



TRINITY

MEDICAL SCIENCES UNIVERSITY



UNIVERSITY CATALOG

STUDENT HANDBOOK

2019

University Catalog 2018
Trinity Medical Sciences University

This catalog and student handbook is an official publication of Trinity Medical Sciences University (TMSU) and is intended to provide general information. The document contains information about the institution, institutional governance, accreditation, administration, admissions, curriculum, graduation requirements, and course descriptions as well as other information and policies. Every effort has been made to ensure the information in the catalog is accurate at the time of publication. The catalog and student handbook are not intended to address all the possible applications of, or exceptions to, the policies and procedures of Trinity Medical Science University, some of which are addressed in other official documents.

Students are responsible for observing any policies and regulations contained herein or in the online policy library; therefore they must read this document carefully. This document does not contain all institutional rules, regulations or policies for which students are responsible. Other University sources discuss expectations for and policies applicable to students: the Clerkship Manual and the document found on the student portal.

The Clerkship Manual information is prepared under the auspices of the Dean of the School of Medicine. This document governs policies and practices for clinical clerkships.

If you have a question about a specific policy or procedure, you should address your question to the Vice President of Enrollment if you are in the admissions process or to the Associate Dean of Admissions and Student Affairs if you are a member of the student body.

Publication of this catalog does not create a contractual relationship between Trinity Medical Sciences University and any other individual or organization. The contents of the catalog are subject to change without notice. The catalog is the authoritative source of information and in cases where this catalog conflicts with any other publication or policy of Trinity Medical Sciences University, the information in this catalog shall prevail and be considered the final official published policy of the institution. Only the President, Chancellor, or Provost may grant or make exceptions to the information in the catalog and student handbook and any such exceptions will be provided in writing to interested individuals and stakeholders.

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Academic Calendars
Trinity School of Medicine
 Doctor of Medicine

TERM AND IMPORTANT DATES*	2019	2020
JANUARY TERM		
Residence Halls Open	January 8, 2019	January 7, 2020
White Coat Ceremony	January 12, 2019	January 11, 2020
Returning Student Registration	January 13, 2019	January 12, 2020
New Student Orientation	January 14, 2019	January 13, 2020
First day of classes	January 14, 2019	January 13, 2020
Last Day to Register	January 18, 2019	January 17, 2020
National Heroes Day**	March 14, 2019	March 14, 2020
Good Friday**	April 19, 2019	April 10, 2020
Easter Monday**	April 22, 2019	April 13, 2020
Last Day of Regular Term	April 26, 2019	April 24, 2020
Break	April 27 – May 12, 2019	April 25 – May 10, 2020
Graduation	June 1, 2019	TBA
MAY TERM		
Residence Halls Open	May 7, 2019	May 5, 2020
White Coat Ceremony	May 11, 2019	May 9, 2020
Returning Student Registration	May 12, 2019	May 10, 2020
New Student Orientation	May 13, 2019	May 11, 2020
First day of classes	May 13, 2019	May 11, 2020
Last Day to Register	May 17, 2019	May 15, 2020
Labor Day**	May 16, 2019	May 1, 2020
Whit Monday**	June 10, 2019	June 1, 2020
Carnival Monday	July 8, 2019	July 6, 2020
Carnival Tuesday	July 9, 2019	July 7, 2020
Emancipation Day**	August 1, 2019	August 1, 2020
Last Day of Regular Term	August 23, 2019	August 21, 2020
Break	August 24 – September 8, 2019	August 22 – September 6, 2020
SEPTEMBER TERM		
Residence Halls Open	September 2, 2019	September 1, 2020
White Coat Ceremony	September 7, 2019	September 5, 2020
Returning Student Registration	September 8, 2019	September 6, 2020
New Student Orientation	September 9, 2019	September 7, 2020
First day of classes	September 9, 2019	September 7, 2020
Last Day to Register	September 13, 2019	September 11, 2020
Independence Day**	October 27, 2019	October 27, 2020
Last Day of Regular Term	December 20, 2019	December 18, 2020
Break	December 21 – January 5, 2020	December 19 – January 10, 2021

*School dates are official as of 1 January, 2019. Dates of St. Vincent holidays in 2019 are subject to government announcements and the dates listed here may change.

