UMass Chan MEDICAL SCHOOL | T.H. Chan School of Medicine

University of Massachusetts Chan Medical School

T.H. Chan School of Medicine Student Handbook

Academic Year 2025-2026

Office of Student Affairs
T.H. Chan School of Medicine
508-856-2285
studentaffairs@umassmed.edu

Latest revision: 9/29/2025

Student Handbook Table of Contents

Table of Contents

STUDENT HANDBOOK TABLE OF CONTENTS 2

INTRODUCTION 5

COMMITMENT TO NONDISCRIMINATION AND AFFIRMATIVE ACTION 5

SECTION ONE: ACADEMIC PROGRAMS 6

I. MD Program 6
II. Three-Year MD Program 19
III. MD/PhD Program 19
IV. Five-Year Combined Clinical Translational Research Scholars (CTRS) & Master's Degree in Clinical Investigation (MSci) Program 21
V. Master of Science in Biomedical Sciences – Medical Sciences Option 22

SECTION TWO: HONOR CODE, TECHNICAL STANDARDS, AND PROFESSIONALISM 25

I. Honor Code 25
II. Technical Standards 25
III. Professionalism 25

SECTION THREE: ACADEMIC POLICIES AND REGULATIONS 27

I. Attendance, Rescheduling, and Withdrawing from Required Courses and Rotations 27
II. Evaluation of Courses 31
III. Evaluation of Students 31
IV. Academic Evaluation Boards, Criteria for Academic Review and Advancement 35
V. Adverse Recommendation 38
VI. Progress Board 38
VII. Remediation Policies 40
VIII. Dismissal 41
IX. Appeal Policy (Medical Student) 42
X. Advanced Standing 45
XI. Credit Hour Definitions 45
XII. Extended Program 46
XIII. Fifth-Year Option for the MD Degree 47
XIV. Leave of Absence 48
XV. Number of Years to Complete the MD Degree 50
XVI. Posting of Faculty Course Material 51
XVII. Praise Report 51
XVIII. Withdrawals 51

SECTION FOUR: HONOR SOCIETY, RESIDENCY APPLICATIONS, AND USMLE EXAMS 53

I. Alpha Omega Alpha 53
II. Gold Humanism Honor Society 53
III. Electronic Residency Application Service (ERAS) 53
IV. Medical Student Performance Evaluation (MSPE) 53
V. National Resident Matching Program (NRMP) 54
VI. United States Medical Licensing Examinations (USMLE) 54

SECTION FIVE: UNIVERSITY POLICIES, STUDENT RIGHTS & RESPONSIBILITIES 56

I. Policies, rights and responsibilities in the Office of Student Life Student Handbook 56
II. Access, Solicitations, and Demonstrations 56
III. Access to UMass Chan Medical School Facilities 57
IV. Policy on Impaired Medical Students 57
V. Bereavement Policy 59

VI. Confidentiality of Patient Information - Related Materials Used in Teaching Policy Statement 59
VII. Procedure for Reviewing and Acting Upon Criminal Background Checks 60
VIII. Dress Code 64
IX. Email Use and Access Policy and Student Access to UMass Chan online services 64
X. Fire Safety Procedures 65
XI. iCELS Audio Visual Acknowledgement 66
XII. Identification of Students 66
XIII. Jury Duty 67
XIV. Logos, Usage of UMass Chan Medical School Logos 67
XV. Malpractice Liability Insurance 67
XVI. Medical Marijuana 67
XVII. Patient Information Security 67
XVIII. Patient Rights Under HIPAA 68
XIX. Religious/Ethical Matters 68
XX. Sexual Harassment (Policy and Procedures) 69
XXI. Student Clinical Education Hours Policy 69
XXII. UMass Chan Policy on Students Infected with a Blood-Borne Pathogen 69
XXIII. UMass Chan Faculty and Student Vendor Relations Conflict of Interest Policy 70

SECTION SIX: ACADEMIC STUDENT RESOURCES 72

I. Academic Student Resources in the Office of Student Life Student Handbook 72
II. Office of Educational Affairs (OEA) 72
III. Center for Academic Achievement 72
IV. Office of Undergraduate Medical Education (OUME) 73
V. Learning Communities Program 73
VI. Global Health Pathway 73
VII. Pathway on Clinical and Translational Research 74
VIII. Rural Health Scholars Pathway 74
IX. Summer Research Fellowship Program (Medical Students) 75
X. Office of Student Affairs (OSA) 75
XI. Room Reservations 75
XII. Weather Watch 76
XIII. Certification for Graduation 76
XIV. Voter Registration Forms 76

SECTION SEVEN: GOVERNANCE 77

I. Governance of the T.H. Chan School of Medicine 77
II. Committees 77
III. Student Government Alliance (SGA) 77
IV. Student Body Committee (SBC) 77
V. Student Trustee 78

SECTION EIGHT: EVERYDAY LIVING 79

I. Child Care/Daycare 79
II. Lockers 79
III. Medical Instrument Loans 79
IV. Mothers Rooms / Breastfeeding / Nursing Rooms 79
V. On Call Centers (OCC) 81

SECTION NINE: STUDENT HEALTH AND WELLNESS 82

I. Student Health and Wellness services in the Office of Student Life Student Handbook 82
II. Disability Insurance 82
III. Flu Vaccination Policy for UMMMC, Supported by UMass Chan Medical School 82
IV. N95 Respirator Fitting/Mask FIT Testing 82
V. Sensitive Medical and Counseling Care of Students by Faculty and Residents 83

SECTION TEN: ADDITIONAL SERVICES **84**

I. Office of Admissions 84
II. Office of Alumni 84
III. Office of Communications 84
IV. Continuing Medical Education 85
V. MassAHEC Network 85

Introduction

This handbook contains current policies and regulations of the T.H. Chan School of Medicine at the University of Massachusetts Chan Medical School. The Chan School of Medicine reserves the right to change these policies; in such case the changed policy will be applicable at the nearest appropriate time. While every effort has been made to ensure the accuracy of the information in this handbook, the Chan School of Medicine also reserves the right to make changes in response to unforeseen or uncontrollable circumstances.

For graduation with the MD degree, students must fulfill the requirements in the current Student Handbook. Because these requirements can change, all students, particularly those returning from a Leave of Absence or the Graduate School of Biomedical Sciences, should be sure that they have reviewed this current information carefully. Students may consult with the Associate Dean for Student Affairs with any questions pertaining to these requirements.

Commitment to Nondiscrimination and Affirmative Action

The University of Massachusetts Chan Medical School (UMass Chan) is committed to an environment that is civil, respectful, fair, accessible, safe, nurturing and free of all forms of harassment and discrimination. UMass Chan does not discriminate on the basis of race, color, creed, religion, gender, age, sexual orientation, gender identity and expression, genetic information, national origin, covered veteran status, disability, ancestry or any other characteristic protected by law in employment, admissions, participation in its programs, services and activities, and selection of vendors who provide services or products to UMass Chan. Further, UMass Chan is firmly committed to ensuring that all who work, study, visit or seek treatment here may do so in an environment free of harassment and/or discrimination. Therefore, UMass Chan has policies and procedures that support the right of all individuals to be treated accordingly. All members of the community have responsibility for complying with UMass Chan policies and procedures relative to affirmative action, inclusion and equal opportunity. UMass Chan policies and procedures comply with all federal and state guidelines.

The UMass Chan Director for Positive Learning Environments (DPLE) is dedicated to ensuring a safe, secure and positive learning environment for all learners on campus, including students from the T.H. Chan School of Medicine (SOM), the Tan Chingfen Graduate School of Nursing (GSN), the Morningside Graduate School of Biomedical Sciences (GSBS), post-doctoral scholars and residents/fellows in Graduate Medical Education (GME) programs. The DPLE serves as a confidential resource for all of our learners, offering guidance and support to learners who have experienced or witnessed mistreatment, and collaborating with other university offices including, but not limited to, the Diversity and Inclusion Office (DIO), the Title IX Officer, Human Resources (HR), the Associate Deans for each School, and Student Counseling Services to further advocate for and support our learners. More information about the DPLE can be found on the Student Life website, at https://www.umassmed.edu/studentlife/studentresources/positive-learning/.

The Diversity and Inclusion Office (DIO) is designated as having primary responsibility for investigating complaints related to uncivil behavior, harassment, and discrimination. It is the goal of UMass Chan to resolve complaints in the most informal manner possible. However, it is always an employee's or student's right to request a formal process. It is also the right of UMass Chan, through the DIO, to determine that a matter requires a formal proceeding. If an individual believes that they have been treated outside the boundaries of appropriate professional behavior based on any areas protected by law, they should contact the DIO at 508-856-2179. The DIO coordinates diversity programming and provides oversight of UMass Chan's Affirmative Action/Equal Employment Opportunity (EEO) policies, and for monitoring practices, procedures and programs designed to reach this goal. In addition, the DIO works with all departments and services of the University to reasonably accommodate persons with disabilities.

For further information about these regulations and our grievance procedures for the resolution of harassment and/or discrimination complaints, contact the DIO at:

55 Lake Avenue North Worcester, MA 01655
Office Phone: 508 856-2179
Fax: 508 856-1810
http://www.umassmed.edu/dio/

Revised August 2020

Section One: Academic Programs

I. MD Program

The medical education program is designed to develop seven foundational competencies required of all physicians: professional, scientist, communicator, clinical problem solver, patient and community advocate, person, and health system navigator.

Grounded in these required core competencies, the Chan School of Medicine education program prepares students for their future medical careers regardless of specialty choice, while maintaining our founding commitment to prepare students for training in the primary care disciplines. Our philosophy values partnership between student and faculty in teaching and learning; respect and dignity in the physician-patient and student-learner relationship and an education milieu of collegiality, collaboration and diversity.

This "competency-driven" foundation continues to guide the ongoing development of our educational programs.

THE T.H. CHAN SCHOOL OF MEDICINE COMPETENCIES

Physician as Professional
Physician as Scientist
Physician as Communicator
Physician as Clinical Problem Solver
Physician as Patient & Community Advocate
Physician as Person
Physician as Health System Navigator

The detailed *Competencies for Medical Education* document can be found on the Office of Undergraduate Medical Education website https://www.umassmed.edu/oume/oume/umms-competencies-for-medical-education12/.

In 2022, the T.H. Chan School of Medicine launched the **Vista** curriculum. Vista builds on the lessons of the previous curriculum as well as scientific, pedagogic and societal advances.

Vista adds the new health system science pillar to those of biomedical and clinical science and fortifies critically important curricular domains including health equity, diversity and inclusion, societal forces of health and disease, and learner, provider and patient wellness.

Vista optimizes the application of technology in learning and healthcare, highlighting simulation and hybrid modalities.

Vista is structured by three phases: "Discovery, Exploration, and Horizons," breaking the traditional 2 + 2 model of medical education.

Vista engages all students in self-selected Pathways supporting smaller cohort-based inquiry and applied learning to develop individual and intersecting interests and skills.

Vista adds UMass Chan to a list of dozens of American medical schools offering parallel accelerated 3-year MD programs for a subset of learners aligned with specific, pre-selected generalist residencies.

The details of the Vista curriculum can be found on the Office of Undergraduate Medical Education website here: https://www.umassmed.edu/oume/curriculum/Vista-Curriculum/

A. Requirements of the MD Degree

For graduation with the MD degree, students must fulfill the requirements in the current Student Handbook, listed below. Because these requirements can change, all students, particularly those returning from a Leave of Absence or from the Morningside Graduate School of Biomedical Sciences, should be sure that they have reviewed this current information. Students may consult with their Learning Communities Mentor or the Associate Dean for Student Affairs with any questions pertaining to these requirements.

1. Successful completion of the Discovery curriculum.
2. Successful completion of the Exploration curriculum.

3. Required Acting Internship. This includes Acting Internships in Internal Medicine, Family Medicine, Pediatrics, Acute Care Surgery, General Surgery, Pediatric Surgery, or other required Acting Internship as approved by the Educational Policy Committee.
4. Students need to complete either the Advanced Studies curriculum or the Horizons curriculum in its entirety. Students eligible for the Advanced Studies curriculum should refer to the 24-25 Student Handbook for the requirements.
5. Required Horizons Electives *20 weeks of elective credit (*see 4th yr. grad. table below; MD/PhD students may apply 8 credits from their MDP-741 course to meet 8 of the 20 elective credit requirement).

   Required Electives by Type:

   - 12 weeks must be Clinical.
   - The remaining 8 weeks can be Clinical or Non-Clinical.
   - 8 weeks maximum of clinical International electives can count toward graduation credit.
   - 8 weeks maximum of Non-Clinical electives can count toward graduation credit.

   Required Electives by Length:

   - Up to 8 weeks can be taken in blocks of two weeks or greater.
   - The remaining required electives must be in blocks of at least 4 weeks.
6. United States Medical Licensing Examination (USMLE™) Requirements: For graduating classes 2015 or later—successful passage of Steps 1 and 2 Clinical Knowledge of the USMLE examinations. Students who matriculated prior to Fall 2011 should refer to USMLE requirements listed in the Student Handbook at the time of matriculation. Any questions regarding this requirement should be directed to the Associate Dean for Student Affairs.
7. All students must fulfill "competency" performance standards on a comprehensive clinical skills assessment (the Comprehensive Core Clinical Assessment, or CCCA) as a graduation requirement for UMass Chan (see: Comprehensive Core Clinical Assessment/CCCA policy).
8. Demonstration of the ability to perform the skills in the T.H. Chan School of Medicine's Technical Standards with or without reasonable accommodations consistent with the Americans with Disabilities Act. Failure to meet these minimum standards may be grounds for possible course/clerkship failure, dismissal from the medical school, or immediate corrective action up to and including removal from the clinical or education setting. Students are judged not only on their scholastic achievement and ability, but also on their intellectual, physical and emotional capacities to meet the full requirements for graduation.
9. Certification in Advanced Cardiac Life Support.
10. Completion of Certification for Graduation with the Office of the Registrar and any additional administrative requirements such as payment of all fines including library and parking, returning all books, payment of any outstanding bills, required exit interviews, institutional surveys, etc.
11. Completion of program evaluations developed by UMass Chan, such as the summative End of Year 1, 2, 3 & 4 surveys. Other surveys developed by organizations outside UMass Chan may also be required, as determined by UMass Chan.
12. School policy requires a student take a minimum of eight (8) semesters of enrollment (exceptions will be made for the 3-year MD program) and allows for a maximum of 12 semesters of enrollment and 4 semesters of leave for completion of the MD Degree (see: Number of Years to Complete the MD Degree Policy).
13. For students entering clinical curriculum prior to Spring 2024 (LiNC), successful completion of all required Flexible Clinical Experiences. For Students entering clinical curriculum in the Vista curriculum: successful completion of flexible professional experiences.
14. Successful completion of all Careers in Medicine sessions in Years 1, 2 and 3. Optional sessions are provided for students in year 4 to help support the residency application process.
15. For the classes matriculating from 2012-2021: Successful completion of the Capstone Scholarship and Discovery course and project.
16. For students entering Class of 2022 or later, successful completion of the Pathways program.

17. Successful completion of the Clinical Problem Solver course.
18. Successful completion of all Intersession courses.
19. Successful completion of Transition to Residency.
20. For students entering the final phase of the curriculum between 2013-2024: Advanced Biomedical and Translational Sciences (ABTS) (MD/PhD students may apply credits from MDP-740A or B to fulfill this requirement).
21. Beginning with the Class of 2022: Advanced Biomedical and Translational Sciences (ABTS) fulfillment can be completed by students completing PWAY128 as a component of the CTRP Pathway or the MSci program.
22. Successful completion of Annual Regulatory Training modules, overseen by the Office of Student Affairs.

B. Fourth Year Graduation Requirements Table

Elective and required fourth year course requirements vary depending on the year in which the last phase of the curriculum has started.

Clerkship Year	Acting Internship	Electives	Pathway	CPS	ABTS*	Capstone	Intersessions	Transition to Residency
LInC Curriculum	Yes	24 weeks: Min 12 weeks A or B / Min 8 weeks A or B1	No	Yes	Yes	Yes	No	Yes
Horizons Curriculum	Yes	20 weeks: Min 12 weeks Clinical Min 8 weeks Clinical or Non-Clinical	Yes	Yes	No	No	Yes	Yes

* Students may complete either ECPS or C3PS
** ABTS is not required for MD/PhD students or MSCI students who completed PWAY128
*** Students who began their curriculum in LINC will complete Capstone, those who started their curriculum in Vista will complete Pathways
**** Students must complete either Transition to Internship OR Transition to Residency

C. Linc to Vista Requirements for Core Clerkship Year Table

Year Preclinical Phase Finished	Orientation to clinical work	Common Core Clerkships*	Radiology	Interstitial	Capstone	Pathway	PCHC**
AY 22-23 or prior (LInC Curriculum)	Transition to CCE	Yes	No	Yes***	Yes	No	Yes
AY 23-24 AND admitted in AY 22-23 and after (Vista)	Orientation to Exploration	Yes	Yes	No	No	Yes	Yes

*Common Core Clerkships are clerkships that exist in both the LInC and the Vista curriculum (Medicine, Surgery, Pediatrics, Family Medicine, Neurology, Psychiatry, OBGYN). Students must complete the requirements for the course as they are in the time they are enrolled in the course.

**PCHC must be completed once. If a student completed the PCHC in the preclinical time (LInC), they do not need to repeat the course in the Exploration Phase.

***Students who started their clerkship phase in LInC curriculum will be responsible for the interstitial curriculum completion. If they were unable to finish these courses prior to the last iteration of the course, alternative assignments will be provided.

D. MD Program Curriculum

1. Orientation

All incoming medical students are required to participate in the Orientation to Medical School curriculum as well as the campus Orientation activities. The Orientation to Medical School course consists of 5 days of medical school orientation activities that introduce incoming students to the curriculum and to the community. Additionally, campus-wide Orientation sessions tailored to learners from all three schools are organized during this week.

Students are required to attend a UMass Chan joint orientation session in conjunction with the Morningside Graduate School of Biomedical Sciences and the Tan Chingfen Graduate School of Nursing. In addition, T.H. Chan School of Medicine students are required to participate in Chan-School-of-Medicine-specific orientation.

2. Pre-Clerkship Years

The pre-clerkship curriculum constitutes the Discovery Phase of the Vista curriculum. Early clinical exposures are offered through one day per week early clinical curriculum, integrated clinical correlations, and an 18-month longitudinal preceptor program (LPP). Students are required to maintain BLS certification and complete all Annual Regulatory Training as well as orientation prior to starting clinical work. All students must also attend Basic Life Support (BLS) Certification even if they are already certified.

3. Prerequisites & Required Information for Access to Clinical Experiences

I. Basic Life Support (BLS) Current Level C Health Care provider certification. Students are scheduled in the first Discovery Phase block during a "clinical" day.

II. Access and maintenance of access to electronic medical record/health record (EHR) is the responsibility of the student. Access to the EHR will be lost if students do not routinely log in.

III. Policy on Annual Regulatory Requirements in the T.H. Chan School of Medicine

All students in the T.H. Chan School of Medicine are required to complete regulatory training (Occupational Safety and Health Administration [OSHA], Health Insurance Portability and Accountability Act [HIPAA], radiation safety, sharps, and others, as specified in the Annual Regulatory Training Module) on an annual basis, generally before the start of the new academic year. For preclinical students, the academic year begins in August; for clinical students, the academic year begins in March. Specific deadlines for completion of annual regulatory training will be provided and clearly delineated by the Office of Student Affairs.

Site specific requirements (Advanced Cardiovascular Life Support [ACLS], BLS, drug testing, background checks, etc.) and health clearance requirements (annual health clearance, TB Mask Fit testing), must be completed no later than two weeks prior to the start dates for that year's clinical experiences. Specific deadlines for completion of annual regulatory training will be provided and clearly delineated by the Office of Student Affairs.

Matriculating students must complete all health clearance requirements before Orientation activities, or they will not be permitted to participate in any school-sponsored activities.

IV. Massachusetts' Identity Theft Law

Students must also be aware of the University's and its associated providers' obligation under the Massachusetts ID Theft Law. Under this law, if the University (or a clinical partner) knows or suspects that certain personal information has been improperly used or accessed, it must inform the individual of the breach, as well as various state agencies. The information which triggers this obligation is as follows:

The individual's first name and last name, or first initial and last name, PLUS any one or more of the following:

1. Social Security Number
2. Driver's license number (or state issued ID card number)
3. Financial account number
4. Debit or credit card number

Students who know or suspect that this information has been compromised, or subject to possible compromise due to a lost or stolen portable electronic device, must immediately report it to the appropriate official at their clinical site.

V. Standard Precautions/Infection Control

All medical students are required to complete a required online course on practices recommended by the Centers for Disease Control (CDC) for the prevention of blood-borne pathogens as part of the pre-clerkship curriculum.

VI. Clearance by Student Health Services

All medical students are required to obtain annual health clearance as specified by Student Health Services (SHS) (e.g., periodic physical exams, vaccinations, Tb testing, etc.)

See: Section Nine: "Health Related Concerns."

VII. Red Flags Rules

Students must also be aware of the "Red Flags Rule," enacted by the Federal Trade Commission (FTC) to protect consumers from identity theft (and medical identity theft). Under this law, UMass Chan (or a clinical partner) is responsible for investigating actual or suspected incidences of identity or medical identity theft if it knows or suspects that an individual is using or attempting to use someone's identity to obtain services or pay for services.

Medical identity theft is one of the fastest growing types of identity theft in the United States and providers and their employees (including students) must be aware of their responsibility to spot and report "Red Flags" to the appropriate people for investigation. Examples of "Red Flags" include:

- Alerts, notices, or warnings from the credit reporting companies (Equifax, Experian, TransUnion).
- Suspicious documents - paperwork has telltale signs of identity theft, e.g., identification, SSN card, or driver's license that looks fake or forged.
- Suspicious personal identifying information - personal information that does not ring true (e.g., address, phone number or SSN that has been used by someone else.)
- Suspicious account activity (e.g., patient receives a bill or Explanation of Benefits for procedure patient did not have.)
- Notice from the patient, customer, law enforcement, or victim of identity theft.
- See FTC web site for complete list of Red Flags: New 'Red Flag' Requirements for Financial Institutions and Creditors Will Help Fight Identity Theft.

Students who spot a "Red Flag" must report it to the appropriate official at their clinical site. For Red Flags suspected at UMass Chan, students must report to the UMass Chan Department of Public Safety (508-856-3296).

VIII. Criminal Background Checks (CBC)/Criminal Offender Records Information (CORI) Checks

All medical students are conditionally accepted into the T.H. Chan School of Medicine pending the receipt of a national Criminal Background Check (CBC). In addition, currently-enrolled medical students may be scheduled for a clinical rotation at a facility that requires an update to these criminal background checks. At times, the facility may choose to conduct the criminal background check while at other times they may request that the Chan School of Medicine conduct the criminal background check. For those currently enrolled medical students:

a. who are assigned to a clinical rotation site that has requested a criminal background check be undertaken; ***or***
b. for whom the Chan School of Medicine is advised by a clinical rotation site that the student has received a positive response from a criminal background check, the Chan School of Medicine will initiate its own criminal background check. In either instance, the student shall provide the Office of Student Affairs with a completed and signed consent form. The student is informed that:

i. a clinical rotation site requested by him/her requires that there be a satisfactory CBC before they will be able to participate in same;

ii. if the site requires UMass Chan to conduct the CBC, the student must agree to promptly and voluntarily provide that site with a completed and signed consent form;

iii. if the site conducts its own CBC, the student must agree to promptly and voluntarily provide that site with a completed and signed consent form;

iv. if, as a result of the CBC conducted by a clinical rotation site, the student's criminal background check is positive, the student must agree to promptly and voluntarily provide UMass Chan with another completed and signed consent form so that UMass Chan may perform such a CBC;

v. notwithstanding that they are currently enrolled at UMass Chan, the student must further acknowledge, understand, and agree that if the results of any CBC reveal that the student has a criminal history, the Committee to Review Criminal Background Checks will review and administer same consistent with this process, and that the student's right to continued enrollment at UMass Chan may be jeopardized by the results of said process.

Please contact the Office of Student Affairs for the School's Policy for Criminal Background Checks.

IX. Drug Testing

Students should be aware that they may be required to undergo a drug test or other similar screening tests pursuant to the Host Agency policies and practices. The 2015 Association of American Medical Colleges (AAMC) Uniform Clinical Training Affiliation Agreement, which UMass Chan uses, notes that "The SCHOOL will also inform students that they may be required to undergo a drug test or other similar screening tests pursuant to the HOST AGENCY's policies and practices, and that the cost of any such test will be paid by the student, if not the HOST AGENCY." Testing may be required before any clinical work at some sites, either for the Longitudinal Preceptor Program or before clinical rotations. The cost of any such test will be paid for either by the student or the Host Agency. Please contact the Office of Student Affairs at studentaffairs@umassmed.edu or review the Student Affairs website for additional information:
https://www.umassmed.edu/studentaffairs/forms-reqs/obtain-a-urine-drug-screening/
https://www.umassmed.edu/studentaffairs/policies/drug-testing/

X. Mobile Device Requirement

All AS, Exploration and Horizons clinical students should be aware that the medical school has a mobile device requirement. However, since many students already own mobile devices that are able to run required software, there is no standard device required. Financial Aid recipients should be aware that an allowance has been made in the financial aid packages for the purchase of hardware (please note that if you choose a device that also serves as a Smartphone, these funds should not be used towards purchase of a telephone/data plan). Please contact the Financial Aid office for more specific details. Required software can be uploaded from the library website. Please see the Mobile/Handheld Resources Guide at: http://libraryguides.umassmed.edu/c.php?g=499778&p=3422317.

Should you need further information or have questions, please contact the following:

For questions regarding access to required programs/applications, contact Lamar Soutter Library: https://library.umassmed.edu/ask-librarian

For questions regarding the devices, contact UMass Chan Help Desk, UMWHelpdesk@umassmed.edu.

4. Orientation to Exploration

This weeklong experience is focused on preparation for clerkships and orientation to this curricular phase. Learners will be oriented to the Electronic Medical Record (EMR). Students will learn about assessments, policies and expectations relevant to this phase, review biomedical topics with clinical applications, experience the opioid curriculum and practice opioid related communication skills. Students will meet with clerkship leaders.

5. Exploration Phase – Clerkships

The Exploration Phase comprises the third-year curriculum, which consists of eight required core clinical clerkships, the Population and Community Health Clerkship (PCHC), the Pathways (PATH), and Flexible Professional Experiences (FPEs). This phase involves a greater level of student responsibility for the care of patients, always under faculty supervision. UMass Chan has a number of affiliated sites that students may be assigned to for their clerkships. These affiliated sites can include both local sites (sites generally within 60 miles of the University Campus) and distant sites (sites that are approximately 60 miles or more from the University campus). Students are responsible for providing their own transportation for these education experiences. Students in the clinical years must follow the holiday schedule at their clinical sites (See: Student Duty Hours Policy). Overnight call is expected of Exploration Phase students and will vary for each experience/clinical site. Students who plan to participate in any part of the Exploration Phase, regardless of when it is scheduled in the academic year, are required to attend the mandatory Orientation to Exploration curriculum. Attendance is required for all Clerkship educational activities. Finalized clinical schedules and preceptor assignments are often not ready until the first clerkship day due to the complexity of clinical/preceptor scheduling. Students should expect to be scheduled Monday through Friday as well as AT LEAST one weekend for each required clerkship. Students who anticipate an absence must follow the planned absence policy. Students in the Exploration Phase are also required to complete a web-based clinical log of patient encounters and essential skills (OASIS skills list). This must be completed prior to the end of the clerkship or an incomplete grade will be rendered.

Assignment to Required Core Clerkships and Horizons Rotations

Initial assignments to required clinical rotations is coordinated through the Office of Student Affairs using a computer-based enrollment system in OASIS.

Students will be assigned to their required clinical rotations through an enrollment process that is entirely random. Students may be assigned to any of our affiliated sites for their Exploration or Horizons experiences, unless the student has been approved for a distance exemption. After random assignment of clerkship timing and location is made by the enrollment process, students may be given the option to change or swap rotations if there is availability and time. Please note: While every clerkship director does their best to honor the clerkship site assignments made through OASIS, there may be occasions when a reassignment is necessary due to preceptor availability or other site-specific considerations. In these rare occasions, the clerkship director will reassign any affected student/s to another site (which may include reassignment to a "distant" site). The clerkship director will notify the student and the Office of Student Affairs of any site reassignments.

Distance Exemption: Requesting an exemption of being assigned to a 'distant' site through OASIS

All students are eligible to apply for a distance exemption for clerkship rotations, to be exempt from the possibility of being assigned to a 'distant' site for required clinical rotations. Approved requests for a distance exemption would include the following:

a. The student is a parent to a child/children who live at home with them
b. The student is under a physician's care for a condition requiring frequent medical intervention
c. The student is a primary caregiver for a spouse or parent with medical concerns
d. Other considerations of equal magnitude

Applications for distance exemptions are reviewed by the Office of Student Affairs. If the distance exemption is approved, the student would be exempt from all rotations located at sites greater than 60 miles from the University campus. Students are notified if their application is approved within two weeks of submission. While the exemption request form does not have a closing date, in order to be considered for the annual Exploration Phase Enrollment process, the Office of Student Affairs must receive the Distance Exemption Application by the due date specified annually, before enrollment is run.

Students with questions about the distance exemption process should contact the Office of Student Affairs at studentaffairs@umassmed.edu.

6. **Flexible Professional Experiences (FPE) | Vista Explorations**

   This course aligns with the Vista curriculum and aims to provide students with early opportunities for individual exploration in various clinical and translational science fields. The curriculum of the course is designed to be self-directed, allowing students to choose from a diverse range of pre-designed experiences or create their own week-long experiences. The benefits of early exposure to a medical specialty include the chance to form mentorships, cultivate and develop interest in the specialty, gain intrinsic motivation for further learning in chosen fields, and explore potential career paths.

