (SCC) allows for centralized hearings of alleged violations inside the University. However, program-specific regulations and policies (including professional standards) will remain enforceable by medical school committees that include the Medical Student Honor Council, the Student Professionalism Committee and the Student Appraisal and Promotion Committee. These committees can recommend sanctions or dismissal for students whose behaviors in the medical school violate professional bounds. These repercussions are in addition to those that may be decided at University Hearings. The professional standards of medicine will be adjudicated inside the School of Medicine by students and faculty of the medical school. Therefore, all students in the School of Medicine will remain under the jurisdiction of committees described in the MD Program Handbook.

**Conduct, Formulation of Regulations and Code of Conduct**

Any student, faculty member, or administrator may initiate any revision of, or addition to, the University standards of conduct. Recommendations should be submitted to the senior student affairs officer who, in consultation with appropriate parties, shall ensure discussion of the proposed change. When all parties have had an opportunity to comment on the proposal, it will be presented to the Provost and General Counsel.

**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 entitled “Drug-Free Workplace and Campus Program.”

**Standard of Conduct**

The unlawful possession, use, distribution, dispensing or manufacture of illicit drugs or alcohol at any time on any University property or as part of any University-sponsored activity is absolutely prohibited.

**University Sanctions and Procedures**

As a condition of employment or enrollment at Mercer, all employees and students must abide by these standards of conduct, and disciplinary sanctions will be imposed for violations. Among the sanctions that may be imposed are: reprimand, probation, suspension, expulsion or termination of employment, and referral for prosecution. Ordinarily the sanctions for drug-related violations will be suspension or termination of employment or enrollment. However, in the University's sole discretion, an employee or student may be permitted to continue in employment or enrollment if he or she satisfactorily participated in an approved rehabilitation program.

Nothing in this policy is intended to affect the procedural rights of students under existing judicial board, grievance, or review procedures. However, once the University has determined, after reasonable inquiry, that a violation of this policy has occurred, the student may be subject to immediate suspension pending the conclusion of such procedures. If no existing procedures are in place for an alleged violation by a particular student, the University will adapt other review procedures so as to ensure the individual the opportunity for a fair review, including the right to be heard.

**Convictions for Drug-Related Offenses**

Any student convicted of any drug-related criminal statute must notify the senior student affairs officer (for students) in writing, no later than 5 days after such conviction regardless of where the offense occurred. This is because under Federal and State laws, any student convicted of a drug-related felony offense must be denied all Federal and State assistance, including Pell grants and Georgia Tuition Equalization Grants; and because the University must notify Federal agencies of drug-related convictions of employees involved in work under a grant or contract. However, a criminal conviction shall not be necessary to find that a student or employee has violated these standards of conduct, and the University need not, and ordinarily will not, defer its own actions and sanctions pending the outcome of any criminal proceeding.

**Counseling, Treatment, and Rehabilitation**

Amended to meet the needs of the School of Medicine June 2013 AAH

Students often experience heightened levels of stress and insecurity that, in some cases, lead to anxiety and/or depression while attending graduate school or medical school. Additionally, students may find themselves at risk of abusing alcohol and drugs.

In recognition of this, MUSM provides confidential psychology and counseling services at no charge to our students. In order to protect confidential student health information, MUSM provides general healthcare and psychology care providers and sites separate from the teaching environment.
The following resources are available to you:
Counseling and Psychological Services (Macon): 478-301-2862
Coliseum Health System Life-Line (Macon): 800-548-4221
Dr. Steve Livingston (Savannah): 912-350-2024
Pastoral Institute-Ronald King (Columbus): 706-649-6500

If the student prefers, the Associate Dean of Student Affairs, Dr. Patrick Roche, can be reached at 478-301-2531 (daytime) or after hours at 478-361-5378. The Associate Dean of Student Affairs-Savannah Campus, Dr. Robert Shelley, can be reached at 912-350-1738 (daytime) or after hours at 912-657-7510. Feel free to call either Dr. House or Dr. Shelley 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.

Information and help is also available from:
- Counseling and Psychological Services - Macon campus: 478-301-2862
- Counseling Center - Atlanta campus: 678-547-6060
- AA Alcohol and Drug Abuse Hotline: 1-800-851-3291
- Drug Hotline: 478-751-7600
- Georgia Drug Abuse Helpline: 1-800-338-6745

Atlanta
Talbott Recovery Campus
5448 Yorktowne Drive Atlanta, GA 30349 (770) 994-018

Columbus
The Bradley Center (Substance Abuse Services)
2000 16th Avenue Columbus, GA 31901 (706) 320-3700

Columbus Regional Medical Center Hospital
710 Center Street Columbus, GA 31904 (706) 571-1000

Talbott Recovery Center
1200 Brookstone Centre Parkway, Suite 210 Columbus, GA 31904 (706) 341-3600

Macon
Coliseum Psychiatric Center
340 Hospital Drive Macon, Georgia 31217 (478) 741-1355

Medical Center of Central Georgia The Psychiatric Pavilion
777 Hemlock Street Macon, Georgia 31201
Inpatient: Psychiatry and Detox (478) 743-1392
Emergency Line (478) 743-HOPE

Dr. Dan E. Phillips (Psychiatrist)
Department of Psychiatry & Behavioral Sciences Mercer University School of Medicine
655 First Street Macon, GA 31201

River Edge Behavioral Health Center
Grievance, 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.

Time Frame

For grievances of any kind, students are required to initiate appeals with the appropriate faculty member no later than 30 days from the completion of the term in which the course was offered. Appeals received after this period will not be honored.

If a student has a complaint against a faculty member, the student should first attempt to resolve the complaint by an informal meeting with the faculty member involved.

If this is not satisfactory, or if the student believes that he or she cannot discuss the complaint with the instructor, the following protocol should be followed:

1. The student should meet with the appropriate department chair or program director after submitting to this person a formal written account of the grievance. This narrative must be submitted no later than 30 days from the date on which the student was formally notified of the instructor's decision.

2. If the grievance is not satisfactorily resolved by the department chair or program director, the student should meet with the associate dean after submitting to the associate dean a formal
written account of the grievance. This narrative must be submitted no later than 30 days from the date on which the student was formally notified of the department chair’s or program director’s decision.

3. If the grievance is not satisfactorily resolved by the associate dean, the student should meet with the provost after submitting to the provost a formal written account of the grievance. This narrative must be submitted no later than 30 days from the date on which the student was formally notified of the associate dean’s decision.

If the student has a complaint against a dean, he or she should schedule an appointment with that dean in an attempt to resolve the matter. If the matter is not resolved or if the student believes that he or she cannot discuss the complaint with that dean, the student may appeal to the provost. In all grievance procedures, the decision of the provost is final.

**Grievance, Nonacademic**

**Policy Statement**

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 (1) a University employee, (2) administrative policies or procedures, (3) a University program, service, or activity.

Non-academic grievances involving student conduct issues fall under “University Regulations and Judicial Programs” section of the University Student Handbook.

**Procedure**

**Informal resolution**

Many grievances can get resolved via informal personal meetings, phone calls, or e-mails directly with the employee or office responsible for the grievance. Whenever possible, students are encouraged to exercise these avenues of communication first. However, should these avenues not rectify the grievance, or the student wishes to bypass the informal resolution process, then the formal grievance process below should be implemented.

**Formal Grievance**

When a student wishes to file a formal complaint that is nonacademic in nature, he or she should follow these procedures:

1. The student should submit the complaint in writing to the University employee responsible for the action or event that forms the basis of the grievance. This statement should be titled “Formal Grievance” and contain a brief statement of the grievance and the remedies sought. A copy of the statement must also be presented to the employee’s supervisor and the Associate Vice President of Human Resources. The complaint should be submitted to the employee within ten (10) days of the action or event that forms the basis of the grievance.

2. The employee respondent will then meet with the student along with their supervisor or the Associate Vice President of Human Resources to discuss the complaint within ten (10) days of receipt of the written formal grievance. The employee respondent will reply in writing to the student with the results of the discussion at the meeting and plans for further action, if any, within ten (10) days of the meeting. A copy of this reply will be provided to the Associate Vice President of Human Resources.

3. If a student is not satisfied with the results of the discussion and/or with the reply and wants the formal grievance to be considered further, the student may appeal in writing to the employee
respondent’s supervisor. A copy of this appeal must be sent to the Associate Vice President of Human Resources. This appeal to the supervisor must begin within ten (10) days after the student receives the written reply from the employee responsible for the action or event that forms the basis of the grievance. A written reply indicating the results of the appeal including further action, if any, to be taken will be sent to the student by the employee's supervisor within ten (10) days of the meeting between the student and the employee’s supervisor. A copy of this response will be sent to the Associate Vice President for Human Resources.

4. If the student is not satisfied with the results of the appeal to the supervisor and wants the formal grievance to be considered further, the student will have an opportunity for further appeal as follows:
   
   (a) In the case of complaints concerning employees, policies, procedures, or programs of a nonacademic nature within a specific school or college, the student may appeal to the Dean with responsibility for the employee’s unit and request a meeting in order to seek a resolution. This appeal must begin within ten (10) days after the employee's supervisor has completed consideration of the grievance and responded in writing to the student. A written reply from the Dean indicating the results of the meeting and including further action, if any, to be taken will be sent to the student within ten (10) days after consideration of the formal grievance. A copy of the appeal and the response from the Dean must be provided to the Associate Vice President of Human Resources.

   If the student is not satisfied with the decision of the Dean, the student may appeal in writing to the Provost with responsibility for the school or college and request a meeting. The appeal must begin within ten (10) days of the date the Dean has completed consideration of the formal grievance and responded in writing to the student. A written reply by the Provost indicating the results of the meeting and including further action, if any, to be taken will be sent to the student within ten (10) days after consideration of the grievance. The decision of the Provost with responsibility for the employee’s unit will be the final University decision on the grievance. A copy of the appeal to the Provost and the Provost response will be copied to the Associate Vice President of Human Resources.