**St. Vincent holiday

School of Biomedical Sciences

TERM AND IMPORTANT DATES*	2019	2020
JANUARY TERM		
Residence Halls Open	January 8, 2019	January 7, 2020
White Coat Ceremony	January 12, 2019	January 11, 2020
Returning Student Registration	January 13, 2019	January 12, 2020
New Student Orientation	January 14, 2019	January 13, 2020
First day of classes	January 15, 2019	January 13, 2020
Last Day to Register	January 18, 2019	January 17, 2020
National Heroes Day**	March 14, 2019	March 14, 2020
Good Friday**	April 19, 2019	April 10, 2020
Easter Monday**	April 22, 2019	April 13, 2020
Last Day of Regular Term	April 19, 2019	April 17, 2020
Break	April 20 – May 12, 2019	April 18 – May 10, 2020
Graduation	June 1, 2019	TBA
MAY TERM		
Residence Halls Open	May 7, 2019	May 5, 2020
White Coat Ceremony	May 11, 2019	May 9, 2020
Returning Student Registration	May 12, 2019	May 10, 2020
New Student Orientation	May 13, 2019	May 11, 2020
First day of classes	May 14, 2019	May 11, 2020
Last Day to Register	May 17, 2019	May 15, 2020
Labor Day**	May 16, 2019	May 1, 2020
Whit Monday**	June 10, 2019	June 1, 2020
Carnival Monday	July 8, 2019	July 6, 2020
Carnival Tuesday	July 9, 2019	July 7, 2020
Emancipation Day**	August 1, 2019	August 1, 2020
Last Day of Regular Term	August 16, 2019	August 14, 2020
Break	August 17 – September 8, 2019	August 15 – September 6, 2020
SEPTEMBER TERM		
Residence Halls Open	September 7, 2019	September 1, 2020
White Coat Ceremony	September 11, 2019	September 5, 2020
Returning Student Registration	September 12, 2019	September 6, 2020
New Student Orientation	September 13, 2019	September 7, 2020
First day of classes	September 14, 2019	September 7, 2020
Last Day to Register	September 17, 2019	September 11, 2020
Independence Day**	October 27, 2019	October 27, 2020
Last Day of Regular Term	December 13, 2019	December 11, 2020
Break	December 14 – January 12, 2020	December 12 – January 10, 2021

*School dates are official as of 1 January, 2019. Dates of St. Vincent holidays in 2019 are subject to government announcements and the dates listed here may change.

**St. Vincent holiday

About TMSU

History

In 2008, Trinity School of Medicine began its curriculum in Ratho Mill, St. Vincent and the Grenadines. Its founders, with great support from the government, were committed to providing a quality medical education program for future physicians that met the highest standards internationally. In 2012, the School graduated its charter class. As the school developed, the Board of Trustees provided additional personnel for the programs to grow. The School developed a Pre-medical program and a Master of Health Sciences degree program to complement its Doctor of Medicine program.

In 2017, the School began the journey to transition to a university structure. The former Pre-medical program and the Master of Health Sciences program became part of the School of Biomedical Sciences. The curriculum in the undergraduate program, formerly the Pre-Medical program, was structured for students to earn a Bachelor of Science degree. The University structure better supports the needs of students in two schools, the faculty, and the administration. The Board of Trustees approved the proposed changes and the work began to define the Trinity Medical Sciences University (TMSU) composed of the School of Biomedical Sciences and the School of Medicine. In July 2018, the transition to Trinity Medical Sciences University was announced.

