June 30, 2008

Dear Students:

Welcome to the James H. Quillen College of Medicine.

This student handbook contains those guidelines, policies, and procedures that most directly impact our students. It is intended to supplement and to help you consolidate the information and advice you will receive from our faculty and staff. Please familiarize yourself with the contents.

Congratulations on admission to medical school. We welcome you to our family and look forward to your continued success.

Sincerely,
M. David Linville, Jr., M.D.
Assistant Dean and Director of Operations
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Policies and Procedures

Disclaimer

The policies contained herein are provided to give a general understanding of the regulations governing East Tennessee State University and the James H. Quillen College of Medicine. They are subject to revision at any time with little or no advance notification. The College of Medicine assumes no responsibility for errors in or misinterpretation of these policies. For more information on the official policies of ETSU and the College of Medicine contact the Office of Academic Affairs. Additional information concerning policies of ETSU may be found in the current College of Medicine Catalog or the ETSU Spectrum handbook, which is published in the ETSU telephone directory.

Registration and Related Matters

Registration

Course registration is handled by the Office of Student Affairs for the first two years (basic science courses) and by the Office of Academic Affairs for the second two years (clinical courses). The first registration will be accomplished as part of the orientation process.

Schedule changes and adjustments must be made with the approval of the Executive Associate Dean for Academic and Faculty Affairs. The registrar will be notified of the altered schedule by memorandum from the Office of Academic Affairs.

Residency Status

The residency status (in-state or out-of-state) is initially determined for all students upon receipt of their application through AMCAS. This determination is made in compliance with Regulations for Classifying Students In-state and Out-of-state for the Purpose of Paying College or University Fees and Tuition, as well as for Admission Purposes as amended and prepared by the Board of Regents of the State University and Community College System of Tennessee. (A copy of these regulations is available on the Web or in the Office of Student Affairs upon request). As stipulated by these regulations, applicants or students have the burden of proving that they have established domicile in the state of Tennessee. Such persons are entitled to provide all evidence pertaining to this matter to the institution. The institution will consider evidence submitted to it concerning such claim of domicile, but will not treat any particular type or item of such evidence as conclusive that domicile has or has not been established.

The Assistant Dean for Admissions and Records of the College of Medicine shall be responsible for initially classifying students “in-state” or “out-of-state.” Students who believe their residency situation has changed should contact the Assistant Dean for Admissions and Records concerning the process of appeal. The assistant dean will make every effort on behalf of the student to see that the appeal is handled through university channels as expediently as possible. Regulations are subject to change by the Tennessee Board of Regents.

Tuition and Fee Collection

The Tennessee Board of Regents requires that all students pay fees before attending any class, clerkship or curricular session. All students enrolled at the James H. Quillen College of Medicine are required to pay tuition and fees at the beginning of each academic period. First- and second-year students will pay a semester’s tuition during an announced period preceding each semester (generally August and January). Because an extra period of preparation is included for the third year, the fees for this year are higher than the rest. All junior and senior students pay tuition at the beginning of Period 1 and Period 4 of each academic year.

Fee payment is accomplished through the university Comptroller’s Office (2nd Floor, Dossett Hall) during a specified time at the beginning of each enrollment period. Fee payment dates and payment instructions are listed on the COM web site (http://com.etsu.edu). Payment may be completed online, by mail, or in person. Fees are due and payable during regular business hours of the first three days of classes during each enrollment period. Any student who does not clear obligations during this time will be assessed a late fee as mandated by university policy. A
specific date is established for each enrollment period after which the university will not accept fees and, if proper arrangements have not been made by that date, the student will be removed from enrollment. All students are required to complete fee payment during each enrollment period. Before fee payment will be allowed, all encumbrances must be cleared.

Financial Services
The annual student educational budget represents the reasonable costs for a student to attend medical school. The expectation is that the student will keep costs within this budget. The total educational budget for a first-year, Tennessee resident during the 2007-08 academic year was $39,668. Any extenuating circumstances that make it difficult for a student to live within this budget should be discussed with the Director of Financial Services. Extenuating circumstances will be considered on an individual basis and must be submitted in writing with supporting documentation to the Director of Financial Services.

As costs of a medical education rise sharply, it becomes imperative for applicants to explore every option to support their educational expenses. Applicants and returning students should investigate the possibility of obtaining financial help through private, religious, civic and fraternal organizations. Students seeking information about financial assistance may write to East Tennessee State University, James H. Quillen College of Medicine, Office of Financial Services, Box 70580, Johnson City, Tennessee 37614-1708; or may telephone during normal business hours at (423) 439-2035; or view information on our website at http://qcom.etsu.edu/finaid.

Regulations established by Higher Education Act of 1965, as amended, require the dissemination of certain information about financial aid to any student or prospective student who might request such information. In compliance with federal policy, the following information may be obtained from the Office of Financial Services:

1. Description of financial aid programs available to students
2. Statement of rights and responsibilities of students receiving aid
3. Cost of attending the institution (direct and indirect costs)
4. Refund policy. (Source: General Catalog)

To be considered for financial assistance, applicants and currently enrolled students must complete the Free Application for Federal Student Aid (FAFSA) annually and list the ETSU College of Medicine’s (Federal School Code E00171) on the application.

To be considered for institutional scholarships, applicants and currently enrolled students must complete the COM Institutional Scholarship Application (ISA) annually by visiting our website at http://qcom.etsu.edu/finaid. Click on How to Apply for Financial Aid; then, click on Step 4 and follow directions to submit the ISA electronically.

Submission of the FAFSA should be completed as soon as possible after your tax return is completed each year. The ISA should be completed by May 1 of each year. First-year students accepted after June 15 should contact the Office of Financial Services as soon as possible about applying for assistance. No action will be taken on applications for loans and/or scholarships until a student’s file is complete.

Satisfactory Academic Progress
Federal law and regulations governing the Title IV student financial assistance programs require students to maintain satisfactory academic progress in order to receive assistance.

The Satisfactory Academic Progress policy for the James H. Quillen College of Medicine is published in the College of Medicine Catalog which is available on the Web and is also available upon request by the student or interested party from the Associate Dean of Student Affairs.
Encumbrances
Encumbrances are sent from the Office of Student Affairs when financial obligations (such as a parking ticket or library fines) are overdue or some other obligation is not met (e.g. complying with health and insurance requirements). University regulations state, “No student may re-enroll, graduate or receive a transcript until all accounts are settled.” The term *account* includes any indebtedness to the university.
An encumbrance notice will be prepared and forwarded to each student who has a debt. The notice will indicate the office(s) to which the student is encumbered. The student should take the notice to the appropriate office(s), and clear the encumbrance.

Medical Instruments/Supplies
Medical students are required to purchase diagnostic equipment during the first semester of their first year.

Computer Specifications
All entering medical students are required to have a portable computer (laptop/tablet) appropriately configured to be compatible with ETSU and the College of Medicine facilities. Information on acceptable hardware and software specifications is available below. Currently Macs, including those with Intel chips, are not supported. Entering students wishing to purchase a computer on enrollment may have these costs considered as part of their required educational expense and therefore may be considered for financial aid purposes.

Note: If you currently own a computer, it should meet the specifications listed below. If it does not, you must either purchase upgrades for it (installation of which are your responsibility) or purchase a new computer. If you do not currently own a computer, please purchase one that meets the recommended specifications listed below. You may, of course, exceed these recommended specifications.

<table>
<thead>
<tr>
<th>Minimum Recommended specifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Processor</td>
</tr>
<tr>
<td>Memory</td>
</tr>
<tr>
<td>Hard drive</td>
</tr>
<tr>
<td>CD-ROM or DVD drive</td>
</tr>
<tr>
<td>Wireless Network Card</td>
</tr>
<tr>
<td>Video Card</td>
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<tr>
<td>Multimedia</td>
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<tr>
<td>Network Connection</td>
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<tr>
<td>Printer</td>
</tr>
<tr>
<td>Monitor</td>
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<tr>
<td>Operating System</td>
</tr>
<tr>
<td>Browser</td>
</tr>
<tr>
<td>Application Suite Software</td>
</tr>
</tbody>
</table>

Configuration of these computers and their included hardware and software, as well as ongoing maintenance, is the responsibility of the student. The James H. Quillen College of Medicine will provide instructions and limited assistance for configuring the computer for use on the campus network; however, any difficulties due to hardware defects are the responsibility of the student. The James H. Quillen College of Medicine may at times require certain software programs to be installed on the computer. If the student is required to purchase the software on his or her own, it is the responsibility of the student to install the software (limited assistance from the College of Medicine may be available). If the software will be provided by the James H. Quillen College of Medicine, full installation and assistance will be provided by the College.
Academic/Career Services and Resources

Office of Academic Affairs

Responsibilities for the Office of Academic Affairs (AA) are many and varied. This office is responsible for the oversight and coordination of the curriculum. Interdisciplinary courses are often developed through the efforts of this office. The academic calendar and schedules are determined by Academic Affairs along with schedules for clinical rotations for third and fourth years. This office is responsible for course and faculty evaluations as well as faculty development. One of the most pleasant responsibilities for Academic Affairs is the annual Honors Convocation, the internal College of Medicine component of graduation.

Personnel work very hard to help students maximize their learning experiences in the College of Medicine. This may result from counseling, assistance with educational interventions, analysis of test-taking abilities, and outside consultations when needed. A new initiative overseen by AA is the newly developed Professional and Academic Resource Center (PARC).

PARC was developed by Academic Affairs and personnel from the Department of Psychiatry to provide an opportunity for students and their families to receive counseling at no cost. Student privacy is respected by PARC counselors who are under no obligation to report that students or their families are making use of PARC services. Student comments about the counselors involved in the PARC initiative have been very positive regarding both the support given and respect for student privacy.

Student Advisory System

The Office of Student Affairs assigns faculty advisors to students during orientation from a selected roster of faculty members. This faculty member serves as the primary academic advisor for the full four years of the curriculum unless the student chooses to change advisors. An initial advisor/advisee meeting occurs during orientation for new students. Other faculty members and administrators are also available to advise and counsel students throughout their medical school career.

Advisors serve as resource persons and are available to assist students with academic matters as well as non-academic matters. Ideally, the relationship between student and faculty advisor will develop into one in which the faculty member serves as a counselor, friend, trusted confidant and advocate. Although the frequency of contact with the advisor is largely dependent upon the individual student, students are required to meet at least once a semester with their advisor. Students are strongly encouraged to contact their advisors concerning matters affecting academic progress and/or professional development. To facilitate contact, advisors generally maintain an open door policy and are required to be accessible during and after regularly scheduled hours for advisement. In addition to the primary advisor, students are required to select a Senior Advisor (in conjunction with the Office of Academic Affairs) during their Junior year. The Senior Advisor assists the student in planning their Senior year schedule and helps to provide career counseling. If for any reason a student wishes to change advisors, they should contact the appropriate office.

Guidelines of the Privacy Act (Buckley Amendment) are followed in managing student records and grades. Personal records and grades of a student, on file in the Office of Admissions and Records, are accessible for review by the assigned advisor(s). Annual notice of compliance with this act is located on page one of the current College of Medicine Catalog.

Student Affairs Services

The Office of Student Affairs for the College of Medicine is a multifaceted, service-oriented organization. Departmental activities involving admissions and records, financial services and student support services and outreach programs are coordinated through various sections housed within this office.

The Records Office is the official collection and distribution point for all grades earned by students in the College of Medicine. Grades are usually obtained within a reasonable time after the completion of any course or clerkship or within five working days after receipt of board subject examination scores. Grades are officially reported to students
through the ETSU GoldLink system. Instructions for the use of GoldLink are provided on the COM website (http:com.etsu.edu). To ensure the privacy of student records, no grades will be given over the telephone. Information regarding a student’s grades will be made available, as time allows, upon personal inquiry in the Records Office. No student may have access to the grade of any other student except on the written authorization of that person or as allowed by prevailing law. The Records Office also handles in-school deferments for loan debt incurred prior to medical school. The school also utilizes the National Student Loan Clearing House for reporting enrollment.

Financial Services awards state, federal and university educational funds. It is also the point of contact for students interested in alternative sources for funding their medical education. Debt management counseling on an ongoing basis is also provided through this office.

Student Support Services provides various programs and services to support and facilitate the successful and timely completion of each student’s curriculum. These services include an orientation program for entering students, tutorial/peer counseling, dissemination of information pertaining to USMLE preparation courses, general advising, and maintenance of housing information. The office also coordinates the student health and accident insurance program, coordinates pager service for third and fourth year students, and provides support for student organizations. Student Support Services also serves as a point of contact for students in need of personal or professional counseling, and facilitates the referral of these students to appropriately trained individuals internal or external to the university community, including referrals to the Recovery of Impaired Medical Students (RIMS) program that assists students and residents who have been identified as suffering from a treatable dysfunction such as chemical dependency. Finally, the office is responsible, for the Careers in Medicine Program, which is a career planning program designed to help students choose a medical specialty, and select and apply to a residency program. This four-phase process will guide the components of Careers in Medicine, which are presented over the continuum of the curriculum, guide students through the elements of career planning, including self-understanding, exploring a variety of medical careers and finally, choosing a specialty to meet career objectives.

Department of Learning Resources/Medical Library

The Medical Library provides access to information that meets the educational, research and patient care needs of the students, staff, residents, fellows and faculty of the College of Medicine. Some of their services are also available to the local health care professionals and citizens of the local community. In order to satisfy the information needs of the users of the library, the library provides access to a number of print and web-based resources. The electronic databases include PubMed, Embase-Psychiatry, CINAHL, Biological Abstracts, Digiscript, MD consult, Wiley InterScience, ScienceDirect and netLibrary among others. They offer training classes on how to use these library resources. Other services they provide include Interlibrary Loan, Document Delivery and Reference Services. They also manage the Museum at Mountain Home, a museum that highlights the history of medicine in the Appalachian region.

There are also a number of physical resources in the Medical Library including over 110,000 volumes of books and journals, and an extensive collection of audiotapes, videotapes, and CD-ROMS. The library also has two computer labs set up for students. One lab is for the Medical students, and the other lab is set up for the Physical Therapy students. There are also a number of computers available for public use. These computers all have Internet access and start up on the library’s homepage, which includes a link to our web-based catalog of library materials (Voyager). The Medical Library is located in Building #4 on the campus of the Veteran’s Affairs Medical Center Grounds, Mountain Home.

Department of Learning Resources/Biomedical Communications

The Biomedical Communications Department is a team of design and production professionals, specializing in audio-visual service, computer graphics, medical illustrations, and photography. Our goal is to provide the kind of personal attention it takes to make your project effective, while maintaining an image of James H. Quillen College of Medicine and East Tennessee State University for which we can all be proud. We are located in the James H. Quillen College of Medicine Library, located at Building #4 on the VA campus. Please contact us at 439-2402 or stop by and see us at the Medical Library in rooms 217, 214, and 215. We will be glad to explain the various aspects of producing your work; computer graphics services which include design for logos, brochures, and newsletters,
medical illustrations, posters table top and slide presentations, title boards and mounting; nonstandard photographic services including techniques of reproduction of X-rays and photomicrography, studio & location photography, color and black & white printing, general copy work and digital photography; audio/video services include transfers and editing. Also, the department now offers laser color copying services at a reasonable charge. This can be done from a disk or hard copy. Please contact us for your presentation and photographic needs.

### Non-Academic Resources and Facilities

#### University Bookstore

The ETSU Medical Bookstore [(423)-439-8016], a satellite of the University Bookstore, is located on the lower level of the Clock tower (Building 34 at the VA Campus), down the ramp on the left side of the building and next to the food court. The hours of operation are 8:30 a.m. to 4:00 p.m. Monday - Friday. The University Bookstore is located in the D. P. Culp University Center on the main ETSU campus.

#### VA Parking

All students must obtain and display a VA parking permit. These permits, free to College of Medicine students, should be obtained and properly affixed. The Security Office at the VA coordinates the distribution of these parking permits to each vehicle parking on the VA campus.

As a general policy, persons operating motor vehicles on the Veterans Affairs campus are to park in designated areas. They should also refrain from parking in specified reserved spaces. Medical students are urged to park in the lot located northeast of the Medical Library. There are specific rules and regulations for student parking at each of the affiliated hospitals. These will be explained during orientation to respective hospitals.