   (b) In the case of complaints concerning employees, policies, procedures, or programs of a nonacademic nature outside of the administrative organization of a specific school or college, the student may appeal to the Vice President with responsibility for the employee's unit and request a meeting in order to seek a resolution. This appeal must begin within ten (10) days after the employee's supervisor has completed consideration of the formal grievance and responded in writing to the student. A written reply from the Vice President indicating the results of the meeting and including further action, if any, to be taken will be sent to the student within ten (10) days after consideration of the grievance. The decision of the Vice President with responsibility for the employee’s unit will be the final University decision on the formal grievance. A copy of the complaint to the Vice President and their response will be submitted to the Associate Vice President of Human Resources.

The dean of students or student affairs designee on each campus serves as a resource for students seeking assistance with grievance procedures.

**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.

Peer-to-Peer File Sharing
Prohibition against Unauthorized Distribution of Copyrighted Material
The Mercer University Information Technology Access and Use Policy strictly prohibits any form of copyright infringement, including the illegal uploading and downloading of copyrighted works through peer-to-peer (P2P) file sharing. Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than $750 and not more than $30,000 per work infringed. For “willful” infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Section 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense. For more information, please see the Web site of the U.S. Copyright Office at www.copyright.gov, especially the FAQ’s at www.copyright.gov/help/faq.

In addition to the civil and criminal penalties outlined above, students who engage in illegal downloading or unauthorized distribution of copyrighted materials using the University’s information technology system will also be referred to the Office of Judicial Education and be subject to disciplinary sanctions, up to and including suspension from the University, under the Student Code of Conduct.

Institutional Plans to Combat the Unauthorized Distribution of Copyrighted Material
The Mercer University Information Technology Access and Use Policy describes the measures that the University has developed and implemented to effectively combat the unauthorized distribution of copyrighted material. These measures include the following:

- On an annual basis, enrolled students are notified by email of the institutional policies and sanctions related to the unauthorized distribution of copyrighted material. This notice includes the exact electronic address at which this information is posted, and a statement that the University will provide a paper copy of this information on request.
• In order to use Mercer computing resources, all members of the University community endorse the Information Technology Access and Use Policy which includes a section on copyright compliance. The Policy is included in numerous University publications, and links to the Policy are included in numerous departmental Web sites.
• Posters are placed in student computer labs and elsewhere on campus to inform members of the University community about institutional policies prohibiting illegal file sharing.
• The Department of Information Technology periodically briefs members of Student Government about copyright, illegal file sharing, and related issues.
• Mercer University currently utilizes a Procera appliance to monitor and shape bandwidth usage by P2P and other applications. The University also has the ability to limit the number of simultaneous traffic flows from its residence hall and wireless networks. When a system is detected using excessive bandwidth, the IT Department contacts the owner to ensure that the bandwidth consumption is for legal purposes and that the user is aware of Mercer policies concerning illegal file sharing.
• Mercer provides a timely response to all notices of copyright infringement under the Digital Millennium Copyright Act.

Alternatives to Illegal File Sharing
There are a number of organizations that provide links to Web sites offering legal alternatives for viewing music, movies, and other copyrighted materials online. Some examples include:
• EDUCAUSE Legal Sources of Online Content (http://www.educause.edu/legalcontent)
• Campus Downloading Legal Sites (http://www.campusdownloading.com/legal.htm)
• Recording Industry of America (RIAA) Legal Music Sites (http://www.riaa.com/toolsforparents.php?content_selector=legal_music_sites)
• Music United (http://musicunited.org/6_legalsites.aspx)
• Motion Picture Association of America (http://www.mpaa.org/contentprotection/get-movies-tv-shows)

Missing Student Policy
If a member of the Mercer University School of Medicine community (faculty, staff, student, parent, alum) has reason to believe that a student is missing, that community member will refer the case immediately to the Mercer Police Department (478) 301-2970.

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 and other known e-mail addresses, messages through social networking websites if possible, contact with all professors to determine last day of attendance, contact with roommate(s).

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 Associate Dean of Students Affairs 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 these measures and has been reported 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 Associate Dean of Student Affairs, the counseling staff, and health center staff.

(2) The Police and/or Associate Dean of Student Affairs will make contact with the students’ emergency contact* and, for students under 18 years of age, a custodial parent or guardian.

The parent/guardian/emergency contact person may need to submit an official missing person report with the appropriate police agency prior to any further action.

*Students are asked to register and continually update emergency contact information on MyMercer at https://my.mercer.edu/. This person(s) will be contacted within 24 hours after the student is determined to be missing unless the student is under 18 years of age, in which case a custodial parent or guardian will be notified as mandated by law.

**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 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 to 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. 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 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.

3. 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.
4. 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.

5. 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.

Sexual Harassment, Sexual Violence and Sexual Misconduct Policy

Full Policy located in the Mercer University Student Handbook
Updated July 2014 AAH

Mercer University is committed to maintaining an environment free from discrimination on the basis of sex where the dignity and worth of all members, guests and visitors of the University community are respected. Sexual harassment, sexual violence and sexual misconduct harms the environment the University seeks to maintain and are unequivocally prohibited. This policy has been developed in accordance with Title IX of the Education Amendments of 1972 to reaffirm these principles and to provide a grievance procedure for students and employees with complaints regarding sexual harassment, sexual violence and sexual misconduct as defined below. Employee complaints regarding other forms of sex discrimination will be handled in accordance with the grievance procedures outlined in the faculty and staff handbooks (Faculty Handbook Section 2.10 and Non Faculty Handbook Section 5/Grievance Procedures).

All members of the University community are expected to conduct themselves in a manner that does not infringe the rights of others, whether on University premises or at any off campus location. This same responsibility extends to employees of third parties doing business with the University or on University premises and to campus visitors.

University administrators and supervisors have the responsibility of preventing and implementing steps designed to eliminate sexual harassment, sexual violence and sexual misconduct within the areas they oversee. If University administrators, faculty, or staff know sexual harassment, sexual violence and/or sexual misconduct is occurring, receive a complaint of sexual harassment, sexual violence and/or sexual misconduct, or obtain other information indicating possible sexual harassment, sexual violence and/or sexual misconduct, they must take immediate steps to ensure the problem is addressed, even if the problem or alleged problem is not within their area of oversight, by reporting the behavior of concern to the appropriate authority charged with investigating such complaints.

Under Title IX, individuals reporting an allegation related to sexual harassment, sexual violence and/or sexual misconduct have the right to prompt resolution of their complaint, to have the University conduct a prompt, thorough and impartial investigation, and to have interim steps taken to ensure the safety and wellbeing of the individuals involved and the University community. The University will communicate regular investigatory updates to the complainant and the respondent. When an allegation of sexual harassment, sexual violence and/or sexual misconduct is brought to the University's attention, and if a
respondent is found to have violated this policy, serious sanctions will be used to prevent its reoccurrence and address its effects. Mercer University does not tolerate or condone retaliation, will take steps to prevent retaliation, and will evaluate responsive actions, as necessary, for any retaliatory acts.

Melissa Graham, Title IX Coordinator
315 Newton Chapel (Macon Campus)
1501 Mercer University Dr., Macon, GA 31207
478-301-2788
Graham_mm@mercer.edu
TitleIX@mercer.edu

Complaints may also be reported to any of the following:
Columbus:
Campus Dean at 706-223-5119
Title IX Coordinator at (478) 301-2788
Local Columbus Police Department at 706-653-3400

Macon:
Dean of Student Affairs at 478-301-2531
Title IX Coordinator at (478) 301-2788
Mercer Police at (478) 301-2970

Savannah:
Office of Student Affairs, Savannah Campus (912) 721-8147
Title IX Coordinator at (478) 301-2788
Local Chatham County Police Department at 912-652-6500

For cases involving non-consensual sexual contact or non-consensual sexual intercourse, it is particularly important for a complainant to report it immediately to the Mercer Police Department or local police as soon as possible. Mercer Police can assist the student in getting medical attention and in notifying the proper local law enforcement authorities, if the complainant so chooses. The sooner an assault is reported, the easier it is to preserve and collect the evidence necessary for a criminal prosecution. Reporting the incident to the police does not mean the complainant must press charges against the assailant, but it does help assure that the student receives assistance in deciding how to proceed. If an incident occurs in a city where Mercer Police are not stationed, it is important to report it to local police. If an incident occurs in a city where Mercer Police are not stationed, it is important to report it to local police.

Consensual Relationships
Romantic and sexual relationships between faculty members, staff, and students and between supervisors and subordinates do not necessarily involve sexual misconduct. However, the powers faculty members exercise in evaluating students' work, awarding grades, providing recommendations and the like will generally constrain a student's actual freedom to choose whether to enter into a romantic or sexual relationship with a faculty member. Subordinates, likewise, may not feel fully free to reject or end a romantic or sexual relationship with their supervisor. Therefore, where such a power differential exists, it may be exceedingly difficult to defend against a charge of sexual misconduct on the grounds that the relationship was consensual. In internal proceedings, the University generally will be unsympathetic to a defense based on consent when the facts establish that the accused had the power to affect the complainant's academic or employment status or future prospects. Even genuinely consensual relationships
between faculty members, staff, and students and between supervisors and subordinates may be problematic. For example, they may result in favoritism or perceptions of favoritism that adversely affect the learning or work environment. Consensual relationships involving a power differential, therefore, may violate University policy and equal opportunity law.

**Tobacco-Free Policy**

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 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-free.
- Smoking is prohibited within 15 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 residence halls.

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 building should be directed to the outdoors. Visitors must observe this Tobacco-Free Policy. Department heads, building stewards, and sponsors/host 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 smoking conflicts within the requirements of this policy. Violation of policies should be reported to Student Affairs for students and Human Resources for employees.