Mission Statement

Trinity Medical Sciences University is a community of professionals committed to excellence in education, research and scholarly activity, patient care and well-being, and community service.

Vision Statement

Become a leading student-focused health sciences university by cultivating a team spirit approach to delivering value to the communities we serve.

Core Values

INTEGRITY: Unwavering adherence to professional and ethical conduct.

RESPECT AND HONESTY: Conducting ourselves in a manner that respects the value of each individual.

COMPETENCE: Demonstrating mastery of the skills of one's profession or vocation.

COMPASSION: Showing empathy and concern for the well-being of others.

STRIVING FOR SUCCESS: Performing at the highest level possible.

SERVICE: Offering our talents and skill toward betterment of our communities.

COLLABORATION: Working together and respecting each other's contributions.

Strategic Goals

Three strategic goals form the foundations of this commitment:

Goal 1: Enhance student success - TMSU is committed to excellence in the education of its students. The faculty and administration seek to identify initiatives and strategies that will continue to provide and improve opportunities for students to achieve success.

Goal 2: Enhance research and scholarly activity - TMSU recognizes that research and scholarly activity demonstrate a commitment to educational growth by faculty and model lifelong learning for students. The University is committed to strengthening support for initiatives, particularly in medical education, that create an environment open to personal growth.

Goal 3: Promote service to the community - TMSU believes that students will make a difference in the world beginning with participation in opportunities and connectivity to communities. TMSU is committed to developing these opportunities.

Recognition & Accreditation

Trinity School of Medicine is registered with the **National Accreditation Board (NAB)** of the Government of St. Vincent and the Grenadines for the period July 15, 2016 through July 14, 2019.

Trinity School of Medicine is accredited by the **Caribbean Accreditation Authority for Education in Medicine and other Health Professions (CAAM-HP)**, the legally constituted body established to accredit medical programs in the Caribbean.

CAAM-HP accredited schools in St. Vincent have been recognized by the US Department of Education as accredited at a standard comparable to United States medical schools, as so governed by the LCME. Not only is Trinity School of Medicine one of those schools, it is the only CAAM-HP accredited school in the country of St. Vincent and the Grenadines.

Trinity School of Medicine is listed in the World Directory of Medical Schools, a directory developed through a partnership between the World Federation for Medical Education (WFME) and the Foundation for the Advancement

About TMSU

of International Medical Education and Research (FAIMER); FAIMER was established in 2000 by the U.S. Educational Commission on Foreign Medical Graduates.

The listing in FAIMER/IMED and the assignment of a code provides the sanction for Trinity students to register for and take the USMLE Steps 1, Step 2 and Step 3 examinations. Students who successfully complete Step 1 and Step 2 (CK) and (CS), and otherwise meet the requirements for graduation from Trinity, are then authorized by the Educational Commission on Foreign Medical Graduates (ECFMG) to register for and participate in the National Residency Match Program (NRMP) as well as the Canadian Resident Matching Service (CaRMS).

Finally, Trinity School of Medicine is compliant with the Education Committee for Foreign Medical Graduates (ECFMG) **2023 rule** dictating that all international medical graduates be required to have graduated from a school that has been appropriately accredited.

Questions or concerns regarding the University's accreditation should be directed to

CAAM-HP at CAAM-HP Secretariat, Suite #7
Pinnacle Point, 53 Lady Musgrave Road
Kingston 10, Jamaica
875-927-4765.

The purpose of publishing the commission's contact information is to enable interested parties 1) to learn about the accreditation status, 2) to file a third-party comment at the time of the institution's review, or 3) to file a complaint against the institution for alleged non-compliance with a standard or requirement.

Admissions

TMSU is a private institution and encourages applications from qualified students who are interested in pursuing a career in medicine and health sciences.

Trinity School of Medicine

Trinity School of Medicine is building a tradition of excellence for its academic programs and dedicated, engaged faculty. TMSU-SOM is known for an education environment emphasizing academic excellence and the education of caring, compassionate physicians who place patients' needs above all other concerns.