   Additional information can be found here: https://www.umassmed.edu/oume/fpe/

7. **Clinical Competency Requirement/Comprehensive Core Clinical Assessment (CCCA)**

   All students must fulfill competency performance standards on a clinical skills assessment as a graduation requirement for UMass Chan. All students are required to complete the CCCA at the end of their core clinical year or the year prior to anticipated graduation eligibility. The student's Medical Student Performance Evaluation (MSPE) will reflect whether or not the student fulfilled competency on the CCCA and the number of attempts it took to fulfill competency. Any student who does not fulfill competency performance standards on the CCCA will be required to:

   a. complete a self-assessment as directed by CCCA faculty,
   b. meet with CCCA faculty to review their performance and
   c. is required to retake and pass the CCCA Retest

   If the student *fails* to meet competency on the CCCA Retest, the following will occur:

   a. The student and the Clinical Science Academic Evaluation Board (CSAEB) will be notified that they have not met competency
   b. The student will be required to:
      i. meet with the CCCA faculty to review their performance.
      ii. participate in an individualized educational plan determined by the CCCA Performance Evaluation Group.
      iii. demonstrate competency with another assessment as determined by the CCCA Performance Evaluation Group. This will be called the "CCCA Second Retest."
   c. If the student meets competency on the CCCA Second Retest, the student will have met the CCCA graduation requirement.

   If the student is not able to meet competency on the CCCA Second Retest, the following will occur:

   a. The student will be notified of same.
   b. The CSAEB will be notified and will determine:
      i. if the student shall be presented to the Progress Board, or
      ii. if the student will need further remediation. If this is the case, the student will be referred to the CCCA Performance Evaluation Group to determine next steps.

   At no point will a student be allowed to graduate without attaining competency on a CCCA evaluation.

   Timeline for CCCA

   It is the responsibility of the student to be available to take the CCCA at UMass Chan on the designated exam date. This will typically take place during the last month of the Explorations year. If, at the time of this exam, the student has not yet completed all of the Core Clerkships, the CCCA Director will designate an alternative testing date.

   The CCCA Performance Evaluation Group, a standing subcommittee of the CSAEB, will vote on whether each student's performance has achieved or not achieved competency. No faculty from the Center for Academic Achievement (CAA) nor individual student's mentor will participate in a student's vote. The student may submit a written appeal regarding the CCCA Retest grade to the CCCA Performance Evaluation Group within two weeks of the grades being sent to students. All appeals will be managed by the CCCA Performance Evaluation Group.

   (Revised 6/2022)

8. Electives/Horizons

* If you are completing the AS curriculum, please refer to the 24-25 Student Handbook.

Recognizing that medicine is a highly complex and diversified field and that the needs and interests of medical students are quite varied, the University of Massachusetts Chan Medical School emphasizes a strong Electives/Horizons program to complement the required areas of study. It is anticipated that each student, with the advice of their mentor, will create an individual program beneficial to their educational experience and postgraduate goals.

An elective is defined as a structured learning experience in a field of medicine or related field approved by the faculty of the University of Massachusetts Chan Medical School, which is not specifically required as part of the medical school curriculum. To fulfill the requirements for graduation, and in addition to the required Acting Internship, CPS, Pathways, Intersessions and the Transition to Residency, every Horizons student must complete 20 weeks of elective time as follows:

Required Electives by Type:

12 weeks must be Clinical.

The remaining 8 weeks can be Clinical or Non-Clinical.

A maximum of 8 weeks of clinical International electives can count toward graduation credit.

A maximum of 8 weeks of Non-Clinical electives can count toward graduation.

Required Electives by Length:

Up to 8 weeks can be taken in blocks of two weeks or greater.

The remaining required electives must be in blocks of at least 4 weeks.

Electives applied toward graduation credit are normally advanced fourth-year courses that are taken after the required third-year clerkships are completed. Electives taken for credit at other times during the student's medical school career may be considered for graduation credit with the approval of the Clinical Science Academic Evaluation Board (CSAEB). They should not interfere with required courses and all the prerequisites of the elective must be met. All electives require prior approval by the Associate Dean for Student Affairs.

UMass Chan does not restrict the proportion of time spent on internal versus external electives.

Students considering international electives must discuss their plans with their Learning Communities Mentor and/or their Specialty Advisor. Elective programs offered are posted on the Office of Undergraduate Medical Education website: https://www.umassmed.edu/oume/curriculum/optional-curricular-opportunities/international-medical-education/.

It is the student's responsibility to arrange their fourth-year elective schedule, obtaining all necessary paperwork and approvals, including the Proposed Educational Plan (PEP), prior to the beginning of each elective. The Office of Student Affairs is available for assistance with any questions or concerns.

Elective schedules are maintained by the Office of Student Affairs. **It is the student's responsibility to check their elective schedule in PeopleSoft to ensure that an accurate elective program is on file in the academic record.**

It is the student's responsibility to forward all internal and external elective confirmation correspondence to the Office of Student Affairs either in person or via email to electives@umassmed.edu. The only exception is electives assigned through the lottery process. Please note, the PEP is a planning tool, not a scheduling tool. Placement of an elective on a student's PEP does not provide confirmation that the elective was approved and added to the schedule. Electives must be added to the schedule by the student via the online PeopleSoft Online Elective (POE) system or by emailing the approval form to electives@umassmed.edu, for those electives that require prior approval. Details can be found on the Student Affairs website at https://www.umassmed.edu/studentaffairs/curriculum/advanced-studies2/. If an elective is not on the schedule in PeopleSoft, the student cannot participate. Away electives must be added to the schedule in advance of the start date of the elective. Students should frequently check their PeopleSoft schedule to ensure accuracy. PeopleSoft is the 'official' schedule of record. For

changes to Elective/Horizons schedule please see: *Section Three: "Attendance, Withdrawal, Rescheduling; Changes or Withdrawing from Electives/Advanced Studies Program."*

Proposed Educational Plan (PEP)

Prior to scheduling any Horizons elective students should meet with their Learning Communities Mentor to discuss their Proposed Educational Plan (PEP) for Horizons.

The PEP is a vehicle for students and their assigned Learning Communities Mentor to discuss the goals and objectives of the student's Horizons education. Instructions for completing the PEP form can be found on the Student Affairs website.

Section A of the PEP includes the field(s) of medicine to which the student is applying.

Section B of the PEP reflects the "ideal" desired schedule.

Section C of the PEP should include any additional electives that the student may consider.

Only electives on an approved PEP (Section B or C) may be added to the student's schedule, using either POE or the elective approval form. Students are encouraged to discuss any elective with their Learning Communities Mentor if questions/concerns arise. All Horizons students must have an approved PEP on file by the deadline published by the Office of Student Affairs.

Elective Types

Clinical – Clinical Rotations (involving patient care > 50% of the time): Includes Type A, B1 and B2 in old system

Non-Clinical – Non-Clinical Rotations (or less than 50% clinical): Type C in old system

Student Designed Electives/Research:

In collaboration with a faculty member, students may design an individual elective tailored to a specific interest. The elective must be sponsored by a UMass Chan faculty member (regardless of whether the elective is completed internally or externally from UMass, the sponsor must be a UMass Chan faculty member). An individually designed elective can be Clinical or Non-Clinical. The student and faculty member will write a description of the elective, including the goals, methods of teaching, number of patients to be seen, supervision level, Type of elective (Clinical or Non-Clinical), length of the elective and grading basis. This description must be signed by the UMass Chan faculty member who will be sponsoring the elective. The student must also submit the student designed elective form, which can be found on the Horizons web page of the Student Affairs website: https://www.umassmed.edu/studentaffairs/curriculum/advanced-studies2/.

Internal Elective

An elective course offered by the University of Massachusetts Chan Medical School or its affiliated hospitals. UMass Chan offers an array of electives that can be found online at: https://www.umassmed.edu/studentaffairs/curriculum/advanced-studies2/electives-umms-students/

External Elective

UMass Chan students are encouraged to apply for Horizons electives at any of the AAMC accredited schools. External electives are elective courses given at institutions other than the University of Massachusetts Chan Medical School or its affiliated hospitals. The AAMC offers an online Extramural Electives Compendium, which allows elective searches by Region, State or School. The online Extramural Electives Compendium can be found at: https://students-residents.aamc.org/visiting-student-learning-opportunities/visiting-student-learning-opportunities-vslo.

International Electives*

UMass Chan offers many opportunities for students to take electives abroad. These electives can range from clinical rotations, language or cultural immersion, to research experiences. Electives are available in all regions of the world. A maximum of eight clinical elective credits (eight weeks) will be granted toward graduation for international electives; up to one Non-Clinical elective credit may be earned for approved language immersion programs in addition to the clinical electives noted above. For students not enrolled in good standing or not making satisfactory

academic progress, international elective requests may require additional review by the Clinical Science Academic Evaluation Board (CSAEB) before travel is approved.

For more information, visit the UMass Chan International Medical Education Program (IMEP) website at https://www.umassmed.edu/studentaffairs/forms-reqs/do-an-overseas-rotation/#:~:text=UMass%20Chan%20offers%20many%20opportunities,all%20regions%20of%20the%20world. or contact the Office of Undergraduate Medical Education or IMEP-GHP@umassmed.edu.

*Please note the following requirement regarding Tuberculosis Testing: Students traveling to areas endemic for tuberculosis who do clinical work are REQUIRED to have a repeat Tuberculosis testing performed 8-12 weeks after they return. For more specific information, contact Student Health Services.

Elective Course Credit Guidelines

Electives taken in excess of 24 weeks can be taken for credit and will be noted on the transcript. A minimum of 9 weeks of electives must be approved and taken for credit in any semester for students to be considered an enrolled student, receive course credit, be covered by malpractice, retain student status, etc. (*See: Matriculating Student Status requirements.)*

No credit will be given for electives that are not approved by the medical school. This does not imply that the experience may not be worthwhile, only that it is not under the official auspices of the University of Massachusetts Chan Medical School. (*See Matriculating Student Status Requirements.*)

Please Note: If a student is adding or dropping an elective, the paperwork must be completed and given to the Office of Student Affairs **BEFORE** the start date of the elective. *See Section Three: "Attendance, Withdrawals, Rescheduling: Changes or Withdrawing from Electives/Horizons Program."*

Optional Enrichment Electives

Optional Enrichment Electives (OEEs) are elective courses offered in addition to the regular, required and elective/selective curriculum elected by the student. These courses are designed by students according to established criteria with an identified, sponsoring faculty member. They are managed by the Electives Curriculum Committee, a subcommittee of the Education Policy Committee, with support from Office of Undergraduate Medical Education. New OEEs require approval by the Electives Committee, in order to be so designated and appear on the transcript. Unlike regular electives, the student is not required to take any optional enrichment electives. Failure to complete course requirements results simply in the course not being listed on the student's transcript. It is not possible to "fail" an OEE. OEEs generally span the course of a semester and many are offered to interprofessional learners. OEEs are scheduled during non-curricular times.

Participation in these courses is mentioned in the Medical Student Performance Evaluation (MSPE) and appears on the transcript by course name, with two hash marks (##) in the "grades" column and a notation on the transcript as: "## Optional Enrichment Course. The student has elected this course in addition to the regular curriculum requirements."

A list of optional enrichment electives along with a brief description of each, together with information on proposing a new OEE, can be found at: https://www.umassmed.edu/oume/curriculum/optional-enrichment-elective/

9. Longitudinal Experiences

The Pathways Program is a required selective curriculum for Vista learners. There are seven Worcester-based Pathways including Entrepreneurship, Biomedical Innovation and Design; Clinical, Community and Translational Research; Education; Population, Community and Global Health; Clinical Care; Structural Inequity, Advocacy and Justice; Health System Science. Students are placed into one of the Pathways based on an optimization process in the fall. They have an opportunity to take a deep dive into specific topics through sessions across Discovery. They work in teams with a faculty mentor on a Pathways Longitudinal Project (PLP) through the 4 years culminating in a written deliverable and presentation prior to graduation. Each pathway has a

designated Pathway Leader(s) and OUME support and oversight. Further information on Pathways can be found at UMass Chan Office of Undergraduate Medical Education.

Worcester-based: https://www.umassmed.edu/oume/curriculum/Vista-Curriculum/parallel-curricular-programs/Worcester-track/

PURCH: https://www.baystatehealth.org/healthcare-education/academic-programs/umass-chan-medical-school-baystate/purch

LEAD@Lahey: https://www.umassmed.edu/som/academics/umass-chan-lahey/

10. Intersession Curriculum

The Intersession curriculum is comprised of three-one-week intensive Horizons phase courses conducted in person where fourth year medical students participate in engaged learning experiences with a focus on skill acquisition and competency assessment in three specific realms of healthcare: Societal Forces of Health and Disease, Health System Science, and Health Equity, Diversion and Inclusion. These courses are a component of the Medicine and the Human Experience Curriculum. https://www.umassmed.edu/oume/curriculum/Vista-Curriculum/horizons-phase/horizons-courses-and-block-leadership/

11. Transition to Residency

The transition to residency course is a 2-week intensive offered during the late Spring semester for graduating medical students. This course is specialty-specific with the purpose of preparing the student for residency. Some core didactic sessions are included across specialties. Our curriculum is aligned with the recommended AAMC experience. https://www.umassmed.edu/oume/curriculum/Vista-Curriculum/horizons-phase/horizons-course-list/transition-to-residency/

12. Clinical Problem Solver (CPS)

Students can fulfill the school requirement for a Clinical Problem Solver (CPS) course by completing either Critical Care Clinical Problem Solver (C3PS) or Emergency Clinical Problem Solver (ECPS).

https://www.umassmed.edu/oume/curriculum/Vista-Curriculum/horizons-phase/horizons-course-list/critical-care-clinical-problem-solving-cccps/

https://www.umassmed.edu/oume/curriculum/Vista-Curriculum/horizons-phase/horizons-course-list/ecps-emergency-clinical-problem-solver/

E. Credit Hour Designation, by Year in the Curriculum

Discovery Phase – Vista Year 1	Credits
Orientation (1)	0.00
P1 (6+1) Principles 1; all discovery blocks modeled at sched:unsched=1:1.5	9.00
P2 (5+1) Principles 2	7.50
BII (7+1) Blood Immunity and Infection	10.50
SMS (5+1) Skin and Musculoskeletal	7.50
NSB (8+1) Nervous System and Behavior	12.00
GI (5+1) Gastrointestinal	7.50
Pathways/CC: Fall - 16; Spring- 18	2.00
Care of Patient with Opioid Disorder	0.00
Total DIS Y1 credits	56.00
Fall/Spring DIS-Y1 credits	22.75/33.25

Discovery Phase – Vista Year 2	Credits
SS (1) USMLE Step 1 Success: Key Topics and Strategies)	1.00
CVS (5+1) Cardiovascular System	7.50
Respiratory (4+1)	6.00

Urinary (4+1)	6.00
Repro/Endo (6+1) Reproductive/Endocrine	9.00
Pathways: Fall- 20 hours; Spring - 8 hours	1.50
Reading Period (6)	0.00
Care of Patient with Opioid Disorder	0.00
Total DIS Y2 credits	31.0
Fall/Spring DIS-Y2 credits	22.75/8.25

Please see elective requirements in the
"Requirements for the MD Degree."

CREDIT HOURS: See: Section Three; "Credit Hours Definition."

Exploration Curriculum Courses/Credits

Year-3 (Fall Semester)						
All students will take integrated units 2, 3, and 4 of clerkships. In the integrated units, specific student groups will take the following:						
EXP	F	ME	310, 310A, 310A2, 310B	Internal Medicine Clerkship (IM CL)	9.00	F/P/H/HH
EXP	F	FC	310A	Family Medicine Clerkship (FM CL)	1.00	F/P/H/HH
EXP	F	FC	310B	Family Medicine Clerkship (FM CL)	1.00	F/P/H/HH
EXP	F	FC	310C	Family Medicine Clerkship (FM CL)	1.00	F/P/H/HH
EXP	F	FC	310D	Family Medicine Clerkship (FM CL)	1.00	F/P/H/HH
EXP	F	FC	310E	Family Medicine Clerkship (FM CL)	1.00	F/P/H/HH
EXP	F	PS	310, 310A	Psychiatry Clerkship (PSY CL)	5.00	F/P/H/HH
EXP	F	PE	310, 310A	Pediatrics Clerkship (PEDI CL)	5.00	F/P/H/HH
EXP	F	SU	310, 310A-S	Surgery Clerkship (SURG CL)	8.00	F/P/H/HH
EXP	F	RA	310	Radiology Clerkship (RAD CL)	1.00	F/P/H/HH
EXP	F	OB	310, 310A	OB GYN Clerkship (OBG CL)	5.00	F/P/H/HH
EXP	F	NU	310, 310A	Neurology Clerkship (NEUR CL)	5.00	F/P/H/HH
EXP	F	FPE	2	Flexible Professional Experiences (FPE)	2.00	CR/NCR
EXP	F	PATH	301	Pathways	2.00	CR/NCR
EXP	F	PCHC	310	Population and Community Health Clerkship	2.00	CR/NCR
EXP	F	XX	3050	Care of Patient with Opioid Disorder	0.00	Non-Graded
				Total EXP credits (Fall)	**47.00**	

Year-3 (Spring Semester)						
All students will take integrated units 2, 3, and 4 of clerkships. In the integrated units, specific student groups will take the following:						
EXP	S	ME	310, 310A, 310A2, 310B	Internal Medicine Clerkship (IM CL)	9.00	F/P/H/HH
EXP	S	FC	310A	Family Medicine Clerkship (FM CL)	1.00	F/P/H/HH
EXP	S	FC	310B	Family Medicine Clerkship (FM CL)	1.00	F/P/H/HH
EXP	S	FC	310C	Family Medicine Clerkship (FM CL)	1.00	F/P/H/HH
EXP	S	FC	310D	Family Medicine Clerkship (FM CL)	1.00	F/P/H/HH
EXP	S	FC	310E	Family Medicine Clerkship (FM CL)	1.00	F/P/H/HH
EXP	S	PS	310, 310A	Psychiatry Clerkship (PSY CL)	5.00	F/P/H/HH
EXP	S	PE	310, 310A	Pediatrics Clerkship (PEDI CL)	5.00	F/P/H/HH

EXP	S	SU	310, 310A-S	Surgery Clerkship (SURG CL)	8.00	F/P/H/HH
EXP	S	RA	310	Radiology Clerkship (RAD CL)	1.00	F/P/H/HH
EXP	S	OB	310, 310A	OB GYN Clerkship (OBG CL)	5.00	F/P/H/HH
EXP	S	NU	310, 310A	Neurology Clerkship (NEUR CL)	5.00	F/P/H/HH
EXP	S	FPE	2	Flexible Professional Experiences (FPE)	2.00	CR/NCR
EXP	S	PATH	310	Pathways	2.00	CR/NCR
EXP	S	XX	3050	Care of Patient with Opioid Disorder	0.00	Non-Graded
				Total EXP credits (Spring)	**47.00**	

Horizons Curriculum Courses/Credits

Horizons	
Title	**Credits**
Intersession A, B, C	1.00/each
Acting Internship	4.00
Electives	20.00
Certification / ACLS	0.00
Pathways	4.00
Clinical Problem Solver (CPS)	4.00
Capstone Scholarship & Discovery 4 (CSD4)	4.00
Transition to Residency	2.00

II. Three-Year MD Program

The Three-Year MD program is specifically designed for a small number of learners who are committed to pursuing a career in one of the following generalist specialties: Family Medicine, Internal Medicine, or Pediatrics. Students will apply into one of these tracks in the late fall of their first year. Accepted students will begin in the second semester of their first year and will complete both the traditional curriculum and augmentation activities throughout the Discovery Phase of their enrollment. Augmentation activities will be scheduled in open curriculum afternoons and include approximately 30 half-day biomedical and clinical sessions to help learn key concepts and gain skills in an accelerated fashion. Participants will complete a skills-intensive course and their Family Medicine clerkship during the Discovery Phase summer (between first and second years). They will have an individualized Exploration and Horizons Phase that incorporates additional clinical experiences and board review time that allows them to take Step 2 in time to certify for the Match. Overall, their curriculum is comparable to that of four-year colleagues although some experiences have different duration. Note: Students can only graduate in three years if they are enrolled in the accelerated MD program and have successfully matched into a residency program by the end of year three.

III. MD/PhD Program

URL: https://www.umassmed.edu/mdphd/
Courses: https://www.umassmed.edu/gsbs/academics/courses/

Requirements for Graduation

All MD/PhD students must complete requirements from both the T.H. Chan School of Medicine (SOM) and the Morningside Graduate School of Biomedical Sciences (GSBS), as described below.

A. T.H. Chan School of Medicine (SOM)

All requirements as set forth by the SOM.

Students completing the PhD and all required curricular elements, as part of the MD/PhD program, will be eligible for fulfilment of certain components of the MD curriculum, as follows:

1. Completion of all requirements for the PhD counts toward the Capstone/Pathway requirement; students must only present their work on Capstone/Pathway Day for the final credit.

2. Students will receive credit for 8 Non-Clinical elective research credits by completing MDP741 during the PhD years.

MD/PhD students who do not complete the PhD and withdraw from the GSBS, obtaining the Master's Degree in lieu of a PhD, are eligible for credit towards the Capstone/Pathways requirements. These students are not eligible for credit towards the 8 Non-Clinical elective research credits; this latter requirement is fulfilled only when the PhD is completed.

B. Graduate School – BBS Track Core Curriculum

- If required by thesis advisor, BBS614, Scientific Inquiry in Biomedical Research.
- A minimum of two 6-week summer research rotations; one prior to the start of the first year in the T.H. Chan School of Medicine, and the second following MS1. .
- MDP740 during every preclinical semester and the summer following first year.
- MDP741 during every Graduate School semester; fall, spring and summer.
- MDP742 MD/PhD HIPAA and OSHA Certification during each fall of full-time graduate studies.
- MDP743 Preparation for Thesis Research; taken after completion of year two in the T.H. Chan School of Medicine, while enrolled in CCE, while completing four months of Care of Family and Care of Adult clerkships prior to full-time research.
- MDP744 Learning Communities during each semester of full-time research.
- BBS 860 MD/PhD Qualifying Exam; register spring semester of the first year of full-time graduate studies.
- BBS 865 MD/PhD TRAC Meeting every fall and spring semester after passing the Qualifying Exam and forming the Thesis Research Advisor Committee TRAC.
- MDP800 MD/PhD Seminar Series during each fall and spring of all years in the MD/PhD program.
- Responsible Conduct of Research (GBS602).
- Basic Biomedical Sciences course, BBS602, Preparation for Qualifying Exam, in the fall semester of the first year of graduate studies.
- Any elective course required by your TRAC.

C. Qualifying Examination

- Graduate School Year One: Presentation and defense of a research proposal by the end of the second semester of starting full-time research (See Qualifying Exam Guidelines for specific MD/PhD instructions).
- Enrollment in Pre-Qualifying Research until the end of the first year of graduate studies.

D. Thesis Research/Graduate Research

- Enroll in Thesis or Graduate Research until the TRAC approves progression to dissertation defense.
- Twice annual TRAC meetings during each year of Thesis Research to review progress of student's research.
- Successfully complete the defense examination, revise the thesis if required, submit the dissertation to e-Scholarship, and complete all of the post-defense examination requirements prior to reentering the T.H. Chan School of Medicine.

E. Clinical and Population Health Research Program (CPHR) Track

MD/PhD students entering the CPHR track will have a different PhD Program structure than those in the BBS track. Students in this track will fall under the guidelines of the CPHR Program and work on an accelerated schedule that will allow them to complete the PhD in three years. If necessary, a fourth-year curriculum will be identical to the third.

All students in the CPHR track will complete the core curriculum, pass a qualifying examination/paper, and a dissertation defense in addition to all MDP course requirements including MDP 741, MDP 742, MDP 743, MDP 744, MDP 800 as listed above in the BBS Program requirements. Successful completion of the defense examination, thesis revisions, if required, submission of the dissertation to e-Scholarship, and completion of all of the post-defense examination requirements must occur prior to reentering the School of Medicine.

F. Teaching Requirement

All MD/PhD students are required to complete the teaching requirement with the preparation and presentation of teaching skills. The teaching requirement can be fulfilled at any point during the graduate school program.

- The MD/PhD Student Seminar (MDP800) presentation can be used to fulfill this requirement in the upper graduate school years.
- The teaching requirement can be fulfilled at any time during the graduate program. There is no limit to the number of attempts a student may make to fulfill the teaching requirement, although it must be successfully completed before the dissertation defense can be held.
- The MD/PhD Graduate Program Director will determine if the student has met the Teaching Requirements.

IV. Five-Year Combined Clinical Translational Research Scholars (CTRS) & Master's Degree in Clinical Investigation (MSci) Program

The CTRS/MSci is an integrated program comprised of relevant required core curricula in Years 1 and 2 of medical school (joint with the CTRS and MD PhD students), and includes an additional gap year during which students are enrolled in the Master's Degree in Clinical Investigation program in the Morningside Graduate School of Biomedical Sciences.

All students who are accepted and enrolled in CTRS will have the additional opportunity to apply for the five-year program option.

This opportunity is available only to enrolled CTRS students. Candidates for this option must be T.H. Chan School of Medicine students officially enrolled in the CTRS program, who are in their second year of medical school.

OVERVIEW: Curriculum Components

The CTRS is comprised of three required courses (MDP 740 A&B and CTS605A) which are held during FOM1/2 plus an eight-week summer lab rotation. The curriculum components are as follows:

Foundations of Medicine - Years 1 & 2

- MDP 740A Designing Solutions to Research Problems: This required series of 20 two-hour sessions together with MD/PhD students. The sessions focus on research problems with a clinical focus, and include a computational skills bootcamp (R). This course will be held during fall, spring and summer of year one.
- MDP 740B is a series of one-on-one meetings with selected faculty members in a specific area of research totaling 15 hours per term. The selection of the faculty member is flexible based on the student's interest and faculty availability, but they must be a member of the Research Pathway faculty group. This course will be held during fall and spring of year two.

CTS 605A Introduction to Clinical Epidemiology

- Held during the summer between years one and two; reviews the basic principles of epidemiological studies and the application of strategies and design to solve epidemics and their causes.

Summer Research Lab Rotation

- Eight-week, full-time lab rotation with a CTRS-affiliated faculty in a clinical/translational research area under the guidance of a research-affiliated faculty mentor.
- Stipend support shared by the student's mentor and the school is provided for students enrolled in the summer research program.

Exploration Curriculum - Year 3

- The Research Pathway/MSci students will enter the first block of clerkships in MS2 year Spring (April-June) and then take LOA from the T.H. Chan School of Medicine to complete the MSci core curriculum.

MSci Program (Full-Time, Gap Year on LOA From Medical School)

- Complete the core curriculum that includes, but is not limited to, a writing course, ethics, biostatistics and epidemiology plus research work with the mentor. The curriculum is designed around the skills and experience of each student.
- After completing the thesis and passing the thesis examination the student will return to the Chan School of Medicine for the completion of the third-year clerkships.

- Students who complete the MSci are exempted from the requirement to complete the Senior Scholars Program, and the Senior Scholars months are not designated on the transcript.
- Students in the MSci program who completed PWAY128 receive credit towards fulfillment of the Chan School of Medicine ABTS requirement. The course ABTS-413 will be added to the transcript.

Advanced Studies - Year 4 in Medical School

- Students will use a three-month elective period to finalize thesis work for publication. The three-month period will fulfill Capstone requirements and will be part of the Senior Scholars program.
- Students must **apply** to the Senior Scholars program through usual processes at the beginning of the Advanced Studies Year and must be accepted into Senior Scholars by the admissions/approval committee; entry into Senior Scholars is not automatic. Students must contact the Director of the Senior Scholars program at the beginning of the Advanced Studies Year to discuss their proposal and begin the application process.
- This three-month period may include further data analysis, submission of project summary/manuscript, presentation at UMass Chan poster session and/or an academic professional meeting.

V. Master of Science in Biomedical Sciences – Medical Sciences Option

The Master of Science in Biomedical Sciences - Medical Sciences Option - (MSBS-MSO) is an alternate degree option available to matriculated students in the Doctor of Medicine (MD) program at the University of Massachusetts Chan Medical School (UMass Chan). The MSBS-MSO degree is not available as an independent degree to students who are not currently enrolled in the MD program at UMass Chan.

The MSBS-MSO was created to provide an alternative degree option to matriculated students in the MD program at UMass Chan who have completed the preclinical portion of the MD curriculum (Foundations of Medicine 1 and 2, or *FOM1* and *FOM2 if matriculated prior to 2022, Discovery Phase if matriculated 2022 or later*) and who are in good academic standing, but who wish to withdraw from the MD program before completing the clinical years of training. Students must complete a Mentored Research Project as part of this degree option. Successful completion of the *FOM1* and *FOM2* curriculum (or Discovery Phase if matriculation 2022 or later) and a Mentored Research Project will fulfill the criteria for conferral of the MSBS-MSO degree. The Masters degree provides a positive exit strategy for MD students with adequate preclinical and research accomplishments, who have decided, with the support of the Associate Dean for Student Affairs (ADSA), that continuation in the MD program is no longer in their best interests. Upon approval by the Clinical Science Academic Evaluation Board, and the Dean of the T.H. Chan School of Medicine, the student enters into the MSBS-MSO program.