Employees and students are entitled to two warning tickets if improperly parked. Visitors and patients will be entitled to one warning ticket. Thereafter, mandatory counseling sessions as well as federal citations will be issued for subsequent traffic/parking violations. Subsequent violations will result in issuance of United States District Court Violation Notices that require court appearance unless collateral security (fine) is paid. Failure to pay the fine is an automatic contempt of court infraction that carries a penalty of an additional fine of $50 levied by a United States Magistrate. Failure to answer a contempt of court charge automatically initiates issuance of arrest by the United States Marshal’s Office. A list of the violations and fines is available in the Security Office.

Employees, students, patients, or visitors who park a privately-owned vehicle in such a manner as to block fire lanes, ambulance and wheel chair ramps, fire exits, fire hydrants, or in any way impede the normal flow of traffic will have their vehicle removed from the Medical Center grounds. Vehicles are towed at the owner’s expense.

#### ETSU Parking

All students who park any type of motor vehicle on the East Tennessee State University campus are required to properly obtain and display an official ETSU parking permit. Permits are provided yearly through the university Comptroller’s Office for free. Each student is also provided a copy of current parking regulations.

The campus Public Safety Department is responsible for enforcing parking regulations. Parking regulations are available to each student, and students are urged to observe them. The process for appeal of traffic or parking violations is outlined in these regulations and must be followed if the student regards the citation as unjust.

#### Student Records

##### Dissemination of Information

Information dissemination is a two-way exercise; it is imperative that students keep the college apprised of changes in name and/or address. The college primarily uses email for communicating with students. Students are urged to check their ETSU email daily. The ETSU email address is the address used by all COM offices. Students may forward this address to any other they choose.
It is a policy of the Office of Student Affairs to withhold name and address listings from persons outside the immediate university community. However, addresses are considered “directory information” and may as such be made available to outside individuals as provided by law. ETSU contracts the publication of a directory which shows student names, addresses (email, mailing, and campus box), major, and phone number. In addition, ETSU may release other directory information. Other directory information is defined as: enrollment status, dates of attendance, classification, previous institution(s) attended, awards, honors, photographs, degrees conferred (including dates), hometown, and residency placement information, and sports participation information.

If students prefer not to have these items released, they may fill out a form to prevent disclosure of this data. This form is available through the Office of Student Affairs (Records Section) and must be submitted no later than August 31. A new form for nondisclosure must be completed each academic year. A form submitted the last term a student enrolls will remain in effect until the student re-enrolls.

Because student records are official legal documents, it is important that the full name appear accurately on each of these. The official student name is initially derived from the AMCAS application. Any student who has a change of name through marriage or legal action must report to the Office of Student Affairs in person to complete a change of name form and provide legal documentation of the change. Once this has been completed, all student records will be altered to indicate the new name and appropriate notification will be forwarded to all university offices.

Information Disclosure Requirements
As a recipient of federal monies, an institution participating in certain federal programs has a responsibility to provide to students and applicants for admission certain information concerning the institution. The information dissemination requirements generally emanate from federal regulations and/or legislative actions. These requirements are not disclosed at length herein. However, more information may be acquired from the Office of Financial Services or from any college or university library. Information that is readily available includes the following:

1. Notice of nondiscrimination on the basis of race, color, national origin, gender or handicapping conditions.
2. Students’ rights and responsibilities, costs, refund policy, curriculum, retention and those personnel who can provide the information.
3. The institution’s available financial aid, methods by which the aid is distributed, application for aid requirements, rights and responsibilities of students receiving aid.
4. Program criteria, loan information, federal scholarship eligibility, and debt management.
5. Rights of students and non-students to student records information. For more information concerning student rights with respect to their educational records, please see the Family Educational Rights and Privacy Act (FERPA) available in the Office of Student Records.
6. Use of social security number.

Privacy of Students’ Records
The privacy of student records is specified by the Family Educational Rights and Privacy Act of 1974 (the Buckley Amendment). The James H. Quillen College of Medicine complies with this law and insures students’ access to their official academic and disciplinary records and prohibits the release of personally identifiable information, other than directory information without students’ permission. Students may withhold directory information by notifying the Office of Student Affairs in writing within a reasonable time after the first day of class of the fall term (or subsequent term of the academic year if not enrolled for the fall term). A request for non-disclosure will be honored by the institution for only one academic year; therefore, authorization to withhold directory information must be filed annually as described above.

Official student records are maintained in the Office of Student Affairs and will be made available to the student, within a reasonable period of time, upon request.

Complaints regarding alleged violation of the student’s right with regard to the privacy of records or access thereto should be addressed to the Dean of the College of Medicine, the Vice President for Academic Affairs, ETSU, or the Family Educational Rights and Privacy Act Office, Department of Health and Human Services, 330 Independence
Avenue, SW, Washington, D.C. 20201. Annual notice of compliance with this act is located on page one of the current College of Medicine Catalog.

Student records are available to officials within the institution on a need-to-know basis. This includes the student’s advisor, members of the dean’s office, and others who, in order to carry out institutional functions, need such information.

**Personal Appearance**

**Identification (ID) Badges**

During orientation a clip-on identification badge bearing the photograph and name of each student will be provided without charge. Students are required to wear the name badge at all times. All College of Medicine students are required to conspicuously display this ID badge when they are in the hospitals or clinics of the college. This badge remains the property of the East Tennessee State University James H. Quillen College of Medicine and must be surrendered upon termination of enrollment. If this badge is lost or stolen, the student is requested to immediately notify the I.D. Office in the D.P. Culp Center, 439-4286. A replacement fee will be charged.

**Dress Code**

It is the consensus of the faculty and administration of the James H. Quillen College of Medicine that students should maintain a neat, clean personal appearance and dress in a professional manner at all times. Since students are intimately involved with patients and members of the health care team, wearing reasonable clothing and avoiding extremes of dress is imperative.

Inappropriate attire can interfere with one’s ability to carry out specific functions as a medical student. Thus, it is important that all involved as members of the health care team do everything in their power to ease the discomforts of illness and hospitalization. Uncleanliness or improper attire might provoke uneasiness or negative feelings in patients. The physician in practice has the right to decide what specific appearance facilitates the accomplishment of the task, but while attending the James H. Quillen College of Medicine of East Tennessee State University, the task is best accomplished by a reasonable degree of conformity.

**United States Medical Licensing Examinations**

The United States Medical Licensing Examinations (USMLE) are given in three steps. Step 1 examinations are based upon the first two years of the curriculum. All students are required to pass USMLE Step 1. Failure to pass USMLE Step 1 by the end of the second period will automatically result in the student being placed on Leave of Absence until a passing grade is received from the examination. All students must pass USMLE Step 2, including the Clinical Skills (“CS”) component, as a requirement for graduation. Students are responsible for the application and payment of fees for these examinations. Each student will receive information and application forms online. Step 3 is usually taken during residency.

**Residency Application Process**

At the beginning of the senior year students will receive a residency application handbook, “Strolling Through the Match” that details various aspects of the residency application and selection process. All seniors will attend an ERAS/NRMP orientation meeting, scheduled by the Office of Academic Affairs.

The following is a general timetable to give a reasonable idea of the chronology of the residency application process for students on a regular schedule. During the spring of the third year, students should try to reach a decision about their preferred specialty and make plans for the senior year program. During the summer following third year, students will begin to collect information about programs by writing for program brochures and talking with faculty who have completed residencies in the particular field or program in which application is being made.
By early fall of the fourth year, students will begin the application process. Most residency programs utilize the Electronic Residency Application Service (ERAS) that requires students to transmit applications and supporting materials electronically via the Internet.

Students schedule interviews with programs and follow up requests for information from those programs that have not responded to their initial contact. In mid-fall, the National Residency Matching Program (NRMP) Directory that lists all programs participating in the Match is available at www.nrmp.org. The Directory will also include a schedule of important dates for the match that must be strictly followed. The Student rank order list is due to the NRMP Office by February and the announcement of the match results will occur in mid-March.

The mechanics of the match are simple. Students apply to hospital programs and prepare a list, ranking in descending order of preference the programs to which they have applied. Programs rank applicants in a similar manner; the two lists are entered into a computer, and each student is matched with the program highest on the list that offers a place. The fundamental principle for students to remember is that by participating in the match they are entering into a binding, contractual agreement to accept the program to which they are matched. Therefore, the student should not rank a program that is not desired. The programs must play by similar rules, and only cooperation from both sides will keep NRMP a viable system. It is recommended that all students take part in the NRMP Match in addition to a military or sub-specialty match (i.e. San Francisco Match).

The following is a list of resources that you may find helpful throughout your four years of medical school.

**Council on Medical Specialty Societies (CMSS)**  
51 Sherwood Terrace, Suite M  
Lake Bluff, Illinois 60044  
(847) 295-3456  
[www.cmss.org](http://www.cmss.org)

**CareerMD**  
50 Elm Street  
New Haven, CT 06510  
(203) 787-2828  

**Directory of Residency and Fellowship Programs in Women's Health**  
200 Independence Avenue, SW Room 730B  
Washington, DC 20201  
(202) 690-7650  
[http://www.4woman.gov/owh/resfel/index.htm](http://www.4woman.gov/owh/resfel/index.htm)

**American Medical Association (AMA)**  
515 N. State Street  
Chicago, Illinois 60610  
(312) 464-5000  
[www.ama-assn.org](http://www.ama-assn.org)

**AMA-FRIEDA**  
Fellowship / Residency Electronic Interactive Database  

AMA Publications
Graduate Medical Education Directory – A copy is available for review through the Office of Academic Affairs and the Medical Library.

Graduate Medical Education Library on CD-ROM – Available for purchase ($100) through the AMA

American Medical Student Association
1902 Association Drive
Reston, VA 20191
(703) 620-6600
www.amsa.org

Association of American Medical Colleges (AAMC)
Electronic Residency Application Service (ERAS)
2450 N Street NW
Washington, DC 20037-1126
(202) 828-0400
www.aamc.org/eras

AAMC Resources for Medical Students
http://www.aamc.org/students/medstudents/start.htm

National Resident Matching Program (NRMP)
2501 M Street NW, Suite 1
Washington, DC 20037-1307
(202) 828-0566
www.aamc.org/nrmp

San Francisco Matching Program
Sub-Specialty Match Program for Neurological Surgery, Neurology, Ophthalmology, Otolaryngology, Plastic Surgery
P.O. Box 7584
San Francisco, CA 94120-7584
(415) 447-0350
http://www.sfmatch.org/

These links are on-line under the student section of the James H. Quillen College of Medicine’s intranet at: http://com.etsu.edu/default.asp?V_DOC_ID=842. Please contact the Office of Academic Affairs (439-6756) if you need assistance or have any questions.

Commencement

The M.D. degree is normally awarded at the regularly scheduled ETSU commencement after completion of all degree requirements and upon recommendation of the Student Promotions Committee and approval of the College of Medicine faculty. Commencement exercises are held in May and December of each year.

The College of Medicine honors each graduating class and their families with an Honors Convocation in the spring of each year. The ceremony may include an address by a speaker recommended by the graduating class to the President of the University, the bestowing of student and faculty honors, bestowing of the doctoral hoods, the administration of an Oath of Hippocrates and a reception hosted by the Dean of the College of Medicine for the graduating class, their families, faculty and other invited guests.
Attendance at Honors Convocation and ETSU commencement exercises is required. Petitions for graduation in absentia must be submitted in writing to the Executive Associate Dean for Academic and Faculty Affairs.

**Advanced Placement Policy**

Advanced placement in a specific course(s) will be determined upon the recommendation of the course director and departmental chair to the Executive Associate Dean for Academic and Faculty Affairs. Enrolled medical students who believe they qualify for advanced placement in a course(s) should make formal application through the Office of Academic Affairs. If awarding of advanced placement is approved, credit will be recorded on the student’s academic record using the grade of “P.” The credit hours for the course will be recorded on record under the heading “Earned Hours” and will not be used in the computation of the quality point average.

**Student Health Requirements**

All entering students are required to provide documentation of current immunizations for Diphtheria, Tetanus, Polio, Measles, Mumps, Rubella (MMR), Hepatitis B and Varicella prior to their initial enrollment. Additionally, students are required to provide evidence of immunity to Hepatitis B by obtaining a blood serum titer following completion of the Hepatitis B vaccination series. Students whose Hepatitis B titer is negative will be required to repeat the vaccination series and obtain an additional titer. Entering students are also required to have on record the results of a recently completed physical examination, as well as the results of a Tuberculosis (TB) skin test taken prior to initial registration. If the TB skin test is positive, the student must also provide documentation of treatment or management. Students whose TB skin test results are negative are required to have the TB skin test performed annually.

All documentation should be submitted to the Office of Student Affairs. Documentation of the hepatitis titer must include a copy of the laboratory report indicating a numerical value for the surface antibody.

Students who are unable to comply with the requirements due to extenuating circumstances should contact the Office of Student Affairs, which will determine the appropriate action.

**Insurance Requirements**

It is required that all students at the College of Medicine carry health and accident insurance, and disability income insurance throughout their entire period of enrollment. Prior to initial registration and each subsequent registration, students will be required to provide proof of insurance coverage to the Office of Student Affairs. In the absence of an individual policy, students are required to purchase insurance through the providers approved by the Tennessee Board of Regents and the College of Medicine. Brochures and information on the available insurances can be obtained from the Office of Student Affairs.

The College of Medicine provides professional liability insurance (often referred to as malpractice insurance) for students. Liability insurance protects students from claims of negligence that may arise while participating in educational activities that are a part of the medical education program. The coverage does not extend to activities that are outside of the degree of program. Students with questions regarding this coverage should contact the Office of Student Affairs.

**Health Care**

Students enrolled in medical school accept responsibility for their own health care. As a condition of enrollment, students must have health insurance. East Tennessee State University and the James H. Quillen College of Medicine do not accept responsibility for care if insurance coverage has lapsed or the student is uninsurable.

The following policies pertain to health care for medical students and their families:

1. ETSU students may receive health care services from the Student Health Clinic in Roy Nicks Hall on campus. Nominal fees for laboratory services, medicines and supplies may be charged.
2. Medical students and their legal dependents may also receive health care services from the ETSU Family Medicine Associates or ETSU Physicians and Associates. Students will be charged for the office visit; however, any co-pay required by insurance will be waived. Students are responsible for all other charges associated with the visit including:
   a. laboratory and X-ray services, and
   b. immunizations and supplies used in special procedures.

3. Medical Records will be maintained on each medical student treated by ETSU Family Medicine Associates or ETSU Physicians and Associates, and encounter forms will be prepared, processed, and filed for each visit the medical student makes to the clinic.

4. The medical school provides the opportunity for medical student and their family members to receive free counseling services that are completely confidential and separate from the general functioning of the medical school. Scheduling is very flexible in order to meet individual needs. Services are coordinated by Mr. Phillip Seffey, M.Div., LCSW, and Ramsey McGowen, Ph.D. Services may be arranged by calling 439-4163 or paging 917-3933.

5. Counseling services for medical students are also available through the University Counseling Center located in the D. P. Culp Student Center on the ETSU campus (439-4841), as well as the Community Counseling Clinic (439-7679). There are no charges for these services. The Community Counseling Clinic also provides services to dependents.

Health Risk of Exposure to Bloodborne Pathogens
Since medical students have the privilege of caring for patients who are ill, they assume the risk of all health care workers being exposed to communicable diseases. Although all precautions are taken to minimize this risk, (e.g. immunizations required for admission to medical school), it cannot be totally eliminated. If exposure to potential bloodborne pathogens occurs (e.g. through a needle-stick), the student must immediately fulfill all responsibilities required by the facility in which the exposure occurred. This will frequently involve medical testing and treatment for the student that may include some financial obligation by the student. The student must submit appropriate incident reports to the facility where exposure occurred and to the Office of Student Affairs. Students are required to file a claim with their health insurance provider for charges stemming from post-exposure management. Financial assistance is available to help students pay for charges associated with the initial testing that are in excess of insurance payments. Students should contact the Office of Student Affairs for help in arranging such assistance. This stipulation holds for all such accidents that may occur while students are fulfilling educational responsibilities.