Doctor of Medicine

Requirements

A minimum of 90 credit hours (or equivalent) is required from a regionally accredited undergraduate institution and the completion of the required courses below prior to matriculation.

Biology with Lab: one academic year with laboratory experience. Advanced placement credits cannot be used to satisfy this requirement; upper level courses should be taken if granted advance placement credits.

General/Inorganic Chemistry with Lab: one academic year.

Organic Chemistry with Lab: one academic year. A semester of biochemistry (with or without lab) may substitute for the 2nd semester of organic chemistry.

Mathematics: one semester of college level mathematics, calculus or statistics highly recommended.

English: any non-science courses that involve expository writing will satisfy this requirement.

*While **physics** is not a requirement, to be well prepared students are encouraged to seek courses that provide a foundational understanding of fluids, gases, and pressure variations.*

Applicants Not Meeting Requirements

Students not meeting the requirements above may be applied to the School of Biomedical Sciences to complete the undergraduate requirements.

MCAT

Medical College Admissions Test scores are required for U.S. and Canadian applicants (and strongly encouraged for all applicants). Scores must be from exams taken within the past four years. MCAT results can be released to the admissions department directly from the [AAMC website](#).

Application & Supporting Documentation

The following *items* must be provided for admissions consideration:

Completed Application for Admission - Applicants may submit Trinity School of Medicine's [Online Application](#) or a current and processed AMCAS, AACOMAS, TMDSAS, or OMSAS Application in pdf form. **Visit the Admissions Process page of the Trinity School of Medicine website for more details.**

Application fee of \$50 (U.S.)

Letter(s) of Recommendation - Must come directly from the letter writer. Recommended sources are your University Pre-health advising office, professors, physicians, supervisors who are not family members and who can confirm the applicant's academic ability and/or provide evidence of positive character traits. This requirement may be satisfied with one packet by a combined committee that prepares such letters; otherwise two letters must be provided, one of which must be from an academic source. Applicants may utilize our [reference request form](#) to initiate the process.

Transcripts from all post-secondary schools attended—undergraduate colleges, graduate and/or professional programs attended. Unofficial transcripts are acceptable to initiate the admissions process. Prior to matriculation, official transcripts from each institution attended must be submitted directly to the Office of Admissions from the issuing institution.

Transfer Policy

Trinity Medical Sciences University does not accept transfer credits earned in unaccredited Caribbean or other medical schools. This includes all schools listed as unaccredited by CAAM-HP plus schools located in countries where CAAM-HP is the accrediting body and the school is neither CAAM-HP accredited or scheduled for a site visit. For transfer admission purposes, Trinity Medical Sciences University will consider accepting transfer credits earned prior to the loss of accreditation from an institution which has lost CAAM-HP accreditation. For other international medical schools, exclusive of LCME accredited US and Canadian schools, Trinity School of Medicine does not accept transfers from schools on the California disapproved list.

Transfer Candidates will be considered as follows:

1. Transfer students must be transferring from an accredited US or Canadian medical school or an international school listed with IMED and the WDOMS. Osteopathic (DO) transcripts will be