<u>Summary of eligibility requirements:</u>

- *Applicants must be matriculated students in the T.H. Chan School of Medicine Doctor of Medicine (MD) degree program.*
- *Applicants must have completed the preclinical curriculum at the time of application to the MMS-MS degree program and must be in good academic standing, as defined in the T.H. Chan School of Medicine Student Handbook.*
- *Applicants must request withdrawal from the MD program in order to be accepted into the MSBS-MS Program, as this is not a dual degree program.*
- *Students who have not been accepted into the UMass Chan MD program and who have not completed the preclinical years of the medical school curriculum are not eligible for the MSBS-MS degree option.*
- *Students who wish to apply for readmission to the School of Medicine after withdrawing from the MD program must do so as specified in the School of Medicine Student Handbook, via the School of Medicine Admissions Committee.*

Detailed Requirements for Completion of the MSBS-MSO

Academic curriculum

The required curriculum for the MSBS-MSO will include all of the Core Credits that constitute the FOM1 and FOM2 years in the T.H. Chan School of Medicine curriculum. If the student matriculates after 2022, this would include all components of the Discovery Phase Curriculum. These credits will be transferred from the Chan School of Medicine MD Degree Program Curriculum to the MSBS-MSO Degree Program upon approval by the Dean of the Chan School of Medicine, under management of the Registrar of

UMass Chan, and following withdrawal from the MD program. The student will complete a Mentored Research Project as outlined below. Upon satisfactory completion of the Mentored Research Project, the student will be eligible to graduate with the MSBS-MSO, upon final approval by the Dean of the Chan School of Medicine

Mentored Research Project

Research to satisfy the Mentored Research Project requirement can be undertaken in any area of biomedical science. The student may have chosen a mentor for the proposed research project by the end of the Fall semester of the FOM2 year (third semester of Discovery Phase), through enrollment in the Chan School of Medicine Capstone Scholarship and Discovery (CSD) course (Pathways course if matriculation in 2022 or later) and may have identified a specific question (hypothesis) to be addressed by the research. A student applying for the MSBS-MS degree may request to apply this prior CSD/Pathways scholarly work to the Mentored Research Project requirement for the MSBS-MS degree. Upon completion of the Mentored Research Project, the student will be required to submit a summary of the scholarly work, a publication resulting from the work, or other deliverable, in order to satisfy this requirement for the Master's degree. The Dean of the Chan School of Medicine will make the final determination as to whether the scholarly work submitted fulfills the requirement for the MSBS-MS degree.

Tuition and Fees. Tuition and fees are waived during the period of time that the student is completing the Mentored Research Project. There is no stipend provided during the period of completion of the requirements of the MSBS-MS degree.

Application and Admissions Process:

The interested student will meet with the T.H. Chan School of Medicine ADSA to indicate a desire to pursue the MSBS- MS degree. The student will then petition to withdraw from the Chan School of Medicine with a statement submitted in writing to the ADSA. The interested student will complete a MSBS-MS application and a brief Mentored Research Project proposal, which will be submitted to the ADSA and the Dean of the Chan School of Medicine. Upon review and approval by the Dean of the Chan School of Medicine, the application and proposal will be submitted to the CSAEB for approval.

Mentored Research Project Requirement

For many students, work on a T.H. Chan School of Medicine Capstone Research Project or Pathways project if entering in 2022 or later, will have begun in the first year of the MD program. In this case, the student may include in their Mentored Research Project proposal a statement requesting that the existing Capstone Research Project/Pathway Project work be applied towards the Mentored Research Project requirement of the MSBS-MS degree.

- If the scholarly work has been completed, the student should submit a summary of the work (published article, research paper, or summary of the completed work) to the Chan School of Medicine ADSA together with the application for the MSBS-MS degree. A letter of support from a faculty mentor is not required in this circumstance.
- If the scholarly work has not yet been completed, the interested student should submit with the application a Letter of Support from the faculty mentor for their proposed Mentored Research Project.

Components of the application packet:

1. MSBS-MS application form
2. Mentored Research Project proposal
3. Letter of Support from faculty mentor for the Research Project or summary of the completed work, as noted above (published article, research paper, or summary of the completed work)

Master of Science in Biomedical Sciences – Medical Sciences option
Program Curriculum Outline

Major Required Core Courses (21)	
Course Number	**Course Title**
101	Principles of Human Genetics (POHG)
102	Building Working Cells and Tissues (BWCT)
103	Integrated Case Exercises 1 (ICE1)
104	Doctoring & Clinical Skills 1 (DCS1)
105	Development, Structure & Function (DSF)

106	Principles of Pharmacology (POP)
107	Cancer Concepts (CC)
108	Host Defense and Blood (HDB)
109	Infections (INF)
110	Determinants of Health 1 (DOH1)
112	Foundations of Health & Disease (FHD)
1002	Transition to Medical School (TRANS MS)
201	The Brain: Nervous System and Behavior (BRAIN)
202	Patients (PATS)
203	Integrated Case Exercises 2 (ICE2)
210	Determinants of Health 2 (DOH2)
211	Organ System Diseases (OSD)
2001	Reading Period (MISC READ)
	Transition to CCE (TRANS CCE)
	Mentored Research Project

If student enters medical starting 2022:

Completion of the Discovery Phase curriculum will be required.

For a listing of Discovery Phase courses, visit https://www.umassmed.edu/oume/curriculum/Vista-Curriculum/discovery-phase/block-courses-and-leadership/

**As the preclinical curriculum in the MD program changes, with the addition or modification of required courses, the transcript for the Master of Science in Biomedical Sciences – Medical Sciences option will change accordingly, to reflect the curriculum at the time of the student's enrollment.*

Section Two: Honor Code, Technical Standards, and Professionalism

I. Honor Code

The T.H. Chan School of Medicine's commitment to professionalism is described in both the Honor Code itself and in Technical Standard Five (Behavioral and Social Attributes), as found on the Office of Admissions webpage. As a community of scholars and future physicians, the Honor Code carries with it a responsibility to mutually assure the integrity of the community. This reflects the obligation of licensed physicians to maintain the ethics of the profession as described by the Massachusetts Board of Registration in Medicine. It is expected that each student will make a personal commitment to abide by the Chan School of Medicine Honor Code, which includes both self-monitoring and reporting violations. The Honor Code applies to all students at the Chan School of Medicine. All students who are enrolled in a degree-granting program from the Chan School of Medicine will be held to the Honor Code until they receive their final degree(s). The Honor Board consists of faculty and students, with a Chair named by the Dean. Some consequences of violations may include self- assessment and remediation, while others may require course repeat, service work or even dismissal.

URL associated with the link above: https://www.umassmed.edu/som/admissions/apply/technical-standards/

Categories of violations are tiered and cumulative. Please see the Honor Code policy in its entirety at http://www.umassmed.edu/globalassets/student-affairs/files/policies/honorcode-0615-approvedld.pdf

II. Technical Standards

University of Massachusetts Chan Medical School Technical Standards for Medical School Admission, Continuation and Graduation

Introduction

The mission of the University of Massachusetts Chan Medical School's T.H. Chan School of Medicine is to graduate skilled and effective physicians. The school selects applicants who are deemed best qualified to complete the curriculum and are considered most likely to become successful physicians. Applicants are selected for admission based not only on their scholastic achievement and abilities, but also on their intellectual, physical and emotional capacities to meet the standards of the curriculum and to have a successful career in medicine. The Chan School of Medicine requires that the curriculum provide a general education in medicine enabling each graduate to pursue residency training in all disciplines of medicine. This requires the development of broad knowledge, skills, and behaviors, ongoing self-directed learning, and delivery of safe, competent medical care.

> The Chan School of Medicine will consider for admission any applicant who meets its academic criteria, and can meet the Technical Standards, with or without reasonable accommodations, consistent with the Americans with Disabilities Act. The Chan School of Medicine's Technical Standards can be found online at: http://www.umassmed.edu/som/admissions/application-process/technical-standards/.

Applicants who have questions about whether they meet the Technical Standards are advised to review these standards with their healthcare providers prior to application. The use of a human intermediary to meet these Technical Standards means that a student's judgment is guided by another person's powers of observation and interpretation. Students are, therefore, not permitted to use such intermediaries in meeting the technical standards of the T.H. Chan School of Medicine.

> Adopted by the University of Massachusetts Chan Medical School Admissions Committee on Dec. 12, 1990.
>
> First revision September 15, 1993; Second revision July 30, 1999; Third revision April 5, 2001; Fourth revision
>
> *July 9, 2009; Fifth Revision October 2017.*

III. Professionalism

Guidelines for Professional Behavior

The Faculty and Student Body of the University of Massachusetts Chan Medical School's T.H. Chan School of Medicine have developed guidelines for professional conduct, which are outlined on the Student Affairs website, under the umbrella of the Honor Code policy. These areas are derived from the school's

Technical Standards (see above and on the Office of Admissions website). We are proud that our students exemplify these behaviors naturally. All members of the Chan School of Medicine community are expected to act professionally in the school, hospital and in the community with or in front of patients, families, members of the health care team and others in the professional environment (school, hospital, clinic, office) including members of the faculty and administration, other students, standardized patients, and staff. Please refer to the Guidelines for Professional Behavior in the Chan School of Medicine's Honor Code. The full Honor Code Policy can be found here.

URLs associate with links above:

http://www.umassmed.edu/som/admissions/application-process/technical-standards/

https://www.umassmed.edu/globalassets/student-affairs/files/policies/professionalism-guidelines-revised2.pdf

http://www.umassmed.edu/studentaffairs/student-handbook/section-two/honor-code/

Section Three: Academic Policies and Regulations

I. Attendance, Rescheduling, and Withdrawing from Required Courses and Rotations

A. Attendance

Students are expected to participate in all course activities and meet all course requirements as scheduled within the T.H. Chan School of Medicine curriculum. However, on rare occasion, it may be necessary for a student to miss a required examination, due date for a paper, report or other course activity because of physician-certified illness, death in the immediate family, or other reason of comparable magnitude. Please see the section of the handbook on the absence policy for full details.

Students in the clinical years are considered a part of the clinical team. If a student does not report as scheduled for a clerkship or elective, or if a student is absent from a clinical rotation or other required activity without appropriate application of the absence policy AND notification to the course director, clerkship coordinator, the unexplained absence will be recorded in the student's record and with the Office of Student Affairs, and the student will receive a grade of No Credit for the required rotation. See specific Absence, Postponement, Rescheduling, and Withdrawal policies for additional information.

B. Rescheduling a Required Course Activity

Once a course leader or clerkship director has determined that an exception shall be granted to miss a required examination, due date for a paper, report or other course activity, they will determine the timing and nature of any required make-up activities. Additional information regarding attendance and time away during Clinical Experiences can be found in the Absence Policy, which can be found on the Student Affairs website.

C. Holidays

The institution takes federal, state and religious holidays into account when scheduling classes, assessments and other required activities. Every attempt is made to avoid major religious holidays in scheduling required activities, however, it is difficult to accommodate all needs. Students should contact course leaders and the Office of Student Affairs immediately if they identify a conflict between required course activities and a religious holiday that is not accounted for in the school list. Course leaders will do their best to accommodate students by rescheduling these required activities as feasible.

Clinical students should be aware that overnight call and working on assigned holidays is expected of third- and fourth-year students. State, federal and religious holidays are indicated on the T.H. Chan School of Medicine's academic calendars but may or may not be holidays according to the student's clinical site. Students are expected to follow the holiday schedule at their clinical site. The Exploration Curriculum Committee has agreed that students will have off: MLK day, Memorial Day, Independence Day, Labor Day, Thanksgiving and the day after Thanksgiving on all rotations during the clerkship year.

D. Postponing a Required Exploration Course

Occasionally it may be necessary for a student to request postponement of a required Exploration course. This request may be made in order to complete required preclinical courses or activities, to complete PhD thesis work, for health reasons or extenuating personal circumstances.

Students are required to complete the Orientation to Exploration course work prior to starting their first exploration course.

The integrated units involve shared academic elements. Students who postpone a portion of an integrated unit will do the coursework for that enrolled course. This may result in an incomplete if shared course work is not completed due to deferral. Please note that course postponements may have other financial consequences for financial aid recipients. Please contact the Bursar's Office or the Office of Financial Aid for details.

In some cases, students may require additional time for USMLE Step 1 preparation, before taking the exam and proceeding to the Exploration year. Students requiring additional time for USMLE Step 1 preparation will be identified through key preclinical performance data, NBME scores, and CBSE performance. This process typically will occur in January annually. Students who are identified as needing additional time will be advised by the CAA accordingly.

Requests for postponements of Explorations rotations for the purpose of USMLE Step 1 preparation must be supported by the Center for Academic Achievement and are presented to the CSAEB through the Director of the CAA at least **TWO WEEKS** prior to the start of the scheduled course.

Please click the link below to access the EPC policy outlining the detailed process for Clerkship deferral for USMLE Step 1 Preparation:

https://umassmed.sharepoint.com/:w:/r/sites/epc/_layouts/15/Doc.aspx?sourcedoc=%7B2E55424C-6168-40A0-908A-A96D3C3AD0E1%7D&file=Explorations%20Deferral%20Policy.docx&action=default&mobileredirect=true

E. Rescheduling a Postponed Clerkship into Horizons

If a postponed clerkship is being rescheduled into the Horizons year, the student must participate in both the Exploration and Horizons process for the following academic year.

The process for rescheduling a postponed Course is as follows:

Request to complete the postponed clerkship in Block 1A, 1B, 1C or 2A during the Horizons Year:

- no approval is needed;
- the student must participate in the lottery and communicate this plan to the Office of Student Affairs prior to the Horizons enrollment process.

All Exploration rotations must be completed no later than the end of Block 2A of the year the student is expected to graduate, unless the CSAEB has approved an extension in advance of the Block 2A deadline.

F. Postponing a Component of the Required Interstitial Course (LInC)

The Interstitial Course (ISC) is a required curricular component of the Core Clinical Experiences. Interstitial topics complement the required clerkships in the Core Clinical Experiences year. The ISC is graded on a credit/no credit (CR/NCR) basis. Each day must be passed with a grade of credit (CR) in order to meet graduation requirements. An unexcused failure to participate in an individual ISC experience will result in a no credit (NCR) grade appearing on the student's transcript. When the ISC experience has been successfully completed, a notation that the ISC was completed will be made. Makeup assignments must be completed within 4 weeks of the missed ISC experience. There will be a one-day grace period for submission of late makeup work.

If a student has to miss an interstitial for reasons of physician-certified illness, death in the immediate family or other reason of comparable magnitude, the student should contact the Interstitial Coordinator, preferably in advance, and arrange to make up the required work of the interstitial either by completing it during the Advanced Studies year or by completing an equivalent educational experience as determined by the Interstitial Course director.

If a student does not adhere to the guidelines above, the Interstitial Coordinator will file a professionalism report as outlined in the School of Medicine Honor Code policy.

G. Rescheduling or Dropping a Horizons Course

For rescheduling of an Advanced Studies course, please see the 24-25 student handbook

It is recognized that occasionally during the Horizons year it may be necessary for a student to change their schedule.

Changes to Horizons Electives through PeopleSoft Online Enrollment (POE):

Changes to Horizons electives can generally be made without elective coordinator/director approval up to 14 days in advance of the elective's start date. Electives that are listed in the PeopleSoft Online Enrollment (POE) system may be dropped by the student as long as the drop occurs more than 14 days before the start of the elective. Changes (adds and drops) within 14 days of the start date of the elective must be approved by the elective coordinator ***and*** the elective director before the elective will be removed from the student's schedule. Changes to elective less than 14 days before the start of the elective can have an impact on the schedule at the clinical site and will only be approved for a compelling reason. Approval can be obtained by emailing the elective coordinator and copying the elective director. Approved changes to electives should be forwarded to electives@umassmed.edu in order for the schedule change to be made in PeopleSoft. If the request to drop the elective is denied, the student will need to complete the elective as scheduled.

*Changes to Horizons Electives that require Coordinator Approval (*non-POE*)*:

Some electives can only be added to the student's schedule by prior approval. These electives are also called "approval-required" electives. Changes to "approval-required" electives cannot be made without seeking approval via written request to the elective coordinator, ***regardless of the timing before the start of the elective***. Generally, if the request to drop the "approval-required" elective is made more than 14 days before the start of the elective, the request will be approved. Requests to drop "approval-required" electives within the 14-day window before the start of the elective may not be approved. Requests to modify the "approval-required" electives should be emailed to the elective coordinator ***and*** the elective director. Changes to elective less than 14 days before the start of the elective can have an impact on the schedule at the clinical site and will only be approved for a compelling reason. Approved changes to these electives should be forwarded to electives@umassmed.edu in order for the schedule change to be made in PeopleSoft. If the request to drop the elective is denied, the student will need to complete the elective as scheduled.

Changes to Horizons Required Rotations:

The required Horizons rotations are the Acting Internship (Medicine, Pediatrics, General Surgery, Pediatric Surgery, Acute Care Surgery or Family Medicine), Clinical Problem Solver (CPS), Pathways and Intersessions. Changes to required rotations require at least 30 days' notice and must be approved by the rotation faculty sponsor. Requests to modify the required Horizons rotations should be emailed to the faculty sponsor. Changes to elective less than 30 days before the start of the elective can have an impact on the schedule at the clinical site and will only be approved for a compelling reason. Approved changes to required Horizons rotations should be forwarded to electives@umassmed.edu in order for the schedule change to be made in PeopleSoft. If the request to drop the required AS rotation is denied, the student will need to complete the rotation as scheduled. Requests to delay or change intersessions can be found here:

The Intersession Exemption Process Policy can be accessed via this link.

https://umassmed.sharepoint.com/:w:/r/sites/epc/_layouts/15/Doc.aspx?sourcedoc=%7B532723B5-9E9A-4DF2-BF70-036ED650FD81%7D&file=Intersession%20Exemption%20Process%20Policy.docx&action=default&mobileredirect=true

H. Absence Policy for Preclinical and Clinical Rotations

The T.H. Chan School of Medicine policy regarding absences from both required preclinical and clinical experiences is intended to maximize the learning experience for each student and is aligned with the expectations of practicing physicians. Medical students are part of a community of learners with responsibilities to self, peers and patients in the learning environment. For required curricular elements, absences may have a significant impact on all learners; team- and problem-based learning is optimal when all participants are present and engaged. Additionally, assessments of student competency and performance are arranged within the context of our integrated and sequential curriculum; inability to complete assessments in a timely manner may have a negative impact on the learner's subsequent educational experience.

The T.H. Chan School of Medicine Absence Policy addresses each of the following:

1. Timing of requests for an excused, planned absence
2. Timing of makeup work when assigned
3. Frequency and number of absences in the pre-clinical and clinical years
4. Planned vs unplanned absences

The complete Absence Policy for Preclinical and Clinical students can be found on the Student Affairs website under the Policy tab, and can be accessed via this link: https://umassmed.edu/studentaffairs/policies/absence-policy/.

I. Withdrawal from a Required Pre-Clerkship Course

A student may withdraw from a pre-clerkship course without academic penalty up to 24 hours before the final examination or end of the course, whichever comes first. Permission to withdraw must be requested from the Basic Science Academic Evaluation Board (BSAEB). The student must provide the Associate Dean for Student Affairs with a written request including the reason for the withdrawal request. The Associate Dean for Student Affairs will then present the request to the BSAEB for

approval. This action may only be taken once for any specific course. The BSAEB may require or permit course withdrawal at other times during the academic year. Course withdrawal will not be indicated on the transcript once the course is successfully completed.

For more information, visit: https://www.umassmed.edu/oume/curriculum/Vista-Curriculum/vista-discovery-assessments/vista-progression-remediation-and-deceleration/

J. Withdrawal from an Exploration Course

Students may withdraw from an Exploration course before the established withdrawal deadline of a clerkship without penalty. The withdrawal deadlines in Explorations are as follows:

- End of week 2 of a 4-week course
- End of week 6 for the 8- to 10-week course

This decision must be made in conjunction with the Associate Dean for Student Affairs, the student's Learning Communities Mentor and with the agreement of the Clerkship Directors. Permission to withdraw must be requested from the Clinical Science Academic Evaluation Board (CSAEB). This action may only be taken once for any specific clerkship. Course withdrawal will not be indicated on the transcript once the course is successfully completed.

Withdrawals after the above deadlines will generally be unacceptable. Students must complete the rotation and will receive a grade. In extenuating circumstances, the student may be allowed to withdraw without penalty with the approval of the clerkship director, recommendation by the Associate Dean for Student Affairs and the approval of the CSAEB. Evaluations of the student's performance in the clerkship that were completed prior to the time of withdrawal will become part of the student's permanent record. Generally, the student will be expected to repeat the entire clerkship. However, the clerkship director and the CSAEB may modify this requirement based on factors such as the circumstances leading to the withdrawal, the amount of the clerkship that was completed, and the student's performance to the time of withdrawal.

Procedure:

1. Students should write a letter/email outlining the reasons for requesting a withdrawal from the clerkship to the Associate Dean for Student Affairs.
2. The Associate Dean for Student Affairs will consult with the clerkship director regarding the request.
3. If the request is supported by the clerkship director and the Associate Dean for Student Affairs, the request will be presented to the Clinical Science Academic Evaluation Board for consideration.
4. If approved, the CSAEB will notify the student and the Associate Dean for Student Affairs.
5. The Associate Dean for Student Affairs will notify the Registrar and the Office of Student Affairs of the change so that the official enrollment record can be updated.
6. A grade of "withdrawal" will be recorded in the official record. The withdrawal (W) grade will be replaced with the official final grade when the coursework for the CCE clerkship is completed.
7. If the CSAEB is requiring a student to withdraw or postpone a Course, the Office of Student Affairs will notify the student and the Clerkship Coordinator.

K. Auditing a Pre-clerkship Course

A student may audit a pre-clerkship course only by permission of the course instructor and with the approval of the Associate Dean for Student Affairs. The student must register for the course as an auditor with the Registrar Office. When the student meets with the course coordinator, the course coordinator will inform the student which activities of the course the student may participate in (i.e., lectures, small groups, use of CAI equipment, labs). Usually, auditors will not be permitted to sit for examinations or be required to write papers. Exceptions may be made by the course coordinator. No grade will be recorded on the student's transcript for an audited course. A student registered for a course as an auditor may not change his/her status in that course to receive course credit. A student must be enrolled in a minimum of 9 credits in order to audit a course.

In the case of a student who is already enrolled in one or more courses for a semester and who elects, in addition, to audit one or more courses, there is no change to billing or fee schedules as a consequence of the audited course/s.

L. Exam Policy, Preclinical Curriculum*

To create an environment comparable to licensure exams and to maintain the integrity of the examination itself, the bubble sheet, pencils/pens, a simple hand-held calculator, and the exam itself are the only items to be used during exams. The use of electronic devices (MP3 players, iPods, cell phones, PDAs, laptops, and any devices capable of recording, retrieving or transmitting text, numbers, images or sound) are prohibited without the explicit approval of the instructor. (Approved by the First- and Second-Year Curriculum Committees 03/06)

**Please note: The above policy refers primarily to standard paper-based exams. Guidelines that more specifically apply to computer-based exams, including both UMass-Chan-generated and NBME exams, will be provided by the courses that utilize this type of assessment method.*

II. Evaluation of Courses

A. Purpose of Student Evaluation of Courses

Student feedback on the curriculum is highly valued at UMASS Chan Medical School. Timely feedback allows real-time quality improvement to occur in our courses and programs.

B. Evaluations of Course and/or Clerkship - Completed by Student

Each student is REQUIRED to submit to the Office of Educational Affairs completed final evaluations for every course and/or clerkship.

Full Policy may be found here:

https://umassmed.sharepoint.com/:w:/r/sites/epc/_layouts/15/Doc.aspx?sourcedoc=%7B7C86BD21-A81E-4608-B3DF-5FF250A38160%7D&file=Student%20Evaluations%20of%20the%20Curriculum.docx&action=default&mobileredirect=true

C. Evaluations of Electives - Completed by Student

Each student is REQUIRED to submit to the Office of Educational Affairs a critique of each elective taken, whether for credit or non-credit.

Full policy is found here:

https://umassmed.sharepoint.com/:w:/r/sites/epc/_layouts/15/Doc.aspx?sourcedoc=%7B7C86BD21-A81E-4608-B3DF-5FF250A38160%7D&file=Student%20Evaluations%20of%20the%20Curriculum.docx&action=default&mobileredirect=true

III. Evaluation of Students

A. Principles of Evaluation

1. Purpose of Evaluations

Evaluations are meant to provide both students and faculty with accurate appraisals of the students' learning of the subject matter. They are to be used by the Academic Evaluation Boards in making decisions about academic advancement, remediation, or dismissal, and they provide the Associate Dean for Student Affairs with meaningful information for use in the writing of the Medical Student Performance Evaluation (MSPE). The student's Learning Communities Mentor of record will have access to the mentee's grades, evaluations and portfolios.

2. Conflict of Interest by Evaluators – Sensitive Medical/Counseling Care of Students & Learning Communities Mentor

For the policy on Sensitive Medical and Counseling Care of Students by Faculty and Residents, visit this link:
umassmed.sharepoint.com/sites/epc/Policies_Procedures/Forms/AllItems.aspx?id=%2Fsites%2Fepc%2FPolicies_Procedures%2FPolicies%2FPrior-apr16%2Ffom-guidelines_eval-students-by-caregivers_ms27a%2Epdf&parent=%2Fsites%2Fepc%2FPolicies_Procedures%2FPolicies%2FPrior-apr16

3. Academic Evaluation Boards/Review of Academic Records

Students' academic records are monitored by two Academic Evaluation Boards, a Basic Sciences Academic Evaluation Board (BSAEB) and a Clinical Sciences Academic Evaluation Board (CSAEB). Each Board includes the coordinators of each course as well as ex-officio members. It is each

Board's responsibility to periodically review student academic records, and to make recommendations to the Progress Board regarding student academic advancement, remediation or dismissal for failure to progress academically and/or for repeated lapses in professionalism or other behavior that has resulted in the filing of an Honor Code Violation. The Progress Board considers recommendations by the Academic Evaluation Boards and considers any extenuating circumstances which may have contributed to academic performance deficits or professionalism lapses, and to determine the nature and process of academic make-up and remediation, if possible, for students who have not satisfactorily completed all academic requirements or who have received notice of an Honor Code violation. For complete descriptions of the structure and functions of the Academic Evaluation Boards and the Progress Board, please see Sections IV. Academic Evaluation Boards, Criteria for Academic Review and Advancement, V. Adverse Recommendation, and VI. Progress Board, below.

4. Pre-Clerkship Evaluations

Performance ratings in preclinical courses are usually based on results of written or oral examinations, problem-based learning participation, papers or other written assignments. Narrative evaluations may also be prepared to provide information which is not obtainable through the examination process or not apparent in the performance ratings, and which may be pertinent to the student's overall record. This information is helpful in assisting the Basic Science Academic Evaluation Board, in providing the student with a more comprehensive assessment of his/her strengths and weaknesses, and in aiding in the preparation of the Medical Student Performance Evaluation (MSPE). Examples of themes that appear in the narrative comments include progress in learning the subject matter, the nature of extenuating circumstances which might have influenced performance, and the pursuit of independent research or projects.

5. Pre-Clerkship Performance Ratings

It is the responsibility of each course coordinator to distribute to each student on or about its first day of classes a syllabus which contains a description of the evaluation tools and procedures to be used. This is to include the relative weight of each examination and a statement defining the levels of proficiency required to attain each of the ratings. Ratings which are used by courses include:

- **CREDIT – PASS -** Indicative of totally acceptable and competent work;
- **NO CREDIT* -** Work of unacceptably low quality; failure to submit required work will result in a No Credit grade for the course unless the student receives an approved extension.
- **INCOMPLETE -** A temporary designation indicating that a final rating is not yet available although the course has ended. This rating is used at the discretion of the course director with review by the Basic Science Academic Evaluation Board (BSAEB) if necessary, such as in cases where the course work is "Incomplete" due to physician-certified illness, death in the immediate family, or a reason of comparable magnitude. An incomplete grade might also be granted if a student has unsuccessful attempts in passing a block until a full retest for the block has been offered. Information regarding makeups for incomplete curricula could be found at https://www.umassmed.edu/oume/curriculum/Vista-Curriculum/vista-discovery-assessments/vista-progression-remediation-and-deceleration/

An asterisk (*) accompanying any grade indicates that this rating has resulted from a single attempt to remediate an initial course rating of NC (No Credit) or F (Failing).

6. Clerkship Evaluations/Assessments

Students doing clerkship rotations shall be evaluated as objectively as possible for competence in each of the following three areas:

Knowledge - This may be assessed through written examinations, through evaluation of clinical student performance evaluations with regard to the ability to apply and integrate facts, and through evaluation of the student's ability to discuss, relate and respond to facts about particular cases in the setting of conferences and rounds.

Skills - This refers to the student's capacity to function effectively in areas such as clinical decision-making, physician-patient relationship, the carrying out of procedures, and formulation of various diagnostic and therapeutic courses of action.

Attitudes - Students are also judged as to their overall maturity, their professionalism, their growth-mindedness, their ability to relate to staff and patients, and their ability to adapt to the pressures and responsibilities of medical practice.

Additional Guidelines for Clerkship Evaluations

All clerkships have adopted the approved policy for retesting and remediation: umassmed.sharepoint.com/sites/epc/Policies_Procedures/Forms/AllItems.aspx?id=%2Fsites%2Fepc%2FPolicies_Procedures%2F2024-2025%2FExploration Approach to Retesting and Remediation Policy%2Epdf&parent=%2Fsites%2Fepc%2FPolicies_Procedures%2F2024-2025

In addition: Each clinical discipline is expected to define the relative importance of the various measures used to assess knowledge, skills and attitudes as well as to define the nature of the procedures to be used in arriving at final performance ratings. This is to be described in writing to the students at the beginning of the rotation. While each discipline is allowed flexibility in evaluating students, based upon the uniqueness of that specialty, the following guidelines are to be used:

- Only one attempt to pass a course by course repeat is allowed. The grade recorded will be "Fail" until the student successfully passes each component. Thereafter the "Fail" will be replaced by the final grade earned for the clerkship, with a designation on the transcript that the course was remediated through additional coursework.
- All clinical grades must be at least "Pass" to graduate.
- Students must be in compliance with the incomplete course policy to advance to the next course: https://umassmed.sharepoint.com/:w:/r/sites/epc/_layouts/15/Doc.aspx?sourcedoc=%7BD198D441-0D3D-4DFB-BF2D-074797890AEA%7D&file=Explorations%20Incomplete%20Policy.docx&action=default&mobileredirect=true
- Students with a particular disability shall be afforded every reasonable means of meeting the specific requirements of any course according to ADA guidelines. Students requesting ADA accommodations must make the request through the ADA Accommodations process, as outlined at the following link: https://www.umassmed.edu/ada/
- The information regarding ADA Accommodations requests can also be found on the Office of Student Affairs website under the "How to?" tab.