Student Conduct
It is expected that all students will conduct themselves as law-abiding members of the community. All students are expected to adhere to rules and regulations that have been developed by ETSU to govern student conduct while attending academic assignments in any location. Any violation of national, state, or local laws as well as violation of ETSU regulations will subject the medical student to disciplinary proceedings. A complete statement on ETSU student disciplinary rules and procedures can be found in the student handbook, The Spectrum, which is published in the ETSU telephone directory and on the Web and shall apply to all Quillen students.

Any medical student who is convicted of a felony may be dropped from enrollment. Any medical student who is alleged to have committed a felony and, if in the opinion of the dean the nature of the offense is such that continued attendance by the student would adversely affect the College of Medicine’s pursuit of its educational objectives, will be suspended until the matter is settled by the courts.

Any student who engages in the unauthorized or unsupervised practice of medicine, immoral activities, cheating on any educational assignment, misuse or defacing College of Medicine property, unethical or unprofessional activities, or behavior which interferes in any way with patient care or another student’s ability to study and attend all curricular sessions may be dismissed from school. Any activity, which adversely impacts patient care or the ability of any student to meet a responsibility in the educational program, shall be deemed an academic matter.
Student Honor System

I. Introduction
Medical students at the James H. Quillen College of Medicine, as future physicians, are men and women of integrity. They will, in the future, hold the public trust and are, therefore, held to the highest standards of personal honor.
A. They tell the truth and ensure that the full truth is known. They do not lie.
B. They embrace fairness in all actions. They ensure that work submitted as their own is their own, and that assistance received from any source is authorized and properly documented. They do not cheat.
C. They respect school and public property as well as the personal property of others. They do not steal.

II. Background
The honor code is designed to enable medical students at The James H. Quillen College of Medicine to maintain their own highest ethical standards. It is loosely based upon those developed at United States service academies. It works only if the students understand and commit to it. The code is simple, yet its spirit is broad and covers all facets of a medical student’s medical education. The code, as the minimum standard of honor for a medical student, forms the link to the high standards demanded of physicians in the practice of medicine.

III. Purpose
The honor code represents the minimum standard for medical students at the Quillen College of Medicine. Honor, personal integrity, and loyalty to the profession are fundamental characteristics essential to a successful physician. Medical students unable to conduct themselves in such a manner may not be fit to practice medicine and may jeopardize their privilege of becoming a member of the profession. The offenses of lying, cheating, and stealing are intolerable at the Quillen College of Medicine and may subject an offender to punishments up to and including dismissal.

IV. Precepts
The following precepts apply to all medical students at the Quillen College of Medicine:
A. Medical students are presumed to be honorable men and women of the highest personal integrity.
B. Medical students accept responsibility for their personal development as future physicians with adequate skills, knowledge, and professional integrity.
C. A medical student’s honesty, loyalty to the profession and to the College of Medicine will compel him or her to report any violation of the honor code.

V. The Honor Code
Medical students at the James H. Quillen College of Medicine shall not lie, cheat, or steal.

VI. Definitions
A. Lying. To state an oral or written untruth with the intent to deceive. It is a lie to knowingly misrepresent a true situation or to deceive by withholding, omitting or subtly wording information in such a way as to leave an erroneous or false impression of the known true situation. Such misrepresentation may be either by word or by deed.
B. Cheating. To derive an unfair advantage by one’s actions. To knowingly use unauthorized assistance in work submitted as one’s own efforts or to knowingly submit another’s work or ideas, claiming them as one’s own by not giving proper reference to that work, i.e., plagiarism.
1. Plagiarism. Submission of another person’s work as one’s own. For example, the failure to provide proper documentation for all source material on reports, research papers, or any assignments submitted as original work constitutes plagiarism. Proper documentation shall be in the form of footnotes and an appropriate bibliography.
2. Assistance. Giving or receiving assistance is expressly allowed and encouraged on all homework, laboratory, and out-of-class assignments unless specifically prohibited by the instructor.
C. Stealing. Wrongfully taking, obtaining, or withholding personal, school, or public property or anything of value from the possession of the true owner with the intention of depriving the owner of its use or possession for any period of time. This includes fraudulently obtaining services without payment, (for example the unauthorized use of school telephones for long distance calls).
VII. Amplification

A. Section VI shall be considered honor violations under the honor code of the Quillen College of Medicine. Specifically, the failure of a student to comply with any policy or regulation of the College of Medicine is by definition not a violation of the honor code unless that act specifically violates a provision of the honor code per Sections V and VI. The failure of any student to properly report a known or suspected honor violation is in and of itself not a violation of the honor code. The responsibilities of persons witnessing or suspecting honor violations are discussed in section IX.

B. Intent. To be guilty of lying, cheating, or stealing, an accused must be shown to have had the necessary state of mind. For a lie to have occurred, one must have intended to deceive. To have cheated, one must have intended to use unauthorized assistance, to represent another’s work as one’s own, or to otherwise gain an unfair advantage. To have stolen, one must have intended to deprive the owner without permission either temporarily or permanently of the use or possession of the property. A student need not intend to commit an honor violation per se, but only complete an act of lying, cheating, or stealing with the state of mind described.

C. Attempting, soliciting, or aiding the commission of an honor offense. It is a violation of the honor code to attempt to lie, cheat or steal; or to solicit or assist another to lie, cheat or steal.

1. An attempted offense is an act done with the intent to commit an offense under the honor code. The act must be more than mere preparation to commit an offense, but rather one must attempt to carry out or complete an act of lying, cheating or stealing. The specific intent required is that of the attempted offense; the accused need not intend to violate the honor code.

2. Solicitation consists of any statement, oral or written, or any other act or conduct intended as a serious request or advice to lie, cheat or steal. The solicited offense need not be attempted or committed.

3. Aiding in the commission of an honor offense consists of assisting or encouraging the active perpetrator of an honor offense, and sharing the intent of that offender. The intent required is the same as for the active offender. Mere presence at the scene of an offense does not constitute an offense. Failure to prevent the commission of an offense is not an honor violation unless the noninterference was designed to operate and did operate as an encouragement to, or protection of, the active offender.

VIII. Applicability

The honor code contains guidelines that form the basis for a medical student’s conduct in all places and under all conditions. Ideally they would apply off campus as strictly as they do in the classroom. Notwithstanding such, the honor code as an instrument of monitoring, investigating, and prosecuting medical student conduct shall be strictly limited to the following situations:

A. Any and all conduct occurring wholly or in part on the campus of East Tennessee State University or on the property of the Mountain Home Veterans Administration and/or the James H. Quillen College of Medicine.

B. Any and all conduct occurring while participating in an academic setting or affiliated program away from the College of Medicine as a student or representative of the College of Medicine. Examples of this include clerkships, “away” rotations, preceptorships, etc.

C. Any and all conduct occurring while participating in any activity sponsored by East Tennessee State University or the James H. Quillen College of Medicine, regardless of physical location.

Note: While specifically not covered by the student honor system, unscrupulous student activities wholly unrelated to the College of Medicine, e.g., a felony arrest and conviction, may subject a student to disciplinary action at the discretion of the Dean of the College of Medicine. Such situations will specifically not involve the student honor system or the honor council.

IX. Responsibilities upon learning of a possible honor offense

A. All members of the Quillen College of Medicine staff, faculty, and medical student body have the responsibility of being familiar with the precepts, purpose, definitions, and procedures of the honor code. Any individual, upon witnessing or learning of what may be a violation of the honor code, has the following options:

1. Immediately report the suspected violation in accordance with the Procedural Appendix;

2. Discuss the incident with the suspected offender and report the suspected violation in accordance with the Procedural Appendix;
3. Discuss the incident with the suspected offender and, if it appears that no violation was committed, take no further action.

B. Prior to selecting a course of action, the person learning of a possible violation normally should gather relevant facts and discuss them with the suspected offender.

C. The responsibility for the proper course of action rests with the individual learning of the possible violation. To maintain confidence in the fairness of our system, medical students, faculty, and staff must take one of the steps outlined above. Failure to do so, while not specifically a violation of the honor code, may result in disciplinary action at the discretion of the Dean of the College of Medicine.

D. Any person who decides to report a possible honor offense should submit a written statement in accordance with Section III, paragraph A of the Procedural Appendix.

X. Amendments to the Honor Code
   Students and full-time faculty members are encouraged to participate in the amendment process for the purpose of developing and maturing a successful honor code.
   A. Amendments to the honor code may be proposed by a petition signed by at least two-thirds (2/3) of the entire voting honor council or by a petition signed by at least ten percent (10%) of the College of Medicine full-time faculty. A referendum election shall be held within six (6) weeks after receipt of the petition and proposed amendments.
   B. Amendments to the honor code must be approved in a referendum election by at least two-thirds (2/3) of the students voting, provided that at least fifty percent (50%) of students have voted. Approved changes will take effect upon subsequent ratification of the amendments by at least two-thirds (2/3) of the full-time faculty voting providing that at least fifty percent (50%) of the full-time faculty have voted.

Student Honor System Procedural Appendix

I. Student Acknowledgment and Publicity of the Honor System
   A. Entrance Conditions
      As a precondition for matriculation in the James H. Quillen College of Medicine, each student shall sign the following pledge: “While registered in the James H. Quillen College of Medicine, I pledge to abide by the Honor Code set forth in the Student Honor System.”
   B. Publicity
      1. Each new student entering the College of Medicine will be informed as to personal obligations with respect to the Honor System and its functions. Orientation of the incoming freshman class shall be the responsibility of the Honor Council as a whole, with the sophomore members acting as coordinators.
      2. Upon matriculation into the medical school first year class, all medical students are under the stipulations of the Honor System and are expected to abide by it during their entire course of study.
      3. A minimum of one training period shall be conducted on an annual basis, preferably near the beginning of each academic year, to discuss the honor code, its purpose, precepts, definitions, and procedures. Such training shall be the responsibility of the honor council chairman and will be conducted by members of the honor council. Training shall be available and mandatory for each class and highly encouraged for the faculty of the College of Medicine.

II. The Honor Council
   A. Functions
      In order to administer the Honor System, an Honor Council shall be formed. The council will be empowered with the following functions:
      1. The council shall establish needed programs for the operation and maintenance of the Honor System.
      2. The council shall act in an advisory capacity to students with regard to the interpretation of the Honor Code.
      3. The council shall consider all reports of alleged violations of the Honor Code and determine whether further consideration is warranted.
      4. The council shall act as a fact-finding board in hearing procedures of alleged violations of the Honor Code, as hereinafter specified.
5. The council shall act in an advisory capacity to the Dean of the College of Medicine in making recommendations with supporting documentation regarding any person found by the council to be in violation of the Honor Code.

6. While the council shall function to enforce the spirit and procedures of the Student Honor System, it is nevertheless a body which shall act to protect the rights of the students and, in this respect, shall be available to counsel students both individually and collectively.

B. Meetings
1. Meetings shall be called by the Chair of the Honor Council when a suspected violation of the Honor Code is reported. The chair may also call meetings at any other times as deemed necessary.
   a. Whenever possible, the meeting place shall be an appropriate room within the College of Medicine.
   b. Whenever possible, the meeting shall be held in the early evening on weekdays.
2. A meeting must be called by the chair within seven days after requested by two or more members of the council.
3. All meetings shall be conducted according to Roberts Rules of Order, Newly Revised.
4. The presence of seven elected voting members shall constitute a quorum, provided that at least one representative from each of the four medical school classes (i.e., freshman, sophomore, junior and senior) is present among the attending members.

C. Council Members
1. The council shall be comprised of (following spring freshman elections) fourteen members; of which thirteen shall be duly elected voting members and one shall be a non-voting faculty advisor. The thirteen voting members shall be elected representatives of the four medical school classes. The non-voting faculty advisor shall be appointed by the Dean of the College of Medicine from a list of nominees supplied by the Faculty Advisory Council.
2. In the year in which the Student Honor System is adopted, the election of Honor Council representatives from each of the four medical school classes shall be conducted as soon as feasible. The presidents of the individual classes shall conduct elections during which Honor Council representatives shall be chosen as follows: the freshman, sophomore, and senior classes shall each elect three council members; the junior class shall elect four council members. The term of office for each representative shall be from the date of election until completion of elections during the forthcoming fall semester. After their election, the council representatives shall meet and select from among themselves by majority vote a Chair, a Vice-Chair, a Recorder, and a Chair-Elect. The Chair-Elect shall be elected from those representatives who are members of the freshman or sophomore class at the time of the election.
3. In all years subsequent to the year of adoption of the Student Honor System, elections of representatives of the four medical school classes shall be conducted as soon as feasible after the commencement of fall semester. Each class shall elect three members to the council. In addition, the Chair-Elect who was elected by the council during the preceding term will automatically be appointed to the council and serve as Chair of the council during the forthcoming term. The council representatives shall meet after the elections and select from among themselves by majority vote a Vice-Chair, a Recorder, and a Chair-Elect. The Chair-Elect shall be selected from the group as noted above. The term of office of each representative shall be from the date of election until completion of elections during the forthcoming fall semester.
4. Should any member of the council resign, the class from which the member was elected shall select a replacement as soon as it is feasible. The election shall be conducted by the president of the appropriate class.
5. At the time of the election of representatives to the council, each class shall prepare a list of names of three persons who would serve as alternate council members. Should a situation arise wherein an insufficient number of elected representatives is available for council service, as might occur during a summer session, the Chair shall temporarily appoint, from among those students listed, an appropriate number to sit on the Honor Council. The Chair should attempt to appoint a new member to the council from the same class as that elected member who is unable to serve. After graduation of three senior class council members, the temporary appointments should come equally from the remaining three classes.
D. Duties of the Chair
1. Meet with the other members of the council as early in the school year as possible and explain in detail the function of the council and duties of its members.
2. Meet with the officers of each class to explain the Student Honor System.
3. Arrange a time and place for meetings to be held and notify the other members of the council and the faculty advisor of such meetings.
4. Take charge of and conduct all meetings and hearings with as much dispatch as possible.
5. Ascertain that adequate minutes of the meetings are recorded and that all minutes, correspondence, and any formal statements received by the council are kept in proper order.
6. Oversee responsibilities for communications between the council and the dean or the administration of the College of Medicine and report to the other members of the council any resulting matters of importance.
7. Perform any additional duties common to the Office of Chair not heretofore listed.

E. Duties of the Vice-Chair
1. The Vice-Chair of the council shall assume all of the duties of the Chair in the Chair’s absence.
2. The Vice-Chair of the council shall assume all of the duties of the Recorder in the Recorder’s absence.

F. Duties of the Recorder:
1. Record adequate minutes of every meeting.
2. Record by audiotape those portions of a hearing as hereinafter specified.
3. Take charge of and record the receipt of all correspondence, written statements, and other official papers received by the council.
4. Secure, file, and maintain in proper order in a special, locked Honor Council file in the Office of Student Affairs any council minutes, official papers or recordings, as well as any documents or evidence presented during a violation hearing as hereinafter provided. (Access to this special Honor Council file shall require prior Honor Council approval.)
5. In the absence of both the Chair and Vice-Chair, the Recorder shall assume all the duties of the Chair. Should such a situation occur, the Chair-Elect shall act as Recorder for the council.

III. Violations of the Honor Code and Hearing Procedure
A. Reporting Violations of the Honor Code
1. A student who has reason to believe that a breach of the Honor Code has been committed is expected to report the incident to the Honor Council within two weeks. This report shall be in writing and signed by the person(s) and witness(es) making the report. The report should name the alleged violator(s) and witnesses and state in as much detail as possible the place, date, time, circumstances, and other pertinent factors of the alleged offense. The report should be sealed in an envelope and given to any Honor Council member.
2. Faculty and staff may also report suspected violations of the Honor Code to the council as stated above.
3. Any council member receiving a report of a suspected violation of the Honor Code shall deliver it to the Chair of the council as soon as is feasible.
4. The Chair shall call a meeting of the council no later than seven days after receipt of a written report of a suspected violation. This meeting shall be scheduled to convene as soon as feasible. The report will be presented at the meeting by the Chair or other informed member of the council, and the council will then vote to proceed according to one of the following courses of action:
   a. The report does not constitute a breach of the Student Honor System. Therefore, no further action should be taken by the council; or,
   b. A hearing on the report will be held by the council; or,
   c. Further investigation of the report is needed before appropriate action can be taken. After the investigation has been conducted according to procedures hereinafter set forth, the findings of the investigation shall be presented to the council. The council will then vote to proceed according to one of the aforementioned courses of action.
5. When voting on the proper course of action, a simple majority vote of those council members present at the meeting will control. Members of an investigating committee (defined below) may vote as to which course of action to follow and will be counted toward a quorum.
6. Rehabilitation of Impaired Medical Student (RIMS) Program
a. The Rehabilitation of Impaired Medical Student Program has been established by the Medical Student Government Association of the James H. Quillen College of Medicine to assist medical students who have a substance abuse problem.

b. Any suspected problem of substance abuse or report of such should be made directly to the RIMS Council.

c. Should the Honor Council receive a report alleging substance abuse on the part of a medical student, the council shall transmit information regarding said allegation to the RIMS Council.

d. After transmission of the information, the Honor Council will take no further action unless the student has otherwise violated the Honor Code.