Admissions

- considered as long as the curriculum design follows that of Trinity School of Medicine.
2. Applicants who have attended more than one allopathic or osteopathic medical school in the past will not be considered, except in unusual situations (See #12 below).
 3. A transfer student may not have been out of school for more than one year at the time of application. This includes time a student may be on leave to study. If a student can document that he/she has been out longer than one year on medical leave, this one-year limit may be waived.
 4. Applications for Transfer will be considered for students who will enter in Terms 1 through 5 or in Term 6 **only** if the applicant has passed Step 1 with a minimum of 212 on the USMLE on the first attempt. No transfers will be considered for Terms 7 through 10.
 5. All accepted transfer students may defer for one term only and only for financial reasons as determined by the administrator in charge of financial aid. All others who do not enroll to the term to which they apply will need to reapply.
 6. Transfer applicants must document/submit the following:
 - a. Transfer Candidates to the MD Program must have an overall 2.5 GPA or greater and must be able to provide an official transcript at the time of application. No credit will be accepted for courses with a grade of less than C+ or for courses that are not part of the Trinity curriculum.
 - b. Transfer applicants must submit a letter from the Dean or ranking member of the leadership of the previous school directly to the Dean of Trinity that addresses the student's academic and professional performance. For students dismissed, this letter should include a description of the events leading to dismissal.
 - c. Students must submit 2 letters of recommendation from medical school professors or deans.
 - d. An MCAT score is required of transfer applicants if taken or a statement about why it was not taken.
 7. Transfer students must submit a complete application along with their transcripts from their current school to the Admissions Committee. Applications will not be subject to review prior to the receipt of all documents.
 8. An interview will be arranged with an Admissions Officer or member of the administration. Following the interview, a recommendation will be made to the Admissions Committee (AC) through the Associate Dean for Admissions. If accepted, the Associate Dean for Admissions in consultation with the Dean will develop a study plan to be sent to the student with any offer of acceptance. Transcripts will not be subject to review prior to a complete application being submitted to the AC.
 9. All incoming transfer students must be aware of, be willing to comply with and sign off on all Trinity School of Medicine health requirements and deadlines as outlined in the Student Guide and the Student Health Form.
 10. Once a transfer student has been accepted into Terms 1-4, Trinity School of Medicine will further evaluate course progression and potential overlaps in class schedules when finalizing a transfer student's schedule. To deal with and to organize around potential scheduling overlaps is the responsibility of the transfer student.
 11. General guidelines for course credit for Transfers into Terms 1-4:
 - a. All classes in which a student has earned a 2.5 or above will transfer as long as there is alignment with the TSOM curriculum in terms of content, duration and credit hours.
 - b. If a class carries significantly more credit hours at TSOM than at the student's transfer school, a student must repeat the course.
 - c. If a class taken at a prior school is a block course and the subject represents a portion of a course at TSOM, no credit will be awarded for the subject.
 - d. Transfer credits may not be awarded for course work from an enrollment to study medicine that was completed or discontinued more than 2 years before the date of the transfer application.
 - e. If a transfer student has so few credits to transfer that they start in Term 1, they must start over and apply as a new student.
 - f. If any transfer student needs to take a course that spans two terms, they **MUST** start in Terms 1 or 3.
 - g. If an applicant has successfully completed a course of study in the basic sciences and has not taken the USMLE Step 1, the student must start in Term 5.
 12. Transfer into Term 5:
 - a. If an applicant has successfully completed a course of study in the basic sciences, but has not passed the NBME Comprehensive Basic Science Exam at their previous school and has not been cleared to take Step 1 of the USMLE, that student must start in Term 5.