7. Clerkship Performance Ratings/Final Grades

It is the responsibility of each course coordinator to distribute to each student on or about the first day of classes a syllabus which contains a description of the evaluation tools and procedures to be used. This is to include the relative weight of each examination and a statement defining the levels of proficiency required to attain each of the ratings/grades.

Ratings/grades used by clinical courses include:

Clinical grading beginning with the 18-19 academic year:

- **HIGH HONORS -** Indicative of exceptional and clearly outstanding performance
- **HONORS -** Meets most, but not all, requirements for "High Honors"
- **PASS -** Indicative of totally acceptable and competent work
- **FAIL* -** Unacceptable work of low quality. Any grade of "Fail" in a Core Clerkship must be remediated to at least a "PASS" to fulfill graduation requirements for the CCE year and to advance to the Advanced Studies year. Remediation may include repetition of clerkship clinical time and a Clinical Skills Elective through the Center for Academic Achievement.
- **INCOMPLETE -** A temporary designation indicating that a final rating is not yet available although the course has ended. This rating is used at the discretion of the course director with review by the Clinical Science Academic Evaluation Board (CSAEB) if necessary, such as in cases where the course work is incomplete due to physician-certified illness, death in the immediate family, or a reason of comparable magnitude. Requests for a temporary grade of "Incomplete" must be made to the course coordinator prior to the end date of the clerkship or elective. If an "Incomplete" grade is granted, the incomplete work must be made up in the time frame specified by the course coordinator. If no time frame is

specified, the work must be made up in a prompt and orderly fashion within one year. Extensions to this one-year limit may be granted by the course coordinator with the approval of the Clinical Science Academic Evaluation Board. If a student is carrying two or more grades of "Incomplete", the student's academic record will be reviewed by the Clinical Science Academic Evaluation Board.

An asterisk (*) accompanying any grade on a student's transcript indicates that this rating has resulted from a single attempt to remediate an initial course rating of NC (No Credit) or F (Failing).

8. **Advanced Studies Elective Evaluations**

   Internal Evaluations: For all electives on a student's schedule within the UMass system, the Elective coordinator or director will log into Oasis to complete the student evaluation.

   External Evaluations: For all electives on a student's schedule outside the UMass system (External Electives): It is the student's responsibility to provide an email for the faculty completing the Oasis evaluation when completing the *Away Elective Approval Form*. Oasis will generate an email with a link to the student evaluation to be sent the week before the elective ends.

   International Evaluations: For all international electives, it is the student's responsibility to provide an email for the faculty completing the Oasis evaluation when completing the IMEP-GHP application. Oasis will generate an email with a link to the student evaluation to be sent the week before the elective ends.

B. <u>Timing of Evaluations</u>

Final grades for students in pre-clerkship courses where co-course leaders utilize the services of the Office of Institutional Research Evaluation and Assessment (IREA) should be presented in a timely fashion, usually no later than 15 working days, following the final meeting or the final examination of a given course. IREA will then process and submit an electronic grades roster via a PeopleSoft Campus Solution (PSCS) gradebook upload to the Registrar's Office.

Final grades and narrative summaries for clerkship courses should be submitted through OASIS in a timely fashion, no later than five weeks following the completion of the clerkship or elective.

Make-ups of exams, papers, reports and/or other course activities that have been missed because of physician-certified illness, death in the immediate family, or other reason of comparable magnitude may occur within the time period of the course or following the course, as decided by the course coordinator. If, by pre-arranged agreement of the course/clerkship coordinator and the student, the make-up is not completed before the date for submission of performance ratings, then an "Incomplete" rating will be submitted. If an "Incomplete" grade is granted, the incomplete work must be made up in the time frame specified by the course coordinator. If no time frame is specified, the work must be made up in a prompt and orderly fashion within one year. Extensions to this one-year limit may be granted by the course coordinator with the approval of the appropriate Academic Evaluation Board. If a student is carrying two or more grades of "Incomplete," the student's academic record will be reviewed by the appropriate Academic Evaluation Board. All pre-clerkship work must be successfully completed prior to beginning the first clerkship.

C. <u>Review of Evaluation Criteria</u>

The appropriate curriculum committee will periodically review written criteria for assigning final grades in each course. The intent of this requirement is to ensure that each course has well-established, written criteria which are distributed to the student at the beginning of each course.

D. <u>Learning Communities Mentors</u>

A copy of the student's academic record and of any pertinent letters or emails are also sent to the student's Learning Communities Mentor. The Learning Communities Mentor does not take part in promotion decisions except at the student's request, as an advocate. Records are sent to the student's Learning Communities Mentor so that the Mentor may provide maximum help and consultation to the Mentee. Beginning with the class of 2026, Learning Community mentors have access to their mentees' academic portfolios.

IV. Academic Evaluation Boards, Criteria for Academic Review and Advancement

A. Overview

Students' academic records are monitored by two Academic Evaluation Boards; a Basic Sciences Academic Evaluation Board (BSAEB) and a Clinical Sciences Academic Evaluation Board (CSAEB). Each Board includes the coordinators for each course as well as ex-officio members. It is each Board's responsibility to periodically review student academic records, and to make recommendations to the Progress Board regarding student academic advancement, remediation or dismissal for failure to progress academically and/or for repeated lapses in professionalism or other behavior that has resulted in the filing of an Honor Code Violation.

Promotion from the Discovery Phase to the Explorations phase is determined by the Basic Science Academic Evaluation Board (BSAEB). Advancement within the Explorations and Horizons years and recommendation for graduation are the province of the Clinical Science Academic Evaluation Board (CSAEB).

The BSAEB:

The principal function of the BSAEB is to review the progress of students in the preclinical years. The BSAEB can make adverse recommendations to the Progress Board, per T.H. Chan School of Medicine policy. The BSAEB reports to the Dean of the Chan School of Medicine.

Specific responsibilities of the BSAEB include, but are not limited to:

- Review student records
- Recommend promotion of students from Discovery to Explorations phase
- Make adverse recommendations to the Progress Board, including:
    - Requiring a student to repeat a semester or a whole year
    - Entering a less than full-time or other program which will delay the student's time of graduation
    - Taking a leave of absence at the Board's initiative rather than that of the student
    - Being dismissed from the Chan School of Medicine

These situations slow a student's progress and require a vote. The Chair of the BSAEB must present these actions to the Progress Board, when an adverse recommendation is made by the BSAEB.

The BSAEB meetings are organized and called to order by the Chair, with support from the Vice-Chair. The chair and co-chair will not be leaders of the same block of the Discovery Phase. A detailed description of the BSAEB governance can be found on the Educational Policy Committee website.

The CSAEB:

The principal function of the CSAEB is to review the progress of students in the clinical years. The CSAEB can make adverse recommendations to the Progress Board, per Chan School of Medicine policy. The CSAEB reports to the Dean of the Chan School of Medicine.

Specific responsibilities of the CSAEB include, but are not limited to:

- Review student records
- Recommend promotion of students from Exploration to Horizons phase
- Recommend students for graduation to the Dean of the T.H. Chan School of Medicine
- Make adverse recommendations to the Progress Board, including:
    - Requiring a student to repeat a semester or a whole year
    - Entering a less than full-time or other program which will delay the student's time of graduation
    - Stop progress, which may delay a student's time of graduation
    - Taking a leave of absence at the Board's initiative rather than that of the student
    - Being dismissed from the Chan School of Medicine

These situations slow a student's progress and require a vote. The Chair of the CSAEB must present these actions to the Progress Board when an adverse recommendation is made by the CSAEB.

The CSAEB meetings are organized and called to order by the Chair, who is not a course director in the clinical years or clerkship director. A detailed description of the CSAEB governance can be found on the Educational Policy Committee website.

The BSAEB and CSAEB each meet approximately monthly during the academic year. Additional electronic discussion/consultation and voting may occur as necessary. It is the responsibility of each Board to review a student's entire record, taking into consideration the overall pattern and quality of a student's academic performance. It should be emphasized that the recommendations of the Boards to the Progress Board, and the actions and recommendations of the Progress Board, ranging from unqualified promotion to dismissal, are based upon assessments of academic and technical competence and upon qualitative, ethical and behavioral criteria.

Any recommendation made by either Academic Evaluation Board that is considered an adverse recommendation must be presented to the Progress Board. The Academic Evaluation Boards do not make final decisions, only recommendations to the Progress Board. Students may request to defer pre-clinical courses or clinical rotations and enter an extended course of study, without going before the Progress Board, as long as they are making satisfactory progress towards the MD degree.

A student will be considered to be making satisfactory progress towards the MD degree if the following percentage of the curriculum is met:

- End of first year of enrollment 12.5% of curriculum
- End of second year of enrollment 25% of curriculum
- End of third year of enrollment 50% of curriculum
- End of fourth year of enrollment 70% of curriculum
- End of fifth year of enrollment 85% of curriculum
- End of sixth year of enrollment 100% of curriculum

The percentage of curriculum completed will be calculated based on the percentage of the curriculum which would normally be completed in 4 years. The percentage of curriculum completed includes those mandatory curricular offerings and not supplementary elective courses. Students failing to meet the above academic advancement criteria will be presented to the respective Academic Evaluation Board (BSAEB or CSAEB) and may be referred to a Progress Board for failure to make satisfactory progress within the curriculum. Exceptions to the maximum number of years (6 enrollment/2 leave) can be made only in circumstances of extraordinary medical or personal hardship, on appeal to the appropriate Academic Evaluation Board.

Approved by the Educational Policy Committee (EPC) 4/2018.

B. <u>Academic Review and Advancement During the Pre-clerkship Years</u>

In general, a student whose internal record shows no ratings of NO CREDIT (NCR) and less than two ratings of "Incomplete" does not require individual review.

Specific requirements for advancement are:

Promotion from MS1 to MS2:

- Completion of all required courses for MS1 year; no unremediated rating of NCR.
- Course coordinators for each course will establish prerequisites for progression to that course or block of a course. Students who have satisfied the prerequisites will be permitted to progress to that course or course block.

Promotion from Discovery Phase to Exploration Phase

- Completion of all required courses in the Discovery Phase blocks and requirements in the Vista curriculum
- No unremediated ratings of NO CREDIT (NCR) and no ratings of "Incomplete"

Students meeting these requirements are eligible for advancement unless additional information brought to the attention of the Board (e.g., demonstration by the student of qualities of character or personality that constitute Honor Code Violations or are not compatible with required Technical Standards and are incompatible with a career as a physician) requires further deliberation and action.

- A student whose record shows an "Incomplete" rating shall be reviewed for the purpose of ensuring completion of the "Incomplete" rating.

- A student whose record shows one rating of NO CREDIT (NCR) shall be reviewed, required to remediate the NO CREDIT (NCR) rating(s) and considered for possible mandatory program extension.
- A student whose record accrues two or more NO CREDIT (NCR) ratings shall be reviewed, and may be:
    1. required to remediate all NO CREDIT (NCR) ratings and possibly be engaged in mandatory program extension,
    2. required to repeat the entire academic year, or
    3. be dismissed without an opportunity for further remediation

Program extension (please see "Extended Program" Section of the Handbook).

A medical student will be considered to be on "Extended Student" status ("ES") when that student's anticipated year of graduation is more than four academic years from the academic year of admission. The change in student status will be effective from the date at which the student begins the action which will extend the program (i.e., withdraws from a required course, begins a leave of absence to do research or other enrichment program, enrolls for fewer than the usual full load of courses). Program extension may include a period of academic leave, either to bring the student's schedule back into synchrony with the curriculum or to require or allow specific support activities (e.g., counseling, tutoring, reading or other background courses, etc.).

C. Academic Review and Advancement During the Clinical Years

The Explorations and Horizons years constitute the clinical portion of the curriculum. Prior to the Explorations year, the student is assigned by computerized lottery to thematic sections. Similarly, prior to the Horizons year, the student is assigned by computerized lottery to an approved Acting Internship, Clinical Problem Solver, Pathways month, and Intersessions. As part of Horizons year planning, students work with their Learning Communities Mentor to select electives to enhance their educational experience and prepare them for residency training. Each student must complete 20 elective credits in order to meet graduation requirements. Details regarding these requirements can be found in Section 1 of the Student Handbook, MD Program Curriculum.

Required Clinical Rotations

Clinical Grading Schema beginning with the 18-19 academic year:

- If a FAILING rating has been assigned in a required clerkship, the CSAEB shall review the student's progress and/or require remediation which will include repetition of the clerkship or the taking of an additional clerkship in the appropriate area.
- If a student is carrying two or more grades of INCOMPLETE, the student's academic record will be reviewed by the CSAEB, which will recommend modifications in the student's academic program.
- If a student is carrying more than one grade of FAIL in a required clinical rotation the CSAEB may recommend modifications in a student's academic progress.

Comprehensive Core Clinical Assessment (CCCA)

Any student who does not fulfill competency performance standards on the CCCA, will be required to complete a self-assessment as directed by CCCA faculty, meet with CCCA faculty to review their performance and must take the (CCCA Retest) to meet competency performance standards. Students will be notified of their CCCA performance results and the need to retake the CCCA Retest by mid-August of each year. The CCCA Retest will be conducted no later than November of the CCCA year.

A CCCA Committee will be formed as a standing subcommittee of the CSAEB to determine and oversee the CCCA exam as well as the planning and assessment for any student who does not fulfill competency performance standards on the CCCA. The CCCA Retest will be developed under the oversight of the Committee. Students' performance outcomes from the CCCA Retest will be reviewed by the CCCA Committee.

For the student who does not meet "competency" standards on the CCCA Retest, a grade of "Fail" on the CCCA Retest will be reported to the student and the CSAEB. Any such student will be required to undergo individualized remediation of their clinical skills with the Center for Academic Achievement. As it is a graduation requirement to pass the CCCA, students who have failed the CCCA Retest must undergo an additional clinical skills exam as determined by the CCCA Committee.

The student may submit a written appeal regarding the CCCA and the CCCA Retest grade to the Committee within 2 weeks of the grades being sent to the students. All appeals will be managed by the CCCA Committee.

Horizons Electives

Clinical Grading Schema beginning with the 18-19 academic year:

- If any FAILING rating is assigned in an elective course, the Board shall require repetition (remediation) of the elective if it is required to meet the 20 week minimum. Remediation of the FAILING grade will be noted on the permanent transcript with an asterisk.
- If a FAILING rating is assigned in an elective and the 20 week minimum is fulfilled by addition of another appropriate elective rather than by direct remediation of the original elective, the grade of F in that elective will remain on the student's permanent transcript.

The Clinical Science Academic Evaluation Board shall recommend students to the Dean of the School of Medicine for receipt of the MD degree based on completion of all of the requirements for the MD degree as found in "Section ONE: Academic Programs."

V. Adverse Recommendation

(As defined in Sec. 2.2 of the school's Appeal Policy)

An Adverse Recommendation is a recommendation of either the Basic Science Academic Evaluation Board (BSAEB) or the Clinical Science Academic Evaluation Board (CSAEB) to the Progress Board (PB) to have the student repeat:

1. repeat a Discovery course because of a failing grade (NCR) in a single course,
2. repeat a clerkship, another required Explorations course or and Horizons elective because of a grade of "Below Expected" or "Fail,"
3. repeat or delay a whole semester or an entire year,
4. enter a less than full-time or other program that will delay the student's time of graduation,
5. take a Leave of Absence at the initiative of the Board (BSAEB or CSAEB) rather than of the student, or
6. be dismissed.

When the BSAEB or CSAEB makes an Adverse Recommendation (AR), the recommendation will be conveyed to the Progress Board (PB) in writing, with an explanation of the AR and the policy/reasoning that led to the AR. The Progress Board will hear the recommendation, meet with the student and other parties as indicated in order to consider the recommendation. The Progress Board will then make a formal recommendation to the Dean of the T.H. Chan School of Medicine. Progress Board processes are described in detail in the next section, VI. Progress Board.

See Section 3. "Academic Policies and Regulations: Criteria for Academic Review and Advancement" Revised 5/2016

VI. Progress Board

Progress Board structure and function:

The Progress Board (PB) is a standing, independent promotions committee in the T.H. Chan School of Medicine consisting of 9 members (5 clinicians and 4 basic scientists) appointed by the Dean of the Chan School of Medicine. The PB meets upon receiving a recommendation of the Basic or Clinical Science Academic Evaluation Board that is considered an Adverse Recommendation (see definition above). Additionally, a student may be referred to the PB by the Chan School of Medicine Honor Board for Honor Code/professionalism violations that may merit either a decelerated program, interruption in training, leave of absence or dismissal from the Chan School of Medicine. Faculty may apply to the Dean for a position on the PB. If an insufficient number of faculty apply, the Dean shall appoint the members from the general faculty. To ensure the board is fully and appropriately staffed, membership will be reviewed every odd numbered year (i.e., 2021, 2023) in the fall of the academic year. At that time, faculty will also be asked to attest to their ability to fulfill obligations put forth by the PB.

Requirements for membership on the Progress Board:

- Senior member of the faculty (associate professor or above)

- NOT a current course, block or rotation director and has not been a course, block, or rotation director for at least 12 months before date of appointment. Faculty members who teach in a course or clerkship but are not the director may be members of the PB.
- A member of the PB who has a relationship to the student as a mentor must recuse him/herself from voting in any decision about that student.
- If the case concerns a particular course, faculty teaching in that course must recuse themselves from voting in any decision about that course.

The PB makes recommendations to the Dean of the T.H. Chan School of Medicine regarding:

- remediation or repetition of courses,
- entry into a less than full-time program (when this request is not made by the student),
- leave of absence not initiated by the student, or
- dismissal.

Operational support for the PB is through the Office of Student Affairs and the Associate Dean for Student Affairs. The PB will make decisions following the academic policies as set by the Educational Policy Committee (EPC) in the Chan School of Medicine, in accordance with the Technical Standards and the Honor Code in the Chan School of Medicine and the University of Massachusetts Chan Medical School Code of Conduct.

Chair of the Progress Board:

Members of the Progress Board (PB) will select a Chair each time a PB is convened. The member serving as Chair will continue to have a vote.

The role of the Chair:

- conduct the PB meetings and
- report the findings of the PB to the Dean of the T.H. Chan School of Medicine and to the appropriate referring Academic Evaluation Board.

Progress Board Process:

If the Basic Science Academic Evaluation Board (BSAEB) or Clinical Science Academic Evaluation Board (CSAEB) makes an Adverse Recommendation, this will result in referral of the student to a Progress Board (PB). Similarly, if the Honor Board (HB) makes a recommendation that may affect progress of the student in the curriculum, the student will be referred to a PB. The Chair of the AEB or HB making the referral to the PB will notify the student in writing of the decision, with copy to the Associate Dean for Student Affairs (ADSA) and the student's Learning Communities Mentor. The ADSA will notify the PB members of the PB referral and will arrange the PB meeting but will not participate in deliberations or voting. The Office of Student Affairs will provide administrative support for all aspects of the meeting. A minimum of seven (7) members of the PB must be present at a PB meeting in order to render a decision on a given case, with only one member per category (clinical or basic science) permitted to be absent. Meetings may be accomplished in person or remotely utilizing secure video conferencing. The members of the Progress Board who are hearing a case will not include any member of a course involved in the Adverse Recommendation of the Evaluation Board and will not include any mentor of the student.

In advance of the PB meeting, the ADSA, Chair of the AEB or HB making the referral to the PB and the Chair of the PB will meet to prepare materials for the PB meeting, including communications between the AEB/HB and the student and the complete academic record, including professionalism concerns if reports have been filed.

The ADSA will notify the student of the date of the PB meeting by sending a letter via email to the student's umassmed.edu account, providing at least 10 working days' notice before the date on which a PB is convened. The letter will also be mailed to the student's address as listed in PeopleSoft, via registered/certified mail. The ADSA will also forward to the student via email the information being presented at the PB meeting. The notification to the student and the accompanying materials will also be emailed to the student's Learning Communities Mentor. The student will be expected to review the materials and prepare a self-reflection regarding the reason for the referral to the PB. The self-reflection should be sent to the ADSA no later than 5:00 p.m. on the day before the PB hearing. The ADSA will share the student's self-reflection with the members of the PB.

The PB will receive the minutes of the AEB meeting(s) and any other pertinent information. Members of the PB are expected to review all materials prior to the PB meeting. The Chair of the AEB or HB will

present the reason for the referral to the PB on the day of the meeting. A student must be invited but is not required to attend any PB meeting at which an Adverse Recommendation is being considered. Furthermore, any student may request to meet with the Chair of the PB in advance of the PB meeting. If the student wishes to meet with the Board, the student's request must be given in writing to the ADSA at least two working days prior to the PB meeting. A student who elects to be present for the PB hearing may bring an advocate into the hearing room with him or her. In a case in which no criminal charges are pending, the advocate can be any member of the university community. However, no parties shall be represented by legal counsel (this restriction includes faculty members and students other than the accused student who also have formal legal training). The role of the advocate is to assist the student in presenting his/her side of the case as effectively as possible. If criminal charges are pending, the student may bring an attorney as an advocate and the University may also choose to be represented by legal counsel.

The PB may call on the Chair of the AEB or HB, the ADSA, or any other faculty members, for clarification of process and issues, either before, during, or after the PB hearing. The PB may call additional meetings for further deliberation after the initial PB hearing, either in person or by secure video conferencing. The PB may also call the student back for additional clarification if needed. The PB will deliberate and make a recommendation to the Dean of the T.H. Chan School of Medicine based on the information presented during the PB hearing and any follow-up information obtained during the course of the deliberations.

Decisions of the PB will be by majority vote; the standard used will be "preponderance of the evidence" rather than the criminal standard of "beyond a reasonable doubt." The PB will render a decision and recommendation to the Dean no later than 15 working days after the initial PB hearing is convened. The Chair of the PB will convey the decision by letter to the Dean, sent via email and copied to the Chair of the AEB or HB that made the referral to the PB as well as to the ADSA. The Dean will indicate to the Chair of the PB whether the PB decision will be accepted, with cc to the Senior Associate Dean for Educational Affairs (SADEA) and the ADSA. The ADSA will in turn notify the student of the decision by the PB and the Dean. In the notification to the student, the ADSA will inform the student of his/her right to appeal the decision in accordance with the Appeal Policy (see section IX, Appeal Policy Medical Student).

VII. Remediation Policies

All remediation efforts must receive prior approval of the appropriate Academic Evaluation Board.

For preclinical courses: *(For Vista Discovery Phase, visit the OUME page):* https://www.umassmed.edu/oume/curriculum/Vista-Curriculum/vista-discovery-assessments/vista-progression-remediation-and-deceleration/

- The grade which shall be recorded on a student's transcript following successful remediation of a NO CREDIT (NCR) rating by examination can only be CREDIT (CR).
- Only one chance to remediate a NO CREDIT (NCR) rating by repetition of the course is allowed. Students attempting a remediation by course repeat are not eligible to take the remediation exam following this course repeat.
  - If a student fails to obtain a grade of CREDIT (CR) by repetition of the course, the original grade will stand.
  - If the original grade was a NO CREDIT (NCR)/FAILING (F) or if the grade results in another condition subject to dismissal the student will be subject to dismissal, as described in the Criteria for Academic Review and Advancement.
- If a NO CREDIT (NCR) rating is successfully remediated by repetition of the course, the result must be recorded as the appropriate preclinical course grade, such as CR.
- A course may not downgrade a post-remediation rating as a penalty for a previous performance.
- Grades remediated from a NO CREDIT (NCR) rating will also be noted on the transcript.

For clerkships & electives:

Clinical Grading Schema beginning with the 18-19 academic year:

- Please see our retesting and remediation policy which applies when one component of the clerkship (OSCE, written exam, clinical grade) is not a pass or higher. https://www.umassmed.edu/oume/educators/faculty-handbook/uniform-exploration-year-retesting--remediation/

In accordance with this policy: If a FAILING rating is due entirely to performance on a written examination or OSCE, but clinical performance has been at a PASS or higher, the student must meet with the Director of the Center for Academic Achievement or the Clerkship Director to review. If the student passes on the second attempt, no further action is needed. If the student fails the second attempt, there is required remediation with the Center for Academic Achievement. Rescheduling the OSCE/written exam will take place once the Center for Academic Achievement determines the student is ready. Upon a third failed attempt, the student must repeat components of the rotation

- In required clerkships, remediation of FAILING grades will include repetition of the clerkship and/or the taking of an additional clerkship in the appropriate area. In addition, there is required remediation with the Center for Academic Achievement.
- For electives, remediation of FAILING ratings in order to meet the 20-week minimum requirement includes repetition of the elective and/or taking an additional elective in the appropriate area. If the elective credits are not needed the student is not required to retake the elective.
- If a FAILING rating is due entirely to performance on a written examination or OSCE, but clinical performance has been at a PASS or higher, the student must meet with the Director of the Center for Academic Achievement or the Clerkship Director to review. If the student passes on the second attempt, no further action is needed. If the student fails the second attempt, there is required remediation with the Center for Academic Achievement. Rescheduling the OSCE/written exam will take place once the Center for Academic Achievement determines the student is ready.
- Only one chance to remediate a less-than-PASS rating by repetition of the clerkship/elective is allowed.
  - If a student fails to obtain a grade higher than FAILING by repetition of the course, the original grade of FAILING will stand.
  - If the original grade was a NO CREDIT(NCR)/FAILING in a required clinical course, or if the grade results in another condition subject to dismissal the student will be subject to dismissal, as described in the Criteria for Academic Review and Advancement.
  - If the FAILING rating is successfully remediated by repetition of the clerkship/elective, the result which can be recorded may be the appropriate course grade, including PASS (P), HONORS (H), or HIGH HONORS (HH).
- A course may not downgrade a post-remediation rating as a penalty for a previous performance.
- Grades remediated from a FAILING rating will also be noted on the transcript.

For the Comprehensive Core Clinical Assessment (CCCA):

Any student who does not fulfill competency performance standard on the CCCA, will be required to complete a self-assessment as directed by CCCA faculty, meet with CCCA faculty to review their performance and have further opportunity (CCCA Retest) to meet competency performance standards. Achieving competency on the CCCA is a graduation requirement. The CCCA is reported in the MSPE. (See: Comprehensive Core Clinical Assessment, above.)

VIII. Dismissal

The Progress Board may recommend to the Dean of the medical school that a student be dismissed. Circumstances which may warrant dismissal include:

- A student's record which shows failure to remediate successfully to CREDIT/EXPECTED PERFORMANCE/PASS or better, any rating of less than CREDIT/EXPECTED PERFORMANCE/PASS for which remediation was required, e.g., all No Credit (NC) and Failing (F) grades must be successfully remediated to Credit (CR) or Expected Performance (EP) OR Pass (P).
- A student's record that simultaneously shows two or more NO CREDIT/FAILING ratings
- A student's record which shows in its entirety an accumulation of five or more ratings below CREDIT/EXPECTED PERFORMANCE, irrespective of any remediation (i.e., a history of five or more ratings of NO CREDIT/FAILING is sufficient grounds for dismissal even if the student has previously remediated some of the ratings to CREDIT/EXPECTED PERFORMANCE or better).
- Demonstration by the student of qualities of character or personality which are incompatible with a career as a physician, including behavior judged to be illegal, unethical, or so objectionable as to

be inconsistent with suitability for the medical profession (see Technical Standards for Medical School Admission, Continuation and Graduation).

- A student who does not fulfill requirements in the competency areas for Medical Education as defined by the faculty of the UMass Chan Medical School.

IX. Appeal Policy (Medical Student)

A. Background

The Basic Science Academic Evaluation Board (BSAEB) and the Clinical Science Academic Evaluation Board (CSAEB) are charged with reviewing the progress of all medical students. From time to time, these Boards find it necessary to make recommendations to the Progress Board (PB) which may recommend to the Dean of the T.H. Chan School of Medicine an extended period of study or otherwise affect a student's progress. A student may, on occasion, feel such decisions are unfair in some way. This document outlines the procedures associated with filing an appeal.

Students are encouraged to try all other routes for resolving differences before resorting to the filing of a formal appeal. Students should seek the counsel and help of the Office of Student Affairs and consider such an appeal only after all alternative routes have been explored.

An appeal alleges a mistake in the facts relied upon for the decision or that the facts support different action by the Progress Board.

B. Definitions

Academic Evaluation Board. The Academic Evaluation Boards are the bodies charged with evaluation of the progress of students and with making Adverse Recommendations to the Progress Board, as defined above in section V, which may include an impact on promotion, for a remedial program or for dismissal from the Chan School of Medicine. The Basic Science Academic Evaluation Board monitors progress in the first two (Pre-clerkship) years and the Clinical Science Academic Evaluation Board monitors the last two (Clerkship) years.

Progress Board. The Progress Board is a standing, independent promotions committee consisting of 9 members: 5 clinicians and 4 basic scientists which meets when a recommendation of the Basic or Clinical Science Academic Evaluation Board that is considered an "adverse recommendation" is made, or when the Honor Board recommends a change in the student's educational program to address professionalism concerns.

Adverse Recommendation. An Adverse Recommendation is a recommendation of either the Basic Science Academic Evaluation Board or the Clinical Science Academic Evaluation Board to the Progress Board to have the student (1) repeat a whole semester or an entire year; (2) enter a less than full-time or other program which will delay the student's time of graduation; (3) take a leave of absence at the initiative of the Board rather than of the student; or (4) be dismissed.

Appeal. An appeal is a formal request for reconsideration of a decision. This document addresses appeals filed by students in regard to promotion and dismissal or any adverse decisions. A grade that does not affect promotion or retention may not be appealed beyond the Chair of the Department. Appeals related to issues of Affirmative Action are handled by a specific procedure for such problems (University of Massachusetts Chan Medical School Discrimination Complaint Procedure HR Policy #06.05.10). The appeal must be in writing and state (i) the factual and/or procedural basis for the appeal and, (ii) the resolution the student seeks.

Senior Faculty Member. A Senior Faculty Member is a member of the faculty at the rank of Associate or Full Professor and participating regularly and significantly in the formal medical curriculum.