B. Hearing Procedure

1. Whenever the council decides that further investigation is required before it can act, or wherein the council decides that a hearing on a report is appropriate, the chair will appoint a committee of two members of the council to investigate the report and present their findings to the council. In the event of a hearing on the report, the investigating committee shall present evidence to the council at the hearing. The investigating committee shall not be present when the council considers their response to the evidence presented.

2. Wherein the council has voted to conduct a hearing, the accused shall be given the following information in writing:
   a. A list of the charge(s) against the accused, specifying the section(s) of the Honor Code violated.
   b. A copy of the Student Honor System that includes the accused’s procedural rights.
   c. A list of the members of the Honor Council.
   d. The date of the hearing on the alleged violation(s) which shall be no sooner than ten days after the above listed information is given to the accused. If the accused desires additional time in which to prepare a defense, a written petition may be submitted to the chair and, if warranted, a reasonable postponement of the hearing shall be granted.

3. The hearing will be private unless the accused requests an open hearing. Deliberations of the council on findings or recommendations shall be closed to all persons except members of the council. When a private hearing is conducted, it shall be closed to all persons except:
   a. Members of the council.
   b. The accused with an advisor, if asked to attend by the accused.
   c. Witnesses, while testifying.
   d. Other persons may be admitted by agreement of the accused and the council.

4. After being given written notification of the alleged violation(s) and hearing date, the accused has the right to be informed of the prosecutorial evidence. Additionally, the right to a copy of any written statements relevant to the case will be given. The accused does not have the right, prior to the actual hearing, to know the names of persons who have furnished written statements. Therefore, the names of such persons will be deleted from the copy of any written statements provided the accused.

5. The accused has the right to be faced by any witness who has given a statement relevant to the case at the hearing.

6. The accused has the right to produce witnesses (including no more than two character witnesses), introduce documentation, and offer personal testimony.

7. The accused has the right to be accompanied by a non-participant self-chosen advisor.

8. The accused has the right to be heard or to remain silent in regard to the charges brought. If the accused elects to offer testimony as to a specific alleged act of misconduct, then the right to remain silent as to that specific act is waived and all questions pertaining to that alleged act must be answered truthfully.

9. The accused has the right to challenge, on the grounds of prejudice, any member of the council sitting on the case. If such a challenge is made, the council shall deliberate to determine whether cause exists to remove the challenged member. Only council members shall be present during said deliberations. By a majority vote of the members of the council (excluding the members being challenged), the challenged members shall be excused from the case. The accused has the additional right to excuse without cause two council members sitting on the case. In such an event, the accused is not required to state a specific objection as to why a specific council member is excused. If the accused excuses council members without cause and, as a result, the number of council members sitting on a case is reduced below the number required for a quorum (seven), the case may nevertheless proceed through
hearing and verdict. In such a case the accused will be deemed to have waived the right of having a quorum.

10. The accused has the right to challenge any conduct during the proceeding that may prejudice any personal rights. A majority vote of the council will sustain the accused’s challenge. If the council decides that a right of the accused has been prejudiced, the council will take appropriate actions to rectify same.

11. Any member of the Honor Council related by birth or marriage to the accused or accuser shall be disqualified from participation in that hearing, with the exception that such a council member may be a witness in the hearing.

12. Any member of the Honor Council who has a personal interest in the outcome of the hearing may be voluntarily disqualified from participation in that hearing. Should the council be informed that a member has such a personal interest and yet said member does not self-disqualify, the council shall deliberate in private to determine whether cause exists to excuse that member from participation. Only council members shall be present during said deliberations. By a majority vote of the council (excluding the member being reviewed), the council member shall be excused from the case.

13. All hearing proceedings, except deliberations of the council on findings and recommendations and council deliberations regarding excusing council members from sitting on a case, shall be recorded on audio tape by the council Recorder. This tape recording shall serve as the official record of the hearing. In the event of a finding that no violations of the Honor System have occurred, the tape shall be destroyed. The accused has the right to obtain a duplicate copy of the hearing tape in those cases in which the council finds that a violation of the Honor System has occurred.

14. The accused should be present during all proceedings except deliberations of the council as heretofore specified. However, any part or all of the hearing may be conducted in the absence of the accused if
   a. the accused voluntarily fails to appear for the hearing; or,
   b. the accused willfully obstructs the progress of the hearing to such a degree that the council decides it is necessary to bar the accused from the hearing.

15. The accused shall be permitted to examine all evidence in the case. No evidence or testimony may be considered by the council unless such evidence or testimony has been presented in the presence of the accused or in accordance with sub-paragraph 14a. or 14b. above.

16. In the exercise of sound discretion, the Chair may reschedule a hearing date at any time prior to or after the commencement of a hearing. All parties should strive to be prepared to proceed on appointed hearing dates and avoid unnecessary delay and rescheduling. The request to reschedule the hearing may originate from any participating party or council member.

17. Hearing proceedings shall be conducted by the Chair or the council under the guidelines listed below.
   a. The council shall be called to order by the Chair.
   b. The Recorder shall call a roll of the council. A quorum of seven voting members shall be required before the hearing can proceed.
   c. The Chair shall read the original violation report to the council.
   d. The Chair shall ask the accused for a plea statement.
      (1.) In the case of a guilty plea, the council will dispense with full hearing on the evidence and will deliberate as to the appropriate recommendation. In this regard, the council may ask the investigation committee to make a statement of what they believe the evidence in the case would have shown. The accused shall be provided the opportunity to address the council.
      (2.) In the case of a not guilty plea, the council will proceed with a full hearing.
   e. After entry of a plea, the accused shall be given the opportunity to remove the council members sitting on the case by the challenge procedures detailed above.
   f. The case investigators shall be asked to present all witnesses and information gathered pertaining to the case. Students called before the council are to be notified personally prior to the hearing time. They shall be called individually and questioned in a dignified manner showing respect for the person being questioned. Questions will be allowed from the Chair, members of the council, the investigators, and the accused in an orderly fashion. All questions relating to procedure shall be decided by the Chair. Prior to the questioning of a student, it shall be ascertained that the student is familiar with the rules of the Honor System. In the case wherein a student is handicapped in performing any College of Medicine responsibilities because of personal
attendance at a hearing, the council may recommend to the authorities involved that appropriate
amends be made.
g. After the case investigators have presented all of their witnesses and evidence, the accused shall
then be asked to present any evidence and/or witnesses pertinent to the defense. Questioning shall
follow a format similar to that described above.
h. After the presentation of evidence by the accused, the investigators and the accused may make a
closing statement to the council. The length of closing statements should be determined by the
Chair after consulting the investigators and the accused.
i. After hearing the evidence and summations offered by the parties, the council shall consider its
verdict in closed session. Only council members (excluding members of the investigating
committee) shall be present during this closed session. The council shall choose one of the
following verdicts and all council members must vote.

(1.) Verdict 1: No significant violation of the Honor Code has occurred. A report of the
council’s findings shall be sent in writing to the dean for the purpose of excluding any
attempt to recharge the accused through alternative disciplinary procedures. The Chair shall
inform the dean of the verdict and recommend that no disciplinary action of any kind be taken
and that no mention whatsoever of the council’s proceedings appear in the record of the
accused individual. The council may make suggestions to the individual(s) regarding future
conduct with respect to the Honor System.

(2.) Verdict 2: A violation of the Honor Code has occurred to the severity that this verdict
should be accompanied by a recommendation that the dean take such disciplinary action as
deemed necessary, up to and including an informal reprimand, and that action exceeding an
informal reprimand would not be suitable. No mention whatsoever of the proceedings should
appear on the record of the accused individual.

(3.) Verdict 3: A violation of the Honor Code has occurred to the severity that this verdict
should be accompanied by a recommendation that the dean take such disciplinary action as
deemed appropriate, up to and including a formal reprimand, that action exceeding a formal
reprimand would not be suitable, and that the verdict and resolutions of the council be affixed
to the permanent record of the accused individual.

(4.) Verdict 4: A violation of the Honor Code has occurred to the severity that this verdict
should be accompanied by a recommendation that the dean take such disciplinary action as
deemed appropriate, up to and including expulsion from the College of Medicine, and that the
verdict and resolution of the council be affixed to the permanent record of the accused
individual.

(5.) In reaching a verdict the council shall proceed as follows:
   (a.) First consider Verdict 4. If support for Verdict 4 is unanimous, Verdict 4 is returned; if
        not, it fails.
   (b.) If Verdict 4 fails, next consider Verdict 3. If three-fourths of the council support Verdict
        3, Verdict 3 is returned; if not, it fails.
   (c.) If Verdict 3 fails, next consider Verdict 2. If the majority of the council supports Verdict
        2, Verdict 2 is returned.
   (d.) If Verdicts 4, 3, and 2 fail, then Verdict 1 shall be returned.

j. The accused or any witness may be recalled by the council before the verdict is reached. At that
point the hearing must be reconvened.

k. Following its vote, the council shall recall the accused for the purpose of personal notification of
   the verdict and recommendation. The accused shall also be informed, except as heretofore
   provided under Verdict 1, that the verdict and recommendation will be delivered to the dean
   within seven days.

l. The chair shall thereafter prepare a written report of the council’s findings, verdict, and
   recommendation. Said report shall be signed by all members of the council who participated in
   the hearing. Should a member of the council who has dissented from the verdict of the council wish to
   submit a dissenting opinion, such dissenting opinion should be attached to the Chair’s report.
   Except as heretofore provided under Verdict 1, the report shall be presented to the Dean of the
   College of Medicine within seven days after the hearing has been concluded.
m. The council’s Recorder shall be responsible for securing, filing, and maintaining all documents and/or written evidence presented to the council at the hearing and, wherein appropriate, any physical evidence presented to the council. When the accused graduates from the James H. Quillen College of Medicine, all such documents, written evidence, and physical evidence (wherein appropriate) shall be removed from the Honor Council’s files and destroyed, with the exception that said evidence shall not be removed or destroyed while the accused’s case is still pending before any administrative body of the College of Medicine, East Tennessee State University, the Tennessee Board of Regents, or while ongoing civil or criminal litigation is pending.

18. If an accused leaves the College of Medicine prior to the resolution of the case by the council, the Chair shall prepare a written letter to the dean indicating the nature of the alleged violation(s) and that said case has not been resolved by the council due to the accused’s departure from school. This letter shall be placed in the accused’s permanent record. Should the accused be permitted to return to the College of Medicine, the dean may require the accused to appear before the council and resolve the pending case. Should the council thereafter determine that Verdict 1 or Verdict 2 is an appropriate resolution of the case, the dean may remove the aforementioned Chair’s letter from the student’s permanent record.

IV. Procedure for Amendments to the Appendix

A. Students and full-time faculty are encouraged to participate in the amendment process in order to develop a successful Honor System. Amendments to the Honor System Procedural Appendix may be proposed by a petition signed by two-thirds of the entire voting Honor Council, by a petition signed by ten percent of the medical students or by a petition signed by ten percent of the College of Medicine full-time faculty. A referendum election will be held within six weeks after receipt of the proposed amendment.

B. Amendments to the Procedural Appendix must be approved by one-half of the students voting, provided that at least fifty percent of the students have voted. Proposed amendments will take effect upon their subsequent ratification by one-half of the full-time faculty voting, provided that at least fifty percent of the faculty eligible to vote have done so.

Academic Grievance Procedures

Students who believe they have been mistreated on an academic matter are entitled to an independent review of the alleged offense followed by corrective action, if appropriate. This procedure does not apply to instances in which a student has been recommended for suspension or dismissal. A student’s appeal process in the latter instances is described in the grade appeal process, evaluation system, and Student Promotions Committee policies and procedures. The guidelines are applicable only in those cases wherein there is a perceived academic impropriety arising from an action taken by (a) an individual instructor, (b) a department, or (c) a committee charged to administer academic policies or criteria of a particular school or department. They do not pertain to complaints expressing dissatisfaction with a university policy of general application to all students.

The grievance procedures are as follows:

1. The student should first discuss the perceived offense, orally or in writing, with the individual(s) most closely responsible. If no resolution results, the student should then consult with the relevant departmental chair. In those cases wherein there is no departmental chair, consultation should then be with an individual or a representative of the regulatory committee charged by the faculty with administering that school’s academic policies. Every effort should be made to resolve the issue at this informal level, without the complaint attaining the status of a formal grievance.

2. If informal means of resolution prove inadequate, the student should set forth in writing the substance of the alleged offense, the grounds on which the student is basing the complaint and the efforts taken to date to resolve the matter; this document then should be submitted to the dean (or designee) for adjudication. It is at this point that the complaint becomes a formal grievance. A grievance should be filed in a timely fashion, i.e., before the end of the semester or clinical period following the semester or clinical period in which the alleged offense occurred or should reasonably have been discovered.

3. Upon receipt of the student’s written grievance, the dean (or designee) will initiate a timely and independent investigation into the matter (typically to be completed within thirty days). The investigator
may request a written response to the issue raised in the grievance from the pertinent faculty, staff member(s) or departmental chair. The grievant will be given an opportunity to comment in writing on the response(s). Upon completion of the investigation, the dean (or designee) will prepare and transmit to both the grievant and the pertinent academic personnel written findings and dispositive recommendations that the dean has authority to implement.

4. If the grievant or the party against whom the grievance was lodged disagrees with the dean’s recommendations, either on substantive or procedural grounds, an appeal may be made in writing to the faculty of the College of Medicine. The written appeal must specify the substantive bases on which such appeal is being made (i.e., the appeal must be made on grounds other than general dissatisfaction with the recommended disposition) and must be directed to the issues in the grievance as filed, not to new issues. No more than thirty days should elapse between receipt of the recommendations submitted by the dean and the written appeal to the faculty.

5. Upon receipt of the appeal and by a process chosen by the faculty, a timely independent review of the grievance (normally to be completed within thirty days) will be conducted. Upon completion, the faculty shall remit to all appropriate parties written findings and dispositive recommendations that will be final and binding on the parties to the grievance within the jurisdiction of the College of Medicine.

The review of a grievance and/or appeal undertaken by a grievance officer(s) normally shall be limited to the following considerations: 

(a) were the proper facts and criteria brought to bear on the decision (or, conversely, were improper or extraneous criteria brought to bear on the decision);

(b) were there any procedural irregularities that substantially affected the outcome; and

(c) given proper facts, criteria, and procedure, was the decision one which a person in the position of the decision-maker might reasonably have made?

Students should be aware that, although they have no decision-making authority, the Assistant and Associate Deans for Student Affairs have a relatively wide authority of inquiry, including investigating student complaints against instructors. This office is available to all students to discuss any troublesome matter of university concern and frequently helps expedite resolution of such matters.

Class Attendance Policy

General Statement of Policy

It is expected that a student will attend classes regularly. Each department within the university has the right to set an attendance policy. Departmental class attendance policy is subject to approval by the dean. At the beginning of each course, faculty must provide a written statement governing attendance policy for the course so that all students will be fully informed of their attendance responsibilities, including penalties which may be imposed for failing to meet these responsibilities. It is the student’s responsibility to know the policy.