Admissions

- b. If an applicant has successfully completed a course of study in the basic sciences and has been cleared to take the USMLE Step 1 by their previous school, but was dismissed for missing the deadline, that student must start in Term 5.
 - c. Students transferring into Term 5 will be provisionally or conditionally admitted to Term 5. Continued enrollment is contingent upon the following requirements:
 - i. Successful completion of all coursework
 - ii. Successfully meeting the minimal CBSE requirement by the end of the term
 - d. Transfer students unable to pass all components during Term 5 may repeat term 5 once. Course work will include CLMD 410, Integrated Systems II (12 credits).
 - e. Successful completion of these conditions will place the student in good academic standing.
13. Transfers into Term 6:
- a. No credit will be given for any core or elective clerkships or rotations completed while enrolled at another school.
 - b. Only applicants who have passed Step 1 with a minimum score of 212 on the first attempt will be considered for transfer into Term 6.
 - c. Applicants must be able to submit an official transcript from their previous undergraduate and medical school at the time of application. No clerkship will be scheduled until all official transcripts are received.
 - d. Applicants must provide MCAT scores at the time of the application.
 - e. No applicant will be considered who has been dismissed/withdrawn from his/her previous school for more than 1 year and/or has taken Step 1 more than one year prior to application (unless the applicant has been continuously enrolled in clerkships).
 - f. If a transfer applicant has been dismissed from the previous school because of poor performance in clerkships, he/she must furnish a letter from the Dean or member of the leadership explaining the circumstances.
 - g. All accepted Term 6 transfer students may defer for one term only and only for financial reasons as determined by the Trinity School of Medicine administrator in charge of financial aid. All others who do not enroll to the term to which they apply must reapply.
 - h. All Term 6 transfers must be prepared to submit background checks, certifications, visas and all other documents in a timely manner as required by Trinity School of Medicine and the hospitals where they will be working prior to beginning clerkships.
- i. Transfer students into Term 6 must be aware of, be willing to comply with, and sign off on all applicable Trinity School of Medicine and hospital health requirements, completely and in a timely manner, prior to beginning Term 6.
14. Transfer students may be considered on an individual basis in situations of hardship if they do not meet any of the requirements above for Terms 1-5 or Term 6-7 provided they meet the academic standards of the class in which they wish to transfer. Hardship is defined as students from schools determined to be at risk for closure.
15. Transfers will be accepted based on their individual applications and the availability of adequate educational resources to accommodate their needs without compromising the needs of other students. In the latter instance an applicant may be wait listed or offered a delayed entry.

Re-Admission Policy

Any student who has withdrawn from TMSU and wishes to reapply for the undergraduate or MD programs must follow all of the processes and procedures of the regular admissions process. In addition, applications for readmission must be supported by two *new* letters of recommendation as well as by transcripts of any formal academic training taken since leaving Trinity Medical Sciences University.

Any student who withdrew from TMSU ordinarily may not submit an application for readmission until two academic terms have passed. Any student who was dismissed from TMSU may not submit an application for readmission until three academic terms have passed. Consideration is given to the complete record of each applicant, the length of absence, the activities undertaken during the absence and the number of student places available in the class. Readmission is not guaranteed and, if approved, may be conditional, requiring performance of specific tasks at a specific standard, either prior to or following readmission.

School of Biomedical Sciences

Trinity Medical Sciences University offers programs of study to candidates who have successfully completed at least 12-years of general education.

The curricula of the School will allow students to

- Complete the minimum of 65 credit hours for the Associate of Science degree
- Complete the minimum of 90 credit hours for promotion into the MD degree program

Admissions

- Complete 125 hours for a Bachelor of Science
- Complete a minimum of 30 credit hours for a Master of Health Science degree

For students completing the Bachelor of Science degree or the Master of Health Science degree and entering the Doctor of Medicine program, dual degrees will be awarded at the completion of the Doctor of Medicine program.

Transfer Policy

Students with prior college experience will have previously completed courses, with a minimum grade of C+ or 75%, reviewed by a faculty committee. Courses meeting the expectations of the TMSU-SBS course will be given transfer credit. No grade or grade point value for transferred courses will be entered on the Trinity transcript.

Associate of Science Degree

Students who have completed a year of post-secondary training may complete an Associate of Science degree. This degree requires a total of 65 hours, including transfer credits.

Admission Requirements

- A minimum of 25 credit hours, or equivalent, from an accredited institution of higher learning
- Verbal, written, and conversational proficiency in English
- Biology with lab

Bachelor of Science Degree

Students who earned at least 50 credit hours in an accredited institution of higher learning may earn a Bachelor of Science degree with strong emphasis on the biomedical sciences and communication skills. Students completing this degree with a grade point average of 3.0 will meet all pre-requisites for the Doctor of Medicine program will have guaranteed admission into the Doctor of Medicine program.