**University Graphic Standards**

The University’s Graphic Standards, [http://www.mercer.edu/MarComm/standards/](http://www.mercer.edu/MarComm/standards/), are designed to protect the integrity and reputation of the University brand. All use of the University seal, logo or other official marks should be used in accordance to the standards manual for the protocols and procedure for using the University’s official trademarked materials.
School-Wide Policies

Conflict of Interest (COI) Policy
Approved by MUSM Executive Committee, Oct 7, 2008
Approved by MUSM Faculty, April 21, 2009
Updated April 15, 2014

Policy and Guidelines for Interactions between the Mercer University School of Medicine and the Pharmaceutical, Biotech, Medical Device, and Hospital and Research Equipment and Supplies Industries (“Industry”).

Purpose of Policy:
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.

Statement of Policy:
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.

Scope of Policy:
This policy incorporates the following types of interactions with industry:
I. Gifts, meals and compensation
II. Site access by sales and marketing representatives
III. Provision of scholarships and other educational funds to students and trainees
IV. Support for educational and other professional activities
V. Disclosure of relationships with industry
VI. Training of students, trainees, and staff regarding potential conflict of interest in industry interactions
VII. Enforcement and sanctions of policies

I. Gifts, meals and Compensation
A. Personal gifts from industry may not be accepted anywhere at the Mercer University School of Medicine.
1. It is strongly advised that no form of personal gift from industry be accepted under any circumstances. Individuals should be aware of other applicable policies, such as the AMA Statement on Gifts to Physicians from Industry (http://www.amaassn.org/ama/pub/category/4001.html).

B. Individuals may not accept gifts, meals or compensation for listening to a sales talk by an industry representative.

C. Individuals may not accept gifts, meals or compensation for prescribing or changing a Patient's prescription.

D. Individuals must consciously and actively divorce clinical care decisions from any perceived or actual benefits expected from any company. It is unacceptable for patient care decisions to be influenced by the possibility of personal financial gain.

E. Individuals may not accept compensation, including the defraying of costs, for simply attending a CME or other activity or conference (that is, if the individual is not speaking or otherwise actively participating or presenting at the event).

II. Site Access by Pharmaceutical Sales and Medical Device Marketing Representatives
A. Sales and marketing representatives are not permitted in any patient care areas except to provide in-service training on devices and other equipment and then only by appointment.

B. Sales and marketing representatives are permitted in non-patient care areas by appointment only. Appointments will normally be made for such purposes as:
   1. In-service training of hospital personnel for research or clinical equipment or devices already purchased.
   2. Evaluation of new purchases of equipment, devices, or related items.

C. Appointments may be made on a per visit basis or as a standing appointment for a specified period of time, at the discretion of the faculty member, his or her division or department, or designated hospital personnel issuing the invitation and with the approval of appropriate hospital management.

III. Provision of Scholarships and Other Educational Funds to Students and Trainees
A. Industry support of students and trainees should be free of any actual or perceived conflict of interest, must be specifically for the purpose of education and must comply with all of the following provisions:
   1. The School of Medicine department, program or division selects the student or trainee.
   2. The funds are provided to the department, program, or division and not directly to student or trainee.
   3. The department, program or division has determined that the funded conference or program has educational merit.
   4. The recipient is not subject to any implicit or explicit expectation of providing something in return for the support.

B. This provision may not apply to national or regional merit-based awards, which are considered on a case-by-case basis.

IV. Support for Educational and Other Professional Activities
A. Individuals should be aware of the ACCME Standards for Commercial Support. They provide useful guidelines for evaluating all forms of industry interaction, both on and off campus and including both Mercer-sponsored and other events. The Standards are appended to this policy and may be found at http://www.accme.org/.

B. All education events sponsored by the Mercer University School of Medicine must be compliant with ACCME Standards for Commercial Support whether or not CME credit is awarded.

C. Faculty and medical staff should evaluate very carefully their own participation in meetings and conferences that are fully or partially sponsored or run by industry because of the high potential for perceived or real conflict of interest. Faculty, students and trainees are discouraged from attending industry-funded events including accepting reimbursement for meals, travel or other remuneration. This provision does not apply to meetings of professional societies that may receive partial industry support, meetings governed by ACCME Standards, and the like.

D. Individuals who actively participate in meetings and conferences supported in part or in whole by industry (e.g., by giving a lecture, organizing the meeting) should follow these guidelines:
   1. Financial support by industry is fully disclosed by the meeting sponsor.
   2. The meeting or lecture content is determined by the speaker and not the industrial sponsor.
   3. The lecturer is expected to provide a fair and balanced assessment of therapeutic options and to promote objective scientific and educational activities and discourse.
   4. The participant is not required by an industry sponsor to accept advice or services concerning speakers, content, etc., as a condition of the sponsor’s contribution of funds or services.
   5. The lecturer makes clear that content reflects individual views and not the views of Mercer University School of Medicine.

V. Disclosure of Relationships with Industry
A. Faculty, students and trainees must disclose all potential conflicts of interest to the School of Medicine as well as to all trainees and members of the audience.

B. In scholarly publications, individuals must disclose their related financial interests in accordance with the International Committee of Medical Journal Editors (http://www.icmje.org/). Individuals are strictly prohibited from publishing articles under their own names that are written in whole or material part by industry employees (ghost writing and honorary authorship).

C. Consultation and advising for scientific purposes or to further the mission of the University may be allowed however no consultation or advising for the purpose of assisting a company with the marketing of a pharmaceutical product or medical device shall be permitted for employees and students. Consultation and advising for marketing purposes is strongly discouraged for all volunteer faculty members and trainees.

D. Employees of the School shall be allowed to participate in promotional speaking relationships, including professional speaker bureaus and presentation at speaking events, only if the presentation is not promotional in nature and if the industry funding the event has no role in determining or approving the content of the presentation. No presentations shall be allowed for the purpose of promoting a pharmaceutical product or medical device.

E. Faculty with supervisory responsibilities for students, residents, trainees or staff should ensure that the faculty’s conflict or potential conflict of interest does not affect or appear to affect his or her supervision of the student, resident, trainee, or staff member.
F. Individuals having a direct role making institutional decisions on equipment or drug procurement must disclose to the purchasing unit, prior to making any such decision, any financial interest they or their immediate family have in companies that might substantially benefit from the decision. Such financial interests could include equity ownership, compensated positions on advisory boards, a paid consultancy, or other forms of compensated relationship. They must also disclose any research or educational interest they or their department have that might substantially benefit from the decision. The purchasing unit will decide whether the individual must refuse him/herself from the purchasing decision.

   1. This provision excludes indirect ownership such as stock held through mutual funds.
   2. The term “immediate family” includes the individual’s spouse or domestic partner or dependent children.

G. For disclosure requirements related to educational activities, see the ACCME Standards for Commercial Support (http://www.accme.org/).

VI. Training of Students, Trainees, and Staff Regarding Potential Conflict of Interest in Interactions with Industry
   A. All students, residents, trainees, and staff shall receive training regarding potential conflicts of interest in interactions with industry. Students are required to participate in COI training in First Year Orientation, Ethics, Third Year Orientation and during the Capstone Course late in the Fourth Year. Curriculum covers the effects of industry marketing on medical education and physician practice, the effects of marketing on the practice of medicine and how it relates to professionalism, and a review of how medical treatments (pharmaceutical and devices) are developed including how efficacy and safety are established.

VII. Enforcement and Sanctions of Policies
   A. All violations of the Conflict of Interest Policy must be reported to the Dean of the School of Medicine who will forward the report to the appropriate entity at the University. Consequences for non-compliance will be determined by the appropriate entity.

Dress Code and Identification Badges
Approved by the Executive Council of the School of Medicine
Updated October 19, 2015 WPR

Mercer University School of Medicine requires faculty, staff and students to maintain a professional appearance appropriate for the activities required to carry out their expected duties. All faculty, staff and students are expected to be neat, clean and presentable at all times. The dress code recognizes that different styles and clothing will be necessary, depending upon the nature of the work, safety issues, contact with the public and patients.

Students are expected to conform to the policies of the facility in which they are assigned and to dress professionally as noted below. They are required to wear a clean and neat white coat, closed toed shoes, socks or hosiery and appropriate, professional dress during all clinical rotations, clinical activities and all academic activities where a white coat has been required. Scrubs are acceptable attire in a clinical arena only when approved by the attending during procedurally oriented experiences and scrubs provided by the hospital or clinic should never be worn outside of that hospital or clinic.

Dress Code:
A. Attire
All clothing must be clean, neat and should fit properly. Belts should be worn with pants with belt loops at the waist. Shirts must be tucked in unless the garment is designed to be worn outside the pants/skirt.
Proper undergarments must be worn and should not be visible through the clothing being worn. Tank tops, halter tops, midriff tops, or tops/dresses that are strapless or that have spaghetti straps will not be permitted. Other rules limiting attire will be in accordance with the sponsoring medical institution and/or in accordance with laboratory regulations.

B. Hair
Hair should be kept clean, neatly trimmed, styled and combed in such a way that the individual’s eyes are visible. Facial hair shall be neat, clean and appropriately trimmed.

C. Nails
Nails should be trimmed in accordance to the rules of the medical institution sponsoring rotations and/or in accordance to laboratory regulations.

D. Jewelry
Jewelry is an accessory and as such should not be an interference, distraction or safety hazard. Conservative rings, watches, necklaces, earrings, pins, bracelets, and service pins may be worn. Jewelry may not be worn in any visibly pierced body part except ears. Earrings shall be limited to small studs only in all clinical settings. Tongue jewelry including a clear plastic insert is not acceptable.

E. Footwear
Shoes must be worn at all times and should be worn in accordance to the rules of the medical institution sponsoring rotations and/or in accordance to laboratory regulations.

F. Tattoos
Tattoos and/or body art must not be visible and must be covered to the extent possible while involved in patient care activities.