Absences Due to Emergency, Special Circumstances or Illness

In the case of emergency (e.g. death in the family or illness), absence from the class may be excused. In such cases it is the responsibility of the student to explain the situation to the faculty member as soon as possible. The faculty member may request verification of the emergency situation or illness from the student. Students confined at home or in a hospital for an extended period of time shall notify the faculty member from whose class they will be absent so that arrangements can be made for completion of assignments, if feasible.

Appeal of the Faculty Member’s Decision

If the student has evidence that a faculty member has not excused an absence that should have been excused within the guidelines stated above, the student can appeal the decision of the faculty member to the chair of the department and/or dean.

College and University Security Information Act

Pursuant to the requirements of the College and University Security Information Act, the following information is available and will be provided upon request:

1. Annual crime statistics and crime rates for crimes occurring on this campus as reported to and compiled by the Tennessee Bureau of Investigation for each of the most recent three years. (The first such report
required under this Act was available January 1990. Therefore it was January 1992 when three years of crime rates and statistics were available.)

2. Copies of Board of Regents and/or institutional security related policies and procedures and certain other related information are available at http://www.etsu.edu/security.asp. If a printed version of these statistics is necessary, a copy may be obtained through the ETSU Department of Public Safety.

Rehabilitation of Impaired Medical Students

Introduction

The impairment of physicians as a result of alcohol and substance abuse has been recently recognized as a growing nationwide problem. Of primary importance to the James H. Quillen College of Medicine is that a large percentage of the impaired physicians report that their impairment began in college, either before or during their years in medical school. In an effort to help lessen this growing problem, the college adopted the Rehabilitation of Impaired Medical Students (RIMS) program as hereinafter set forth.

Purpose of RIMS

The purpose of RIMS is to reduce the number of impaired physicians by identifying, treating and preventing impairments that become evident during medical school. To accomplish this purpose, the program will strive to fulfill two main goals: first, to disseminate information regarding substance abuse and treatment to the student body as a whole; and second, to intervene on impaired students in an effort to prevent irrevocable harm from occurring even before their career begins. Any assistance rendered under the RIMS program shall be provided in a manner that fully protects the rights and confidentiality of the impaired student with the assurance that successfully participating students who are making satisfactory academic progress are able to continue their medical education.

Administration of RIMS

The administration of RIMS shall be vested in the RIMS Council. The council shall be comprised of two student representatives from each of the four medical school classes, the Associate Dean for Student Affairs, and a faculty representative (appointed by the Dean of the College of Medicine).

Election of Class Representatives

Each entering class shall elect two of its members at the beginning of the fall semester. All class representatives shall serve on the council throughout their four years in medical school unless they resign or are removed from the council. Representatives may be removed from the council by majority vote of the medical class that they represent or by vote of the council. Any vacancies on the council shall be filled as soon as possible.

Council Officers and Members

The RIMS Council shall elect from among its student members one person to act as council Chair. The duties of the Chair shall be to set the date for and conduct RIMS meetings, coordinate training programs with the Tennessee Medical Foundation for RIMS Council members, publicize the existence and function of RIMS, and any other duties necessary to carry out the spirit and purpose of RIMS. The term of office of the Chair shall be one year. The election of a Chair shall be conducted as soon as is possible after the selection of freshman class representatives to the council.

The council shall also elect from among its members one person to act as Vice-Chair. The Vice-Chair shall fulfill the duties of the chair in those instances when the Chair is unavailable. The term of office for the Vice-Chair shall be one year.

The duties of the council shall include the following:

1. Supplying information to the medical students regarding substance abuse and available treatment programs.
2. Reviewing cases wherein student impairment is suspected.
3. Participating in interventions wherein sufficient evidence of impairment to warrant such action exists.
4. Monitoring the recovering student in order to insure compliance with contractual agreement between the student and the College of Medicine. The contract should be designed to promote student participation in all required activities as to ensure successful recovery throughout the tenure at this institution.
5. Acting as liaison with the Tennessee Medical Foundation and the College of Medicine faculty to facilitate the return of students from treatment in order to optimize successful recovery.
6. Serving as an advocate for the recovering student wherein necessary.

Meetings of the Council
The council shall meet at least once per year. The first meeting shall be held as soon as is possible after the selection of freshman class representatives. Additional meetings shall be at the call of the Chair as deemed necessary.

Procedure
One of the primary goals of RIMS is to provide information to the impaired medical student regarding available alcohol and substance abuse treatment programs. In order to carry out this goal, it is first necessary to discover any medical student who is suffering from an impairment. With the identification of an impaired student comes the opportunity to approach the student and discuss available treatment plans.

Should it come to the attention of a council member that a student is potentially suffering from an impairment, this information is forwarded to both the council and the Associate Dean for Student Affairs. Information is collected and reviewed by both of these parties. If the evidence appears to warrant intervention, a recommendation is made from the council to the Dean of the College of Medicine. If the dean does not agree with the findings of the council, all materials are turned over to the Associate Dean for Student Affairs and the issue is dropped. If the dean concurs with the recommendation of the council, the council according to the following guidelines organizes an intervention. Intervention teams consist primarily of council members but may also include other individuals (e.g., family, classmates, concerned faculty and significant others). In addition, the team will include at least one of the council advisors who will act as mediator. All members of the intervention team must be in total agreement with the need for professional evaluation and must agree to work in cooperation with the council and its advisor to maximize success. The team will meet as needed to review the facts of the case, to establish the role each member of the team will play in the intervention and to prepare all members of the team to play their role effectively. All arrangements (e.g. scheduling a bed in a treatment facility, airline tickets, etc.) should be completed before the intervention takes place. Successful intervention will be one in which the student agrees to professional evaluation and/or assistance.

If the student declines to follow the recommendation of the intervention team, the student’s decision will be reported to the dean by the RIMS Council with the recommendation that the student’s fitness for medical studies and potential success in the medical profession is seriously compromised and that the dean should consider terminating the student’s enrollment at this institution until compliance with the recommendation of the council is achieved. If the recommendation of the council is that the student be professionally evaluated, then both the council and the student must abide by the findings of the evaluation team. The council reserves the right to determine where the evaluation is to take place. If in the judgment of the evaluating professionals it is determined that impairment does not exist, then all information regarding the case is submitted to the Associate Dean for Student Affairs and the case is dropped. If the evaluation team determines that treatment for impairment is warranted, the student must comply with the recommendation. Failure to do so will actuate the council to consider the student not acting in good faith and to recommend that the dean terminate enrollment until the student demonstrates compliance.

If a student enters and successfully completes treatment, the council will facilitate return to school through advocacy with appropriate faculty and administrators. Compliance to aftercare programs and contractual agreements with either the school or the treatment facilities will be monitored. Any relapse will be immediately reported to the entire council, to the dean, and to the Tennessee Medical Foundation representatives. Recommendations from appropriate professionals will be solicited and acted upon in that event.

Should any impaired student voluntarily contact a council member regarding treatment for alcohol or substance abuse, said council member shall contact the Associate Dean for Student Affairs who shall arrange for the student’s participation in the Tennessee Medical Foundation (TMF) Physicians Health Program.

Treatment Program
The TMF Physicians Health Program (TMF PHP) in cooperation with the Office of Student Affairs shall coordinate treatment programs for impaired medical students.
Confidentiality
The issue of confidentiality is crucial and of utmost importance since the success of the RIMS program depends on student trust and confidence; a breach of confidentiality would compromise the program and render it ineffective and powerless. With this in mind, all reasonable efforts shall be made to protect the identity of the impaired student, any student suspected of being impaired, and any persons who may find it necessary to report an impaired student to the council.

Evaluation System

Introduction
The faculty of the College of Medicine believes it essential to have a multi-faceted system of evaluation to maintain its programs at a high level of quality. Elements of this system include the evaluation of students, faculty, courses and curriculum. The faculty is also committed to the proposition that all professionals must be able to evaluate themselves in order to improve and that the process of self-evaluation should be emphasized to the students so that they may continue it throughout their careers.

General Concepts
The evaluation system is directed toward the following goals:
1. All programs are continually and effectively evaluated.
2. The evaluations identify strengths and weaknesses.
3. The evaluations are directed toward producing data useful in planning and effecting improvements.
4. The system is understood by all individuals involved.
5. Evaluations are uniform and give equal treatment to all involved.
6. Individual components of the system are compatible with each other as much as possible.
7. Evaluations are multifaceted and use information from all available sources.
8. It is designed to be as concise as possible in order to provide easily managed quantitative data.
9. It allows for much flexibility and freedom of responses compatible with the above goals.
10. It is an open system with easy access to those who have a legitimate need for such knowledge.

Student Evaluation
Students are subject to continuous evaluation in both cognitive and non-cognitive areas throughout the curriculum. The overall progress of the student is monitored by the Student Promotions Committee which meets to receive and consider departmental reports and all other information relative to student evaluations. The faculty makes periodic progress reports both during and after the completion of various units of the curriculum. These periodic reports will be available to the students. Students are encouraged to discuss these periodic reports with appropriate course faculty.

At the conclusion of each course and clerkship, an evaluation report is submitted by each respective faculty to the Student Affairs Office. These reports become the official institutional record of the student’s performance and are the basis on which a transcript is generated. All students have access to their record. The manner of evaluation is made known to the student body by the course and clerkship directors at the beginning of each course or clerkship. The reports of objective and subjective evaluations of performance are submitted to the Office of Student Affairs by the directors of clinical clerkships.

Throughout the curriculum, self-evaluation and peer-evaluation are encouraged both formally and informally. Students are encouraged to indicate by signature that they have read (not necessarily accepted) evaluations completed by faculty members whenever possible. Discussions between a student and faculty member or with small groups of students and faculty members are encouraged for the purpose of student self-evaluation and feedback.

Grading System
The College of Medicine utilizes two marking systems to assign grades: The faculty in a majority of courses and clinical clerkships report achievement of the student by means of a five point \( (A, B, C, D, F) \) scale, with \( A \) representing excellent, \( B \) good, and \( C \) adequate; In certain curricular offerings, achievement may be reported on a \( P \) (pass), \( D \), or \( F \) (fail) basis. The pass/fail grading system is utilized in the elective clinical clerkships and other courses throughout the curriculum as approved by the Medical Student Education Committee (MSEC).
In both marking systems the $D$ and $F$ are failing grades. A $D$ grade indicates that in the judgment of the course faculty, an additional period of prescribed remediation (assuming no deficiencies in other courses), if successfully completed, will qualify a student for a grade of $C^*$. Upon remediation, a $C^*$ must replace a $D$. An asterisk will be used on the transcript to indicate that the student required remediation to obtain the indicated grade. The $F$ grade indicates that the performance of the student is such that only a complete repeat of the course, on approval of the course faculty and the Student Promotions Committee, will be accepted as remediation. Upon the advice of the Student Promotions Committee, any student who has one or more failing grades is subject to being dropped from registration.

Since all students must obtain a passing grade in all courses in the M.D. curriculum to receive the degree, remediation of failing grades is required if the student continues in the curriculum on permission of the Student Promotions Committee. In the case of a $D$ grade, the course faculty will recommend to the committee the means by which the student might achieve a passing grade in the course. If a student receives two or more $D$ grades in the same academic period, the Student Promotions Committee may require that the student repeat a part of the curriculum assuming that continuation in the curriculum is approved.

When a student has received a $D$ grade, and remediation is successful, the grade of $D$ will be changed to a $C^*$ at the completion of the remediation. If the remediation requires a new period of enrollment under requirement of the Student Promotions Committee, special procedures apply as outlined in section IX.C.8. of the Student Promotions Committee Section of the Handbook for Medical Students. If a grade of $D$ is not successfully remediated in the time period allotted by the faculty and/or the Student Promotions Committee, a grade of $F$ will be assigned.

A grade of $F$ will remain permanently on the transcript. The remediated grade earned will be added to the transcript in the academic period in which it is obtained. A student who receives one or more $F$ grades is subject to being dropped from enrollment.

A grade of $I$ (incomplete) may be given in cases wherein students, for an acceptable reason, have been unable to complete all of the required work in a course. An incomplete grade must be removed within twelve months after it has occurred or it will automatically be changed to $F$. If the student removes the incomplete within the time period, the instructor may assign any appropriate grade according to the quality of the work completed for the entire course.

If for some appropriate reason a course faculty wishes to insure that the performance of a student is discussed at a Student Promotions Committee meeting, a grade of $R$ (review) may be assigned. Following the consideration by the Student Promotions Committee, the $R$ will be changed to the appropriate grade.

Under appropriate circumstances, with the approval of the course director, a student may officially audit a course. In such instances the audit will be recorded in the permanent record.

A student may withdraw from a course up to one-quarter of the course duration with no penalty (no record of enrollment); between one-quarter and three-quarters of the course, the student may withdraw, receiving a $WP$ (Withdrawn passing) or $WF$ (Withdrawn failing) grade; and after three-quarters, the student may only withdraw under documented extenuating circumstances as approved by the course director, and the Offices of Academic and Student Affairs and will receive a $WP$ or $WF$ grade. Withdrawal during the last quarter under other circumstances will yield a recorded grade of $F$. Grade point values in all College of Medicine courses and clerkships will be assigned on the four point system for passing grades ($A-4$, $B-3$, $C-2$).

The departmental and interdepartmental course directors will be responsible for determining the grades to be assigned to students. The distribution of the grades assigned will also be the responsibility of the departments and interdepartmental course directors. A class rank based upon numeric course grades will be calculated and used for internal purposes. In the instance in which a student receives $F$ and successfully remediates the course, the grade point values assigned will be those of the grade earned upon remediation and the total credit hours attempted (originally failing attempt plus the repeat). Grades earned in a pass/fail course are not used in determination of the grade point average.
On occasion the Student Promotions Committee, after an analysis of overall performance, will require that the student repeat (re-enroll) in all or a portion of the curriculum, including those courses in which the original grade was $D$. In this special instance the student’s record will reflect the following policy.

a. Upon completion of the remediation, the original grade ($D$) will be covered on the official transcript with an asterisk. From this time the course entry will be ignored in all further qualitative computations.

b. The enrollment of the repeated course will be added to the transcript as appropriate in the subsequent enrollment period. The grade obtained by the student during the repeat course will be the grade recorded on the transcript.

c. The credit hours for the new course will be added to the student’s summary line under graduation hours, gross hours attempted and hours earned (provided that a passing grade was achieved in the new enrollment period). Quality credits will be added as appropriate. (Quality credit does not apply in the instance of a $P/D/F$ graded course).

Class Ranking
The College of Medicine maintains a class ranking for each student. This is based upon numeric course grades.

Student Promotions Committee
A Student Promotions Committee is appointed by the dean to serve in an advisory capacity to the dean and the faculty. The purpose of the committee is to review on a continuing basis the performance of each individual student including all cognitive and non-cognitive evaluations that have been submitted. See the section on Student Promotions Committee in this publication.

Course Evaluation
Much of the data obtained from the evaluation of students is useful in the evaluation of the course and course faculty. In addition, student feedback concerning the course is sought by the course faculty and utilized by them and MSEC to help assess the quality of the course. This input will be used in the institutional evaluation of the overall program. The Section of Medical Education offers assistance in this endeavor.

Grade Appeal Process
I. Basis for appeal
   A. A student may appeal a course grade if there is evidence that the grade was assigned in a malicious, capricious, erroneous, or arbitrary manner. The following steps provide a guideline for the appeals process.
   B. All persons concerned with this process should make every attempt to adhere to the approximate time schedule outlined in the following description of the appeals process. No appeal will be considered later than one year following the date the grade was assigned.

II. Appeal to the faculty member for review of the assigned grade
   A. Within three weeks after the beginning of the next term, excluding summer school, the student should discuss the assigned grade with the faculty member. If it is found that the assigned grade is incorrect in the judgment of the faculty member, the appropriate change will be made. At this point the matter is concluded.
   B. If the faculty member is no longer with the university, the student should confer with the departmental chair who will then make every effort to receive written input concerning the grade from the former faculty member. If this is not possible, the student may appeal the grade as described below. The departmental chair will represent the interests of the faculty member who issued the grade.