Standing Academic Appeal Committee. The Standing Academic Appeal Committee is a standing committee of the faculty appointed to aid the Dean in evaluation of appeals. The committee shall consist of four senior faculty members, two from basic science departments and two from clinical departments. No member of an Academic Evaluation Board can serve concurrently on the Standing Academic Appeal Committee. The committee shall choose a Chair within as expeditious a time frame as practical, usually within 10 working days of its constitution. In the event that the committee cannot agree on a Chair, the Dean shall select one from the committee. In the event of a conflict of interest on the part of a member of the Standing Academic Appeal Committee when issues relating to a specific student arise, or in the event that a committee member will not be available given the constraints of time associated with prompt evaluation of an appeal, the Dean shall appoint a substitute. Where practical, the substitute shall be chosen so as to preserve the existing balance of the committee.

Ad Hoc Academic Appeal Committee. The Ad Hoc Academic Appeal Committee is a committee constituted to aid the Dean in decisions involving non-procedural issues which may result in dismissal. It consists of the members of the Standing Academic Appeal Committee supplemented by a senior faculty member appointed by the Dean from a list of three senior faculty members submitted by the student as part of the written document outlining the appeal. The Dean shall screen this appointee for a possible conflict of interest in issues involving the student in question, and the Dean shall confirm that the appointee will be available as required for expeditious evaluation of the appeal. The Chair of the Standing Academic Appeal Committee shall serve as Chair of the Ad Hoc Academic Appeal Committee.

C. Process for an Appeal

In order to file any appeal, the student must produce some evidence of error beyond the student's simple assertion that the Grade Granting Unit or Board was wrong. For example, if a student disagrees with the grade assigned by a Grade Granting Unit, the student should discuss the issue with the faculty coordinator of the relevant course, clerkship or elective and request a reconsideration by the grading committee if that option is offered by the coordinator. In the event of unsatisfactory resolution of the issue by the grade granting unit, the student has the option to request a reconsideration by the Chair of the relevant department or departments for interdepartmental courses.

The appeal to the Chair of the department is made by writing a letter to the Chair outlining the reasons for disagreeing with the grade. The Chair will convene a small group of faculty, not including the course coordinators, who will review the grade and may interview the student and the course coordinators in coming to a determination.

Once a decision has been made the Chair will inform the student of the outcome by letter. A copy of that letter will also be sent to the Associate Dean for Student Affairs who will inform the appropriate Academic Board.

An appeal to the Dean of the medical school/Academic Appeal Committee may be made only if the grade has an impact on promotion or dismissal. For example, if a grade results in a requirement for repeating a course or other action resulting in a requirement for program extension, it may be appealed in this way.

Explorations phase grade appeal process can be found in the following link:
https://umassmed.sharepoint.com/sites/epc/Policies Procedures/Forms/AllItems.aspx?id=%2Fsites%2Fepc%2FPolicies Procedures%2F2024-2025%2FExploration Grade Appeal Policy%2Epdf&parent=%2Fsites%2Fepc%2FPolicies Procedures%2F2024-2025

D. Procedure for Review of an Appeal

1. General.

The particular procedure depends upon the nature of the appeal. The alternatives are identified by number and are listed in the sections below. Throughout the process of the appeal, the student will receive information about the progress of the appeal from the office of the Associate Dean for Student Affairs and/or directly from the office or committee reviewing the appeal.

2. Procedure I - Program Extension or Repeating of Courses.

If the recommendation of the Progress Board involves the student entering a less than full-time program or repetition of a whole semester or an entire year, the recommendation must be implemented within a reasonable period of time so that the student will be able to take the courses while they are still available. Procedure I is intended to be as expeditious as practical consonant with a fair and reliable evaluation. A student wishing to file an appeal related to such a decision must do so in writing to the Dean of the T.H. Chan School of Medicine within 10 working days of receipt of notification of the decision of the Progress Board. The appeal should be sent to the Associate Dean for Student Affairs.

The Dean of the Chan School of Medicine will refer the appeal to the Standing Academic Appeal Committee for review. This Committee shall evaluate the appeal and report its finding to the student, the Progress Board, and the Dean, within as expeditious a time frame as practical, consonant with a fair and reliable evaluation, usually within 20 working days. A majority vote of the Standing Academic Appeal Committee is required to recommend reversal or revision of a decision of the Progress Board.

If the Committee vote results in a tie, the Progress Board's decision shall be upheld. In the event that the Committee disagrees with the Progress Board, the Committee's report shall include a recommendation for correction. The Dean shall review this recommendation and forward it (with any appropriate modifications) within as expeditious a time frame as practical, consonant with a fair and reliable evaluation, usually within 10 working days of receipt to the Progress Board which shall follow the Dean's directions to remedy the appeal.

3. **Procedure II - Dismissal.**

When the appeal relates to a recommendation of the Progress Board for dismissal, the student must notify the Associate Dean for Student Affairs of the intent to file an appeal. This must be done in writing within 10 working days of receipt of the notification of the decision of the Progress Board. The student's notification of intent to file an appeal may include a list of three senior faculty members from which the Dean of the medical school may choose the ad hoc member of the Ad Hoc Academic Appeal Committee. If no list is submitted, the Dean shall appoint an ad hoc member of his/her choosing. Within 20 working days of receipt of the decision of the Progress Board, the student must file the written appeal.

The Dean of the T.H. Chan School of Medicine shall review this document and take one of the following three actions. (1) If the Dean deems the appeal to be without merit, the dean shall reject the appeal. (2) If the Dean determines that the entire appeal deals with a procedural error, the Dean may accept the appeal and set in motion a mechanism for redress. (3) If any or all of the appeal deals with a non-procedural issue, the Dean shall constitute an Ad Hoc Academic Appeal Committee which shall review the written record, hear the student in person and, at the student's option, hear one advocate chosen by the student from among students, faculty or administration. In addition, the Ad Hoc Academic Appeal Committee shall make a reasonable effort to include participation of all persons it, the student, the Dean, or any member of the faculty shall deem appropriate and necessary for a full evaluation of the case.

In the case of a dismissal on the basis of academic performance, allegations of academic dishonesty or disciplinary action in which no criminal charges are pending, no parties shall be represented by legal counsel (this restriction includes faculty members who also have formal legal training). In the case of dismissal on the basis of academic dishonesty or disciplinary action, a student may submit a written statement drafted by an attorney and that statement will be considered by the Ad Hoc Academic Appeals Committee before a final decision is issued. A student subject to dismissal who faces criminal charges arising from the same facts shall be permitted to select as his or her mentor an attorney, without regard to whether the attorney is a member of the campus community. This right to have an attorney present (at the student's expense) will also apply when, in the judgment of the Ad Hoc Academic Appeals Committee, it appears likely that such charges will be filed.

The Chair of the Ad Hoc Academic Appeal Committee shall have the right to limit witnesses and testimony to that which the Chair deems relevant to the issues at hand. The Chair may also meet informally with any parties to the dispute to identify points on which both sides agree and thereby streamline the hearing itself. The student shall have the right to hear all testimony and to see all evidence introduced as part of the review process (however, in the event that the evidence should contain information relevant to other students, their identities shall not be disclosed to the student). The student shall be allowed five working days to prepare and submit a written rebuttal of any testimony presented at the hearing. After all the testimony and evidence have been presented, the Ad Hoc Academic Appeal Committee shall meet to evaluate the issues raised in the appeal and the hearing. A majority vote shall constitute a decision. The student may not be present during these deliberations.

The Ad Hoc Academic Appeal Committee shall render its recommendations to the Dean of the medical school within as expeditious a time frame as practical, consonant with a fair and reliable evaluation, usually within 20 working days. In the event that the Ad Hoc Academic Appeal Committee disagrees with the original decision, the Dean shall ask the Progress Board to reconsider its decision. The Progress Board shall respond to the Dean within five working days of its next meeting. The Dean shall then evaluate the case, reviewing all the written evidence in the case and interviewing the student and the student's advocate (if the student so desires). In particular, in the event of a disagreement between the Progress Board and the Ad Hoc Academic Appeal Committee, the Dean shall make the final evaluation of the appeal and, if it is indicated, effect a mechanism for redress. This decision of the Dean shall be final.

In the event that the Ad Hoc Academic Appeal Committee supports the original decision, that decision shall be final.

4. **Protection**

   No student shall be penalized for having filed an appeal.

   Every effort shall be made to meet all time limits set forth in these procedures. However, with the exception of the time limit for filing an appeal, all time limits may be extended at the discretion of the Dean of the medical school. The time limit for filing an appeal may be extended only in those instances where the Dean finds that there are extreme extenuating circumstances justifying such an extension and that the appeal process will not be unduly burdened as a result.

X. Advanced Standing

Given the integrated model for our courses and curricular framework, requests for advanced standing will be considered on a case-by-case basis. Under the oversight of the Assistant Dean for Preclinical or Clinical Curriculum, requests for advanced standing in a given course will be reviewed by the respective curriculum committee and subject to approval by the designated course co-leaders.

Requests for advanced standing should be directed to the Assistant Dean for Preclinical or Clinical Curriculum.

XI. Credit Hour Definitions

The University of Massachusetts Chan Medical School, which consists of its T.H. Chan School of Medicine, the Tan Chingfen Graduate School of Nursing and the Morningside Graduate School of Biomedical Sciences, fulfills the following Federal definition of a credit hour:

Except as provided in 34 CFR 668.8(k) and (1), a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than (1) One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately 15 weeks for one semester or trimester hour of credit, or 10 to 12 weeks for one quarter hours of credit, or the equivalent amount of work over a different amount of time; or (2) At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution, including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

Faculty and Student Notifications:

The credit hour assignments will be included in the appropriate student handbook, and they will be provided to the Office of Faculty Affairs for inclusion in the orientation program for new faculty. It will also be presented at relevant curriculum committee meetings to ensure faculty awareness.

T.H. Chan School of Medicine (SOM) Course Credit Hour Assignments

Existing Curriculum:

Each grade-granting course is assigned credits based on the following process, which builds on standard educational benchmarking and local expertise in curriculum development and expectations for clinical work:

- Year 1-2 foundational curricula: approximately 15 classroom hours and two out-of-classroom hours per classroom hour/semester (minimum 45 hours) = one credit.
- Years 3-4 core clinical and elective experiences: one week = one credit.
- Year 4 required Acting Internship: one week = one credit.
- The allocation of credits for less than one hour shall be in 0.5 increments only.

The Credit-Hours Work Group (CHWG) will present the slate of course credit hours annually to the relevant curriculum sub-committee of the Education Policy Committee (EPC) for review and endorsement, and to the full EPC at the request of the EPC curriculum sub-committee.

New Course Development: Newly approved courses will apply this metric to confirm appropriate credit.

Adjustment:

- The CHWG will be convened twice annually in October (to prepare for any necessary changes that would be voted by the EPC in January) and approximately three months before the start of the

academic year to review any need to adjust policy or procedure, and on an ad hoc basis throughout the year as time sensitive issues arise. These meetings will be called by the CHWG Chair, the Associate Dean for Undergraduate Medical Education.

- The credit-hours work group consists of the Associate Dean for Undergraduate Medical Education and Associate Dean for Student Affairs, Chairs of the EPC curriculum sub-committees, Chairs of the Basic and Clinical Sciences Academic Evaluation Boards, the Registrar and the Financial Aid Director.
- A sub-committee with expertise in elements unique to the MD/ PhD program will meet annually and as needed to address credit-hour issues related to that program. This MD/PhD CHWG will be comprised of the Dean of the Morningside School of Biomedical Sciences, the Associate Dean for Undergraduate Medical Education, the Chair of the relevant EPC sub-committee, MD/PhD leadership, the Associate Dean for Student Affairs and other content experts as necessary.
- The policy will be posted on the EPC website.
- After the annual credit hours meeting the policy and credit table will be distributed to course leaders, this will also occur at course leadership changes.

Credit Hour Audit Process

The Associate Dean for OUME in the T.H. Chan School of Medicine, the Dean of the Morningside Graduate School of Biomedical Sciences and the Dean of the Tan Chingfen Graduate School of Nursing will annually supply a list of all credit granting courses to the Associate Dean for Allied Health and Interprofessional Education Programs (the "Associate Dean"), who will randomly select two courses from each of the three schools for an audit to determine credit hour compliance with this policy. The appropriate Dean will formally notify each of these three individuals concerning the initial results of this audit. If there is a disagreement concerning the findings, the associate dean will meet with the individual for further discussion. The appropriate Dean will report their final audit conclusions to the Provost.

XII. Extended Program

Most students at the T.H. Chan School of Medicine will complete their course of study in four years. However, students may wish to pursue opportunities for research, other academic enrichment such as international programs, completion of work toward another degree, or may experience childcare responsibilities, financial, health, personal or family problems. In addition, students may occasionally experience academic difficulty. For any of the above reasons, students may request program extension, or be recommended for program extension by the appropriate Academic Evaluation Board.

As of May 2, 1995, the following policy regarding Extended Students will apply. This policy will apply to matriculated UMass Chan Medical School, T.H. Chan School of Medicine students only.

A medical student will be considered to be on "Extended Student" status ("ES") when that student's anticipated year of graduation is more than four academic years from the academic year of admission. The change in student status will be effective from the date at which the student begins the action which will extend the program (i.e., withdraws from a required course, begins a leave of absence to do research or other enrichment program, enrolls for fewer than the usual full load of courses).

School policy requires a student to take a minimum of eight (8) semesters of enrollment and allows for a maximum of 12 semesters of enrollment in medical student courses to complete the MD degree.

Students MUST be registered for a minimum of nine (9) credit hours for that semester by two weeks before the start of the semester and must maintain a minimum enrollment of 9 credit hours during the semester in order to maintain active student status (eligibility for course credit, malpractice insurance, financial aid, etc. See; "Matriculating Student Status" and "Number of Years to Complete the MD Degree."

Students should be aware that in many states, extended status will result in automatic review by the Board of Registration when the initial license is applied for. Because this may result in a minor time delay, students on Extended Status are therefore advised to apply for their temporary license as soon as feasible.

In addition, students should understand that in many states not more than seven (7) years may elapse between the initial passing of Step 1 of the USMLE and the taking of Step 3. Current information on this may be obtained at the Federation of State Medical Boards (FSMB) web site http://www.fsmb.org/.

Students enrolled for any medical school courses for credit, including students on ES status, will be assessed the full medical school tuition for each semester of enrollment. The first semester in which the student is enrolled for medical school courses for credit after completing eight full semesters of assessed

UMass Chan Medical School tuition, excluding any prior semesters for which a Post Sophomore Fellowship tuition waiver was received (such as the "Pathology year"), the student's status will change to "Extended Student/Program Fee" ("ESPF" status).

Extended Students and the Financial Ramifications

- Students in Extended Student Program Fee (ESPF) status will not be assessed tuition and will be required to pay a program fee plus all applicable student fees. Students in ESPF status will be considered full time, active, matriculated medical students. A student may continue in ESPF status for a maximum of four semesters.
- A semester for which only partial tuition was paid (i.e., a semester during which the student withdrew and received a pro-rated tuition rebate) will not be credited toward the four full semesters of assessed UMass Chan Medical School tuition.
- Students transferring from other medical schools will not be eligible for ESPF status until they have completed eight full semesters of assessed UMass Chan Medical School tuition.

Please see "Criteria for Academic Review and Advancement and Office of the School Bursar" for more information. (rev. 060315)

XIII. Fifth-Year Option for the MD Degree

The Fifth-Year Option requires extension of the educational program for completion of the MD degree, including a minimum of 9 credits per semester for up to two semesters. This option is not intended for students who are required to extend their program in order to complete courses required for the regular MD degree (e.g., decelerated students, students remediating courses, or students who took a leave during their regular program). The option is under the oversight of the Office of Student Affairs and will be overseen by the Associate Dean for Student Affairs.

Common reasons for application for entry into the Fifth-Year Option:

- extended international experience
- extended research experience
- extended clinical experience

Requirements for completion of Fifth-Year Option:

- Students may elect to enroll in the option for one or two semesters.
- Extension of a one semester into a two-semester option is permissible with approval of Office of Student Affairs (if, for example, a research project is found to take longer than anticipated). If the option extends into the second semester, the student is required to successfully complete a minimum of 9 credits during the second semester.
- A minimum of 9 credit hours must be taken per semester of enrollment.
- Students must fulfill educational objectives they set out in their proposal.
- Students will be held to the same standards of academic and professional behavior as during the regular MD program.
- Students beginning this option will not be eligible for the MD degree until they have completed the option as approved.
- Failure to successfully complete this option once approved and begun may result in consequences up to and including dismissal.

Opportunities to apply:

- Students may apply for the Fifth-Year Option at any time after matriculation. The expectation is that most proposals would be made at the end of the third or beginning of the fourth year.
- Proposals must be submitted to the Office of Student Affairs for approval by April 30 of the year preceding the fifth year of enrollment (e.g., by April 30, 2021, for entry into the Option in AY 21/22).

Application process:

Student must meet with:

- Their Learning Communities Mentor
- Associate Dean for Student Affairs or designee

- Appropriate sponsor/s
- Research mentor if a research proposal is part of the Fifth-Year Option
- Specialty advisor if a specialty field has been chosen; otherwise the Learning Communities Mentor letter of support will suffice
- Director of Financial Aid or designee
- Others as may be determined by the Associate Dean for Student Affairs

Applications must be submitted by completing an online application form, which can be found on the Office of Student Affairs website. The application consists of:

- Student's description of the Fifth-Year Option including the educational goals/objectives and stating whether it is a one-semester or a two-semester proposal.
- Letter or email of support from the student's Learning Communities Mentor.
- Letter or email of support from an international advisor if participating in a global experience.
- Letter or email from the Director of Financial Aid or designee attesting that the student understands the financial ramifications of application for the Option.

Option details:

- Enrichment courses may be started during the fourth or the next to last year of enrollment, with required courses completed during the fifth or the graduation year.
- A single semester option may be completed in the fall or spring semester.
- Students may be eligible for federal financial aid but must consult with the financial aid director for specific information.
- Institutional gift aid will not be made available to Fifth-Year Option students.

Approval will be by the Office of Student Affairs.

Fifth-Year Options that include International Experiences:

All Fifth-Year option requests must be approved by the Office of Student Affairs, as noted above, and not the Office of Global Health (OGH) or the Office of Undergraduate Medical Education (OUME). However, students do need OUME and OGH pre-approval for any global health experience. The process is described on the OUME website. Courses taken to fulfill the requirements for the option will be noted in the MSPE and on the transcript.

(Approved by EPC on 6/4/2012) (revised 070814) (rev. 060315)

*Please see: Extended Students and the Financial Ramifications here:

https://umassmed.sharepoint.com/sites/osa/SitePages/Leave-of-Absence,-5th-year-Option,-Extension.aspx

XIV. Leave of Absence

A Leave of Absence (LOA) is a temporary interruption of studies for one or more semesters. An approved LOA is generally not for more than one year, except in the case of students pursuing joint degrees, either at UMass or in conjunction with another degree-granting program. A student on an approved LOA prior to the start of the semester will not be assessed tuition and fees, although the student may choose to maintain their health insurance coverage by paying the appropriate fee. All other students are assessed a refund of tuition and fees based on the date of withdrawal and whether or not they are a Title IV Financial Aid recipient. Leaves of Absence may have other financial consequences for financial aid recipients. Please refer to the Bursar and Student Financial Aid sections of the T.H. Chan School of Medicine Student Handbook or contact the Bursar's Office or the Office of Financial Aid for details.

A. Student Initiated

A student in good academic standing may, at any time, request a Leave of Absence for a specified period of time not to exceed one year.

1. Personal Leave of Absence

A student in good academic standing may, at any time, request a Leave of Absence (LOA) for a specified period of time not to exceed one year. This type of LOA may be requested in order to

take time for research, clinical work at another site without academic credit, international travel without academic credit, or other types of academic enrichment. A Personal LOA can also be taken in order to take additional time for preparation for USMLE Licensing exams. The request must be made via the Leave of Absence form on the Student Affairs website, which the Associate Dean for Student Affairs will bring to the appropriate Academic Evaluation Board for consideration. The appropriate Academic Evaluation Board will determine whether or not such a Leave of Absence is to be granted, whether or not it can be renewed, and what, if any, conditions for readmission will be set. Students on LOA from the T.H. Chan School of Medicine as part of an approved UMass Chan joint program to obtain a dual degree (for example, the MD/PhD program) need not be presented to the appropriate Academic Evaluation Board for approval for LOA or return from LOA.

2. **Medical Leave of Absence**

   A student in good academic standing may request a Medical Leave of Absence (LOA) with a supporting letter from his/her physician or therapist. The request must be made via the Leave of Absence form on the Student Affairs website, which the Associate Dean for Student Affairs (ADSA) will approve. The ADSA will notify the appropriate Academic Evaluation Board regarding the request, which will be recorded in the minutes. Medical LOAs are normally for a period not to exceed one year, although they may be extended after review by the ADSA. If the student requests an additional year LOA, the ADSA will bring the request for the LOA extension to the appropriate Academic Evaluation Board (AEB). The AEB will determine whether or not the additional year of Leave of Absence is to be granted and what, if any, conditions for returning from LOA will be set.

   Medical issues that are chronic or complex should be brought to the Academic Accommodations Committee (AAC) for consideration of long-term accommodations that may be necessary to ensure continued progression and success in the curriculum. Details regarding the ADA/AAC process can be found at the following link: https://www.umassmed.edu/ada/.

3. **Parental Leave: Maternal, Paternal, Adoptive, etc.**

   Students may request Parental Leaves of Absence, with or without extensions of their academic program, to fulfill parental responsibilities. Requests should be discussed with the Associate Dean for Student Affairs and will be process as above for Personal Leave of Absence.

B. School Initiated

A student with academic deficiencies may, under certain circumstances, be placed on an Administrative Leave for a specified time, either to bring the student's schedule back into synchrony with the curriculum, or to require or allow specific support activities (e.g., counseling, remedial reading or other background courses, etc.).

A student appealing a Board recommendation which makes that student ineligible to progress academically shall be placed on an administrative extension during which the student will be ineligible to attend classes and will not be charged tuition for the semester which begins while the situation is under appeal. The tuition refund policy will apply for changes to administrative extension that occur during a semester.

C. Return From a Leave of Absence

Return from a medical leave requires a supporting letter from the student's physician or therapist and approval of the Academic Evaluation Board.

For all returns from a Leave of Absence, the student is responsible for contacting the appropriate departments to make any necessary arrangements before returning to school. More specifically, the student must contact the Office of the Registrar 30 days prior to the start of courses to make arrangements for the pre-registration of classes. In addition, for a student returning to a clinical year, the Office of Student Affairs must be notified no later than November 1 of the academic year preceding the academic year of return, in order to participate in the appropriate enrollment process. Students participating in financial aid programs must also contact the Office of Financial Aid for specific details regarding their return.

A student who fails to attend T.H. Chan School of Medicine regularly or fails to return from a Leave of Absence, in spite of notification by the Associate Dean for Student Affairs, will be considered to have withdrawn voluntarily from Chan School of Medicine and cannot be reinstated without positive action of the Committee on Admissions.

D. Matriculating Student Status

Beginning with the Academic Year 2015/16, students must be registered for and maintain a minimum enrollment of 9 credit hours during the semester in order to maintain active student status (eligibility for course credit, malpractice insurance, financial aid, etc.) (rev. 060315)

E. Conditions for a Leave of Absence

1. Duration of Leave of Absence

A Leave of Absence (LOA) for personal or medical reasons is normally for a period not to exceed one year and may be renewed only by the appropriate Academic Evaluation Board (AEB) on request by the student to the Associate Dean for Student Affairs (ADSA). The ADSA will bring the request to the appropriate AEB. The AEB will determine whether or not the additional year of leave of absence is to be granted and what, if any, conditions for readmission will be set. The number of years of Leaves of Absence shall not exceed two academic years (four semesters) unless the student is pursuing another degree either at UMass or through a previously approved program at an external agency or institution.

2. MD/PhD Dual Degree Program

Students in our combined MD/PhD program are by definition on leave during their research time but are not required to apply annually for extension of their leave and are not held to the four-year maximum by the T.H. Chan School of Medicine. Any maximum on-leave time devoted to dissertation research for MD/PhD students will be determined by the Morningside Graduate School of Biomedical Sciences.

3. Dual Degree Programs other than MD/PhD

Students pursing another degree (e.g., MPH, MBA, etc.) or participating in a program at an external agency or institution must get approval from the appropriate Academic Evaluation Board and reapply for extension annually of their leave. The same appropriate Academic Evaluation Board reserves the right to reverse its permission to pursue another degree or participate in a program at an external agency or institution.

4. Satisfactory Progress

A student will be considered to be making satisfactory progress towards the MD degree if the following percentage of the curriculum is met.

- End of first year of enrollment 12.5% of curriculum
- End of second year of enrollment 25% of curriculum
- End of third year of enrollment 50% of curriculum
- End of fourth year of enrollment 70% of curriculum
- End of fifth year of enrollment 85% of curriculum
- End of sixth year of enrollment 100% of curriculum

Percentage of curriculum completed will be calculated based on the percentage of the curriculum which would normally be completed in four years. Percentage of curriculum completed includes those mandatory curricular offerings and not supplementary elective courses. Students failing to meet the above academic advancement criteria will be presented to the respective Academic Evaluation Board (BSAEB or CSAEB) and may be referred to a Progress Board for failure to make satisfactory progress within the curriculum.

Exceptions to the maximum number of years (6 enrollment/2 leave) can be made only in circumstances of extraordinary medical or personal hardship, on appeal to the appropriate Academic Evaluation Board.

Approved by the Educational Policy Committee (EPC) 4/2018.

XV. Number of Years to Complete the MD Degree

The majority of students will complete our curriculum in four years. School policy requires a student take a minimum of eight (8) semesters of enrollment and allows for a maximum of twelve (12) semesters of enrollment is permitted for completion of the MD degree (unless the student is enrolled and in good standing in the 3-Year MD Program). Program extension to more than the usual 4 years/8 semesters of enrollment may be requested by a student or required by the Progress Board.

A student in good academic standing may apply for program extension or Leave of Absence after consultation with the Associate Dean for Student Affairs at any time during their medical school program until requirements for graduation have been completed. The request for an extension or Leave of Absence must be made utilizing the appropriate online application form, which is available on the Student Affairs website under the "How to" tab. The forms may also be obtained on the Student Affairs website under the Policy tab, in the relevant section. A Leave of Absence during which the student remains matriculated but is not actively enrolled may be requested by a student or required by an Academic Evaluation Board.

(See: Extended Program and Leave of Absence)

XVI. Posting of Faculty Course Material

Our Learning Management System through Canvas contains lectures, notes, slides, recordings, etc., that are the property of faculty members creating them. These materials, of course, provide students with important educational information while enrolled in the courses.

Because these materials are the property of the faculty member, use of faculty course material outside the Canvas Learning Management System requires faculty permission. Such uses include sending UMass Chan Medical School course materials to students not enrolled at UMass Chan or posting UMass Chan course materials on public web sites unless the faculty member has given prior permission to do so. In addition, it is not permissible to use UMass Chan faculty names or the UMass Chan logos in association with learning materials that are posted in the public domain without the permission of the respective UMass Chan faculty member. Your personal use of course materials on secure sites, such as Dropbox, is permissible.

XVII. Praise Report

A praise report is a narrative statement praising a student sent to the Associate Dean for Student Affairs, who will send a copy to the student. While it is often helpful to receive personal praise, a face-to–face meeting of the person filing the praise report and the student is not required. Praise reports will be placed in the student's file and may be mentioned in the MSPE.

XVIII. Withdrawals

A. Voluntary Withdrawal

A student may withdraw voluntarily from the T.H. Chan School of Medicine at any time upon written application to the Associate Dean for Student Affairs. A student who is withdrawn is not guaranteed readmission. Application for reinstatement must be received in writing at least two months prior to the date of requested readmission and must be approved by the Committee on Admissions. The level of reinstatement within the curriculum will be determined by the appropriate Academic Evaluation Board.

B. Administrative Withdrawal

A student may be administratively withdrawn from the University if, after due notice, the student fails to satisfy an overdue financial obligation to, or to comply with certain administrative requirements of, the campus of the University of Massachusetts at which the student is registered. Conditions warranting Administrative Withdrawal include failure to comply with administrative requirements such as failure by a student to satisfy an overdue financial obligation to the University, consisting of tuition, loans, fees, library charges, or other student charges, including orientation, student activities, health services, failure to comply with other administrative requirements, such as the submission of health forms, etc., forgery, fraud, or falsification of information on any official University form or document, such as student grade report, recommendation, transcripts, etc. At the UMass Chan Medical School, such failure is considered a violation of the Professionalism policy.

The appropriate administrative official, including an Assistant Registrar, may recommend in writing to the Registrar that a student be administratively withdrawn from the University. An attempt to resolve the matter must have been made by the administrative official by mailing to the student at their last known address a written notice of the proposed recommendation for withdrawal and the reasons therefore, such matter not having been successfully resolved with 14 calendar days of the mailing of said notice. If the Registrar is satisfied that the conditions warranting administrative withdrawal have been satisfied, they shall send a certified letter to the student at their last known address setting forth the recommendation for withdrawal and the reasons therefore, and notifying said student that they may within 14 calendar days after said letter is mailed request a hearing on the matter. If the student

does not request a hearing or take action satisfactory to the Registrar to resolve the matter within the time allotted, the Registrar shall administratively withdraw the student from the University no sooner than the 15th calendar day following the mailing of the notice provided for. If the student requests a hearing, it will be held by an appointed subcommittee of the appropriate Academic Evaluation Board.

Any student who has been administratively withdrawn may at any time during the semester in which the withdrawal was made make arrangements with the Registrar for the resolution of the matter. Upon such a resolution satisfactory to the Registrar, the Registrar shall forthwith reinstate the student to active enrollment status. Any student who has attempted to resolve the matter but has failed to satisfy the Registrar may petition for reinstatement by mailing or delivering to the Associate Dean for Student Affairs a written statement why the student believes themselves entitled to reinstatement. This statement will be reviewed by a subcommittee of the appropriate Academic Evaluation Board. The determination of whether a reinstated student shall receive credit for the period for which they were withdrawn shall be made by the instructor for each course involved.