A 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.

All School of Medicine Students are required to have Mercer University Identification Cards. 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 Navicent Health, MUMC or Columbus 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).

Grievance Policies and Procedures
Grievance, Nonacademic
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 Care 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 shall appoint a sensitive, knowledgeable faculty member as monitor of risk, education, personnel practices, and clinical care who shall report to the Dean any perceived problems relative to AIDS or HIV/ HBV OR HCV-infection. This person shall determine if the institution is meeting the responsibility of informing all personnel of needed measures of personal protection in the workplace. This person shall 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.

**Health Insurance Portability and Accountability Act (HIPAA)**

Commonly called the “HIPAA Law”, this law is a regulatory requirement imposed on healthcare organizations and other organizations 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 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.

Jim Calhoun
Office of Audit and Compliance
1400 Coleman Avenue
Macon, GA 31207-0001
478-301-2300 - Office
478-301-5520 - Fax

**Holidays 2017-18, School of Medicine**

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**
Fourth Year students in the MD 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.

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<th>Holiday</th>
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<tr>
<td>Labor Day</td>
<td>September 4, 2017</td>
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<td>Thanksgiving</td>
<td>November 23 and November 24, 2017</td>
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<td>Christmas Break</td>
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<td>Martin Luther King, Jr Day</td>
<td>January 15, 2018</td>
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<td>Good Friday</td>
<td>March 30, 2018</td>
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<td>Memorial Day</td>
<td>May 28, 2018</td>
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<td>Independence Day</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 will 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, p17). 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 (formerly Student Professionalism Assessment 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 phase of the BMP 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 (AAD)-Macon/Columbus or the Senior Academic Affairs Dean (SAAD), Savannah by completing an Unprofessional Behavior Report at any time.

Upon receipt of an Unprofessional Behavior Report describing a problematic behavior, the SAAD/AAD will determine the severity of the unprofessional behavior. For acts of less severity the SAAD/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 SAAD/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 dismissal 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 SAAD’s office in Savannah or to the AAD’s office in Macon/Columbus. 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 SAAD/AAD, the Director of Professionalism (Macon/Columbus), the Director of Professionalism (Savannah), the Dean of Student Affairs (Macon/Columbus and Savannah), 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 SAAD for Savannah campus issues and the AAD for Macon/Columbus campus issues. The SPC shall document all its activities appropriately.

4. Quorum will be determined by simple majority of the voting members (4/7)

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

Immunization Policy
All students 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 MD 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. The most recent tetanus booster should have been within the past 10 years. Immunization against meningococcal meningitis is recommended for college students.

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.

Students enrolled in the MD 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

All medical students should submit the document known as the AAMC Standardized Immunization Form, (https://www.aamc.org/members/gsa/committees_gsa/cosr/437702/standardizedimmunizationform.htm) which should also be held by the individual student, and updated as vaccinations are repeated.

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.

For those students not enrolled in the M.D. program, the Mercer University Immunization Form is required and must be completed and signed by the student and returned with an official copy of the immunization record to Student Health Services. Students are encouraged to keep a photocopy of this completed form, a copy of immunization records and any titers for their personal records.
Satisfactory Academic Progress for Financial Aid
Financial Aid Policy
Updated July, 2016

I. Purpose
This policy defines Satisfactory Academic Progress (SAP) for all Mercer University School of Medicine matriculated students including those in the following programs.
Master of Family Therapy
Master of Science in Biomedical Sciences
Master of Science in Preclinical Sciences
Doctor of Medicine

II. Accountability
Under the Dean and with the assistance of the Offices of Academic Affairs, Student Affairs and the Registrar, the Student Assessment and Promotion Committee (SAPC) and/or the Graduate Program Directors are charged with the responsibility for reviewing the satisfactory academic progress of all students matriculated at the Mercer University School of Medicine.

III. Applicability
This policy shall apply to all students who matriculate at Mercer University School of Medicine.

IV. Policy
Sound academic principles require that students be required to maintain standards of Satisfactory Academic Progress. The following standards apply to all matriculating full-time or less than full-time students, regardless of their receipt of financial aid funds. The standards of Satisfactory Academic Progress measure a student’s performance by qualitative measures (grade point average), quantitative measures (pace of completion) and maximum time allowance.

V. Satisfactory Academic Progress (SAP)

1. Satisfactory Academic Progress
Satisfactory Academic Progress is the appropriate completion of degree requirements, according to published increments, that lead to degree completion with known completion limits.

Student’s academic progress will be reviewed on an annual basis, at the end of each academic year, with the exception of students enrolled in the Master of Science in Preclinical Sciences program who will be reviewed at the end of each semester.

2. Maximum Time Allowance
Maximum time frame is defined by the School as the maximum number of years a student may attempt MUSM courses in the pursuit of a degree. Each year maximum time allowance will be evaluated to determine whether each student can complete the program without exceeding the maximum years allowed for that degree program. Each student will be evaluated to determine if he/she has made adequate progress toward his/her degree according to the following schedule.
<table>
<thead>
<tr>
<th>Program</th>
<th>Maximum Time from Matriculation to Graduation*</th>
</tr>
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<tbody>
<tr>
<td>Master (non-thesis) – 48 hours</td>
<td>6 Years</td>
</tr>
<tr>
<td>Master of Family Therapy</td>
<td></td>
</tr>
<tr>
<td>Master of Science – 75 hours</td>
<td>3 Years</td>
</tr>
<tr>
<td>Master of Science in Biomedical Sciences</td>
<td></td>
</tr>
<tr>
<td>Master of Science – 31 hours</td>
<td>2 Years</td>
</tr>
<tr>
<td>Master of Science in Preclinical Sciences</td>
<td></td>
</tr>
<tr>
<td>Doctor of Medicine – 155 hours</td>
<td>6 Years</td>
</tr>
<tr>
<td>Medicine</td>
<td></td>
</tr>
</tbody>
</table>

*For students not in full-time status the maximum time from matriculation to graduation may be prorated at a level up to 1.5 times the full-time maximum. Time spent in a Leave of Absence will be included in the total time in the program but time devoted to external scholarly programs may or may not be included in these time allowances at the decision of the program director or the Student Assessment and Promotion Committee (SAPC).

3. **Completion Rate (Quantitative Measure)**

As a part of the Satisfactory Academic Progress assessment each student’s Completion Rate will be evaluated by comparing the number of the credit hours earned with the minimum credit hours earned to maintain FA SAP. In order to achieve satisfactory academic progress, a student must maintain a minimum number of credits earned in accordance with the chart below.

<table>
<thead>
<tr>
<th>Program</th>
<th>Minimum Credits Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master (non-thesis) – 48 hours</td>
<td>Year 1 – 6 hours</td>
</tr>
<tr>
<td>Master of Family Therapy</td>
<td>Year 2 – 12 hours</td>
</tr>
<tr>
<td></td>
<td>Year 3 – 18 hours</td>
</tr>
<tr>
<td></td>
<td>Year 4 – 27 hours</td>
</tr>
<tr>
<td></td>
<td>Year 5 – 36 hours</td>
</tr>
<tr>
<td></td>
<td>Year 6 – 48 hours</td>
</tr>
<tr>
<td>Master of Science – 75 hours</td>
<td>Year 1 – 15 hours</td>
</tr>
<tr>
<td>Master of Science in Biomedical Sciences</td>
<td>Year 2 – 43 hours</td>
</tr>
<tr>
<td></td>
<td>Year 3 – 75 hours</td>
</tr>
<tr>
<td>Master of Science – 31 hours</td>
<td>Year 1 – 15 hours</td>
</tr>
<tr>
<td>Master of Science in Preclinical Sciences</td>
<td>Year 2 – 31 hours</td>
</tr>
<tr>
<td>Doctor of Medicine – 155 hours</td>
<td>Year 1 – 0 hours</td>
</tr>
<tr>
<td>Medicine</td>
<td>Year 2 – 36 hours</td>
</tr>
<tr>
<td></td>
<td>Year 3 – 36 hours</td>
</tr>
<tr>
<td></td>
<td>Year 4 – 72 hours</td>
</tr>
<tr>
<td></td>
<td>Year 5 – 120 hours</td>
</tr>
<tr>
<td></td>
<td>Year 6 – 155 hours</td>
</tr>
</tbody>
</table>

Courses with Incomplete, In Progress or Withdraw grades are not included as minimum credit hours earned. Transfer credits are included in minimum credits earned calculations.
Transfer students into the MD Program will have 4 years to complete the program and their credits will be prorated. Periods of special independent study in which the student is remediating or completing work towards completion of degree requirements will be applied to the maximum completion time frame.

When assessing SAP for students who were on an approved Leave of Absence during the evaluation period, the time spent on the Leave of Absence will be calculated in the total maximum completion time.

4. Grade Point Average Requirements (Qualitative Measure)
MUSM students will be evaluated to determine if they have achieved satisfactory levels of academic progress. GPA requirements for each program are noted in the table below.

<table>
<thead>
<tr>
<th>Program</th>
<th>Grade Point Average Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master (non-thesis)</td>
<td>Students must maintain a cumulative GPA of 3.0. Grades less than C do not count towards degree requirements</td>
</tr>
<tr>
<td>Master of Family Therapy</td>
<td></td>
</tr>
<tr>
<td>Master of Science</td>
<td>Students must maintain a cumulative GPA of 3.0. Grades less than C do not count towards degree requirements and will result in dismissal</td>
</tr>
<tr>
<td>Master of Science in Biomedical Sciences</td>
<td></td>
</tr>
<tr>
<td>Master of Science in Preclinical Sciences</td>
<td>Students must achieve a minimum 2.5 GPA after their first semester of enrollment and subsequently maintain a cumulative GPA of 3.0. Grades less than C do not count towards degree requirements and will result in dismissal</td>
</tr>
<tr>
<td>Doctor of Medicine</td>
<td>Students must receive a Satisfactory in Yr. 1 Foundations of Medicine and Organ Systems. Yr. 2 students must receive a Satisfactory in BMP. Yr. 3 students must receive a Satisfactory in core clerkships and be allowed to continue to the 4th year curriculum by the SAPC. Yr. 4 students must receive a Satisfactory in the 34 hours of academic work as prescribed in the Handbook.</td>
</tr>
<tr>
<td>Medicine</td>
<td></td>
</tr>
</tbody>
</table>

Successful completion of a course that was previously completed unsuccessfully does not remove the unsuccessful completion from your academic record.