Admission Requirements

- A minimum of 50 credit hours, or equivalent, from an accredited institution of higher learning.
- Verbal, written, and conversational proficiency in English
- Biology with Lab and at least 1 other life science, mathematics or physics course.

Master of Health Sciences Degree

Students who have completed a Bachelor of Science or Bachelor of Arts degree from an accredited university or

college may complete a two-term program with a strong emphasis on the biomedical sciences and communication skills to earn the Master of Health Sciences degree.

Requirements

- An earned Bachelor of Science or Bachelor of Arts degree from an accredited institution of higher learning.
- A minimum undergraduate GPA of 2.8, or an earned advanced degree.
- Advanced credit from another accredited program may be considered for courses similar to courses required in the program. A request for transfer credit will be considered for up to 15 semester credits of post-graduate science credit.
- Verbal, written, and conversational proficiency in English

International Applicants

An international applicant is an applicant who is not a citizen or permanent resident of the US and requires a student visa (F-1) to study in the US. International students must meet all general requirements for admission as stated in this catalog and other admission publications.

Requirements for International Applicants

International applicants whose native language is not English must also demonstrate objective competency in English by either:

- Completing the Test of English as a Foreign Language (TOEFL) within two years of the applicant's anticipated matriculation date with a minimum score of 79 for the IBT (Internet-Based Testing) and a minimum score of 26 on the speaking component; or
- By successfully completing a minimum of 30 semester hours of coursework from a regionally accredited institution of higher learning in the US, or from a recognized Canadian institution that uses English as its primary language of instruction and documentation, not more than three years prior to the applicant's anticipated matriculation. Of the 30 semester hours 6 hours must be in non-remedial English.

Applicants to the School of Biomedical Sciences may be required to complete English classes as part of the curriculum to augment their English and communication skills.

Non-US Citizens

As part of the application, applicants who are not US citizens or do not have permanent US resident status are required to provide the Admissions office with a copy of their USCIS documentation and visa.

Previous Attendance at Foreign Institutions

Applicants with college credit at foreign institutions, or institutions teaching in a language other than English, may be requested to submit official foreign transcripts to one of the following evaluation services as part of the admissions processes.

Those applicants applying in either of the following situations

- a. as new, first time students but have attended a non-US college or university for any portion of their undergraduate degree, or
- b. as a transfer student from a non-US medical school whose curriculum differs from US medical education curricular standards

must have their college/university level courses evaluated by one of the listed below.

Educational Credential Evaluators, Inc.

PO Box 514070
Milwaukee, WI 53203-3470
414-289-3400

Josef Silny and Associates

International Education Consultants
7101 SW 102 Avenue
Miami, FL 33171

World Education Services, Inc.

PO Box 745 Old Chelsea Station
New York, NY 10113-0745
212-966-6411

TMSU will consider credit only if an internal review or the evaluation service has indicated the coursework taken was similar to coursework taken at an institution that is comparable to a regionally accredited US institution of higher learning.

Registration & Matriculation Policies

Acceptance

Students' acceptance into Trinity Medical Sciences University is granted by the Admissions Committee upon

the presumption that all statements made by applicants during the admission process, whether oral, written or in submission of academic documentation, are true and accurate. If it is subsequently discovered that false, misleading, or inaccurate information was submitted, Trinity may nullify a candidate's acceptance; if a student is registered, dismiss the student; or, if a degree has been conferred, rescind the degree. Accepted students have met or exceeded the required minimum standards as proclaimed and maintained on the official website of Trinity Medical Sciences University.

www.trinityschoolofmedicine.org.