III. Appeal to the departmental chair
   A. If the question of the assigned grade cannot be resolved between the student and the faculty member, the student may appeal in writing to the chair of the department in which the course was taught. If at all possible, the written appeal to the chair should be made by the end of the fourth week of the term. The student should include all known information relating to the appeal. After receiving such an appeal from the student, the chair shall review with the faculty member the substance of the student’s appeal and seek to determine its validity.
B. If the chair determines that the assigned grade is inappropriate, the chair should recommend to the faculty member that the grade be changed. The faculty member may or may not concur with the recommendation.

C. The chair will notify the student in writing, usually within ten days of the appeal, whether or not the assigned grade will be changed. If the grade is changed to the student’s satisfaction, the matter is concluded. If the grade will not be changed, the chair will also advise the student of the right of appeal to the dean of the college within which the grade was assigned.

D. If the grade will not be changed, copies of all written communication mentioned above should be sent by the chair to the dean.

IV. **Appeal to the college dean**

A. If the grade is not changed to the satisfaction of the student at the departmental level, the student may appeal the assigned grade in writing to the Dean of the College of Medicine. The appeal shall be prepared in writing by the student in consultation with the Executive Associate Dean for Academic and Faculty Affairs of the College of Medicine. The Dean of the College of Medicine may follow one of two procedures. The dean may discuss the case with the student, the faculty member, the chair of the department in which the course was taught, and the Executive Associate Dean for Academic and Faculty Affairs of the College of Medicine. Following these discussions, the Dean of the College of Medicine may make a recommendation to the faculty member, the student, and the departmental chair. If this results in an acceptable solution to all parties, the matter is concluded. If not, the appeal will be forwarded to the Student Promotions Committee, which will serve as the hearing body. The dean may appoint the Student Promotions Committee as a hearing body upon receiving the initial appeal.

B. The Student Promotions Committee will submit to the Dean of the College of Medicine a written report containing a recommendation for a specific course of action regarding the student’s grade appeal. If the committee cannot reach a conclusion, the written report will be submitted to the dean, with the reason why the committee failed to reach a decision.

C. The Dean of the College of Medicine will then recommend a solution that may or may not contain some or all of the recommendations of the Student Promotions Committee. This decision will be relayed in writing to the student. In the absence of further appeal, the opinion rendered by the Dean becomes final.

V. **Appeal to the President of the University**

- If either the student or the faculty member believes that due process has not been afforded, a written appeal may be made to the President; otherwise, the decision of the Dean of the College of Medicine is final. Such an appeal, based upon denial of due process and specifically identifying the failure of the process, must be initiated in writing within two weeks from the time the dean reports the decision to the appropriate individuals.

**Student Promotions Committee**

I. **Purpose**

The purpose of the committee is to review, on a continuing basis, the total performance of each individual student. The review will include consideration of all cognitive and noncognitive evaluations that have been submitted. The committee is appointed by the dean to serve in an advisory capacity to the dean and to the faculty.

II. **Composition**

A. Voting Members (15)
   1. The chair (or designate) from each department within the College of Medicine
   2. The director (or designate) from the faculty of each course not conducted by a department

B. Non-Voting Members
   1. The Executive Associate Dean for Academic and Faculty Affairs (or designate) who shall be chair of the committee
   2. The Associate and Assistant Dean for Student Affairs
   3. The Assistant Dean for Admissions and Records
   4. One student from each class designated by the class membership
III. Requirements for quorum and adoptive action
A quorum for any regular or called meeting of the Student Promotions Committee shall be defined as more than half of the voting members. All actions of the committee will require a simple majority of those voting.

IV. Roles and responsibilities
A. Each student will be considered individually with emphasis upon quality of performance. The Student Promotions Committee may recommend continued pursuit of medical studies for any student who is justifiably assumed capable of completing the M.D. degree requirements within the time limits established in Section IX.
B. At appropriate intervals, the committee will review the progress of students throughout their medical school career. The committee will review the progress of all students at least once yearly.
C. The committee recommends to the faculty:
   1. The promotion of a student from one year’s study to the next.
   2. The certification of a student as qualified to graduate.
D. The committee recommends to the dean:
   1. Placement of a student on a reduced schedule.
   2. Requiring a student to take a leave of absence for diagnostic evaluation, medical intervention or personal reasons.
   3. Dismissal of the student from school for academic reasons.
   4. Disciplinary action for unethical and/or non-professional behavior.
E. The committee has the authority to take action in the following areas:
   1. The formulation of a remedial program. These programs may include, but are not limited to:
      a. Requiring a student to take a remedial make-up examination with or without a period of tutorial study.
      b. Recommending or requiring a student to take a course in another institution acceptable to the faculty in which the deficiency occurred.
      c. Requiring a student to be reexamined in a course.
      d. Requiring a student to receive academic tutoring.
      e. Requiring a student to repeat all or part of a year’s work.
   2. Placement of student on academic probation.
   3. The review of all petitions for readmission following a leave of absence, and determining whether or not the student may resume medical studies.
   4. The formulation of a suitable course of study following all leaves of absence.
   5. Any other action deemed appropriate for the individual student and not categorized under responsibilities in IV.D above.
F. If the action contemplated is to remove a student from registration, place on a leave of absence, or assign on a reduced schedule, the student will be afforded an automatic hearing as detailed in Section X to follow.
G. The Executive Associate Dean for Academic and Faculty Affairs (or designate) will serve as non-voting chair of the Student Promotions Committee. Responsibilities will include preparation of the agenda for regular and called meetings, written notification of committee action(s) to the affected student and verbal discussion of pertinent committee action(s) with the individual student to whom such actions apply.
H. All deliberations of the committee are strictly confidential. Actions of the committee are announced through official channels of the dean’s office or, in special instances, by means designated by the committee.
I. For the purpose of this document, a deficiency grade is anything other than A, B, C or P.

V. Scheduling and frequency of meetings
A. Routine meetings will be scheduled at the midpoint and end of each semester.
B. Special meetings will be called by the chair when appropriate information has been transmitted which requires an extraordinary session.

VI. Agenda
The agenda shall consist of the promotion of students from one year to the next, certification of students for graduation, and consideration of students in varying degrees of academic difficulty. Specific students to be discussed are those whom course faculties have indicated as having failed their course, those who are performing at
less than satisfactory levels after an interim evaluation, those who have received an $R$ grade and any student who has received a grade other than $A$, $B$, $C$, or $P$. Any other student will be discussed at the request of a course director or course faculty. An attempt is made to identify students in minor as well as major difficulty in concert with the goal of providing help for those in need.

VII. Advancement of students with satisfactory performance
A. Requirements for Promotion
   1. For promotion from freshman to sophomore year, a student must obtain a passing grade in all required courses that comprise the freshman year curriculum of the medical school.
   2. For promotion from sophomore to junior year, a student must have obtained a passing grade in all required courses that comprise the sophomore year curriculum of the medical school.
   3. For promotion from junior to senior year, a student must have obtained a passing grade in all required courses that comprise the junior year curriculum and have passed Step 1 of the USMLE.
B. Requirements for Graduation
   1. A student must have obtained a passing grade in all courses of the established curriculum of the medical school leading to the M.D. degree.
   2. The student must pass, by national standards, Step 1 and Step 2 of the United States Medical Licensing Examination.
   3. The student must have made appropriate arrangements to discharge all financial obligations to the university.
   4. A student admitted with advanced standing must have completed, at the minimum, the last two years of the curriculum at East Tennessee State University, James H. Quillen College of Medicine.

VIII. United States Medical Licensing Examination (USMLE)
A. All students must pass, by national standards, Step 1 and Step 2 of the United States Medical Licensing Examination as a requirement for graduation. All students must pass Step 1 as a requirement for promotion to the senior curriculum. Students are required to have their total score reported to the school. Individual name-linked scores will be made available to the Student Promotions Committee. The committee will consider the test scores, along with the entire record, when developing recommendations related to an individual student’s performance.
B. Students progressing regularly through the curriculum will be expected to take the Step 1 examination following the completion of the sophomore year and Step 2 prior to graduation. Since 1999 the USMLE examinations are administered in a computer-based testing format. The ETSU testing center administers Step 1 in June and Step 2 in August/September. Students may take the examinations at Sylvan Centers throughout the nation. A student who fails either examination three times is subject to dismissal.

IX. Registered students with unsatisfactory performance
A. The following are time limitations for completing portions of the curriculum:
   1. Any student upon enrolling in the curriculum of the College of Medicine will be allowed to complete two consecutive semesters on a full or reduced schedule regardless of academic performance, unless it is deemed there are non-academic reasons for discontinuing registration.
   2. A freshman student with two or more deficiencies from the courses of the first semester will be placed on academic probation. If the student successfully completes the second semester courses with no additional deficiencies, this will be considered under the provisions stated in section IX.C. A student will be removed from academic probation only upon successful removal of all deficiencies.
   3. A freshman who has one or more deficiencies from the first semester and demonstrates a poor academic performance during the second semester by incurring additional deficiencies will be subject to being dropped from registration.
   4. The student must be eligible to be promoted to the junior year of the curriculum within four academic years from the date of first enrollment. An exception to this policy will occur when a student, in addition to the medical curriculum, is involved in other programs of academic study (such as study leading to a Ph.D.). In this circumstance, a student must pass all academic work attempted.
B. Number of Deficiencies
   1. A student who has one or more $F$ grades is subject to being dropped from registration.
   2. A student who has two deficiencies at any given time will be placed on academic probation.
C. Removal of Deficiencies

1. When reporting a deficiency grade, the faculty responsible for that course also submits a recommendation as to how the student may remove this deficiency.

2. If the recommendation is that the student devote a short period of time to additional study and/or take a make-up examination and there are no other academic reasons for denying the recommendation, the Student Promotions Committee will approve the method of removing the deficiency. If the student fails the reexamination, the student will receive F in the course and remediation, if allowed, must be by repetition of the course.

3. If a student has obtained one or more F grades and the Student Promotions Committee recommends continuation of medical studies, the student must remove the deficiency/deficiencies according to a plan determined by the Student Promotions Committee. The recommendations of departmental faculties will be given strong consideration in determining an acceptable course of remediation. The faculty responsible for the course in which the deficiency/deficiencies occurred has the responsibility of determining whether or not a course external to the university will be satisfactory for the student to utilize in removing the deficiency.

4. Generally students are allowed to repeat a course only once. A second failure in the same course will subject the student to being dropped from registration.

5. If the deficiency incurred is due to incomplete performance, the Student Promotions Committee usually accepts the recommendation of the departmental faculty for the appropriate remedial work to remove this status.

6. If multiple deficiencies are reported for a student, the Student Promotions Committee assesses the severity of the overall problem and determines a recommended course of action for the individual.

7. Consistency of performance is also evaluated. Any student who records two or more deficiencies and/or withdrawals throughout enrollment in the College of Medicine will be reviewed continually by the Student Promotions Committee. A student who has remediated two or more deficiencies and then obtains another deficiency will be subject to being dropped from enrollment.

8. On occasion the Student Promotions Committee, after an analysis of overall performance, will require that the student repeat (re-enroll) in all or a portion of the curriculum, including those courses in which the original grade was D. In this special instance the student’s record will reflect the following policy.
   a. Upon completion of the remediation, the original grade (D) will be covered on the official transcript with an asterisk. From this time the course entry will be ignored in all further qualitative computations.
   b. The enrollment of the repeated course will be added to the transcript as appropriate in the subsequent enrollment period. The grade obtained by the student during the repeat course will be the grade recorded on the transcript.
   c. The credit hours for the new course will be added to the student’s summary line under graduation hours, gross hours attempted and hours earned (provided that a passing grade was achieved in the new enrollment period). Quality credits will be added as appropriate. (This will not apply in the instance of a P/D/F graded course).

D. Academic Probation

A student who has two or more deficiencies at any time will automatically be placed on probationary status for a period of at least one calendar year or less than one year if deficiencies are removed. During this period, the Student Promotions Committee will continually review the student’s performance. If any new deficiencies are recorded during this time, the committee will take whatever action is deemed appropriate for the individual student that may include a recommendation to be dropped from registration. Transference from a status of academic probation to that of academic good standing occurs only when all deficiencies are removed and courses from which the student has withdrawn are successfully completed. If academic good standing is not achieved after one year, the student will be subject to academic dismissal.

E. Referrals to Counseling, Tutorial, and Study Skills Services

All students may avail themselves of these services without referral. However, when students are presented as having difficulty at a Student Promotions Committee meeting, they often are urged to procure specific services and in some instances are directed to do so. If a student who is repeatedly urged to arrange tutoring, counseling, or study skills help does not do so and subsequently fails a course, this is made known to the Student Promotions Committee to assist in evaluation of the student’s overall performance. Students who are directed to seek these referral services have a choice of intra- or extramural resources. Verification
that the referral services have been utilized will be required. In addition, the committee may require such students have their counselor submit information and/or a recommendation to the committee relating to the student’s academic program.

F. Academic Performance

In the final analysis, students are judged on the basis of academic performance, regardless of whether or not they have acted upon the committee’s recommendation that they avail themselves of opportunities for assistance. The faculty or director of each course defines the criteria for acceptable academic performance in the course offering. Evaluation of academic performance may include (but is not necessarily limited to) measuring the student’s knowledge, testing how the student applies such knowledge to specific problems, evaluation of the judgment a student employs in solving problems and assessing the quality of the student’s psychomotor skills, ethical behavior and interpersonal relationships with medical colleagues, patients and patient’s families.

X. Students whose registration is discontinued

A. Discontinuing Registration

1. Dismissal

a. If in the opinion of the Student Promotions Committee a student’s academic performance does not meet the institutional requirements for continuing registration, the committee may, at any regular or extra called meeting, recommend that further registration of the student be denied. Students are subject to dismissal if they have one or more $F$ grades at any time, fail a course while on academic probation, fail a course for a second time, fail to meet the requirements of remediation, or demonstrate any other evidence of poor academic performance.

b. The faculty believes that to be a physician positive evidence of competency is required. A student whose performance, albeit passing, is borderline or marginal in several courses will be subject to dismissal. Similarly, a student whose performance, although passing, consists of a record of multiple failures with subsequent remediation will be subject to dismissal.

c. A student may be dismissed from the College of Medicine for non-academic reasons. Graduation is predicated on the determination by the faculty, as recommended by the Student Promotions Committee, that a student is suitable for the practice of medicine in terms of personal characteristics and conduct. The Student Promotions Committee may recommend the dean dismiss any student whose behavior is not in keeping with the standards of the medical profession, or when the student’s presence in the medical school is considered detrimental to the student in question, other students in the school, patients, or society in general. When requested, the Student Review and Promotions Committee will evaluate cases of students whose professional behavior and/or ethics have been questioned by a faculty member or the Honor Council and make a recommendation for dismissal, if deemed appropriate.

d. If there is a recommendation that further registration of the student be denied, the student will be afforded a hearing before the Student Promotions Committee within a period of two weeks from the time of the original decision. The student will be offered the opportunity to appear personally, to have any or all of the Associate and Assistant Deans for Student Affairs serve as advocates, and be allowed to bring any person for advice and council. The hearing will be an informal procedure dealing with evidence of a student’s performance and/or professional behavior and those factors applying directly to the student’s ability to perform.

e. Immediately following the hearing, the Student Promotions Committee will decide upon a specific recommendation. If the decision is to deny further registration, the recommendation will be forwarded to the dean. The committee shall inform the dean of the vote and present a report of discussions leading to the decision.

2. Leave of Absence

a. When a student’s performance is such that continued registration should not occur but, in the opinion of the Student Promotions Committee, the student is judged to be capable of completing the M.D. degree requirements within the time limits of section IX if academic or non-academic problems are resolved, the committee may recommend that a student be placed on a leave of absence. This recommendation will be explained to the student. If a student accepts, the recommendation will be implemented. If the student disagrees with the recommendation, the same procedure for a hearing as in Section X.A.1. will be followed.
b. The dean may discretionarily place a student on a leave of absence. A student who wishes such an action may ask the Student Promotions Committee for a review that shall be conducted with a hearing as established in X.A.1. above.

3. Reduced Schedule
   a. The Committee may recommend that a student be placed on a mandatory reduced schedule in order to assist with completing the curriculum. If the student disagrees with the recommendation, the same procedure for a hearing as in Section X.A.1. will be followed.
   b. The committee may also permissively recommend the student be offered the opportunity for the reduced schedule. In this instance the student may or may not accept. If the student does not accept, no further action is required.