Section Four: Honor Society, Residency Applications, and USMLE Exams

I. Alpha Omega Alpha

The University of Massachusetts Chan Medical School was granted a Chapter of the honor medical society, Alpha Omega Alpha (AOA) in 1996.

For AOA information, visit the UMass Chan AOA web page:
https://www.umassmed.edu/studentaffairs/aoa/

II. Gold Humanism Honor Society

The University of Massachusetts Chan Medical School was granted a chapter of Gold Humanism Honor Society (GHHS) in 2014.

For Gold Humanism Honor Society information, visit the UMass Chan GHHS webpage:
https://www.umassmed.edu/studentlife/student-organizations/ghhs/

III. Electronic Residency Application Service (ERAS)

ERAS is the electronic residency application service from the Association of American Medical Colleges.

ERAS is made up of four components:

- the Web-based Applicant site (called MyERAS),
- the Dean's Office Workstation (DWS),
- the Program Director's Workstation (PDWS), and
- the ERAS Post Office (ERASPO).

In order to participate in ERAS, each student must obtain an ERAS Token from the Office of Student Affairs. All students scheduled to graduate during that application cycle will automatically receive an ERAS token in November. Students who plan to participate in ERAS and have not received a token should contact the Office of Student Affairs.

Detailed information about ERAS can be obtained from the ERAS website:
https://www.aamc.org/students/medstudents/eras/

IV. Medical Student Performance Evaluation (MSPE)

The Medical Student Performance Evaluation is an important part of a student's application for a postgraduate internship/residency position. In accordance with guidelines drafted by the AAMC, the letter is primarily descriptive rather than a personal letter of recommendation. Updated guidelines for the creation of the MSPE were released in 2016 and adopted by UMass Chan Medical School in the Fall of 2017. Details regarding the process can be found at the AAMC MSPE website:
https://www.aamc.org/members/gsa/54686/gsa_mspeguide.html

The full guidelines may be accessed at this link: https://www.aamc.org/download/470400/data/mspe-recommendations.pdf

The T.H. Chan School of Medicine utilizes the AAMC guidelines for composition of the MSPE. In addition, the following guidelines were approved by the Executive Council of the Faculty in April 1987 and amended subsequently:

1. Each student will be given the opportunity to read their letter and discuss it with the Associate Dean for Student Affairs or the Associate Dean for Undergraduate Medical Education before the MSPE is uploaded to ERAS.
2. Students will be placed into quartiles created by IREA.
3. Scores on Steps 1 and 2CK of the United States Medical Licensing Examination (USMLE) will not be mentioned in the MSPE, as directed by the USMLE. The USMLE states that only the USMLE may report official scores on the exams.
4. The letter will attempt to describe those themes which characterize and typify the student's overall academic performance. Thus, negative comments will not necessarily be mentioned unless they are part of a pattern of performance.

In addition to the student's grades (which are also contained in the student's transcript), the MSPE includes bullet points describing some of the student's achievements prior to coming to medical school,

selected research, school and community service activities during medical school, and descriptions of clinical performance excerpted from narratives written by clinical clerkship and elective coordinators.

Detailed information about the MSPE can be found on the Office of Student Affairs website **Medical School Information Page for MSPE**: https://www.umassmed.edu/studentaffairs/medicalschoolinformation/

When an MSPE has been written for a student who has graduated, and after graduation that person chooses to apply to a program in a subsequent year, the Office of the Registrar will submit the original MSPE as requested. This means that an updated MSPE will not be written for the former student.

V. National Resident Matching Program (NRMP)

URL: http://www.nrmp.org/

The function of the National Resident Matching Program (NRMP) is to allow senior medical students seeking positions in the first year of graduate medical education and institutions offering positions an opportunity for each to submit a rank list to the NRMP specifying their order of preference. Virtually all of the nation's hospitals and graduating medical students participate in the NRMP. The NRMP compiles this information to generate a "match" for the student and the residency training program using an applicant-proposing algorithm. The "matching" process is accomplished through the NRMP computer system. All NRMP correspondence is coordinated through the Office of Student Affairs.

Registration for the Match as well as submission of each student's "Rank List" is done through the NRMP Website: (http://www.nrmp.org). Registration for the Main Match is a three-step, online process including completing a registration form, agreeing to the Terms and Conditions of the Match and payment of a registration fee. An email address will be necessary for the NRMP to communicate quickly and easily with you if necessary. Students can register with the NRMP in September. In early February of the senior year, students will enter their rank list by computer through the NRMP. In March, all seniors and residency programs receive the results of the computer matching process. A match generated through the NRMP is a BINDING agreement to attend that program. Please visit the NRMP's Website (http://www.nrmp.org) for more specific information pertaining to the NRMP matching process including important dates, deadlines, and policies.

USMLE Requirements for Match participation:

Students are required to have passed USMLE Steps 1 and 2 CK in order to participate in the National Residency Match Program (NRMP). If a student does not have a passing score recorded in both examinations by the last date for submission of rank lists, the student's name will be withdrawn from the Match by the Associate Dean for Student Affairs on the Match deadline date.

VI. United States Medical Licensing Examinations (USMLE)

The United States Medical Licensing Program administers a series of examinations. Most states accept passing of these examinations as a means of obtaining licensure for the practice of medicine.

Successful passage of Steps 1 and 2 of the U.S. Medical Licensing Examinations is a graduation requirement.

A. Information about the USMLE Step Exams

Step 1 encompasses material from the basic science curriculum. Details regarding USMLE Step 1 can be found at http://www.usmle.org/step-1/. Step 2CK (Clinical Knowledge) is similar in format to Step 1 and is usually taken at the beginning of the fourth year of medical school. Step 2CK assesses competency in the clinical sciences, in the areas of physician tasks (medical knowledge, patient care diagnosis and management, disease prevention, communication, professionalism, systems-based practice/patient safety and practice-based learning) as well as the general principles of foundational science, biostatistics/epidemiology and interpretation of the medical literature. Details regarding USMLE Step 2CK can be found at http://www.usmle.org/step-2-ck/. Step 3 is taken during the end of the first year of residency training.

Applications for and complete information pertaining to the Step 1 and Step 2CK are available at the USMLE Web site: (http://www.usmle.org/). Students receive a report of their scores directly from the National Board. Scores are also sent to the Associate Dean for Student Affairs and are kept in the Registrar's Office as part of each student's permanent academic record. A tabulated summary of the

performance of the class for each examination, including average scores for each of the subject matters, is made available to faculty.

Please Note: Students must successfully meet the UMass Chan Medical School USMLE requirements for participation in the National Residency Match Program (NRMP). See: section Four IV above, http://www.nrmp.org/.

B. USMLE Step 1 Timing Requirements Policy

The policy for timing of step 1 requirements can be found on the T.H. Chan School of Medicine's EPC SharePoint site:

https://umassmed.sharepoint.com/:w:/r/sites/epc/_layouts/15/Doc.aspx?sourcedoc=%7B965D0A07-B1D2-45F2-83CB-8C6F3C75A411%7D&file=Step%201%20timing%20policy.docx&action=default&mobileredirect=true

C. Eligibility for USMLE Examinations for Students on Leave of Absence

The policy on eligibility for students on leave of absence to take USMLE exams can be found on the T.H. Chan School of Medicine's EPC SharePoint site:
https://umassmed.sharepoint.com/sites/epc/Policies Procedures/Forms/AllItems.aspx?id=%2Fsites%2Fepc%2FPolicies Procedures%2FPolicies%2FAY16-18%2Feligibility-for-usmle-examinations-for-students-on-leave-of-absence%2Epdf&parent=%2Fsites%2Fepc%2FPolicies Procedures%2FPolicies%2FAY16-18

D. USMLE Step 2 Timing Requirements Policy

The policy for timing of step 2CK requirements can be found on the T.H. Chan School of Medicine's EPC SharePoint site:
https://umassmed.sharepoint.com/:w:/r/sites/epc/_layouts/15/Doc.aspx?sourcedoc=%7B965D0A07-B1D2-45F2-83CB-8C6F3C75A411%7D&file=Step%201%20timing%20policy.docx&action=default&mobileredirect=true

aMD learners would be granted an exception to the Step 2 completion policy such that they are allowed to delay Step 2 until 12/31 of their graduation academic year. This provides up to 2 additional weeks for test scheduling and preparation. If an aMD learner does not pass step 2 on their initial attempt they will follow the aMD exit policy. The Step 2 aMD policy exemption can be found on the T.H. Chan School of Medicine's EPC SharePoint site:
https://nam10.safelinks.protection.outlook.com/ap/w-59584e83/?url=https%3A%2F%2Fumassmed.sharepoint.com%2F%3Aw%3A%2Fr%2Fsites%2Fepc%2FPolicies%2520%2520Procedures%2FStep%25202%2520aMD%2520policy%2520exception.docx%3Fd%3Dw0b858140de3a4a9e88026dc5a324b2be%26csf%3D1%26web%3D1%26e%3DSksBNb&data=05%7C01%7CMichele.DeSeve%40umassmed.edu%7Cfec4afef4b5f47f5b33908dbe12db980%7Cee9155fe2da34378a6c44405faf57b2e%7C0%7C0%7C638351358735408293%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=KUsRM%2Bxq0QW5ko27enkZtwnDFVffa35hswJFR1MlNgk%3D&reserved=0

Section Five: University Policies, Student Rights & Responsibilities

I. Policies, rights and responsibilities in the Office of Student Life Student Handbook

Visit the following link for the bulleted topics below:

https://umassmed.sharepoint.com/sites/studentlife/Shared Documents/Forms/AllItems.aspx?id=%2Fsites%2Fstudentlife%2FShared Documents%2FOSL Student Handbook 2025-2026 1%2Epdf&parent=%2Fsites%2Fstudentlife%2FShared Documents

- Acceptable Use Policy
- Accommodations for Disabilities (Americans with Disabilities Act/Student ADA Accommodations)
- Alcohol Policy
- Appropriate Treatment of Learners
- Clery Act
- Consensual Amorous Relationships
- Drug-Free Schools and Community Act
- Family Educational Rights and Privacy Act (FERPA)
- Hazing
- Housing
- Smoke Free Policy
- Students Accounts Receivable Policy
- Student Lounge
- Student Organizations
- Student Refund Policy
- Title IX

II. Access, Solicitations, and Demonstrations

The University of Massachusetts recognizes the rights of members of the University community to freedom of assembly and speech, and strongly believes in fostering discourse and the free exchange of ideas at the University. However, as a matter of law and University policy, these rights and interests are restricted, and must be exercised on University property in a manner consistent with the mission and operation of the University and the rights of other members of the University community. Demonstrators will be held accountable for any actions which violate University Policy and Regulations.

Guidelines include but are not limited to the following:

- Demonstrations may not include material that will disrupt or interfere with instructional activities, other University business and campus events;
- Demonstrations may not include actual or threats of physical violence, or other forms of harassment, or destruction of University, other public or private property;
- Demonstrations must not interfere with free entry to or exit from University facilities and free movement by individuals;
- Demonstrations may not interfere with the rights of other members of the University community to freedom of speech and assembly, and other rights;
- Demonstrations are limited to appropriate public forums, which do not include, among other locations, faculty and administrative offices, classrooms and other instructional facilities. (Public forums are locations which by tradition or policy are available for public assembly and speech – such as a student union lobby where students have traditionally gathered to debate issues.) To the extent that a public forum exists within a University building, any demonstrations within that forum shall take place only during the building's normal operating hours; and
- Where appropriate, the University shall endeavor to maintain open lines of communication with demonstrators and to provide opportunities for discussion of matters in dispute so long as the demonstrators act consistent with University policy and the rights of others. However, as a general

rule, the University shall not negotiate with individuals who occupy any University facility, or with associated demonstrators, while any such occupation continues, and shall never negotiate within an occupied facility.

These guidelines are intended to support, not supplant, existing University policy. They apply to all members of the University community, including undergraduates, graduate students and employees, as well as guests and visitors.

III. Access to UMass Chan Medical School Facilities

UMass Chan Medical School facilities may be utilized to provide care and treatment of patients, to conduct research for the advancement of healthcare and to teach and train health care professionals. In support of these goals, the facilities may be used by the following:

- Recognized internal organizations for purposes which promote the educational, research, service advancement and health-related goals of the organization; and
- Nonprofit outside organizations that have a mission consistent with UMass Chan and/or that have been invited to participate in UMass Chan events related to the educational, research and service mission of UMass Chan or to promote public service or good health.

Officially Recognized Student Organizations (ORSOs) may use UMass Chan facilities as described in and pursuant to the procedures outlined in the ORSO Handbook, as may be amended or revised from time to time by the Office of Student Life. The ORSO Handbook is accessible via this page: https://umassmed.sharepoint.com/sites/studentlife/SitePages/Engagement.aspx.

For all other proposed uses, the recognized internal organization must, 30 days in advance of the proposed use, submit a written request identifying the outside organization and describing its proposed participation, to the Office of Community & Government Relations for approval. Such sponsorships of outside organizations shall not interfere with programs or activities conducted by UMass Chan and UMass Memorial Health.

The entire UMass Chan "Facilities and Campus Use" Policy 01.02.09 can be accessed via this link: https://umassmed.sharepoint.com/sites/policies/SitePages/homepage.aspx.

IV. Policy on Impaired Medical Students

The purpose of the policy on medical student impairment is to reduce the likelihood of physician impairment among University of Massachusetts Chan Medical School (UMass Chan) students and graduates by identifying and treating these problems during medical school. UMass Chan has a responsibility to help medical students with problems that impair or threaten to impair their ability to function. UMass Chan also has a responsibility to assure safe care to patients treated by students. UMass Chan recognizes that a small number of medical students may become impaired during their medical school years or may start a pattern which could lead to impairment as a physician.

Medical students are held to the same ethical and behavioral standards as physicians during both the preclinical and clinical years of medical school. Untreated substance abuse or major psychiatric impairment is unacceptable to the school and is cause for administrative action up to and including dismissal.

In order to provide better treatment and rehabilitation for these students and to minimize risk to the public, the UMass Chan Medical School instituted the following policy:

A. Substance Abuse and Medical Student Impairment

If substance abuse is suspected, the student will be referred to Physicians Health Services (PHS) of the Massachusetts Medical Society (MMS). PHS will assess the student and if necessary, will assist in planning and coordinating the components of a student's treatment program. PHS will, when appropriate, assist with locating inpatient or outpatient resources and otherwise facilitate treatment, whenever possible.

B. Supporting the process of recovery through a treatment contract.

PHS may decide, in conjunction with the student, that a contract that involves monitoring of the student's compliance with the treatment program is necessary. If PHS feels a contract is necessary for monitoring the student's compliance with treatment, the contract will be signed by the student and a representative of PHS. Through this contract the student agrees to participate in the treatment program. PHS, in return, agrees to advocate for the student in helping the student to continue

successfully with his or her professional career, assuming that the student successfully meets the goals of the contract. Aspects of treatment which may be monitored include meetings with monitors who will be aware of the student's compliance with treatment, psychotherapy and substance abuse counseling, breath, blood or urine monitoring, and participation in a 12-step program (such as Alcoholics Anonymous [AA] or other appropriate program.

C. Entry into Involvement with Physicians Health Services

Self-referral

A student who is abusing drugs or alcohol, or who is otherwise impaired and recognizes that they are having difficulty, may seek assistance from Physicians Health Services (PHS), Student Counseling Services, or a private therapist. A multi-disciplinary treatment approach including monitoring for abstinence from alcohol or other drugs, is an essential part of the treatment. In the case of a student presenting to Student Counseling Services with a substance abuse problem, the counseling staff will consult with and refer to PHS, as necessary to assure optimal treatment for the student and safety for patients at UMass Memorial Health.

Referral by third parties

Faculty members, school administration or fellow students may seek out the Associate Dean for Student Affairs (ADSA) to express concern regarding a student's well-being, in the case of suspected substance use/abuse. The ADSA will review information to determine whether it is necessary to initiate an interview with the student in order to evaluate the situation further; information will be carefully reviewed for indications of repeated behavior, severity and the potential for patient and student harm. The purpose of this interview will be to determine whether the student is impaired, or potentially impaired, by substance abuse or psychiatric problems and to assist the student in recognizing the problem and the need for help if a problem is identified. The ADSA will use this meeting to express a commitment to aid the student and explain the evaluation and treatment resources available. Confidentiality will be maintained, as required by law, as long as the student is not perceived to represent an imminent danger to patients, to themselves, or to others.

D. Consequences of Involvement with PHS

Confidentiality is of utmost importance in order to protect the student and to assure the continued success of therapeutic programs in helping students.

Some students who are referred to PHS will not require a treatment contract. In these cases, administrative reporting is unnecessary. In general, a student who self-initiates participation in treatment and monitoring overseen by PHS will not be reported to the Associate Dean for Student Affairs. Such reporting will only be done if the student is not in compliance with a contract, or if PHS feels that there may be risks to patients, UMass Chan Medical School or to the student. In certain circumstances, the Associate Dean for Student Affairs will have made the initial referral and will therefore be aware of the student's participation.

Successful participation in a treatment or monitoring program by a self-referred student generally will not be reported in the Medical Student Performance Evaluation (MSPE). However, if the original impairment was severe enough to come to the attention of an evaluation board or to be reflected through grades or comments in the student's transcript, the program to which the student is applying will be made aware of the original problem and the student's progress. This may be accomplished through the Medical Student Performance Evaluation (MSPE) or through a supplemental letter. If the student is in compliance with a contract or has successfully completed treatment, PHS would be available to act as an advocate on that student's behalf. Disclosure by the student is beneficial and strongly encouraged. The ADSA will work with the student regarding the wording provided in the MSPE.

If the student is not in compliance with a contract (voluntary or mandatory), or PHS feels that patient welfare may be compromised, as for example in the case of a student who has not been monitored for a sufficient length of time, the student will not be supported in an application to a postgraduate program at that time. Therefore, if a student believes that they need help, it is advisable that the help of PHS be sought as soon as possible.

The University shall distribute the following statement for inclusion in materials related to residency applications by all students: "It is the policy of the University of Massachusetts Chan Medical School not to provide information regarding medical leaves of absence."

Following acceptance into a residency or graduate training program of a student whose compliance is being monitored or who is in a contract, PHS will strongly recommend that the student report his/her involvement in the contract to the Impaired Physician Committee of the state or the hospital to which the student has been accepted and to the residency training director. Responsibility for further contracting and monitoring will be transferred to the receiving state or hospital Impaired Physician Committee upon the student's graduation from UMass Chan Medical School.

E. Lack of success in treatment

If, in the opinion of PHS, the student appears to be demonstrating poor compliance, or treatment does not appear to be leading to a level of recovery sufficient to assure student, UMass Chan Medical School, or patient protection, PHS may require a change of treatment, such as inpatient treatment, in order for the student to remain in compliance with a contract. In the event that no options appear to be successful, PHS will inform the Associate Dean for Student Affairs or his/her designee of the student's difficulty in successfully completing treatment.

Further action will rest with the Associate Dean for Student Affairs and the Dean of the T.H. Chan School of Medicine and may include requiring a leave of absence or dismissal from the school.

The Associate Dean for Student Affairs will periodically review this policy under which it operates and may revise the policy subject to approval by the Dean of the Chan Medical School in consultation with appropriate individuals, which may include the Associate Vice Chancellor for Management, the Director for Positive Learning Environments, the Director for Student Counseling Services, and the Diversity and Inclusion Office.

V. Bereavement Policy

UMass Chan Medical School considers bereavement a valid reason to postpone required course-related activities. UMass Chan Medical School does not have a standard amount of time permitted for immediate family-related bereavement and understands that each student's situation is unique. Students experiencing or anticipating bereavement should contact the Associate Dean for Student Affairs and their course coordinators, preferably in advance of missing any required course activity. *See Section Three Academic Policies and Regulations: Attendance, Rescheduling, Withdrawing*.

VI. Confidentiality of Patient Information - Related Materials Used in Teaching Policy Statement

Faculty, students and staff are responsible for maintaining the confidentiality and security of information about, and materials related to, patients at UMass Memorial, its affiliates and other clinical sites, and must abide by the privacy and security policies and procedures of all clinical facilities visited during clerkship assignments. The UMass Memorial Notice of Privacy Practice information is available here.

This policy applies to the use of such information and material in educational activities outside of the clinical care setting, such as grand rounds, lectures, patient reports and clinical case correlations taking place within UMass Chan Medical School, or outside UMass Memorial or other clinical sites.

We are required by law to keep confidential and secure patients' "protected health information." Protected Health Information (PHI) as defined in HIPAA, has two components: (1) one or more personal identifiers; and (2) information about or relating to a person's health condition, provision of health services or payment for health services.

In these educational settings, patient-related materials, such as medical records, radiographs or pathology specimens, may be used freely for educational purposes only if all personal identifiers are removed. This may require concealing or otherwise eliminating patient names and/or other identifiers. When materials that in any way identify patients are used for educational purposes outside of the clinical care setting, an Authorization for the Disclosure of Protected Health Information must be signed by the patient(s) prior to the presentation.

A Consent for Educational Use of Visual Images form, i.e., photographs or videos that reveal patient identity, must be signed before these images are obtained and an Authorization for the Disclosure of Protected Health Information form must be signed before the images are presented. UMass Chan Consent for Educational Use forms are available from Communications (formerly called Public Affairs & Publications) at 508-856-2000. UMMMC Authorization for the Disclosure of Protected Health Information forms are available through the UMMMC Health Information Management Department at 508-334-5700, Option 1. Other clinical sites will require patient signature on similar forms.

As with all matters regarding patients' confidentiality, all participants attending educational programs and activities are responsible for maintaining the confidentiality and security of patient-related information.

As a prerequisite to accessing patients' protected health information held by UMass Memorial and its affiliates, all students must complete the required training provided by UMass Memorial Health.

Social Media: It is *never* permissible to post any information that could possibly be used to identify a particular patient. This not only includes patient names but other identifying details that could allow someone to recognize a patient (e.g., photos, dates, locations, or a description of symptoms or an incident).

Breaches of Protected Patient Information: This policy establishes a process for addressing the handling of all alleged breaches of patients' confidentiality. All alleged breaches will be investigated, documented and acted upon. The facility where the alleged breach occurred will be engaged in the investigation as appropriate. Disciplinary action will be implemented based on the severity of the breach and will consider any prior breaches involving the individual in the allegation. Breaches of confidentiality by students are considered violations of the confidentiality provisions of the professionalism document and will be handled according to that process. Sanctions may be applied up to and including dismissal from the T.H. School of Medicine. "See: Professionalism Policy."

Issues of Confidentiality: All members of the academic community, including students and faculty, are encouraged to bring their concerns regarding confidentiality in the use of patient information and medical records in teaching to the attention of individual faculty members, the course directors, the Medical Ethicist, and/or the Assistant Dean for Preclinical or Clinical Curriculum.

Other resources available to discuss confidentiality issues are the UMass Memorial privacy officer at 508-334-8096, the UMMMC Privacy and Information Security Hotline at 508-334-5551 and the UMMMC Privacy and Information Security email account at privacyandsecurity@umassmemorial.org.

VII. Procedure for Reviewing and Acting Upon Criminal Background Checks

A. Purpose:

There shall be a standing committee established and known as the Committee to Review Criminal Background Checks (CRCBC). This committee shall be available to:

1. review certain conditionally accepted applicants to the three schools of the University of Massachusetts Chan Medical School, who receive a positive response from a so-called criminal background check (CBC).
2. perform (and then review) criminal background checks on medical school students where a clinical rotation site has requested that such be undertaken; and
3. perform (and then review) criminal background checks on medical school students who we learn (from a clinical rotation site) has received a positive response from their criminal background check.

B. Procedure for Reviewing and Acting Upon Criminal Background Checks – School of Medicine

1. For those applicants (including transfers) found acceptable to the Admissions Committee of the School of Medicine, they will be notified in writing of their conditional acceptance pending, in part, a criminal background check. In order for the criminal background check to be performed, the applicant must provide a completed and signed consent form.
   (a) Accepted medical school applicants will be provided with information regarding a criminal background check from the third-party vendor who is engaged to do this work on behalf of the American Association of Medical Colleges (AAMC) (currently Certiphi Screening, Inc.)
   (b) Accepted medical school applicants will provide consent to the criminal background check upon submission of the information required by the third-party vendor.
2. For those currently enrolled School of Medicine students:
   (a) where a clinical rotation site has requested a criminal background check be undertaken; or
   (b) where we are advised by a clinical rotation site that a student has received a positive response from a criminal background check, **we will initiate our own criminal background check**.

In either instance, the student shall provide the Office of Student Affairs with a completed and signed consent form.

Prior to triggering this section, the currently enrolled student must be advised in writing of the following:

- a clinical rotation site requested by him/her requires that there be a satisfactory criminal background check before they will be able to participate in same;
- if the site requires UMass Chan to conduct the CBC, the student must agree to promptly and voluntarily provide UMass Chan with a completed and signed consent form;
- if the site conducts its own CBC, the student must agree to promptly and voluntarily provide that site with a completed and signed consent form;
- if, as a result of the CBC conducted by a clinical rotation site, the student's criminal background check is positive, the student must agree to promptly and voluntarily provide UMass Chan with another completed and signed consent form so that UMass Chan may perform such a CBC;
- notwithstanding that they are currently enrolled at UMass Chan, the student must further acknowledge, understand, and agree that if the results of any CBC reveal that the student has a criminal history, the CRCBC will review and administer same consistent with this Process, and that the student's right to continued enrollment at UMass Chan may be jeopardized by the results of said Process.

3. The T.H. Chan School of Medicine Admissions Office and/or Office of Student Affairs will deliver all completed and signed consent forms to the UMass Chan designated CORI Officer only, who will obtain the results of the criminal background check.

4. If the criminal background check is **positive**, the Chair of the Committee to Review Criminal Background Checks will forward a copy of the report to the applicant or currently enrolled student advising that his/her "status" at UMass Chan may be impacted by the report, and also informing the applicant that they may submit a voluntary written response within seven (7) calendar days addressing the following issues:
   (a) Whether the criminal history refers to somebody else and not the applicant/student.
   (b) Provide an explanation for the criminal history and/or why it should not be relevant to the applicant's candidacy or student's continuing enrollment. The applicant/student may provide "letters of explanation" from third parties.
   (c) Whether the applicant/student wishes to participate in an in-person on campus interview to discuss same (the applicant/student is not allowed any representation at such an interview, legal or otherwise).

5. The CRCBC will meet within 10 calendar days following the above deadline to review the criminal background check and any written response that may have been submitted thereto. If the applicant/student has requested an in-person interview, it may occur on the same day as the CRCBC's meeting, but in any event the interview must occur within this same 10 day period following the deadline in section 5. If the applicant/student does not arrange for such an interview within this 10-day period, the process is closed and the CRCBC will move to its decision, unless the CRCBC is satisfied that remarkable extenuating circumstances warrant a delay. However, in no event will the delay be allowed to extend to within 2 weeks of school registration. The CRCBC may also meet prior to any interview to determine if, based on the content of the background check, no such interview is necessary in order to endorse the applicant's offer of acceptance or the student's continuing enrollment. The CRCBC may, but is not obligated to, review certified or authenticated copies of court documents that further discuss or explain the facts/issues surrounding the involved criminal history.

6. After considering:
   (a) the results of the criminal background check,
   (b) the applicant/student's written response and supporting reference letters (if any were submitted),
   (c) the contents of the student's application, and (iv) the results of the in-person interview (if one occurred), the CRCBC shall vote, by a majority, on whether:

(i) the applicant/student's conditional offer of acceptance to UMass Chan should be rescinded, or

(ii) the student should be allowed to continue his/her enrollment at UMass Chan.

7. Factors that may be considered by the CRCBC in making its decision may include, but not be limited to, the following:
   (a) Whether the contents of the criminal background check are considered of a nature that would (or would not) preclude the applicant/student from safely caring for patients or other vulnerable populations.
   (b) Relevance of the crime to the status sought at UMass Chan.
   (c) Disposition of the incident.
   (d) Time since conviction(s) (if any).
   (e) Age of the candidate at the time of the offense.
   (f) Seriousness and specific circumstances of the offense.
   (g) Number of offenses.
   (h) Whether the applicant/student has pending charges.
   (i) Any relevant evidence of rehabilitation or lack thereof.
   (j) Any other relevant and credible (authenticated) information, including information submitted by the candidate or requested by the CRCBC.
   (k) Whether the contents of the criminal background check are considered of a nature involving a high degree of moral turpitude and/or calling into question the applicant's/student's professional standing, ethics, and/or reputation in the community.
   (l) For currently enrolled students only, whether there is an available method of re-mediation and/or rehabilitation, to which the student must agree to undertake and satisfactorily complete.

8. If the CRCBC votes by a majority **not to rescind/revoke** the applicant's offer of acceptance or the student's continued enrollment, the Chair of the Committee to Review Criminal Background Checks will notify the Admissions Office or the Office of Student Affairs that the applicant's/student's criminal background check is satisfactory/acceptable, and the applicant/student will be so informed.

9. If the CRCBC votes by a majority **to rescind/revoke** the applicant's offer of acceptance or the student's continued enrollment at UMass Chan, the Chair of the Committee to Review Criminal Background Checks will notify the applicant/student of same, as well as their right of appeal. The applicant/student will be further advised that if they elect to pursue such an "appeal", they must consent (in writing) to allow the full results of their criminal background check to be disclosed to the Review Panel and, if appropriate, the Clinical and/or Basic Science Evaluation Board. Such an appeal must be requested in writing by the applicant/student within seven (7) calendar days following delivery of the rescission/revocation decision. The CRCBC will consider requests for brief extensions of time if reasonable and not prejudicial to the involved school. If the **applicant** decides not to appeal, the Chair of the Committee to Review Criminal Background Checks will forward the matter to the Admissions Office. If the **currently enrolled student** decides not to appeal, the Director of the Center for Academic Achievement shall forward the matter to the Clinical and/or Basic Science Evaluation Board.