5. Notification of Lack of Satisfactory Academic Progress
Following the annual evaluations, or semester evaluations for the MSPS program, and at any time that failure to meet SAP is noted, notification will be transmitted from the Office of Student Financial Planning to all students who have not met the standards for SAP. The notification shall indicate the nature of the deficiency and any consequences that have resulted or may result including financial aid ineligibility.
A student who has lost eligibility for financial aid does not automatically regain eligibility simply by paying for his/her tuition and satisfactorily completing the coursework, nor by sitting out for a semester.

6. Financial Aid Warning Status
There are currently no programs in the School of Medicine whose students qualify for financial aid warning status.

7. Financial Aid Ineligibility Status
When the satisfactory academic progress review reveals that a student does not meet the quantitative measures, the qualitative measures and/or the maximum time frame schedule, then that student becomes ineligible to receive Federal financial aid.

8. Appeal for Reinstatement of Financial Aid Eligibility
Students who wish to appeal for reinstatement of financial aid eligibility should submit a written appeal to the Office of Student Financial Planning. Exceptional circumstances warranting an appeal and possible exception include circumstances such as the death of a relative and injury or illness of the student.

A signed appeal form must be submitted and should include a detailed statement of the facts and circumstances supporting the appeal and the student’s rationale for changing the determination. All information supporting the appeal should also be submitted. The appeal should be submitted within 10 days of the notification of the student’s change in financial aid status.

All appeal decisions are final.

9. Financial Aid Probation
Financial Aid Probation is awarded to a student if the Appeal has been approved. While on “financial aid probation status” the student is eligible to receive financial aid funding for one semester.

Students will be removed from Financial Aid Probation Status when they have fully complied with the School’s Satisfactory Academic Standards.

10. Academic Plan
An Academic Plan is created for a student who will not be able to complete the necessary benchmarks to regain SAP within one semester while on financial aid probation. The Academic Plan will include benchmarks that must be completed successfully for each successive term in order to continue on the plan and to continue to be eligible for financial aid. Students must file an appeal to the Office of Student Financial Planning to be considered for an academic plan.

11. Dismissal or Withdrawal
Students who are dismissed or who have voluntarily withdrawn from the School are not making satisfactory academic progress and are not eligible to receive financial aid.

12. Documentation
Documentation of decisions concerning financial aid probation and/or academic plan, appeal or re-establishment of satisfactory academic progress shall be transmitted to the student and will be maintained in the student file in accordance with the MUSM record retention requirements.
13. Dissemination
This policy shall be published in the same manner as other academic policies of the School including online publication and inclusion in all new editions of the Student Handbook following adoption of the most recent policy amendment.

14. Standards for Satisfactory Academic Progress Established upon Matriculation
Standards for Satisfactory Academic Progress that are distributed to a student upon matriculation are applicable for the duration of the student’s continuous matriculation in the same program unless any changes in the standards are made. These changes will be posted upon adoption.

Satisfactory Academic Progress Appeal Process for Graduate Students
The Office of Student Financial Planning is required by law to ensure that students receiving financial aid are making satisfactory academic progress. Federal regulations (CFR 668--Student Assistance General Provisions), Sections 668.32(f), 668.16(e), and 668.34, state that a student is eligible to receive title IV, HEA program assistance if the student maintains satisfactory progress in his or her course of study according to the institution’s published standards of satisfactory progress.

All graduate students who file a Free Application for Federal Student Aid (FAFSA) are subject to the Satisfactory Academic Progress (SAP) Financial Aid Policy. The Office of Student Financial Planning will evaluate your SAP status every year that you apply for financial aid.

If you were unable to meet the completion rate requirement, the financial aid office will send you an email message regarding the change to your financial aid status.

Your Program Director or designee and the Registrar will monitor your compliance with GPA and maximum time requirements.

If you were unable to meet the grade point average, completion rate, or maximum time requirements during your previous enrollment, you cannot receive financial aid.

However, if extenuating circumstances contributed to your inability to maintain satisfactory academic progress then you may request reconsideration through the financial aid office by submitting an appeal form with appropriate supporting documentation.

See the Program Handbook for your graduate program for information about GPA requirements, time limitations, and any exceptions to the regulations.

Satisfactory Academic Progress Appeal Process for Doctor of Medicine Students
The Office of Student Financial Planning is required by law to ensure that students receiving financial aid are making satisfactory academic progress. Federal regulations (CFR 668--Student Assistance General Provisions), Sections 668.32(f), 668.16(e), and 668.34, state that a student is eligible to receive title IV, HEA program assistance if the student maintains satisfactory progress in his or her course of study according to the institution’s published standards of satisfactory progress.

All Doctor of Medicine students who file a Free Application for Federal Student Aid (FAFSA) are subject to the Satisfactory Academic Progress (SAP) Financial Aid Policy. The Office of Student Financial Planning will evaluate your SAP status every year that you apply for financial aid.
If you were unable to meet the completion rate requirement, the financial aid office will send you an email message regarding the change to your financial aid status.

The Student Appraisal and Promotion Committee (SAPC) and the Registrar will monitor your compliance with GPA and maximum time requirements.

If you were unable to meet the grade point average, completion rate, or maximum time requirements during your previous enrollment, you cannot receive financial aid.

However, if extenuating circumstances contributed to your inability to maintain satisfactory academic progress then you may request reconsideration through the financial aid office by submitting an appeal form with appropriate supporting documentation.

See the MD Program Handbook for information about GPA requirements, time limitations, and any exceptions to the regulations.

Extenuating or Mitigating Circumstances
If extenuating circumstances contributed to your inability to meet SAP requirements and you need financial assistance to attend school, you should submit an appeal.

Mitigating or extenuating circumstances may include:

- Illness
- Death in the family
- Family problems

This is not a comprehensive list. Any documentable event(s), outside your control, that prevented you from meeting SAP standards may qualify.

Appeal Form
The appeal form may be obtained from the Office of Student Financial Planning and this form gives you the opportunity to tell us about the event(s) that contributed to your unsatisfactory progress.

In your appeal form, you must:

- Describe the extenuating circumstance(s) that led to your noncompliance.
- Explain what has changed that will allow you to meet SAP requirements in the future.
- Describe the timeframe of your extenuating circumstance(s) for the period that you failed SAP.

We realize that sharing personal information can be difficult. Be assured that your statement will remain confidential. Only financial aid personnel and the Associate Dean of Student Affairs will review your appeal.

Supporting Documentation
To confirm your extenuating circumstance(s), you must attach documentation from an objective third party (e.g., physician, counselor, lawyer, social worker, teacher, religious leader, academic adviser, MU Office of Disability Services, and/or MU Student Health Center).

Your third party documentation must:

- Be submitted on official stationary or by email from a valid MU email account. (This means when you use MU email, the message must come directly from your third party’s official MU email account to the Office of Student Financial Planning mailbox at financialaid-l@med.mercer.edu.)
• Verify that the extenuating circumstance(s) will no longer influence your future academic performance.
• Confirm the timeframe referenced in your appeal.

After reviewing your appeal form and supporting information, we may request additional documentation for clarification purposes.

Appeal Decision
We will review your appeal within 30 days of receipt and notify you by email of its status. You will receive either our decision to grant your appeal, deny your appeal, or a request for additional documentation. If we grant your appeal, we will place you on probation for one semester during which time you may receive financial aid. If you cannot return to satisfactory academic progress in one semester then you will need to appeal for an academic plan that would outline your progress until you can meet SAP.

All appeal decisions are final.

Your academic plan will specify the conditions you must meet to continue receiving financial aid for a specified period. An award notice will follow once we complete the review of your FAFSA. If you fail to meet the terms of your academic plan, you will not qualify to receive financial aid for the subsequent semester.

Any future appeal(s) will require new extenuating circumstances and a new (and different) academic plan. Of course, students may reestablish eligibility for financial aid at any time by resolving their academic deficiency which should be confirmed by their transcript.

Students whose appeals are denied, may choose to apply for an alternative loan. You may discuss loan options with the Office of Student Financial Planning.

Testing Accommodations Policy
It is in the intent of Mercer University School of Medicine (MUSM) to create a transparent accommodations environment for those students receiving testing accommodations. Those students requiring additional time for written tests should be given the opportunity to test in an environment separate from those students not receiving accommodations to minimize bias. Separate rooms may be available for those students requiring such accommodations but space may limit this availability. Each student approved for testing accommodations will be required to sign a form noting their receipt of test accommodations when they initially receive them. The signing of this form will constitute an agreement for the academic year. The form will be collected by the proctor at the end of the exam and delivered to the Office of Academic Affairs. The form will be filed in the confidential files kept in Academic Records.