XI. Petition for readmission
   A. A student may be placed on a leave of absence for a particular period of time with a specified date of expected re-enrollment. In such cases no further action need be taken at the time the student returns to medical studies. All other students who are on a leave of absence must receive approval of the Student Promotions Committee to return to medical studies.
   B. Students placed on an indeterminate leave of absence may maintain such status for a maximum of two years. In order to return to registration, the student must petition the Student Promotions Committee within the time period allowed. The Student Promotions Committee will consider petitions for readmission regardless of the reason registration was discontinued. When petitioning to the committee, the student must submit data that will support the contention that the problem that caused discontinuance of registration has been rectified. This also is required in instances wherein the student’s departure from registration was in part or completely related to nonacademic problems.
   C. Petitions for readmission may be considered at any regular or called meeting of the Student Promotions Committee. The time of readmission will be based upon what is most appropriate to the student’s schedule. Preference will be given to students petitioning for return whose registration was discontinued for other than deficient academic performance. Readmission may be denied because all available positions are filled even if a student meets all other qualifications for readmission.

XII. Appeal mechanisms for students
   A. When the Student Promotions Committee’s action is within stipulated authority of the Committee (Sec. IV. E.), a student may ask for a reconsideration of the action taken. The Student Promotions Committee Chair must receive the written request within fifteen calendar days following the date the student was informed of the decision. If a student is not satisfied with the result of reconsideration by the Student Promotions Committee, an appeal to other authorities is available.
   B. The Student Promotions Committee does not hear appeals of decisions made by the dean following committee recommendations. A student may appeal a decision directly to the dean, who will utilize whatever process desired to hear the appeal, except that such appeal will not be referred to the Student Promotions Committee.

XIII. Right of student appearance at committee meetings
   A. A student may request to appear personally before the committee in order to answer questions or expand the information available to the committee.
   B. The committee may request that a student be present to answer questions or provide information.
   C. A student appearing for any reason may be accompanied by a person (or persons) of the student’s choice to provide support and counsel.

XIV. Amendments
   This policy is recommended by the Student Promotions Committee to be approved by the faculty. Any amendments to this policy shall require the same procedure.
Commencement Objectives

The Medical Student Education Committee at the James H. Quillen College of Medicine developed a set of Commencement Objectives approved by the general faculty. The Commencement Objectives have been required of all students that have entered the medical school since August 1994. These objectives are separate from course and clerkship requirements and are not necessarily used in the grading or evaluation of students for individual courses or clerkships.

The objectives require students to demonstrate proficiency in select skills, knowledge, and behaviors in the following areas:

1. Problem Solving
2. Effective Communication
3. Basic Clinical Skills
4. Prevention, Diagnoses, and Management
5. Using Basic Science to Guide Therapy
6. Lifelong Learning
7. Social and Community Contexts of Medicine
8. Moral Reasoning and Ethical Judgment

Fulfillment of commencement objectives is documented on the junior clerkship student evaluation for each of the required clerkships. The process of documenting the accomplishment of the Commencement Objectives is currently being revised. If you have questions concerning the Commencement Objectives, contact the Office of Academic Affairs.

Standing Committees

The standing committees of the James H. Quillen College of Medicine are listed below with a brief description of each committee’s function. An asterisk (*) indicates the committees on which there are voting student members and a double asterisk (**) indicates the committees on which there are non-voting student members.

**Academic Partnership Council:** Representatives of the VA hospital and dean’s staff meet to consider concerns related to the medical school-VA hospital affiliation.

**Admissions Committee**: responsible for the selection of students for medical student status

**Chairs Group:** The dean meets with departmental chairs and dean’s staff on a regular basis to discuss medical school concerns, problems, and budget.

**Committee of Basic Science Chairs:** meets at regular intervals to discuss problems of mutual concern to the basic science departments

**Committee of Clinical Chairs:** meets at regular intervals to discuss problems of mutual concern to the clinical science departments

**Committee on Women’s and Gender Issues**: serves as a resource in the College of Medicine for issues concerning women’s and gender issues

**Continuing Medical Education Advisory Committee:** The committee has an active role in planning and guiding the office of continuing medical education in future program ideas.

**Faculty Advisory Council:** an elected committee of representatives from each medical school department (not including chairs) to recommend to the dean actions of concern to the medical faculty

**Financial Aid and Scholarship Committee**: establishes the policies under which the student financial aid office functions, recommends students for financial aid, and recommends which students should receive scholarships and/or honor awards

**Hospital Liaison Subcommittee of ICGME:** Representatives of clinical departments, affiliated hospitals, and the dean’s staff meet to discuss problems of mutual concern involving the medical student and residency education programs.

**Institutional Committee on Graduate Medical Education:** Residency program directors and peer selected residents perform a periodic analysis of each residency training program.

**Learning Resources Advisory Committee**: consults with the Assistant Dean for Learning Resources on library policies and procedures
Medical Student Education Committee*: responsible for recommendations related to the quality of the medical student education program

Promotion & Tenure Committee: The committee serves as an advisor to the dean for faculty promotion & tenure.

Student Promotions Committee**: monitors progress of all students and recommends actions involving students who have academic deficiencies

Organization of Student Representatives
Each class of students functions autonomously with respect to class related matters. As such, a student government association (SGA) does not exist. A defacto SGA does exist in the form of the Organization of Student Representatives (OSR). OSR serves as a liaison between the student body and administration, conducts activities that promote camaraderie across classes and serves as a change agent. Each class is represented on OSR through its president and two additional members-at-large. A full description of OSR can be found on the internet at http://com.etsu.edu/default.asp?V_DOC_ID=2304.

Student Organizations
American Medical Association
Chapter of American Medical Student Association
Chapter of Student National Medical Association
Complementary and Alternative Medicine Student Interest Group
Chapter of Christian Medical and Dental Association
Emergency Medicine Interest Group
Family Medicine Interest Group
Global Health Interest Group
Internal Medicine Interest Group
Medical Ethics Interest Group
Pediatrics Interest Group
Psychiatry Student Interest Group
Surgery Student Interest Group
Student Physicians Interested in Anesthesiology
Student Women in Medicine
Women's Health Student Interest Group

Honor Medical Society
Alpha Omega Alpha is the only national honor medical society in the world. The Delta Chapter was established at the James H. Quillen College of Medicine in 1985. Alpha Omega Alpha elects outstanding medical students, graduates, alumni, faculty, and honorary members to its ranks. Its purpose is to recognize and perpetuate excellence in the medical profession by promoting scholarship, encouraging high standards of character and conduct, and recognizing high attainment in medical science, practice, and related fields. Junior and senior medical students who are ranked among the top 25% of the class academically are invited to apply for election to AOA.

Mistreatment Prevention
I. Introduction
   A. The James H. Quillen College of Medicine has a responsibility to foster the development of professional and collegial attitudes needed to provide caring and compassionate health care by all members of the College of Medicine community, including medical students, graduate students, resident physicians, faculty, and other staff who participate in the educational process. An atmosphere of mutual respect and collegiality is essential to nurture these attitudes and promote an effective learning environment. The diversity of members of the academic community combined with the intensity of interactions that occur in the health care setting may lead to incidents of mistreatment.
B. This policy on mistreatment prevention has three main components:
   1. A statement of College of Medicine standards of behavior with regard to mistreatment, including:
      - definition of mistreatment;
      - examples of types of mistreatment;
      - persons who may be the object or perpetrator of mistreatment; and
      - the purpose of the policy on mistreatment.
   2. A plan for the ongoing education of the College of Medicine community concerning these standards of
      behavior and the process by which they are upheld.
   3. A description of the College of Medicine process for responding to allegations of mistreatment.

   NOTE: Accusations of racial or gender discrimination or harassment are not handled under this policy, but
   rather by the ETSU Affirmative Action Officer. Similarly, disputes about grades are handled under the
   College of Medicine Academic Grievance Procedures and Grade Appeal Process as described in the
   Handbook for Medical Students.

II. Mistreatment in the learning environment
   A. Mistreatment, a form of professional misconduct, is defined as improper use or handling of an
      individual(s). It may cause the subject to become more cynical about the medical profession, may interfere
      with the learning process, may cause talented individuals to abandon medical training, and may promote an
      atmosphere in which abuse is accepted and perpetuated in medical training.

   B. Examples of inappropriate and unacceptable behavior include:
      1. Harmful, injurious, or offensive conduct
      2. Verbal attacks
      3. Insults or unjustifiably harsh language in speaking to or about a person
      4. Public belittling or humiliation
      5. Threats of physical harm
      6. Physical attacks (e.g., hitting, slapping, or kicking a person)
      7. Requiring performance of personal services (e.g., shopping, baby sitting)
      8. Threatening with a lower grade or poor evaluation for reasons other than course/clinical performance
      9. Sexual harassment
     10. Discrimination on the basis of race, gender, sexual orientation, religion, ethnic background, age, or
         physical disability
     11. Intentional neglect or lack of communication
     12. Taking credit for another individual’s work
     13. Disregard for student safety
     14. Any other behavior that is contrary to the spirit of learning and/or violates the trust between the
         teacher and learner.

III. Ongoing education to prevent mistreatment
   A. To promote an environment respectful of all individuals, the College of Medicine will provide ongoing
      education to students, residents, fellows, faculty, and other staff that emphasizes the importance of
      professional and collegial attitudes and behavior. The materials and methods for providing this education
      will be the responsibility of the Grievance Officer, in consultation with the Associate Dean for Student
      Affairs, the Associate Dean for Clinical Affairs, the Grievance Council, and the Assistant Dean and
      Director of Women in Medicine.

   B. Education of the College of Medicine community concerning mistreatment serves to promote a positive
      learning environment. This is characterized by attitudes of mutual respect and collegiality. Education will
      alert all members of the College of Medicine community to expected standards of behavior. Education will
      also inform persons who believe they have been mistreated of the avenues for redress and will inform all
      concerned parties of the policies and processes for responding to allegations of mistreatment.

   C. The methods for the specific groups are described below, subject to annual review and revision by the
      Grievance Council:
      1. Medical Students
         a. The policy will be included in the Student Handbook
         b. The topic will be addressed at all orientations
         c. Each department is encouraged to include this topic in the course policies for each preclinical
            course and each clinical rotation
2. Resident Physicians and Fellows
   a. The policy will be included in the Resident Handbook
   b. The topic will be addressed at the annual resident physician orientation
   c. The clinical department chairs are encouraged to ensure all their fellows and residents are cognizant of the policy.

3. Faculty and Graduate Students
   a. An informative written message will be sent each year from the Dean’s Office to all departmental chairs.
   b. The dean will direct the chairs to convey the information to all faculty and graduate students within their respective departments.
   c. They will also direct the course directors, clerkship directors, and program directors to convey this information to all adjunct faculty who participate in the teaching process in order to ensure that all faculty are cognizant of the policy.

4. Nursing and Other Clinical/Support Staff
   • An informative written message will be sent each year from the Dean’s Office to the Chief Executive Officer at each training site to explain the policy and to request its distribution to all staff interacting with COM trainees.

IV. Process for responding to allegations of mistreatment
   A. Introduction
      1. When an allegation of mistreatment occurs, the parties directly involved should try to resolve the matter informally. Methods to resolve the issue informally may include: direct discussion between parties, involvement of course/clerkship directors, or departmental chairs. If this informal approach is unsuccessful, a more structured process is available within the College of Medicine for resolving the matter prior to filing a complaint within the larger university system.
      2. This process is designed to be fair to both the accuser and the accused. It is also designed to be impartial, effective, and unlikely to result in retaliation for the accuser.

   B. Time Frame for Introducing a Complaint
      1. Evidence and memories tend to deteriorate with time; therefore, complaints should be introduced without delay. Whenever possible, this should be initiated within a four-month period of the incident.
      2. Requests for a delay in these proceedings shall be at the discretion of the Grievance Officer.

   C. The Grievance Officer
      1. The position of Grievance Officer has been established to help resolve conflicts by mediating between the conflicting parties and striving for reconciliation.
      2. Either the accuser or the accused may contact the Grievance Officer to seek assistance in resolving the conflict.
      3. Both parties will be encouraged to resolve the problem between themselves, but will also have the Grievance Officer available as a facilitator of this process.
      4. To achieve neutrality, the officer is chosen from the non-teaching faculty in the College of Medicine and is appointed to this position by the Dean of the College of Medicine.
      5. The Grievance Officer is accountable to the dean concerning advocacy issues.

   D. The Conflict Resolution Council
      1. If a reasonable effort by the Grievance Officer does not yield a solution, upon request of either party, he/she will convene a conflict resolution council.
      2. The purposes of the council include the following: to ascertain the facts to the extent feasible, to mediate between the parties, and to strive for resolution.
      3. The council will assess the evidence as objectively as possible, be fair in its deliberations, and protect the rights of both parties.
         a. Council Composition
            The dean will select a fourteen-member council to include two members from each of the following groups: preclinical students, clinical students, graduate students, residents, preclinical faculty, clinical faculty, and administration. When a case arises for deliberation, the Grievance Officer will select a working subcouncil that consists of five members to include representatives from the appropriate peer groups of the accuser and accused. The Grievance Officer is not a member of the council; however, the officer is present at council meetings and may be called upon
to break a tie vote. Nominations for membership will be submitted from the representative groups. Members will be appointed to the council for terms of one to three years. Appointments are staggered so that the council always has experienced members. If the accused or accuser in a specific case is not represented by groups on the council, the council may recruit additional members from the appropriate group (e.g., nurses, staff, etc.) to review the specific situation. The method of recruitment is at the discretion of the council. The subcouncil will select its own chair to preside over deliberations. The subcouncil will select a recorder. Duties of the recorder shall be: 1) to record adequate minutes of every meeting; 2) to record by audio tape those portions of a hearing as hereinafter specified; 3) to take charge of and record the receipt of all correspondence, written statements, and other official papers received by the council; and, 4) to secure, file, and maintain in proper order in a special lock box in the office of the Grievance Officer.

b. Council Meetings

The council will hold two scheduled meetings per year. One will be at the beginning of the academic year (August) to review the charge with the council and the Grievance Officer, and the other at the end of the academic year prior to graduation to review the policy and recommend appropriate changes in the policy and procedures. Other meetings will be held on an as needed basis.

c. Council Procedures

The council becomes involved in a given case only after the Grievance Officer has made reasonable efforts to resolve it. When the selected subcouncil hears a case, the Grievance Officer, accuser, and the accused are present. The subcouncil chair is responsible for notifying the parties concerning the time and place of the subcouncil meeting. The proceedings begin with the Grievance Officer presenting the case. Both the accuser and accused have an opportunity to speak and to bring witnesses to speak.

The council recorder shall record all hearing proceedings, except deliberations of the council on findings and recommendations and council deliberations regarding excusing council members from sitting on a case. This record shall serve as the official documentation of the hearing. The order of speakers is as follows:

1. The accuser
2. Witnesses for the accuser
3. The accused
4. Witnesses for the accused

The accused has the right to be present whenever the Grievance Officer, the accuser, or any witnesses are making statements. Similarly, the accuser has the right to be present during statements by the Grievance Officer, the accused, or any witnesses.

Witnesses will be present only when they are called to give information. After speaking, they will be asked to leave and will not speak to each other prior to or during the proceedings. Both the accused and the accuser can be harmed by breaches of confidentiality. Thus, all who are involved in the process of responding to allegations must maintain confidentiality.

All individuals involved in the process should know and understand the need for confidentiality. The accuser and accused are not allowed to bring lawyers to council meetings as advocates, advisors, or observers, nor may they bring any other persons, except witnesses. This process is intramural and is designed to avoid complaints being filed outside the university, if possible.

When the council convenes deliberations, the dean will be notified.

d. Outcomes of Council Deliberations

The council’s record of deliberations summarizing their findings will be sent to the Executive Associate Dean for Academic and Faculty Affairs, who will then decide what action to take. The Executive Associate Dean (or designate) will advise the accused and accuser concerning the final disposition of the matter.

Decisions about a letter being forwarded to the Dean should be made on a case-by-case basis. It is a matter of judgment by the council based on the degree of offensiveness of the behavior and the strength of evidence that the behavior actually occurred. It is possible that the council might become aware of a history of recurring mistreatment behavior by a given individual. In such a
situation, a letter might be warranted even if each occurrence of mistreatment would not be regarded as serious enough to justify a letter if considered individually.