   If the applicant/student desires to appeal, a panel of three faculty members will be convened to hear the appeal ("Review Panel") comprising of:

   ➢Director, Office of Ethics

   ➢Associate Vice Provost for Research

   ➢Associate Dean for Academic Affairs, Graduate School of Nursing

10. The applicant/student may choose to meet with the Review Panel either in person or by conference call (the applicant may not have any representation present, legal or otherwise). This meeting must be accomplished within 10 calendar days following expiration of the above deadline unless the panel decides that remarkable extenuating circumstances warrant a further

delay. In no case will such a delay be allowed to extend to within one (1) week of school registration.

11. The Review Panel will consider
    (a) the results of the criminal background check,
    (b) the applicant's original written response thereto,
    (c) any supporting references,
    (d) the contents of the student's application,
    (e) the results of any interview(s) that may have occurred, and the CRCBC's threshold decision to either rescind the offer of acceptance or revoke the student's eligibility for continued enrollment (the Review Panel will not be told the CRCBC's actual vote, 2-1 or 3-0). For currently enrolled students only, the Review Panel may also consider whether there is an available method of re-mediation and/or rehabilitation, to which the student must agree to undertake and satisfactorily complete.
12. If the Review Panel **reverses** the CRCBC's decision by a **unanimous** vote, it will notify the Chair of the Committee to Review Criminal Background Checks, who will notify the respective Admissions Office or Office of Student Affairs that either the applicant's criminal background check is now satisfactory/acceptable, or the student's continued enrollment is approved. The Admissions Office or Office of Student Affairs will notify the applicant/student.
13. With regard to an "applicant", if the Review Panel **fails to vote unanimously** for reversal, it will notify the Chair of the Committee to Review Criminal Background Checks, who will notify the Admissions Office that the student applicant's criminal background check is **not acceptable** and that the prior offer of acceptance should be rescinded. The Admissions Office will notify the student applicant that said offer is rescinded and that no further internal appeal is possible.
14. With regard to a currently enrolled "student", if the Review Panel fails to vote unanimously for reversal, it will notify the Chair of the Committee to Review Criminal Background Checks, who will notify the Office of Student Affairs and forward the matter to the Clinical and/or Basic Science Evaluation Board for further handling consistent with that Board's already established protocols and procedures.
15. All files, materials, correspondence, documents, memos, and notes on "positive" CBC and/or CORI checks (including the actual criminal background record and notes from any interviews), will be securely housed in the office of the Chair of the Committee to Review Criminal Background Checks and/or his/her recordkeeping assistant.
16. Anonymous, unsubstantiated, or other peripheral information given to, or received by, a member of either the CRCBC or the Review Panel shall not be considered germane to their respective discussions. However, if substantiated (authenticated) information of a crime or conviction involving the student applicant becomes available that was not included in the initial criminal background check, the CRCBC and Review Panel may consider same, and additionally, it may further investigate the case(s). Any such additional information or history, if considered at all by the CRCBC or Review Panel must be shared with the applicant/student, and the applicant/student given an opportunity to respond thereto.
17. At any time during the work of the CRCBC or Review Panel, either committee may seek the assistance and/or input from an attorney within the University of Massachusetts' Office of the General Counsel, but said attorney is not a voting member of either committee.
18. Criminal background checks and Criminal Offender Record Information documents on students who are matriculated will be destroyed upon the student's graduation. A CORI expires after one year.
19. Criminal background checks and Criminal Offender Record Information documents on applicants who are denied matriculation because their acceptance was rescinded will be destroyed three (3) years after the final rescission decision was delivered to the applicant.
20. Criminal background checks and Criminal Offender Record Information documents on applicants whose candidacy was found acceptable but who either elected not to matriculate or withdrew before matriculation will be destroyed at the end of that year's admission cycle.

VIII. Dress Code

Students are asked to remember that our campus shares space with a major medical center and that patients may see them at any time. Therefore, students are asked to use judgment at all times in selecting clothing to avoid including clothing that is ripped, revealing, or which displays slogans or images that could be offensive to patients or colleagues. Examples to avoid include clothing with sexually or other provocative sayings or that advertise alcoholic beverages, ripped jeans or excessively low cut or tight clothing. Specific dress has not been delineated in this code in order that students should have freedom of choice as long as professionalism is maintained. However, students are required to abide by all policies of the hospital or clinical system in which they are rotating or in which they are doing research involving patient contact.

Students are expected to dress in a manner that is appropriate for their particular work environment. For example, jeans are acceptable in the laboratory or classroom but are not acceptable when seeing patients. Shoes with open toes are acceptable in the classroom but not in the lab or in the clinical setting. As part of professional appearance, students are expected to be generally well groomed.

Violation of the dress code can have detrimental consequences for patient care and could damage the reputation of the School of Medicine and the functioning and attractiveness of the hospital. Flagrant and repeated violations of the dress code may be deemed to signify a lack of insight or maturity on the part of the individual student and call for counseling and discipline. Violations of the dress code should be initially brought to the attention of the student by the immediate supervisor. Repeated and flagrant violations should be brought to the attention of the Associate Dean for Student Affairs who shall discuss the infraction with the student involved. If flagrant repeated violations continue, formal counseling or disciplinary action shall be recommended by the Associate Dean for Student Affairs and shall be carried out after a hearing and approval by the appropriate academic evaluation board.

IX. Email Use and Access Policy and Student Access to UMass Chan online services

Every student will be given an email address that the student can access through computers in our library and any other computer with access to the World Wide Web. Library computers have access to the World Wide Web and to internal Computer-Aided Instruction resources and databases. Students may also create a WWW home page, maintained on the campus computer system and subject to the UMass Chan Internet Policy. The following policy is designed to provide students with the maximum amount of advance notification of cancellation and/or announcements of engagements. Any questions regarding this policy should be addressed to the Office of Student Affairs.

Email is considered an official means of communication at UMass Chan Medical School. Failure to comply with this policy may be viewed as a violation of the medical school honor code. It is required that students review their email accounts at least every 72 hours (excluding weekends and vacations) while enrolled in courses, clerkships or electives. All student users of electronic communication are expected to observe the following policy:

1. Individually addressed emails should be responded to within 72 hours (excluding weekends and holidays).
2. All users are expected to utilize the “out of office” response function during periods when they anticipate that they will not have access to their email for prolonged periods of time (greater than 72 hours).
3. Senders (i.e. faculty) are strongly encouraged to include a suggested response time for recipients.
4. Faculty are expected to check with the Registrar’s Office or Student Affairs Office as to whether a student not responding to email was enrolled in a course, clerkship or elective at the time of the lapse before filing any professionalism incident report.

In addition, the official IT Electronic Email policy applies to all users, including students. Therefore, all students must follow all applicable IT email policies. These policies are available at the UMass Chan Medical School Information Technology page: https://www.umassmed.edu/globalassets/it/documents/policies/acceptable-use-policyupdated.pdf.

Electronic Mail Use Guidelines

The University makes email facilities available to both students and staff. Campus email users are encouraged to use these communications resources to share knowledge and information in furtherance of the University’s missions of education, research and public service. Students are free to use email for personal use. Email is made available to employees for the purpose of conducting University-related

business, but occasional social/personal use is allowed, providing it does not interfere with an employee's job function. An employee's university email address, however, should not be considered the same as a personal email address. Violation of email policies and guidelines may result in disciplinary action.

1. Individuals are prohibited from using an electronic mail account assigned to another individual to either send or receive messages. If it is necessary to read another individual's mail (e.g., while they are on vacation, on leave, etc.), delegates or message forwarding should be utilized.
2. Individuals with email IDs on University computer systems are prohibited from sending messages that violate state or federal law, or University policy.
3. The use of email for transmission of information disparaging to others based on race, national origin, gender, sexual orientation, age, disability or religion is prohibited.
4. The use of email for the transmission of information that solicits or results in personal gains (as in the case of personal or fraudulent donations and "chain letters") is prohibited.
5. Authorized users will not "rebroadcast" information obtained from another individual that the individual reasonably expects to be confidential.
6. Bulletin boards used for soliciting or exchanging copies of copyrighted software are not permitted on University electronic mail systems.
7. Authorized users are prohibited from sending, posting or, publicly displaying or printing unsolicited mail or materials that are of a fraudulent, defamatory, harassing, abusive, pornographic, obscene or threatening nature on any University system. The sending of such messages/materials will be handled according to University codes of conduct, policies and procedures.
8. Authorized users will NOT unnecessarily or inappropriately use limited computer resources by sending chain emails, spamming, mail bombing, generating unnecessary excessive print, etc.
9. Global email shall be restricted to emergency events requiring timely notification to all members of the University of Massachusetts Worcester community and must be approved by the Office of Communications. The header ID must include a description of the topic/issue being addressed. Broadcast messages must address one issue at a time.

The University cannot control the content of electronic mail. If an individual receives electronic mail that they consider harassing, threatening or offensive, they should promptly contact one of the following departments: Information Technology, Equal Employment Office, Human Resources and/or Student Affairs.

Alumni Email

Each student's UMass Chan email account will be deactivated within 60 days after graduation. Students may create an alumni email address through the UMass Chan Alumni Community that will automatically forward messages to the personal email account of their choice. The Office of Alumni Relations will contact students with information about this option in the spring before you graduate.

X. Fire Safety Procedures

The fire response procedures outlined apply to UMass Memorial Medical Center only; this includes the Memorial, University and Hahnemann campuses. All other UMass Memorial Health Care sites follow specific fire response procedures outlined in individual fire plans posted at each location.

- All corridors must be clear. Portable equipment and carts must be in use (30 minutes or less) with crash carts an exception. Alcoves and dead end corridors can be used for temporary storage and charging. Fire devices, pull stations, fire extinguishers and heat and smoke detectors must be clear and accessible at all times. Eighteen inches of clearance must be provided under all sprinkler heads. Keep all cross-corridor doors clear of equipment so that they may close properly in the event of a fire emergency.
- Report all fires and suspected fires immediately. Never assume that any fire is too small to initiate the fire procedure, even if a fire appears to be insignificant or controllable by hospital personnel.
- To report a fire pull the nearest pull station and call extension 911 from an in-house phone for campus police. A "Code Red" will be announced. Refer to posted evacuation maps for Fire Alarm Zone locations.

- Movement throughout the hospital should be minimized during a fire alarm, until the all clear has been given, to prevent the possible passage of smoke and/or fire. When responding to a fire scene located on a different floor level, always use the stairs. Do not use the elevators.
- The campus emergency team will respond to the fire scene. Where appropriate, administration will be notified. All other employees should remain where they are when the alarm occurs, unless circumstances require special assistance at the fire scene as announced over the public address system or other media.
- When the fire alarm sounds, patients and visitors in hallways should return to their rooms or other safe areas. They should be kept calm and asked to remain there until the "All Clear" announcement is made. Ensure that all doors and windows are closed.
- If evacuating, retrieve patient medical information, if possible and safe to do so.
- To report a fire at the ambulatory building or the community centers, activate the pull station and call 911 as appropriate. Immediately evacuate the building to a safe area. When the pull stations are activated, the alarm sounds throughout those locations and the alarm is transmitted directly to the fire department.
- Cooking – microwave/toasters, etc. must be supervised at all times.
- Candles and halogen lights are prohibited.
- Space heaters are prohibited in all patient care areas.

<u>If You Discover a Fire</u>

If you discover a fire you must make sure that several things are done quickly.

Think of the word "RACE" to help you remember what to do.

R = RESCUE anyone in immediate danger from the fire, if it does not endanger your life

A = ALARM: sound the alarm by calling "2600" (on-campus locations only) and activating a pull station alarm box

C = CONFINE the fire by closing all doors and windows

E = EXTINGUISH the fire with a fire extinguisher or EVACUATE the area if the fire is too large for a fire extinguisher.

XI. iCELS Audio Visual Acknowledgement

The interprofessional Center for Experiential Learning & Simulation (iCELS) is a robust simulation environment, utilizing standardized patients, virtual simulation, psycho-motor task trainers and high fidelity manikin-based simulation to create an ideal learning environment.

Throughout the duration of your enrollment as an enrolled SOM student, you will have a number of educational experiences in iCELS as part of your required curriculum. As such, you will be photographed and/or video recorded at iCELS. Such files in the forms of photographs, slides, movies, audio or video recordings are used for educational and quality assurance purposes only and will not be distributed or publicized beyond these purposes.

Through your voluntary enrollment at UMass Chan and participation in the iCELS environment, you understand, acknowledge and agree that such photographs, slides, movies, audio or video recordings shall be taken of you and you consent to same for the limited educational and quality assurance purposes.

XII. Identification of Students

Identification cards are issued to all students at the time of registration during the first year and should be worn at all times. Students may be asked to present their identification card for identification by UMass Chan Police, library personnel, cafeteria personnel, etc. It is important to report a lost or stolen card to the UMass Police as well as the Parking and Access Control Office at 6-5934. Lost cards can be replaced by the Parking and Access Control Office. Cards must be returned when the student leaves the school. Cards temporarily assigned at rotation sites must be returned once the student is no longer participating in a rotation at that site.

PLEASE NOTE: The section of Standards Pertaining to the Practice of Medicine by Medical Students, in the Regulations of the Massachusetts Board of Registration in Medicine, states that: *"medical students*

are to be identified to a patient visibly as a medical student. Each patient is to be informed that the patient has a right to refuse examination or treatment by the medical student."

Students should cooperate in insuring that they are clearly identified as medical students in all interactions with patients in the clinical program.

XIII. Jury Duty

It is not unusual for students residing in Worcester County to be summoned to serve as trial jurors. The Commonwealth of Massachusetts has a statewide one-day/one-trial system. Under this system, trial jurors serve either one day or, if selected, one trial. After juror service has been satisfied that juror is disqualified from serving again for a minimum of three years.

Medical students are NOT automatically excused from jury duty. Most jurors called do not have to serve more than 3 days (the majority fulfill this obligation in one day). If you are selected for a jury pool for a longer period of time, you will have the opportunity to explain how this may constitute a hardship to the judge who may or may not excuse you from that trial. Student Affairs can assist students by providing them with a letter of support if needed.

Grand jury or federal jury assignments do not fall under this one-day/ one-trial umbrella. If you received a summons for grand jury or federal jury duty, contact the Student Affairs Office for assistance.

Students should carefully read all materials they receive with their summons to service, which contains helpful information about confirming, postponing, rescheduling or relocating service, and can address many of the most frequently asked questions. Jury duty is an important legal obligation, and those who fail to respond are subject to criminal prosecution.

Students who must miss class in order to fulfill their jury service requirement should notify each of their instructors of the summons and make arrangements to complete any missed work.

If you have any questions about jury duty, including confirming, postponing, rescheduling or limiting your service, contact the Office of the Jury Commissioner (1-800-THE-JURY/1-800-843-5879). Further information can also be found on the Office of Jury Commissioner's website at www.massjury.com.

XIV. Logos, Usage of UMass Chan Medical School Logos

Use of the school logo or name on t-shirts, totes, baseball caps, etc., is generally not allowed as it is protected by copyright and trademark rules. For information on the approved uses of UMass Chan logos and print guidelines, and/or to request a logo, please contact the Office of Communications via email at brandresources@umassmed.edu.

XV. Malpractice Liability Insurance

All matriculated University of Massachusetts Chan Medical School students receive malpractice insurance under the Self Insurance Trust beginning with their first year of medical school for all approved clinical activities (See: Matriculating Student Status).

XVI. Medical Marijuana

Although Massachusetts law permits the use of medical marijuana, the University of Massachusetts Chan Medical School receives federal funding and therefore we govern use and possession of marijuana pursuant to federal law.

Therefore, the use, possession or cultivation of marijuana for medical purposes is not allowed in any University housing or on any other University property. The University will continue to enforce its current policies regarding controlled substances, and any students, faculty or employees who violate University policy prohibiting the use or possession of illegal drugs on campus, may be subject to disciplinary action.

XVII. Patient Information Security

UMass Chan is required by federal regulations such as the Health Insurance Portability and Accountability Act (HIPAA) to ensure that Protected Health Information (PHI) is only accessed by authorized individuals. Medical School students are responsible for the secure handling and storage of any confidential patient information that they may access as part of their studies. Students must complete their annual HIPAA training and abide by the rules and regulations described in that training.

XVIII. Patient Rights Under HIPAA

In addition to information concerning the HIPAA Privacy, Confidentiality of Patient-Related Information and Security Regulations found in this Handbook, students must read and be familiar with UMass Memorial's Joint Notice of Information Practices brochure distributed to all patients at the time of their first clinical visit, students must also read and be familiar with the privacy notices of all other clinical sites visited for clinical experience. A copy is available at all UMass Memorial locations where patients receive treatment or through the Privacy Office at PrivacyandSecurity@umassmemorial.org.

XIX. Religious/Ethical Matters

A. Requesting accommodation for religious holidays and activities

Principle: The purpose of this policy is to acknowledge respect for the religious diversity of UMass Chan students by providing opportunities, where possible, for accommodation in cases where genuine conflicts exist between students' religious beliefs/practices and educational activities. Such accommodations must honor the primacy of our commitment to patient care and not unduly burden faculty or disproportionately affect the general student population involved in the affected educational activity.

Applicability: This policy applies to any UMass Chan student who, because of religious beliefs or practice, believes that s/he is unable to attend a class, participate in any examination, or in other ways fulfill an educational requirement of any course, clerkship or other required activity.

Policy: Recognizing that the religious diversity of its students may result in conflicts between students' religious beliefs/practices and certain educational activities, UMass Chan will attempt to make accommodations that honor the primacy of its commitment to patient care and do not unduly burden faculty or disproportionately affect the general student population involved in the affected educational activity. Students who believe they have a need for religious accommodation during any course, clerkship or other required educational activity shall notify the relevant instructor/preceptor as soon as possible after an impending conflict becomes apparent — preferably prior to or at the beginning of the course, clerkship or other activity.

If it is established that there is a legitimate need for the affected student(s) where possible, shall be provided reasonable accommodation, including the opportunity to make up the activity in conflict if this is indicated.

B. Requesting exemption from participating in certain educational and/or patient care activities for religious/ethical reasons

Purpose: To allow students under certain circumstances, to exercise their rights not to participate in certain aspects of care or treatment of patients while still continuing their academic requirements.

Policy: UMass Chan Medical School believes that all patients, without regard to diagnosis, disability, race, color, religion, creed, gender or gender orientation are entitled to comprehensive and individualized quality care.

UMass Chan Medical School recognizes the right of students in special or unusual circumstances to decline to participate in certain aspects of patient care which are in conflict with their ethical or religious beliefs only if the following conditions are met: a) The student notifies his/ her course/clerkship director and the Associate Dean for Student Affairs of the request not to participate in an aspect of the curriculum. b) The written notification is dated and includes the aspect of the curriculum the student is requesting not to participate in and the reason for the request. c) The notice is signed by the student as well as the course/clerkship director. d) The course/clerkship director reviews the notice and discusses any potential problems with the student, the Associate Dean for Student Affairs and the appropriate Evaluation Board if necessary and places the request in the student's file where it will be maintained.

A student may not refuse to participate in the care or treatment of a patient based solely on the patient's diagnosis (e.g., HIV/AIDS or other sexually transmitted diseases, tuberculosis or other contagious diseases) or behavior. Such a refusal may result in a disciplinary action up to and including termination.

(a) An exception will be made when a student has been directed in writing by a personal physician to avoid patients with certain diagnoses because of danger to an existing health condition of a student.

(b) The student will provide the written directive to his/her course/clerkship director and the Associate Dean for Student Affairs.

(c) The course/clerkship director will review the physician's directive and discuss any potential problems with the Associate Dean for Student Affairs. The Associate Dean for Student Affairs will place the notice in the student's file where it will be maintained.

(d) A student will not be subject to any adverse action or evaluation for exercising his/her rights under this policy. However, the student's ongoing performance evaluation process may consider whether the request to participate can be appropriately justified based on ethical or religious beliefs.

In accordance with Massachusetts General Law 112 sec 12I, no student shall be required to participate in an elective abortion or sterilization procedure if their objection is on moral or religious grounds and they state this objection in writing to the Associate Dean for Student Affairs. This exclusion from participation does not excuse the student from responsibility for understanding basic science, methods, rationale or counseling related to these procedures.

When a student has exercised his/her right under this policy, the care or treatment of the patient shall not be compromised.

XX. Sexual Harassment (Policy and Procedures)

The University of Massachusetts Chan Medical School (UMass Chan) is firmly committed to working to ensure that all employees, students and individuals who are authorized to conduct business with and/or perform other services on behalf of UMass Chan are not subject to sexual harassment. To that end, it is the policy of UMass Chan to comply with all federal and state laws and regulations: Title VII of the Civil Rights Act of 1964, Chapter 151B, and M.G.L. 151B Sec. 3A.

It is UMass Chan's policy to protect the rights of all persons by providing fair and impartial investigations of all allegations of harassment. Any member of the UMass Chan community found to have violated the harassment policy will be subject to disciplinary action up to and including possible termination/dismissal.

Complaints will be investigated with every effort made to respect the privacy of those involved, and ensuring that there will be no retaliation. Retaliation against an individual for filing a complaint of sexual harassment or against any individual for cooperating in an investigation of a complaint is against UMass Chan policy and it is against the law. If retaliation is found to have occurred, appropriate action(s) will be taken.

The complete Sexual Harassment Policy and Procedure, Policy #02.01.07, can also be found at: http://inside.umassmed.edu/Policies/Policies-listing-page/DIO/Sexual-Harassment-Policy-and-Procedures/

XXI. Student Clinical Education Hours Policy

As working significant numbers of hours continuously has been shown to contribute to reduction in performance and increased incidence of significant errors in work, the clinical faculty of the University of Massachusetts Chan Medical School require the following:

In order to allow medical students to perform maximally, to effectively assist in the clinical care of patients and to learn from their patients, clinical medical students will be expected to follow ACGME PGY-2 clinical work hour restrictions.

Approved by CYC (CCEC) October 2010, Implementation July 1, 2011; Revised 11/18/2013

XXII. UMass Chan Policy on Students Infected with a Blood-Borne Pathogen

The University of Massachusetts is committed to a policy of non-discrimination and protecting the legal rights and privacy of infected students while also attending to the protection of the health of the public. A student who is infected with a blood-borne pathogen may attend the University of Massachusetts Chan Medical School's T.H. Chan School of Medicine; however, certain restrictions may be imposed on the scope of the infected student's training. Actual recommendations and advice to the student will depend on current findings and standards of practice.

All matriculated UMass Chan students will have their Hepatitis B immunity status confirmed as part of the School's immunization policy. Although testing for hepatitis C and human immunodeficiency virus is

not required, it is the professional responsibility of any student who has risk factors for these diseases to make arrangements for serologic testing.

Students who are aware that they are infected with a blood-borne pathogen [including but not limited to Hepatitis B virus (HBV), Hepatitis C virus (HCV), and Human Immunodeficiency virus (HIV)], if not currently under the care of a personal physician, are strongly urged to contact Student Health Services so that appropriate medical and psychological treatment may be instituted or continued.

Students infected with a blood-borne pathogen must avoid situations in which they could potentially transmit their infection to others. They are required, therefore, to disclose their infection status to the Assistant Dean for Student Advising in order to arrange necessary accommodations. Such notification is considered the professional responsibility of the student, and failure to disclose blood-borne pathogen infection status is grounds for disciplinary action, including dismissal from the medical school.

The University of Massachusetts Chan Medical School's T.H. Chan School of Medicine reserves the right to restrict students who may transmit blood-borne pathogens from situations that place others at risk. All reasonable accommodations will be made for any student who has tested positive for a blood-borne pathogen to be able to continue medical education. Restrictions and accommodations will be determined on a case by case basis by the UMass Chan Blood-Borne Pathogen Review Panel. In addition, the Assistant Dean for Student Advising will provide career guidance and elective rotation oversight to all students who have a blood-borne pathogen infection. Every reasonable effort shall be made to maintain confidentiality regarding the blood-borne pathogen status of students. Nevertheless, before an infected student begins a clerkship; directors and supervisors of that clerkship may be informed on a need-to-know-basis of limitations imposed on the student's activities. In the event that an urgent determination is required, the Assistant Dean for Student Advising will issue temporary restrictions.

The full policy on Students Infected with Blood-Borne Pathogens, which can be found here, contains a partial list of some of the procedures in which infected students may not be allowed to participate. Students infected with blood-borne pathogens should be aware that, based on current medical knowledge and practice, they may be restricted from future residency training and specialty practice which require the performance of high-risk procedures.

A student infected with HBV, HCV, or HIV may continue in the MD program as long as they are able to carry out the physical and intellectual activities of all students as outlined in the UMass Chan Technical Standards. Other conditions that carry a high likelihood of debilitating personal illness or that are likely to lead to a compromise of the student's immune system should be carefully considered by the applicant before committing to a career in clinical medicine.
https://www.umassmed.edu/studentaffairs/student-handbook/section-two/technical-standards/

Demonstrated competence on Standard Precautions is required of students in clinical programs of the University of Massachusetts Chan Medical School's T.H. Chan School of Medicine. To decrease their risk of acquiring or transmitting blood-borne pathogens, all UMass Chan students involved in patient care will receive training in the principles of Standard Precautions. They will be expected to adhere to these principles at all times within educational and clinical settings. Any student who feels that a patient or colleague is exposed to their blood or bodily fluids in a professional situation has a professional obligation to notify the attending physician (or appropriate supervising faculty member), and to consent to undergoing diagnostic testing for blood-borne pathogens as defined below. In addition to the UMass Chan Policy, students on clinical rotations are also subject to the same blood-borne pathogen disease policies as physicians and nurses at those individual clinical sites.

The complete Policy, Medical Students with Blood Borne Pathogen Infection, can be found here.

https://www.umassmed.edu/globalassets/student-affairs/files/policies/updated-full-umms-bbp-policy.06-19-2024.final-002---new-logo.pdf

Revised 06/13

XXIII. UMass Chan Faculty and Student Vendor Relations Conflict of Interest Policy

A. Reason for Policy

This policy seeks to prevent conflicts of interest (COI) between commercial vendors doing business with the University of Massachusetts Chan Medical School (UMass Chan) and UMass Chan's faculty members, and students. Such potential conflicts can be viewed as influencing patient care and/or purchasing/procurement. This policy, working in tandem with the Commonwealth of Massachusetts' Ethics Laws (M.G.L. c. 268A), strives to ensure that relationships between the UMass Chan Faculty

Members or Students and commercial vendor representatives enhance the University's mission as a center of excellence for teaching and research.

A vendor is defined as a company or person offering a good for service or sale. This definition includes, but is not limited to, pharmaceutical companies, device manufacturers and supply companies.

This policy recognizes that some UMass Chan faculty members provide patient care and/or conduct research in various hospitals, outpatient settings, and research centers that may have their own policies governing Vendor relations and conflicts of interest. Such policies may vary from this policy. When two or more policies govern the relationships of UMass Chan faculty members with commercial vendors, the faculty member must comply with all restrictions. Each faculty member must identify and adhere to the applicable policies.

B. People Governed by the Vendor Relations COI Policy

The UMass Chan Faculty and Student Vendor Relations Conflict of Interest Policy apply to all UMass Chan faculty members and students, unless otherwise specified. When UMass Chan faculty are subject to other laws, regulations or policies, this policy supplements those laws and regulations and policies but does not supersede them. In each case where such laws or regulations or policies differ from this policy, faculty members must comply with the most restrictive applicable standard.

Some of the specific areas of the policy that apply to medical students are indicated below, however, students are responsible for abiding by the entire policy which is available here.

C. Product Fairs:

a. Product fairs at UMass Chan sites are allowed.
b. Students and faculty members providing patient care may not accept offered samples.

D. Gifts to Students:

a. Students in the T.H. Chan School of Medicine and Tan Chingfen Graduate School of Nursing may not accept gifts from a vendor.
b. Students in the Morningside Graduate School of Biomedical Sciences will adhere to the requirements of section (4).

E. Vendor Contributions to UMass Chan Student Educational Activities:

In the event that a vendor wishes to contribute supplies, equipment or other goods/services of material value to support an educational activity, the vendor is responsible for contacting the appropriate program, department or school representative, respectively. It is understood throughout the process of approving such contributions that students will not be responsible for negotiating, securing or otherwise designating the allocation of these items of services. The department and/or the UMass Chan administration responsible for the oversight of such vendor goods or services must assure that they are acquired, managed and distributed in a manner that complies with UMass Chan conflict of interest standards. These standards include but are not limited to the avoidance of vendor names and brands on items of general use and assuring anonymity of the vendor's name in association with any such items, whenever practical. All UMass Chan Student handbooks must explain that students can invite industrial, commercial or vendor groups to UMass Chan only after obtaining prior approval from their respective dean or the dean's designee, who must make a recommendation for approval to the provost for final review and approval.

The entire Vendor Relations Conflict of Interest Policy, Policy #04.06.03, can be found here: https://umassmed.sharepoint.com/sites/policies/SitePages/homepage.aspx

(Effective date 10/17/12)

Section Six: Academic Student Resources

I. Academic Student Resources in the Office of Student Life Student Handbook

Visit the following link for the bulleted topics directly below:

https://umassmed.sharepoint.com/sites/studentlife/SiteAssets/Forms/AllItems.aspx?id=%2Fsites%2Fstudentlife%2FSiteAssets%2FSitePages%2FEngagement%2FOffice of Student Life - Student Handbook 2024-2025%2Epdf&parent=%2Fsites%2Fstudentlife%2FSiteAssets%2FSitePages%2FEngagement

- Bursar's Office
- Dining
- Diversity and Inclusion Office (DIO)
- Financial Aid Office
- Lamar Soutter Library
- Parking and Access Control
- Department of Public Safety/Police
- Registrar's Office
- Student Groups/Organizations

II. Office of Educational Affairs (OEA)

URL: http://www.umassmed.edu/oea

Under the oversight of the Senior Associate Dean, the Office of Educational Affairs (OEA) seeks to advance the educational mission of the School of Medicine, by providing the following services and resources:

- Provide leadership and oversight for institutional accreditation processes (NEASC and LCME).
- Assessment and research in medical education and institutional reporting and quality tracking for educational programs through the Division of Institutional Research, Evaluation & Assessment.
- Enhanced teaching, learning and assessment opportunities in medical education provided by the nationally recognized Standardized Patient Program.
- Simulation-based programs including task trainers, cardio-pulmonary simulation, full body mannequins, neonatal simulation and many additional resources available for use by trained faculty to provide educational opportunities to small groups offered by the interprofessional Center for Experiential Learning and Simulation (iCELS).
- Special educational opportunities provided by ongoing grants and funding opportunities.