A confirmatory letter of test accommodations offered should be sent to the Dean of Academic Affairs to ensure that accommodations are appropriated by test administrators. There should be no form or indicator in the student’s academic record indicating that they have received accommodations but a copy of the Testing Accommodations Notification Letter will be on file at the Mercer University Office of Disability Services.
For students receiving extra time to complete examinations, the total time available and the exam start time will be provided prior to the start of the examination. Should the student feel that there were
inconsistencies during an examination, that information should be documented and the student should provide a brief, written description and notify the Associate Dean for Student Affairs promptly. Testing venues eligible for accommodations are based upon the physician’s recommendation but may include:

- MDE
- BMP Remediation Examinations
- Shelf Examinations
- Population Health (Epidemiology) Exams
- Biostatistics Exams
- Evidence Based Medicine Exams

**Requesting Testing Accommodations**

As required by law, students requiring accommodations for a disability must initially self-identify as a student with a disability by registering with Disability Services (DS). Only students who are registered with DS will be eligible for accommodations and recognized by the institution as a student with a disability. Accommodations for students at the School of Medicine are conditionally approved by the Associate Dean for Students Affairs in Macon, pending a meeting of the Test Accommodation Committee. Approval may require additional or updated medical documentation to be submitted.

**Registering with Disability Support Services consists of:**
- Submitting a Student Request for Accommodations form to the Associate Dean of Student Affairs (Macon Campus)
- Submitting appropriate documentation verifying the presence of a disability and its current impact (The Mercer University Medical Verification of Disability Form is required)
- Meeting with the Associate Dean for Student Affairs to review procedures and request accommodations (Students at the Savannah or Columbus Campus may be able to complete their registration via phone or email)
- The approval of specific accommodations by the Admissions and Student Affairs based upon the student’s request, the completion of all forms by the student’s healthcare provider and national standards for individuals with comparable test-taking issues.

Registering with Disability Services is required of all students wishing to be recognized by the institution as a student with a disability regardless of whether accommodations are being requested.

**Documentation for most disabilities consists of a recent formal letter of diagnosis** from an appropriate licensed medical professional or licensed psychologist who is not a relative and should include a diagnosis, current impairments in functioning, and recommendations for specific accommodations to reduce the impact of the impairment. Use of the Mercer University Medical Verification of Disability Form includes all requirements. Some types of disabilities may require that diagnostic testing results such as a psychological evaluation report, vision testing, allergy testing or an audiogram be submitted in addition to the Form or letter of diagnosis. Specific documentation requirements may be found on the Mercer University Medical Verification of Disability Form and more information is available upon request.

**Requesting accommodations is an interactive process** and should be completed in a timely manner to allow adequate time for accommodation arrangements to be made. Accommodations may be requested at any time during the academic year regardless of when the student is diagnosed. Last minute requests may be denied.
Accommodations are determined on a case-by-case basis and must be supported by appropriate documentation. Additional or updated documentation may be required in order to receive specific or ongoing accommodations. An accommodation may be denied even if it has been recommended by an appropriate medical professional or has been granted by another agency or institution in the past.

Provisional accommodations may be provided for up to one academic year in cases where the documentation submitted is determined to be out-of-date, incomplete or otherwise insufficient to allow the student sufficient time to obtain adequate documentation.

A request for accommodations must be made on an annual basis by completing an annual update form.

Accommodations granted to students within the MUSM curriculum do not assure that accommodations on examinations not directly a part of the MUSM programs will be granted (for example the USMLE licensure examinations).

Student Support Services
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. Oversees student health compliance in accordance with University policy. The Student Health Center is the repository for student health records and informs the Office of Student Affairs of the compliance status of students.
2. Serves as clearing house for housing information.
3. Administratively supervises of all student groups as listed in the Student Handbook and Program Handbooks.
4. Assists students applying for grants and scholarships that require a letter of recommendation from the Associate Dean of Student Affairs.
5. Serves as contact source for referral and follow-up for students presenting with emotional and academic difficulties.

Debt Management
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 478-301-285 or email at financialaid-l@med.mercer.edu.

Financial Aid
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 478-301-2853 or email at financialaid-l@med.mercer.edu if you need assistance.

Housing Information
The Office of Student Affairs maintains a housing list of available apartments/houses and a list of those students who wish to secure roommates. You may contact the office at any time to inquire about housing availability at admissions-l@med.mercer.edu.

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/. 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 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.

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.
Personal Support and Development Services
Counseling Services
Associate Dean of Student Affairs, Macon: 478-301-2652
Associate Dean of Student Affairs, Savannah: 912-721-8147
Mercer Counseling and Student Development Center: 478-301-2862
Dr. Steve Livingston Ph.D., LMFT, Director of Behavioral Services (Savannah): 912-350-2024
Crisis Line of Middle Georgia: 478-745-9292

The Office of Student Affairs serves as the point of contact for many student support services, such as:

Academic Support Services
The Associate Dean of Student Affairs routinely meets with individuals who are concerned with their academic progress. The graduate curriculum is often more than a student expects and may call for new test-taking strategies, study strategies, and better time management. For many students it may be the first time that they experience an academic failure. The Associate Dean of Student Affairs offers both counseling and referral services.

Mental Health Support Services
It is not uncommon for students to experience heightened levels of stress, insecurity and in some cases anxiety and depression while attending graduate school. Additionally, students under such stress may find themselves at risk of abusing alcohol and drugs. Coupled with the demands of the graduate curriculum are life events that occur outside of the classroom. Students may experience a significant breakup or divorce, the illness or death of a loved one, or personal illness. Under such circumstances it is a sign of strength for a person to seek help.

Substance Abuse
Mercer University is covered by the Drug-Free Workplace Act of 1988. This act requires all contractors and grantees of federal agencies and all applicants for federal grants or contracts, to verify that a drug-free workplace is being provided.

Federal and State Law make it unlawful to manufacture, distribute, dispense, possess or use a controlled substance (as listed in schedules I through IV, Section 202 of the Controlled Substance Act). University policy for employees is that illegal possession or use of intoxicants/drugs on University premises is cause for immediate termination. Graduate Students and Medical Students are held to the same standard as regards to University premises and other premises where the student is present as part of the School’s educational program.

In addition, substance abuse and/or unlawful acts of manufacture, distribution, dispensation or possession by students will be viewed as conduct that must be considered as part of decisions regarding retention as a student or promotion. Non-academic actions, such behaviors may be considered in faculty/administrative judgments related to a student’s suitability in the programs of the School of Medicine.

Notwithstanding the above, it is recognized that personal involvement in substance abuse is a complex matter. Students who believe they have such problems are urged to seek medical advice and treatment, either on their own or through the Office of the Dean, other School offices, or individual faculty.

The Office of Student Affairs is a specific contact point where students can receive information about the evaluation and treatment possibilities both within the School and outside the School.
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.

However, where student problems 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.

*Signs of Emotional Illness or Chemical Dependency*

The following are signs of emotional illness or chemical dependency. The list is not necessarily comprehensive. It is intended to assist individual faculty in identifying students with potential difficulties.

- Change in personality, dressing habits or neatness
- Excessive irritability, anger beyond control
- Mental confusion, drowsiness, inattention to work, loud, inappropriate euphoria
- Appearance of being depressed, sad, withdrawn
- Unsteady gait, slurred speech, alcohol on breath

*Registrar's Office*

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.

*Student Government and Organizations*

*Approved by MUSM Student Council and student body, February 2016*

**Medical Student Council**

**Article I. Name**

Section A: The name of this organization shall be the Medical Student Council of Mercer University School of Medicine, herein abbreviated SC, or signified Student Council.

**Article II. Duties and Powers**

Section A: The SC shall study matters of importance to students and submit recommendations expressing the student viewpoint to the faculty and administration of MUSM. The SC shall work with the faculty and administration to implement the recommendations made and improve the problem areas studied.

Section B: The SC shall provide representation for the students of MUSM in matters concerning the student body as a whole.
Section C: The SC shall allow any student to appear before it in person to present any matters of interest for consideration.

Section D: The SC shall manage funds allocated to the student body of MUSM in conjunction with the Department of Student Affairs.

Section E: The SC shall be responsible for appointments and elections of class officers, special committees, and any other student organizations within the School of Medicine and shall act to ensure proper and adequate representation of the student body throughout MUSM.

Section F: The SC shall recognize groups as MUSM student organizations after an approval process. Any student organization may apply to the SC for a charter. Student organizations must be chartered to receive funding from the SC.

Section G: Officers and members of SC shall derive their powers and duties solely from their positions on the Student Council as defined in these by-laws and in the Student Council Policies and Procedures Manual.

Section H: Student Council shall not make any rule or require any duty from a member of the Honor Council, Aid for Impaired Medical Students, or any faculty committee that would contradict by-laws or duties specific to that organization’s own rules, policies, or procedures.

Article III. Student Council Membership and Officers

Section A: Student Council will consist of a general council and a Steering Committee and will be made up of both voting and non-voting members. All SC members and officers accept the responsibility to perform the duties outlined in the MUSM Student Handbook and the Student Council Policies and Procedures Manual for their respective positions, as well as any delegated tasks that are deemed a reasonable extension of these duties.

Part 1: Voting members of Student Council include the Presidents and Vice Presidents of each class on each campus from the Doctor of Medicine program, all special council representatives and student representatives to faculty committees (see the SC Policies and Procedures Manual for a complete list), the members of Aid for the Impaired Medical Student (AIMS), and the members of the Organization of Student Representatives (OSR).

Part 2: Non-voting members of Student Council include the Student Body Presidents (except as stipulated in Article IV, Section D), Student Council Treasurer, Student Council Secretary, Honor Council Representatives, and any representatives of other graduate degree programs within the School of Medicine. The Deans of Student Affairs or their representatives shall also serve on the SC as non-voting members.

Part 3: The Steering Committee (formerly “Student Affairs Committee”) will consist of the President and Vice President of each class on each campus, the Student Body Presidents, the SC Treasurer, the SC Secretary, and the Deans of Student Affairs or their representatives. Voting members of the Steering Committee are limited to the class Presidents and Vice Presidents (except as stipulated in Article IV, Section D).

Part 4: Newly elected members of the SC shall assume their full duties and privileges in the spring semester of each year, with specific date varying per year and listed in the Policies and Procedures
Manual. If a member is unable to serve the duration of his/her term, he or she will be replaced by a representative elected, or appointed from, his/her class. The Student Body Presidents will determine the course of the new appointment or election.