If the conflicting parties resolve the matter satisfactorily between themselves, the council has the option to decide that a letter is not warranted. However, if the offense is serious or recurring, a letter might be deemed appropriate even if the conflicting parties have reached a resolution. In exceptional circumstances it may be appropriate for the Grievance Officer to inform the Dean concerning a complaint before the council meets.

e. Additional Council Responsibilities

If the Grievance Officer decides that the council should be involved in resolving a case, the accused does not have the right to prevent the council from meeting. A function of the council is to decide whether the matter should be brought to the attention of the Dean. It is in the interests of the accused to meet with the council to resolve the matter without involvement of the Dean. If the accused refuses to attend the council meeting, the council will still meet to decide if a letter should be sent to the Dean. If a council member is approached by someone who believes that mistreatment has occurred, the council member will refer the individual to the Grievance Officer.

The Grievance Officer maintains essential records.

V. Protections

A. Retaliation

1. Those who are accused of mistreatment will be informed that retaliation is regarded as a form of mistreatment and will not be tolerated. Accusations that retaliation has occurred will be handled in the same manner as accusations concerning other forms of mistreatment, using the Grievance Officer and council if needed. If the council finds that retaliation has occurred, a letter will be sent to the Dean.

2. All reasonable action will be taken to ensure that the complainant and those providing information on behalf of the complainant or supporting the complainant in other ways will suffer no retaliation as a result of their activities in regard to the process.

B. Malicious Accusations

A complainant or witness found to have been intentionally dishonest or malicious in making the allegations may be subject to disciplinary action.

C. Professional Reputations

In the event the allegations are not substantiated, all reasonable steps will be taken to restore the reputation of the accused as deemed appropriate by the council.

VI. Relation to other university policies

A. This policy outlines an additional process for responding to complaints of mistreatment and is subordinate to the formal policies of East Tennessee State University and James H. Quillen College of Medicine.

ETSU

PPP-26 ETSU Policy Statement on a Drug-Free Campus
PPP-27 ETSU Employee Grievance/Complaint Procedures
PPP-30 Policy on Sexual Harassment
PPP-31 Grievance Procedures for the Resolution of Sexual Harassment Charges at ETSU
PPP-40 Affirmative Action Complaints
PPP-45 Americans with Disabilities Act

COM

Student Conduct
Student Honor System
Academic Grievance Procedures
Evaluation System
Grade Appeal Process

In addition to this informal avenue, which is coordinated by the Grievance Officer, complaints concerning sexual harassment may be submitted to one of the designated contact persons for the College of Medicine, the Associate Dean for Student Affairs, the Assistant Dean and Director of Women in Medicine, or to the Affirmative Action Officer for the university. Similarly, complaints
concerning discrimination may be submitted to the Affirmative Action Officer. This may be done through the Office of Women in Medicine.

B. Allegations of student misconduct may be addressed according to the Student Conduct Policy and the Student Honor Code.

This policy will help promote a positive environment for learning in the College of Medicine, and will affirm the importance of collegiality and respect for others.

Sexual Harassment

Sexual harassment is a category of mistreatment that is illegal according to federal law. East Tennessee State University is currently revising the university harassment policy, which will include other types of harassment as well as sexual, and will clarify the process to protect individuals from retaliation if an incident of harassment is reported. A portion of the current policy follows:

East Tennessee State University desires to maintain an environment that is safe and supportive for students and employees and to reward performance solely on the basis of relevant criteria. Accordingly, the University will not tolerate sexual harassment of its students or employees.

The legal definition of sexual harassment:
Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or academic standing; or
2. Submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting an individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creating an intimidating, hostile or offensive working or academic environment.

What to do if you think you are being sexually harassed:
1. In circumstances in which you believe you will not be jeopardizing your personal safety, your job, or your academic status, communicate clearly to the offender that the behavior is not humorous or welcome and should cease immediately.
2. Keep a record of what happened and when it took place. Should there be any witnesses, ask for their names to include in your documentation of the incident.
3. If the harassment continues, or if you choose not to confront the offender directly, you may report the situation to the contact persons designated for the university.

Sexual harassment is always inappropriate regardless of whether it comes from a person in authority or a colleague. If a gesture or remark of a sexual or gender nature makes you feel uncomfortable, threatened, intimidated, or pressured, it may be a sign that you are experiencing sexual harassment.

Trust your instincts; do not remain silent; and do not blame yourself. Act quickly without delay to inform the abuser of unwelcome behavior or request advice from one of the contact persons listed below.

Contact persons designated for the College of Medicine are the Associate Dean for Student Affairs and the Assistant Dean and Director of Women in Medicine. You may also consult the ETSU Affirmative Action Officer, Ms. Mary Jordan, Office of the President.

Constitution of the Student Government Association

Article I: NAME
This organization shall be known as the Student Government Association of the College of Medicine.

Article II: PURPOSE
The purpose of this association will be to represent the student body of the College of Medicine in the affairs of the college and East Tennessee State University as they relate to the academic and nonacademic matters of the
students. It shall also serve to develop plans and programs that promote the academic and professional proficiency of the students in the College of Medicine. This association will allow for the development of projects with the East Tennessee State University Student Government Association. The autonomy of each class shall be preserved, and the Student Government Association will intercede on behalf of a class only upon request.

Article III: MEMBERSHIP
The membership of the Association shall include all students currently enrolled in the College of Medicine.

Article IV: EXECUTIVE COUNCIL
Representation on the Executive Council shall be from the following:
A. All of the elected officers to MSGA are members of the Executive Council.
B. Class officers: The president, vice president, secretary, and treasurer of each class shall be a member of the Council. The presence of each class president shall be required at all Executive Council meetings. If the president is unable to attend, another class council member shall be sent.
C. Each class shall elect one other member of the class to serve on the Council whose presence will be required at all Executive Council meetings.
D. The current OSR representative to the Association of American Medical Colleges shall be a member of the Council.
E. Upon decision of the Executive Council, petitioning student organizations may obtain representation. The president or a designated member shall represent each organization. The Executive Council reserves the right to require organizations to petition for representation.
F. A member of the Office of Student Affairs will be a non-voting member of the Executive Council. This appointee will be subject to approval of the student members of the Executive Council. The student members of the Executive Council reserve the right to exclude the Office of Student Affairs member from any meeting.

Article V: OFFICERS AND REPRESENTATIVES
Section 1: Officers
The officers of the Student Government Association of the College of Medicine shall be the president, vice president, and secretary.

Section 2: Duties of officers
1. President: The president shall preside at all meetings of the Student Government Association of the College of Medicine and shall represent the students on both a Medical College level and East Tennessee State University level, attending all meetings necessary to the function and responsibility of that office. The president shall be responsible for all monies available to the Student Government Association and shall make appointments to all committees subject to Executive Council approval.
2. Vice President: The vice president shall substitute for the president when the president is unable to perform the responsibilities of the office.
3. Secretary: The secretary shall be responsible for keeping the minutes of all meetings of the Council and the Student Government Association of the College of Medicine.

Section 3: Election of officers and representatives
1. The officers and representatives of the Student Government Association of the College of Medicine shall be elected annually during the spring semester. The term for each officer shall be one year, commencing at the beginning of the summer semester and terminating at the end of the spring semester.
2. Each class shall be allowed to make nominations for all of the officers of the Medical Student Government Association (MSGA) and their respective representative.
3. Elections shall be held prior to May 1.
4. The ballots shall be tallied with a simple majority being needed for election.
Article VI: MEETINGS
Meetings of the Executive Council or student body shall be at the call of the president. The Council shall meet at least once during each semester. The Dean of the College of Medicine or a representative from that office shall be welcomed at any Council meeting.
A. There shall be at least one Executive Council meeting per semester with the Dean of the College of Medicine.
B. There shall be at least one student body meeting per academic year.
C. A petition endorsed by one-fifth of the student body shall mandate a student body meeting.
D. A petition endorsed by one-third of the Executive Council shall mandate an Executive Council meeting.

Article VII: COMMITTEES
A. Ad hoc committees may be established as deemed necessary by the president of the Executive Council with the approval of the Council.
B. There shall be one standing committee of the Medical Student Government Association known as the Caduceus Club. The Caduceus Club shall be responsible for the following:
   1. Aid in the administration of evaluations of the Basic Science courses and Clinical clerkships, using a method supported by the Office of Academic Affairs, to supplement the current College of Medicine evaluation process;
   2. Develop and implement a nomination and selection process for the student body to recognize faculty and staff for excellence in teaching and service;
   3. Organize and host an annual banquet to honor outstanding faculty and staff through the presentation of Caduceus club awards.
   Membership in the Caduceus Club shall include representatives from each class who shall be elected by their classmates. The Caduceus Club shall have the authority to establish officers and develop guidelines that govern its operation. A faculty advisor shall be selected by the membership. A list of said officers and approved guidelines, and a signed organization advisor agreement form should be filed annually with the Office of Student Affairs. The President (or highest ranking officer) of the Caduceus Club will serve as a non-voting member of the MSGA Executive Council and shall be required to provide an annual report of the club’s activities to the Executive Council of the MSGA for review. Further, the Caduceus Club shall be responsible for acquiring all funding for its activities, including the annual banquet, and shall have the right to request financial support through the College of Medicine Student Activities Committee.

Article VIII: QUORUM
A minimum of one-half of the membership of the Council shall be required to transact official business of the Council.
A. A simple majority of those present at any meeting shall be required to pass any business.
B. The president shall vote only in case of a tie.

Article IX: AMENDMENTS
This constitution may be amended as deemed necessary.
A. Proposed amendments may be submitted by:
   1. Executive Council
   2. Each class
   3. Petition signed by one-fifth of the student body
B. Two-thirds of the votes cast by the student body shall be required to amend this constitution.

Article X: ADOPTION
Upon a favorable majority of votes cast by the student body, this constitution shall become the official constitution of the Student Government Association of the College of Medicine.

Article XI: IMPLEMENTATION
Following adoption of this constitution and preceding scheduled elections during the spring semester, 1982, the Executive Council shall consist of the current class officers. The president of this interim council shall be appointed by the Council.
AMENDMENT I
Impeachment of a member of the Executive Council shall be conducted by a specially called meeting of the Executive Council. The member in question will be informed of the charges and shall be allowed to attend the meeting to present his or her defense. A vote of two-thirds of the Executive Council will be necessary to sustain the impeachment.

Proposed April 22, 1996
Ratified April 26, 1996

Resolution 1: CLASS ELECTION POLICY
Under the auspices of the MSGA Executive Council a committee consisting of each of the class presidents was established on April 16, 1996. This committee’s charge was to establish both a recommended class election policy and a process for impeachment of class officers.

Election Procedure for the incoming first-year class
A. Elections for the freshman class officers should be held within one month of matriculation. Traditionally the incoming freshman class holds its election for class officers following the Cadaver Ball.
B. Nominations and the election should be held under the guidance of the sophomore class officers who will explain the functions and duties of each position.
C. Nominations for the following offices should be obtained at least one week prior to the election:
   - Class Officers
   - School Committee Members
     - President
     - Vice-President
     - Secretary
     - Treasurer
     - MSGA Representative
   - Honor Council (3)
   - RIMS Committee (2)
   - Student Promotions Committee
   - Learning Resource Committee
D. The election ballots shall be collected by the sophomore class officers and submitted in a sealed envelope to the Office of Student Affairs.
E. The votes shall be tallied with a simple majority needed for election.
F. In the event of a tie, a runoff will be held between the possible candidates using the above election procedure.
G. The newly elected class president may appoint a member of the class to any position that is left unfilled.

Election procedure for each subsequent year
A. The election should be held during the month of April and coordinated with the MSGA in order to elicit nominations for the MSGA offices.
B. The date for class elections will be announced by the class president at least two weeks in advance.
C. Nominations and elections can be held on the same day. Nominations for the above class officers as well as the MSGA offices of President, Vice-President, and Secretary are needed.
D. The immediate upper class officers should oversee the elections. The election process as outlined above should be followed. The MSGA nominations for the offices of President, Vice-President, and Secretary will be reported directly to the current MSGA President.
E. The election for the upcoming junior class officers may be made binding for both the junior and senior year if the individual affected class so deems.

Class Officer Impeachment policy
A. A petition of not less than one-fifth of the class members citing the officer and the grounds for impeachment must be presented to another class officer (other than the one in question).
B. The named class officer should be informed of the charges in a timely fashion.
C. A specially called class meeting should be held in which the officer in question should be given an opportunity for defense.
D. A two-thirds vote by the class will be necessary to carry the impeachment.
E. The remaining class officers may fill the empty position as they deem appropriate.
Graduation Participation

It is the policy of East Tennessee State University that only students who have met degree requirements will be permitted to participate in graduation ceremonies. There are two graduation ceremonies each year: May and December. All Quillen students are expected to attend and participate in the graduation ceremony appropriate to the date they complete their degree requirements. Students who finish requirements for the degree after the regularly scheduled graduation date and prior to the next regularly scheduled enrollment period for the college, MAY BE PERMITTED TO PARTICIPATE IN THE GRADUATION EXERCISE WITHOUT RECEIVING A DIPLOMA.

The only students who will be permitted to “walk” (participate in the graduation ceremony without receiving a diploma) are those who will complete all requirements for the degree prior to the beginning of the next regularly scheduled enrollment period. To participate in the May graduation, all requirements must be completed prior to the beginning of Rotation Period 1. In December, the requirements must be completed before the beginning of Rotation Period 4. If an additional period of enrollment is required, the student will participate in the next regularly scheduled graduation exercise.

To receive permission to participate in the graduation exercises (“walk”) under these special conditions the student must SEEK PERMISSION through the Executive Associate Dean for Academic and Faculty Affairs and bring notice of this permission to the Office of the Registrar at least 3 days prior to the date of graduation. For those graduating “off schedule” the College of Medicine diploma will be ordered once all requirements are met and will be forwarded to the graduate as agreed with the Quillen Registrar’s Office. The date of graduation on the diploma will reflect the date on which all requirements were successfully completed.

Honors Convocation Participation

The James H. Quillen College of Medicine holds one Honors Convocation Program each year in recognition of the graduating class and their achievements. For the purposes of this ceremony, students expected to complete graduation requirements within the year are permitted and encouraged to take part in the ceremony in the spring of the year in which they first anticipate graduation. Likewise, they will be eligible for honors and recognition along with their classmates who graduate within the calendar year. Students will be permitted to participate in only one ceremony, and it must be the ceremony that occurs in the calendar year of anticipated graduation.

Inclement Weather

The official radio station for reporting the status of classes and other activities of the College of Medicine during inclement weather is WETS-FM 89.5. All students are to govern themselves according to the status as reported by this station for the university. Medical students scheduled in various clerkships are not considered “essential personnel,” since they do not have direct patient responsibilities; however, learning opportunities may be enhanced, given the limited hospital personnel available during such weather. Therefore, third- and fourth-year students are to contact their preceptor whenever classes are canceled due to weather in order to gain direction regarding the role they might fill in their particular clerkship/elective assignment.

Statement of Nondiscrimination

East Tennessee State University is fully in accord with the belief that educational and employment opportunities should be available to all eligible persons without regard to age, sex, color, race, religion, national origin or disability. It is the intent of the university to comply fully with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and all other federal civil rights statutes. Inquiries and complaints alleging violation of this policy should be directed to the Dean of the College of Medicine or to the Vice President for Academic Affairs, ETSU.
University Smoking Policy

In the interest of the health, safety and property of all campus employees, students and guests, the following policy will govern the smoking of tobacco products in buildings and on property owned or operated by East Tennessee State University.

Effective August 11, 2008, ETSU is a Tobacco-Free Campus, with smoking and all other tobacco usage permitted only in private vehicles. This policy applies to all university buildings/grounds; ETSU-affiliated off-campus locations and clinics; any buildings owned, leased or rented by ETSU in all other areas; and ETSU facilities located on the campus of the James H. Quillen Veterans Affairs Medical Center at Mountain Home. Tobacco use is also prohibited in all state vehicles. This tobacco-free policy is in effect 24 hours a day year-round.