The OEA administers several national educational grants awarded to the Medical School to promote curriculum innovation and enhancement in the teaching of a variety of subjects. Topics enhanced through external grant-funded initiatives over the past decade have included: health communication, professionalism, complementary and alternative medicine, sexuality and sexual health, managed care, community outreach to underserved populations' and medical education research. The OEA also administers an internal grant program, Innovations in Interprofessional Education Grants (IPEG), which provides limited funding to faculty, residents and students to support educational innovation. The Senior Associate Dean for Educational Affairs also oversees the diverse offices of the School of Medicine comprising Admissions, Student Affairs, Undergraduate Medical Education and Continuing Medical Education.

III. Center for Academic Achievement

URL: http://www.umassmed.edu/oea/center-for-academic-achievement/

The Center for Academic Achievement (CAA) is open to all students at UMass Chan. The academic achievement program is oriented toward prevention of academic problems through systematic needs assessment, mobilization of resources, and continuity of the support experience. The CAA is comprised of faculty whose job is to assist students in achieving their educational goals. The following is a sample of areas where we have been able to help our students:

- Study skills
- Test-taking

- Reading
- Communication skills with patients, teams, or with colleagues
- Write-ups
- Soap notes
- Oral presentation skills
- Physical exam skills
- Clinical problem solving and synthesizing information
- Organization skills
- Time Management
- Issues of professionalism
- Life-long learning skills (including study strategies, and using evidence based medicine sources)

Most of our work is 1:1 (faculty and student) but we are available to any group of students who wish help in the art of group studying.

IV. Office of Undergraduate Medical Education (OUME)

URL: http://www.umassmed.edu/oume

The Office of Undergraduate Medical Education (OUME) is the center for academic life at the School of Medicine, where students meet with faculty and peers, develop ideas for curricular enhancement and innovation, and learn about the latest advances in medical education. In essence, the OUME serves as the hub for the numerous spokes that represent UMass Chan undergraduate medical education, providing comprehensive resources and support to students and faculty for all facets of the educational program, including curriculum-development, faculty development, academic computing and community-based education. The school's four-year integrated curriculum emphasizes interdisciplinary coordination, early clinical exposure, broadened participation of generalist physician faculty, interprofessional experiences and the use of new learning modalities, including web-based, computer-aided instruction and medical simulation.

We partner with faculty and students to continually improve our curriculum and learning opportunities.

V. Learning Communities Program

URL: http://www.umassmed.edu/learningcommunities/

The development of Learning Communities further enhances our broader learning environment. Learning Communities fall under the auspices of the Office of Undergraduate Medical Education and the Office of Student Affairs. Learning Communities are made up of multiple "Houses." Upon entry to medical school, students are assigned to one of these Houses, which facilitates their interaction with house mentors, house specialty advisors and other faculty. The House structure also provides opportunities for student community promoting peer mentoring and other forms of vertical integration. House mentors also teach their students clinical skills. These interactions support students academically and professionally through the establishment of a robust, four-year mentoring program.

Learning Communities are designed to enhance the quality of student-teacher and student-student relationships by promoting longitudinal interactions between students and faculty within and between classes throughout the four-year educational program. This model improves continuity of teaching doctoring and clinical skills, supports interactive and small group teaching, fosters students' self-directed learning, and develops students' skills in formal and informal peer teaching and mentoring.

VI. Global Health Pathway

The Global Health Pathway (GHP) is an elective, four-year program at the University of Massachusetts Chan Medical School that trains and supports medical students to be future leaders and providers in global health. The GHP selects medical students through an application process at the start of their medical school training and provides them with longitudinal curriculum and opportunities to gain experience in clinical, research, public health and cultural experiences with underserved populations in two major categories: those currently living *outside* of the U.S. or those that are living *inside* the U.S. with recent international origins, such as immigrant or refugee populations.

VII. Pathway on Clinical and Translational Research

There is a great need to further develop evidence-based approaches to improve clinical care, and to translate discoveries in basic science to clinical practice. This requires teamwork amongst basic scientists, clinical researchers and practicing clinicians, and leaders who can combine a clinical with a research career. This pathway is designed to support students who have an interest in conducting medically relevant research throughout their career. It is generally designed for individuals with strong research experience prior to medical school, who have a strong interest in continuing this experience and receiving further training. Thus, the CTRP is a selective program that provides advanced opportunities for students to further their skills in basic, clinical or translational research in parallel with the traditional medical school curriculum, and will help you gain the research experience often needed for competitive residency placement. In addition, the program offers the opportunity for an additional gap year to complete a Master's Degree in Clinical Investigation program in the Graduate School of Biomedical Sciences. If you have a strong interest in continuing to pursue research as part of your career this program is for you.

The training received will enhance your understanding of the methods involved in:

- Conducting human trials of new drugs and devices
- Examining the translation of experimental cures or diagnostic measures into routine patient care.
- Examining patterns or correlates of disease (e.g., epidemiology).
- Examining the quality of health care, health care outcomes, and other health services research questions (e.g., disparities in care, cost-effectiveness of care, etc.)
- Conducting basic science that focuses on a clinical problem or disease

Successful participation in the 4-year Clinical and Translational Research Pathway (CTRP) will culminate in receipt of a "Certificate of Training in Clinical and Translational Research," and notation of completion of this elective pathway on your official transcript, and formal letter from pathway leadership to the dean about the student's participation. The completion of the 5-year CTRP-MSCI will culminate in receipt of a Masters in Clinical Investigation from the Graduate School of Biomedical Sciences. Students participating in CTRP-MSCI are exempt from the requirement to complete Senior Scholars.

VIII. Rural Health Scholars Pathway

The goal of this pathway is to foster students' interest in and desire to learn about issues related to practicing in rural and small-town communities as well as to help them develop contacts with rural health clinicians and leaders while learning skills useful to rural/small town practice.

Objectives:

- To identify and then nurture the interest of students who would like to explore issues related to pursuing a career in rural health.
- To help participating students acquire the skills and develop the attitudes necessary to become effective clinicians in rural and small-town communities.
- To expose students to the important linkages between clinical practice and public health in developing healthy rural communities.
- To introduce students to clinicians who are practicing in rural and small-town communities in Massachusetts and New England.
- To foster relationships among medical and Graduate School of Nursing students and introduce them to others in the medical, public health, and governmental sectors who are working to meet the needs of rural communities.

The Pathway achieves these objectives through hosting a series of enrichment seminars and offering participating students priority placements in rural and small-town communities for LPP, clerkships, and rotations.

IX. Summer Research Fellowship Program (Medical Students)

URL: http://www.umassmed.edu/oume/student-resources/research-and-service-opportunities/medical-student-summer-research-fellowship-program/

The goals of this program are to develop medical students' skills in research, and to cultivate students' interest in the inclusion of research in their careers as physicians.

Faculty mentors provide projects on which students work for pay during an eight-week period in the summer before or after their first year.

X. Office of Student Affairs (OSA)

URL: http://www.umassmed.edu/studentaffairs

The primary goal of the Office of Student Affairs (OSA) is to provide advocacy for and support to medical students in pursuing their major role, which is to learn both the science and the art of medicine. Medicine is a fascinating and complex profession. It is a privilege to be selected to train for and to enter this field. Our goal is to help medical students to develop into empathic, compassionate, knowledgeable physicians who have a life-long enthusiasm for their profession and who reflect the goals and ideals set forth in the Mission Statement for the school.

The Office of Student Affairs strives to be a supportive and responsive place where students can find help in coping with the academic and personal demands of medical school. The Associate Dean for Student Affairs shares these roles with the Assistant Dean for Advising and responsive faculty members and the Learning Community mentors. The office also works closely with the Diversity and Inclusion Office (DIO). The Student Counseling Service is also available for support.

The Office of Student Affairs strives to promote a supportive and responsive environment where students find help coping with the academic, personal and social demands of graduate education. OSA nurtures a diverse culture inclusive to the sensitive needs of our students, staff, faculty and visitors. Student Affairs encourages personal growth and success by embracing a holistic definition of diversity and meeting individual needs of our constituents.

The Office of Student Affairs also provides support for a variety of student activities, such as assignment of core clinical activities and fourth year studies, administration of the NRMP (National Residency Matching Program), Electronic Residency Application Service (ERAS), VSLO® (Visiting Student Learning Opportunities™), Medical Student Performance Evaluations (MSPE), orientations to inform and prepare students for all four years of medical education, commencement, and graduation activities. Student Affairs also coordinates the Basic Science and Clinical Science Academic Evaluation Boards, Progress Board, administrative support for all student-run group and organizations as well as the Student Body Committee (student governance group). In these roles, the Office acts as an advisor both to students and faculty to help facilitate and carry out timely and informed decisions.

Under the leadership of the Office of Educational Affairs (OEA), the Office jointly sponsors the Learning Communities program, together with the Office of Undergraduate Medical Education. This association with the overall educational effort of the School encourages the interdigitation of support, curriculum, and educational issues in medical student education. One goal of the Office is to decrease any sense of impersonal learning and isolation, particularly in the pre-clerkship years, and to provide a positive learning environment throughout individual, programmatic, and curricular levels in all years. The goals and objectives of medical education for the school include attributes of knowledge, problem-solving, attitudes, interpersonal skills and self-reflection which the Office of Student Affairs endorses and hopes to foster.

XI. Room Reservations

URL: http://www.umassmed.edu/roomreservations/index.aspx

All function rooms (classrooms, meeting rooms, conference rooms, etc.) for UMass Chan and UMass Memorial are scheduled through the Room Reservations service. Information on scheduling function rooms may be obtained by e-mail (roomreservations@umassmed.edu) or by calling 508-856-2264.

XII. Weather Watch

Weather Watch for Students ONLY:

Policy may be found here:

https://www.umassmed.edu/globalassets/office-of-undergraduate-medical-education-media/faculty-handbook-2022/thchansom-inclementweatherguidance.pdf

XIII. Certification for Graduation

The Registrar's Office certifies that each candidate for graduation from the Medical School has completed all academic and administrative requirements of the Institution. No student may graduate who has outstanding fees or fines (i.e., tuition, loans, library books, parking fees or tickets.) Final determination that the student has satisfied academic requirements rests with the appropriate faculty academic evaluation board.

Certification Process:

Three months prior to Commencement, the Registrar's Office conducts a degree audit of the academic records of all candidates for graduation. The week prior to Commencement, students are required to come to the Registrar's Office for final certification.

XIV. Voter Registration Forms

The Higher Education Amendment of 1998 requires this institution to provide students with the opportunity to register to vote. Voter Registration Forms can be accessed at the following site: http://www. sec.state.ma.us/ele/eleifv/howreg.htm

Section Seven: Governance

I. Governance of the T.H. Chan School of Medicine

The primary governing bodies of University of Massachusetts Worcester (UMW) are the Executive Council and the Faculty Council. The Executive Council has student representation in the form of the Student Government Alliance (SGA) Chair.

The Faculty Council's student representation includes one President from each school's student representative body. No one other than these named positions are able to serve on these committees. Committees that report directly to the Faculty Council and Executive Council include the following:

- Committee on Scientific & Research Affairs
- Faculty Council reports to Executive Council
- Women's Faculty Committee
- Nominations Committee
- Information Technology Committee
- Intellectual Property Committee
- Library & Learning Committee

The Faculty Assembly and EPC shall advise the Faculty Council and Executive Council.

Applicability: All enrolled students
Date Revised: August 2015

II. Committees

There are a number of committees at UMass Chan Medical School and UMass Memorial Health Care that recommend policies, programs, etc., within their charge. Most of these committees have student representatives who are chosen through the Appointments Subcommittee of the Student Body Committee. The SBC Bulletin Board will have sign-up lists for students interested in serving on these.

Students sit on these committees as full voting members, with rights and responsibilities equal to those of the faculty members. As the list below indicates, student representation exists on essentially all committees whose business pertains in any way to student interests. In addition, ad hoc committees convened by the administration generally include one or more student members. Also, a student from this campus is elected annually by the students to serve on the University of Massachusetts Board of Trustees. Only two student representatives from among the five University of Massachusetts campuses have voting rights in any given year.

III. Student Government Alliance (SGA)

Established in 2011, the UMass Chan Student Government Alliance (SGA) is the overarching student governance body. The SGA consists of the two elected officials from each school's student governance group and the student trustee. The SGA promotes student communication and collaboration across the three schools, and serves as a resource for communicating and working with campus administration. The SGA provides representation for students across the three schools on Faculty Council and Executive Council and other campus-wide governing bodies and committees. The SGA reports to the Provost, and addresses matters of importance to students and submits recommendations expressing student views and concerns to administration (provost). The SGA oversees the campus student trustee election process. The SGA has a faculty advisor appointed by the provost and in accordance with their bylaws, the Provost meets with the SGA at least once per semester (fall and spring). Additional information, including members, can be found at: https://www.umassmed.edu/studentlife/student-government/student-government-alliance-sga/.

IV. Student Body Committee (SBC)

The Student Body Committee (SBC) is the student representative government for the T.H. Chan School of Medicine and functions as the liaison between students, faculty and administration. Information on the Student Body Committee can be found on the Student Life website under Student Activities then Student Leadership @UMass Chan: https://www.umassmed.edu/studentlife/student-government/sbc/about-us/

V. Student Trustee

Every year, the student body at UMass has the opportunity to elect a student trustee from UMass Worcester to the University of Massachusetts Board of Trustees. This student is the sole student representative from UMass Worcester and holds a very important position. Of the five University of Massachusetts student trustees, three are voting members at any one time, on a rotating basis.

The only distinction between the voting student trustee and other board members is the abbreviated term in office of the student. The student trustee's term of office runs from July 1 to June 30. Elections for the student trustee are held in April. All students are eligible to be on the ballot.

The student trustee is expected to

1. keep the students and the SBC informed of discussions and the decisions made by the Board of Trustees;
2. provide a UMass Worcester student's perspective to the board;
3. review tenure and faculty advancement within the University system;
4. review the allocation of funds throughout the University system;
5. assist in the selection of honorary degrees;
6. review the Hospital Management Board meetings; and
7. work with the chancellor on selected projects.

The position offers a student the opportunity to contribute to the decision-making process that affects students on the Amherst, Boston, Dartmouth and Lowell campuses, as well as students here in Worcester.

Applicability: All enrolled students
Date Revised: June 2014

Section Eight: Everyday Living

I. Child Care/Daycare

Location: Bright Horizons Family Solutions at UMass, Shaw Building, 419 Belmont Street, Worcester, MA 01604
Telephone: 774-455-KIDS
Email: umass.university@brighthorizons.com
URL: http://centers.brighthorizons.com/umassmemorial

Bright Horizons at UMass Child Care provides exceptional care & early education for infants, toddlers, preschool and kindergarten prep children. Our state-of-the-art environment provides young children the opportunity to learn, grow and nurture their natural curiosity & inquisitiveness as well prepare them with the academic foundation to achieve success in school and in life.

II. Lockers

Locker assignments are made at the start of the first year by the Office of Student Affairs. It is strongly advised that lockers be kept locked at all times. Students should contact the Office of Student Affairs if they misplace or lose their assigned locker combination. The School is not responsible for anything left in the lockers/locker room.

III. Medical Instrument Loans

The Student Body Committee has the following medical instruments available for loan in the Lamar Soutter Library at the Library Service Point:

- Stethoscope
- Otoscope/Ophthalmoscope
- Tuning Fork
- Blood Pressure Kits

Loan Policy:

SOM students may borrow up to one of each item at a time (Stethoscope, Otoscope/Ophthalmoscope Set, Tuning Fork, etc). The loan period is 1-week.

Students may request items through the Ask a Librarian service: https://library.umassmed.edu/ask-librarian

Items will be checked out to the student and marked for pick-up at the self-service desk.

Students are responsible for proper cleaning and care of the devices. All pieces and instructions must be kept together in the casing provided. Instruments must be cleaned before and after use. Alcohol wipes are available at the LSP. Any loss or damage should be reported to library staff within 24 hours of check-out. Students are responsible for the cost of any damage or replacement. Students will lose borrowing privileges until instruments are returned or replaced. By borrowing these items from the library, students are agreeing to comply with the library loan policy and are taking responsibility for any loss/damage to the equipment.

For borrowing guidelines please go to the library website at https://library.umassmed.edu/borrow-materials.

IV. Mothers Rooms / Breastfeeding / Nursing Rooms

The Medical School has eight Mothers' Rooms where breastfeeding mothers can go to feed their babies or pump breast milk. The rooms are located:

University Campus:

Location: Medical School Building - S6 100A & S6 100B; Sherman Center – AS5-1084

Equipment: The room is equipped with a hospital grade Medela Symphony breast pump.

Access: Send an email to Parking@umassmed.edu (Parking Office)

Privacy: Only those given pass card access can enter the room.

Memorial Campus:

Location: Memorial 4

Access: Requires badge access which can be provided by coordinator ahead of time.

Worcester State Hospital:

Locations: BB2-204

Access: Contact Christine Bibeault, x62648.

Biotech IV:

Location: B4-314C

Equipment: The room is equipped with a hospital grade Medela breast pump.

Access: Contact Denise Maclachlan, x68773 to schedule a time.

Schrafft Building, Boston:

Location: Office 3.635

Access: To reserve this room, call x56200 or, if unavailable x56067 and ask to reserve the Mother's Room.

MBL, Mattapan II Building:

Locations: Room 2034

Baystate Medical Center:

Locations: BMC- Springfield, S1404B, Holyoke- Whitney 2003A, 280 Chestnut- 3rd Floor lounge/ladies room

Access: Contact BMC Lactation Services at 413-794-5312.

Each of these rooms is equipped with a hospital grade electric breast pump and personal kits can be purchased from Lactation Services.

Additional locations with specific access contacts:

Baystate Franklin Medical Center, Obstetric Unit, equipped with an electric pump. Contact 413-773-2359.

Baystate Noble Hospital- 2W, Room 216. The nursing supervisor or Security can unlock the room for you.

Baystate Wing Hospital - 1st floor, between café and OR. Someone in the café or Security (0-5154) can unlock the room for you.

Milford Hospital:

Internal Medicine Location: There are rooms in second floor maternity available. You need to contact the nurse supervisor a few days before rotation.

OB/GYN Location: There is an unlocked room off to the side of the nursery.

St. Vincent's:

Location: Center for Women and Infants room. No specific access required.

TaraVista:

Location: on site

Access: Contact Susan Coughlin in Human Resources

Cape Cod Hospital:

Location: 2nd floor of hospital

Access: Contact Kim Gagnon or Donna Moran

Lahey Campus:

Location: Room 103 on the 1st floor of the school campus

Access: Contact Maria DeOliveira at maria.deoliveira@lahey.org

To purchase accessories for the Medela Breast Pump, contact: Carol Matthewson, 508-752-9796

A supply of double Symphony sets is available. They are $40. Call Carol to arrange to pick it up.

To order via the internet visit the sites below:

SelfExpress
ions
Amazon
Medela Symphony Breast Pumps

Additional information can be found at: http://www.umassmed.edu/hr/work-life/parenting.aspx.

V. On Call Centers (OCC)

The On Call Centers (OCC) are 'hoteling' space for medical students and residents when scheduled for overnight call. These are available at each UMass Chan-affiliated site. For questions regarding access, contact the coordinator or director of your rotation.

For information regarding the UMass Chan *University* campus On Call Center, visit https://www.umassmed.edu/studentaffairs/studentresources/on-call-center/.

Section Nine: Student Health and Wellness

I. Student Health and Wellness services in the Office of Student Life Student Handbook

Visit the following link for the bulleted topics directly below:

https://umassmed.sharepoint.com/:b:/r/sites/studentlife/Shared%20Documents/OSL%20Student%20Handbook%2023-24%20Final.pdf?csf=1&web=1&e=Jhs40D

- Fitness Center
- Student Counseling Services (SCS)
- Student Health Services (SHS) – Please visit the SHS website directly for all health related and clearance topics: www.umassmed.edu/studenthealth

II. Disability Insurance

UMass Chan Medical School ensures that medical students are covered by disability insurance. This insurance is required and is paid for by student fees. Benefits begin after 90 consecutive days of disability and include coverage for blood-borne pathogens.

Upon completion of medical school the coverage is portable to a residency and then to medical practice at the option of the graduate. Details of the policy are available in the Office of Student Affairs or online: http://www.medplusadvantage.com/

III. Flu Vaccination Policy for UMMMC, Supported by UMass Chan Medical School

Segment 1: All physicians, licensed independent practitioners, graduate medical education trainees, and medical and nursing students are required to receive a flu vaccine shot prescribed for the specified flu season unless they receive an exemption for medical or religious reasons. Those with an exemption (whether religious or medical) must wear a surgical mask while in clinical care buildings on the University, Memorial and Hahnemann campuses (Clinical Care Buildings) during flu season.

Segment 2: All other UMMMC workforce members* not listed above, receipt of the influenza vaccination is strongly encouraged. Annual influenza vaccination or the proper wearing of a hospital approved surgical mask while at work in Clinical Care Buildings and sites where clinical care is provided, including patient/client homes and community settings during the flu season is required for all other UMMMC Workforce members not listed above, including employees, contracted and vendor personnel, volunteers and trainees.

IV. N95 Respirator Fitting/Mask FIT Testing

(Patients with Respiratory Pathogens)

In-patient clinical sites require all health professional students (SOM and GSN) to follow CDC respiratory infection control recommendations. The CDC recommends healthcare workers to be fit tested for a NIOSH- approved N-95 respirator or a powered air purifying respirator (PAPR) in order to provide protection from certain airborne pathogens such as H1N1 or Tuberculosis.

All incoming students are required to complete a Respiratory Fitness form Questionnaire in Peoplesoft as part of health clearance requirements ahead of school start. This form only needs to be completed once, unless there is a significant change in health impacting mask use, facial shape or facial hair.

The mask fit process begins early in the first year of school for the GSN and SOM students. Students are first required to be medically cleared by Student Health Services (SHS) and then fitted by Environmental Health and Safety (EHS) for either N-95 respirator mask or a PAPR prior to entering any clinical site.

Students not medically cleared to be fitted for the N-95 mask will need to be trained for the PAPR which is also arranged through EHS. Reasons for wearing a PAPR instead of a N-95 mask include certain medical conditions such as poorly controlled asthma or extensive facial hair. It is the professional responsibility of each student to complete the mask fit requirement. Any student who does not complete this requirement will not be allowed to participate in clinical rotations and the dean of students of the corresponding school will be notified for further action as per the Medical Clearance Policy.

The above requirement and mask fit clearance form can be found on the Student Health website www.umassmed.edu/studenthealth.

Applicability: All enrolled students
Date Revised: March 9, 2014

V. Sensitive Medical and Counseling Care of Students by Faculty and Residents

Policy Statement: In order to ensure that there is no conflict of interest between the roles of faculty and resident physicians functioning as physicians or therapists and the roles of faculty and resident physicians in academic evaluation and promotion, the designated director of a course or health delivery service is responsible for a plan to ensure that health professionals who provide psychiatric/psychological counseling or other sensitive health services to a medical student must have no involvement in the academic assessment or promotion of the medical student receiving those services.

Definition: Sensitive medical care: Because any medical care may become sensitive, "sensitive medical care" is considered to be any medical care.

Exemptions: Emergency situations or other situations in which lack of involvement by physicians, residents or other healthcare professionals would compromise patient care are exempted from the above policy.

Enforcement: Under the leadership of the Associate Dean for Student Affairs, oversight for this policy will rest with the Office of Student Affairs. The policy will be stated in the handbook and disseminated to all affiliates.

Applicability: All enrolled students
Date Revised: 2012

Section Ten: Additional Services

I. Office of Admissions

Email: Admissions@umassmed.edu
URL: http://www.umassmed.edu/som/admissions/

The T.H. Chan School of Medicine accepts applications from residents and non-residents of Massachusetts for the MD and MD/PhD programs. All applications are reviewed by the Admissions Committee. Applicants who are invited for an interview are given a tour of the Medical School by students.

II. Office of Alumni

URL: http://alumni.umassmed.edu/

The Office of Alumni and Parent Relations works to strengthen lifelong relationships between alumni and their alma mater and cultivate more meaningful personal and financial commitments to UMass Chan Medical School. The office creates, promotes, and encourages opportunities for T.H. Chan School of Medicine alumni to connect with each other and UMass Chan Medical School. The office also fosters an engaged exchange of information and sentiment between alumni and the medical school, and enhances alumni collaboration and involvement that furthers the mission of UMass Chan Medical School.

The Office of Alumni and Parent Relations maintains a database on alumni of the T.H. Chan School of Medicine, Tan Chingfen Graduate School of Nursing, the Morningside Graduate School of Biomedical Sciences and Graduate Medical Education. Students wishing to contact alumni for assistance in identifying housing during internships, interviews and clerkships, or to make inquiries about residency programs should contact the Alumni Office. The office also sponsors various programs and events for alumni and student throughout the year. Class representatives from each of the graduated classes are selected to serve as liaisons for reunions and alumni class events.

III. Office of Communications

URL: http://www.umassmed.edu/communications/

The Office of Communications is the official source of news and information at UMass Chan Medical School. We bring awareness to and enhance the reputation of UMass Chan by highlighting the innovation, discovery and commitment that define our world-class education, research and public service. Read our values statement.

Our office is staffed by communications, media and marketing professionals who are adept at distilling and highlighting complex ideas into accessible stories that illuminate the promise and value of scientific research, inclusive health care education and broad-reaching public service for our diverse audiences across the commonwealth, the country and the world.

The team includes dedicated writers, editors, videographers, media relations experts and social media producers. Our work can be seen on our interactive media news site, social media channels and in independent reporting on media outlets locally, regionally and globally. We also produce the magazine *@umasschan* and the *Voices of UMass Chan* and *Rare Diseases, Real Stories* podcasts.

Our office provides guidance on media relations and media training, effective use of social media and brand compliance. Our media relations team works closely with members of the community, including faculty, staff and students, to raise the profile of UMass Chan by sharing important scientific news, stories, and discoveries with local, national and international news media. The office can respond to general media inquiries about UMass Chan, as well as arrange for and coordinate in-person and virtual interviews and secure locations for video and photo shoots. Per our media policy, all media interview requests should be referred to the media relations team. Journalists and production crews interested in arranging interviews, photos or production shoots on the UMass Chan campus, including patient settings, teaching areas, research labs or non-public spaces, must first obtain written approval by the Office of Communications.

We manage the official identity of UMass Chan and offer access to official logos and language about UMass Chan, as well as UMass Chan-branded templates for PowerPoint, Zoom, digital signage, email, Word, letterhead and brochures. In our Brand Toolkit and Style Guide, you can find an overview PowerPoint presentation on UMass Chan plus stock photography for your own projects and presentations.

URLs associated with links above:

https://www.umassmed.edu/oc/what-we-do/values-statement/

https://www.umassmed.edu/news/

https://www.umassmed.edu/news/podcasts/

https://umassmed.sharepoint.com/sites/oc?xsdata=MDV8MDJ8S2F0aGVyaW5lLlJleWVzMUB1bWFzc21lZC5lZHV8ZDI5MWEyMDZjY2Y5NDU4NmI0NGEwOGRkZWZkMWIwN2V8ZWU5MTU1ZmUyZGEzNDM3OGE2YzQ0NDA1ZmFmNTdiMmV8MHwwfDYzODkzMDQwNjA2ODc0NzU4NnxVbmtub3dufFRXRnBiR1pzYjNkOGV5SkZiWEIwZVUxaGNHa2lPblJ5ZFdVc0lsWWIPaUl3TGpBdU1EQXdNQ0lzSWxBaU9pSlhhVzR6TWlJc0IrRk9Jam9pVFdGcGJDSXNJbGRVSWpveWZRPT18MHx8fA%3d%3d&sdata=dEJTVDQxUHlMK1ZLc2t5V2t4WGhpQy8waFhqQWM4L1lHTXhUZisrVzZWUT0%3d

IV. Continuing Medical Education

URL: http://www.umassmed.edu/cme/

The primary objective of this department is the provision of quality educational opportunities to medical school faculty, students and graduates as well as physicians and other healthcare professionals. This office, in conjunction with UMass Chan faculty, develops professional meetings, conferences and symposia for local, regional and national audiences. As part of their required curriculum, students are provided with certificate level emergency courses (e.g., BLS, ACLS, ATLS) through this department. Students may also audit any other programs offered by Continuing Education throughout the year.

V. MassAHEC Network

URL: https://www.umassmed.edu/fmch/communityhealth/sep/MassAHECScholars/

The MassAHEC Network, a program of UMass Chan Medical School since 1978, works with centers in Pittsfield, Springfield, Worcester, Lawrence, Boston and Brockton through a central office in Shrewsbury. The mission of the MassAHEC Network is to reduce health disparities across the Commonwealth by enhancing the skills and increasing the diversity of the health care workforce and facilitating access to culturally and linguistically responsive health care services.

AHEC, which stands for Area Health Education Center, is a federally funded program that is available nationally and collaborates with the National Health Service Corps and other programs focused on improving access to care for underserved populations. The MassAHEC Network's central office and centers are active partners in the Population Health Clerkship, several interclerkships, as well as the Rural Health Scholars and Pathways programs. MassAHEC also supports community based primary care clerkships.

Rotations and learning experiences in other states are made possible through partnerships with other AHEC centers across the country. Students have gone to AHEC centers outside of Massachusetts, including Montana, Vermont, Indiana, Maryland and Colorado.

MassAHEC will also contribute to your experiences in less visible ways. As a physician, you will work with other members of the health care team. MassAHEC has a long-standing commitment to support the effectiveness of the health care team, particularly by improving access to health care for culturally/linguistically diverse populations. When you work with a medical interpreter or a community health worker, they were most likely trained by MassAHEC. If you need help drafting patient education materials or a flyer for community work, MassAHEC can help with ensuring that those materials will be understood by the people you are working with, written in clear language and translated as needed into the language or languages spoken in the community.