**Section B:** Student Council Officers are those members elected by the student body or by student council who do not represent a specific class or committee. These officers are the Student Body Presidents, the Student Council Treasurer, and the Student Council Secretary.

**Part 1:** Each four-year campus will elect a Student Body President from the rising third or fourth year class.

a. There will be one Student Body President for each four-year campus. He or she may serve only one term. A single term will be defined as one year.

b. One of the Student Body Presidents from a four-year campus will serve as Chair of the Student Council and Steering Committee, and the remaining Student Body President(s) will serve as Vice Chair(s). The responsibilities of Chair of the Student Council will rotate among four-year campuses each year.

**Part 2:** Student Council will elect a Treasurer and a Secretary from the student body.

a. A voting member of SC may serve as either SC Treasurer or Secretary in addition to his/her role as class or committee representative, in which case the aforementioned member will retain his/her original position’s right to vote on all matters relevant to SC during his/her term as SC Treasurer or Secretary.

**Article IV. Voting**

**Section A:** The SC representatives from each class and committee shall possess one vote per representative. A student may not serve concurrently in more than one position that confers a vote on SC.

**Section B:** A simple majority of the votes cast by a quorum of the members of SC is required for adoption of all motions, resolutions, or other questions requiring a vote, unless otherwise specified herein.

**Section C:** A quorum of the SC shall be constituted by at least 50% of the voting members of the Student Council as approved by those present at said meeting.

**Section D:** In the event of a tie, the Student Body Presidents will wield a single, collective, tie-breaking vote.

**Article V. Committees**

**Section A:** Standing and special committee Chairs may be appointed by the Student Body Presidents with the approval of the SC. Members of these committees shall be chosen from the student body by the Chair of the committee.

**Section B:** The Chair of a standing or special committee may be removed from his/her position as Chair at his/her own request, or by a two-thirds vote of the SC in the presence of a quorum.

**Article VI. Meetings**

**Section A:** Meetings of the SC shall be called or scheduled by the Student Body Presidents at their discretion, or by any member of the SC.

**Section B:** All meetings of the SC shall be open to attendance by all members of the MUSM student body.
Section C: The Student Body Presidents may declare attendance to any particular meeting mandatory for all SC members.

Section D: All meetings of the SC shall be conducted according to parliamentary procedure as determined by the members of the SC.

Section E: Active participants in a called meeting will consist solely of SC members unless otherwise designated by the Student Body Presidents. Any member of the faculty or student body may be placed on the meeting agenda, at the discretion of a Student Body Presidents.

Section F: The Student Body Presidents may request the presence of an individual at a designated meeting as deemed necessary/ideal.

Article VII. Attendance
Section A: All voting members of SC will be allowed two unexcused absences from called meetings each year. Failure to contact a Student Body President in advance of a meeting automatically constitutes an unexcused absence. The determination of an excused or unexcused absence will be made by the Student Body Presidents. Once two unexcused absences have been exceeded by a voting member, that member’s actions may have constituted dereliction of duty and should be addressed as stated in Article IX, Section C, Part 3.

Section B: Any representative, in the event of his/her absence, may appoint an alternate from his/her class for the meeting in question. The alternate shall have the power and privileges of the representative he/she replaces.

Section C: Non-voting members are welcome but not required to attend SC meetings.

Article VIII. Revision of Student Council By-laws and Policies and Procedures Manual
Section A: An amendment or revision of the by-laws may be proposed by any member of SC or by any member of the student body.
Part 1: An amendment or revision must receive a two-thirds affirmative vote of the SC in the presence of a quorum as defined above in Article IV, Section C.

Part 2: Following approval by the SC, the student body will vote on the proposed revisions or amendments. In order for a proposed revision or amendment to be accepted, a simple majority of the student body must vote in favor of the change in the presence of a quorum.

Part 3: A quorum will be defined as two-thirds of the student body.

Part 4: An amendment to the by-laws becomes effective immediately upon adoption unless otherwise specified by the amendment.

Section B: An amendment or revision of the Policies and Procedures Manual may be proposed by any member of SC or by any member of the student body.

Part 1: An amendment or revision must receive a two-thirds vote of the SC in the presence of a quorum as defined above in Article IV, Section C.
Part 2: An amendment or revision of the Policies and Procedures Manual becomes effective immediately upon adoption unless otherwise specified by the amendment.

Part 3: The student body may force a vote of reconsideration for any individual policy in the Policies and Procedures Manual by submitting a petition containing at least twenty student signatures to the Student Body Presidents. After receipt of the petition, SC will call a vote to consider amending or replacing the policy in question and schedule it for the next meeting. The vote will be conducted in the usual manner described in Article IV of these bylaws. Petition signatories and concerned parties will be invited to speak at the meeting before the vote. If the motion to reconsider passes, SC will then propose a revision or replacement of the policy by no later than the next monthly meeting. Any vote on the proposed new policy must occur according to Article VIII, Section B, Part 1 above. If the proposed new policy fails to gain a two-thirds majority of SC, the original policy in question will be retained.

Article IX. Removal of Officers from Elected Office
Section A: Should an elected student’s position hinder his or her academic performance, the Dean of Academic Affairs with the approval of the Dean of Student Affairs has the authority to remove that student from said position.

Section B: The Student Body Presidents also have the collective authority to propose to the Deans of Student Affairs the removal of any SC member or class officer deemed to have violated or ignored the duties of his or her position as stated in Article III, Section A, or to have breached the Honor Code as presented in the Mercer University Student Handbook. The proposed removal will proceed only with the unanimous agreement of the Deans of Student Affairs and the Student Body Presidents. In the case of removal, a special election or appointment will be held. The Student Body Presidents will determine the course of the new appointment or election. In the event that a Student Body President is found to have violated Article III, Section A, or to have breached the Honor Code, a vote of “No Confidence” may be undertaken by SC to remove the Student Body President as outlined in Article IX, Section C, below.

Section C: The voting members of SC have the authority to initiate a vote of “No Confidence” for misconduct or dereliction of duty by any SC member or class officer.
Part 1: It is the duty of the Student Council to oversee the actions of the class officer positions of all classes on all campuses of the Mercer University School of Medicine, pursuant to Article II, Section E.

Part 2: As stated in Article III, Section A: “[a]ll SC members and class officers accept the responsibility to perform the duties outlined in the MUSM Student Handbook and the SC Policies and Procedures Manual for their respective positions, as well as any delegated tasks that are deemed a reasonable extension of these duties.”

Part 3: Any elected SC member or class officer may face a vote of no confidence if the aforementioned duties are not fulfilled.
   a. In the event of dereliction of these required tasks, any member of Student Council can suggest a vote of no confidence.
   b. A vote of no confidence will require a two-thirds vote of the Student Council in the presence of a quorum as defined in Article IV, Section C.
   c. If the position is vacated by a vote of no confidence, the position will be filled using the same protocol by which it was originally elected.
Section D: In the event of any SC member or class officer’s impeachment, whether by the authority granted in Article IX, Section B or C, SC will proceed in accordance with the specific procedures detailed in the SC Policy and Procedures Manual for ensuring a fair hearing before SC.

Class Council
Article I. Duties and Powers
Section A: A class council shall serve as the collective representative of its class to the administration and faculty of MUSM, as well as to the Student Council.

Section B: A class council shall collect dues and manage the finances and accounts of its class.

Section C: A class council shall conduct itself in accordance with the Student Council Policies and Procedures Manual. Officers and members of a class council shall derive their powers and duties solely from their positions as defined in these by-laws and in the Student Council Policies and Procedures Manual.

Article II. Membership and Officers
Section A: Each class on each campus will elect the following members to their Class Council: President, Vice President, Secretary, Treasurer, and Social Chair(s). Additionally, the aforementioned class executive officers may create positions not listed here and elect officers to those positions which they deem necessary to adequately serve their peers. Elections will be held annually in accordance with the policies and procedures outlined in the SC Policies and Procedures Manual.

Section B: Newly elected members of a Class Council shall assume their full duties and privileges according to the timeline set in the Policies and Procedures Manual. First years will be elected in the fall, and other classes shall hold elections in the spring. If an officer is unable to serve the duration of his/her term, he or she will be replaced by a representative elected from his/her class.

Article III. Removal of Officers from Elected Office
Section A: All issues related to dereliction of duty and removal of a class officer from his/her elected position should be handled pursuant to the Medical Student Council section of the by-laws, Article IX.

Honor Council
Article I. Duties and Powers
Section A: Honor Council Representatives will comport themselves in accordance with the by-laws specific to their committee and with the description of their duties as stated in the SC Policies and Procedures Manual.

Article II. Membership
Section A: The student representatives to the Honor Council shall be composed of an elected representative from each class on each campus of the School of Medicine. Should any member be required to leave the Council for academic or personal reasons, the class which he/she has represented should elect a replacement as soon as possible to complete the unexpired term. Elections will be held annually in accordance with the policies and procedures outlined in the SC Policies and Procedures Manual.
Article III. Removal of Officers from Elected Office
Section A: All issues related to dereliction of duty and removal of an Honor Council representative from his/her elected position should be handled pursuant to the Medical Student Council section of the by-laws, Article IX, and by the Honor Council’s own regulatory system.

Organization of Student Representatives (OSR)
Article I. Duties and Powers
Section A: MUSM students chosen to represent the School of Medicine on the Organization of Student Representatives shall be liaisons among the MUSM student body, MUSM faculty and administration, and the American Association of Medical Colleges’ OSR.

Section B: Representatives shall serve as ambassadors to MUSM and may be called upon to serve the school in various capacities as such.

Section C: OSR members shall attend official OSR conferences according to the Policies and Procedures Manual, disseminating relevant information to the student body upon return.

Section D: Students serving on OSR shall work closely with the Deans of Student Affairs to relay relevant information from conferences and student body feedback, initiate and advocate for changes or improvements within MUSM, and to maintain OSR’s visibility within the School of Medicine.

Article II. Membership
Section A: Students will be elected annually as MUSM OSR representatives according to the Policies and Procedures Manual.
Section B: Each OSR representative shall possess one vote on the MUSM Student Council.

Article III. Removal of Officers from Elected Office
Section A: All issues related to dereliction of duty and removal of an OSR member from his/her elected position should be handled pursuant to the Medical Student Council section of the by-laws, Article IX.

Aid for the Impaired Medical Student (AIMS)
Article I. Duties and Powers
Section A: AIMS representatives shall serve the student body as advocates for any and all MUSM students who are becoming or have become impaired in their ability to complete their studies.

Section B: Representatives shall detect impaired classmates, respectfully and compassionately guiding them through a process to receive help and support.

Section C: AIMS Representatives will comport themselves in accordance with the by-laws specific to their committee and with the description of their duties as stated in the SC Policies and Procedures Manual.

Article II. Membership
Section A: The AIMS representatives shall be elected annually from each class on each campus according to the SC Policies and Procedures Manual. Should any member be required to leave the Council for academic or personal reasons, the class which he/she has represented, with the guidance of the
remaining AIMS representatives and AIMS Council, should elect a replacement as soon as possible to complete the unexpired term.

**Article III. Removal of Officers from Elected Office**

*Section A:* All issues related to dereliction of duty and removal of an AIMS representative from his/her elected position should be handled pursuant to the Medical Student Council section of the by-laws, Article IX, in conjunction with the AIMS Council.

**Special Council and Faculty Committee Positions**

**Article I. Duties and Powers**

*Section A:* Student representatives elected to faculty committees shall represent the views of SC and of their peers to their respective committees and shall provide updates to SC of relevant committee proceedings. Additionally, these student representatives shall conduct themselves in accordance with the by-laws of their respective committees.

*Section B:* In addition to their particular student organization responsibilities, special council representatives shall represent the views of SC to their organizations and will provide updates to SC of relevant organization activities.

**Article II. Membership**

*Section A:* A list of faculty committees requiring student representation, relevant election procedures, and the specifics of faculty committee functions will be maintained and updated by student council in the Policies and Procedures Manual annually. Elections will be held annually in accordance with the policies and procedures outlined in the SC Policies and Procedures Manual.

*Section B:* Special council representatives will include elected members to any committee or organization designated as such in the SC Policies and Procedures Manual.

**Article III. Removal of Officers from Elected Office**

*Section A:* All issues related to dereliction of duty and removal of a representative from his/her elected position should be handled pursuant to the Medical Student Council section of the by-laws, Article IX.

**Student Health Services Program**

*Updated December 9, 2013 AAH*

The SHSP is also available to assist students in reducing the costs of health care while enrolled at Mercer. Thus, spouses, children and relatives of Mercer students and Mercer Faculty and Staff are not eligible for coverage under the SHSP.

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.
For students enrolled in the MD Program at the School of Medicine, access through the Program is available for the entire calendar year. For all other students, access through the Program is available beginning the first day of classes and ending the last day of final exams in each semester in which the student is enrolled, as specified in the official Academic Calendar for the student’s program. Access through the Program is available through the last day of final exams or the student’s graduation date, whichever is later.

The SHSP is not meant to take the place of primary insurance held by you, your parents, guardian, or spouse. Your primary insurance will be billed for all physician services provided and all co-pays will apply.

Please follow these procedures when healthcare is needed:

1. When initial medical services are needed, you must first go to the Student Health Center (SHC). You will be referred to Mercer Medicine or to another Physician if more extensive treatment is needed. For Savannah Students, SouthCoast Health (912)691-3600 has agreed to see MUSM students. Students may also use any covered provider. Students in the MD Program should refer to the MD Program Handbook for the most up-to-date information concerning healthcare providers and access to care. All other students in the School of Medicine should follow these guidelines to access health care.

2. For Macon students: If the SHC and MERCER MEDICINE are closed, you should call 478-301-4111. The answering service will instruct you where to go. Do not go to a physician without calling for a referral. If medical treatment is received without a referral from SHC or MERCER MEDICINE, charges will not be covered under the SHSP.

3. For Savannah Students: If your physician’s office is closed, please call the oncall service. For a true emergency, it is recommended that you seek care at Memorial Medical Center of the nearest urgent care center.

4. In the event of a “true emergency” or traveling outside of the central Georgia region, you should go to the nearest urgent care center (The Medical Center of Central Georgia is the preferred center in central Georgia). Atlanta or Macon students must notify the SHC or MERCER MEDICINE within forty-eight (48) hours of the emergency treatment and obtain a referral or charges will not be covered under the SHSP.

NOTE: If you go to an emergency room, urgent care center, or private physician without a referral, you will be responsible for paying all charges at the time of service. Referral Forms are available through Student Health Services. Under the SHSP, you may submit the charges (bill) for payment to Core Administrative Services after your primary insurance has paid.

5. Your primary health insurance carrier, occupational benefit plan, HMO, or public assistance plan or policy will be billed initially for services provided under the SHSP. If you choose at the time of service to sign a waiver that requests that your claims not be submitted to your primary health insurance carrier, the SHSP will not provide any financial assistance and you will be responsible for the entire bill.

6. Your SHSP has a prescription drug program. This program will allow students without primary health insurance access to low cost prescription drugs when purchased from a pharmacy that participates with this program. Prescription drugs not purchased with this card or at a non-participating pharmacy will not be covered. A list of participating pharmacies is shown at the end
of this package. This program includes a generic incentive and a list of preferred brand drugs (or formulary drugs). When you select generic and brand name drugs from this list (See Patient First Pocket Formulary Drug List) you will receive the highest level of benefits.

http://studentaffairs.mercer.edu/studenthealthcenter/pharmacy.cfm

Please contact your SHSP for the current co-payments for the Prescription Drug Program.

*For those students enrolled on a campus that is 50 miles or more from the Atlanta or Macon Campus then the requirement for a referral prior to medical attention is waived however attention should be paid to those services not included.*

**Student Health Services Program Exclusion List**

1. Services that are not Medically Necessary.
2. Any catastrophic illness (such as AIDS or Cancer), other than initial evaluative and diagnostic tests considered medically necessary by the treating physician.
3. Inpatient Substance Abuse treatment except for detoxification.
5. Cosmetic Services.
6. Any Dental Care unless it results from an accident or injury.
7. All evaluative, diagnostic and corrective surgical procedures for chronic problems of infertility or fertility.
8. Elective surgery, except for minor surgical procedures performed by a MERCER MEDICINE physician for curative or diagnostic purposes.
9. Medical expenses resulting from operating and/or occupying any motorized or self-propelled vehicle that has less than (4) wheels, or is of a kind not required to be registered by any State government for use on public highways or waterways.
10. Experimental Services.
11. Hearing or Vision Examinations and related expenses.
12. Pre-existing conditions, exclusive of allergies.
13. Maternity Expenses or voluntary interruption of pregnancy for non-medical reasons.
14. Routine physicals or examinations.
15. Attention Deficit Hyperactivity Disorders or any related diagnostic services.
16. Learning Disabilities or any related diagnostic services.
17. Non-emergency use of an Emergency Room.
18. Claims submitted over 12 months from the date incurred.

If you have any questions please address them to the staff of the Student Health Center or the Student Affairs Office.

All Campuses:
CORE Administrative Services 478-741-3521
(Call with questions regarding coverage or payment of claims)

**Mental Health Support 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 our students. In order to protect confidential student health information, MUSM provides general healthcare and psychology care providers and sites separate from the teaching environment.

The following additional resources are also available to you:

- **Counseling and Psychological Services (Macon):** 478-301-2862
- **Coliseum Health System Life-Line (Macon):** 800-548-4221
- **Dr. Steve Livingston, Ph.D., LMFT, Director of Behavioral Services (Savannah):** 912-350-2024
- **Pastoral Institute-Ronald King (Columbus):** 706-649-6500

If the student prefers, the Associate Dean of Student Affairs, Dr. Patrick Roche, can be reached at 478-301-2531 (daytime) or after hours at 478-361-5378. The Associate Dean of Student Affairs-Savannah Campus, Dr. Robert Shelley, can be reached at 912-721-8147 (daytime) or after hours at 912-657-7510. Feel free to call either Dr. Roche or Dr. Shelley 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.

**Substance Abuse**

Mercer University is covered by the Drug-Free Workplace Act of 1988. This act requires all contractors and grantees of federal agencies and all applicants for federal grants or contracts, to verify that a drug-free workplace is being provided.

Federal and State Law make it unlawful to manufacture, distribute, dispense, possess or use a controlled substance (as listed in schedules I through IV, Section 202 of the Controlled Substance Act).

University policy for employees is that illegal possession or use of intoxicants/drugs on University premises is cause for immediate termination. Medical students are held to the same standard regarding the University premises and other premises where the student is present as part of the School's educational program.

In addition, substance abuse and/or unlawful acts of manufacture, distribution, dispensation or possession by students will be viewed as conduct which must be considered in decisions regarding retention as a student or promotion. While such behaviors are non-academic actions they may be considered in faculty/administrative judgments related to a student's suitability for the practice of medicine.

The full content of the Drug-Free Workplace and Campus Program can be found at [http://www.mercer.edu/humanresources/DrugFreeProgram.PDF](http://www.mercer.edu/humanresources/DrugFreeProgram.PDF)

Notwithstanding the above, it is recognized that personal involvement in substance abuse is a complex matter. Students who believe they have such problems are urged to seek medical advice and treatment, either on their own or through the Office of the Dean, other School offices, or individual faculty.

The offices of the Deans of Student Affairs are specific contact points where students can receive information about the evaluation and treatment possibilities both within the School and outside the School.
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.

However, 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.