Registration Procedures

It is every student's responsibility to register each term. If you are on extended study and/or have legitimate extenuating circumstances that prevent you from completing registration on the schedule as established by the Office of the Registrar, please contact the Registrar or their designee in advance to make alternate plans. Failure to notify the Registrar or designee or to make alternate plans will result in late registration penalties. All students must complete registration during the official registration period or during the late registration period before attending classes. Students are not considered enrolled until they have formally completed the registration requirements during the designated registration period. Registration will normally occur on or before the first day of scheduled classes in a term or semester. Please note that registration is not complete until all tuition and fees and other charges to a student's account have been paid in full.

No services, including on-campus housing, study-group help, or participation in academic activities will be offered to non-registered students. As outlined in the late registration period, students that fail to register by the conclusion of the late registration period may be dismissed. Students that have obtained an official and approved leave of absence will not be subject to dismissal.

Clinical Clerkship Registration

Clinical clerkships are scheduled by the Clerkship Administrator. There may be orientation requirements prior to attending clerkships and you will be notified of the time, date, and location of orientation(s) by the Clerkship Administrator or his or her designee prior to the start of rotation. Clinical students are required to be present on the day and time indicated for the assigned rotation including both core and elective clerkships

Criminal Background Check

Trinity conducts criminal background checks on all students prior to placement in the clinical program. All TMSU-SOM students should be aware a criminal background check is not completed until the initiation of the Clinical Program; prior criminal history could prevent participation in clinical rotations or in securing a medical residency. It is the student's obligation to ensure the School is aware of past events/ convictions/pending cases or other actions taken by authorities that could affect the student's eligibility to assume clinical clerkship and/or residency position(s).

Student Contact Information

Students are responsible for ensuring Trinity School of Medicine is able to contact them at all times. Students are required to provide emergency contact information prior to initial enrollment by completing the Emergency Contact Information in the MyTSOM Student Portal. It is the student's responsibility to ensure this information is current and accurate at all times. Students proceeding to clinical rotations must complete and submit the [Student Contact Information Form \(SCI\)](#) prior to proceeding to clinical clerkships. Further, students are to respond to all communications while preparing to take or awaiting results of the Step 1, Step 2 CK, Step 2 CS exams, while in rotations, on a leave of absence, awaiting graduation, or on vacation.

Prior to registration on St. Vincent returning students must supply: 1. Proof of Insurance (university's or private) in the form of a valid health insurance card or certificate of insurance; 2. Physician of Record (usually a Primary Care Physician); and 3. Person of Record (family, friend, other to be contacted in case of emergency when the student cannot act on his or her own behalf) 4. Current address and phone number on St. Vincent. All of the above must include valid documented phone numbers and mailing addresses.

Required Documentation

With the exception of Vincentian students residing in St. Vincent, all students are required to have student health insurance and be able to provide proof of coverage to enroll at and remain enrolled at Trinity Medical Sciences University.

Students are required to participate in the Student Health Plan provided by Trinity's health insurance partner unless given permission by Trinity to waive coverage from the program. The approval of a waiver from the program is solely in the discretion of Trinity and the Trinity Student Health Administrator or designee. To be considered for a waiver, students must follow the steps enumerated in the most current version of the Student Health Insurance Guide. Waivers may be provided if a student has coverage

equivalent to or better than the Trinity Student Health Insurance Program. Students are only allowed to request a waiver of insurance at specific intervals as outlined in the Student Health Insurance Guide and/or as stated by the Student Health Insurance Administrator. Students must renew their waivers at the beginning of each new policy year as instructed by the Student Health Insurance Administrator.

Vincentian students and non-US citizens who are students will be required to enroll in the Trinity Student Health Insurance program when they leave St. Vincent to engage in clinical rotations in the United States.

Health History

The health history record/forms must be submitted prior to matriculation and again prior to the initiation of the Clinical Clerkships. This form will include a current indication of student health, record of previous illnesses, and immunizations. For students entering Trinity for the first time, these records are to be submitted directly to the Trinity Medical Sciences University Student Health Services (Trinity Health) team at the Ratho Mill Health Clinic in St. Vincent. Student records will be reviewed and approved by the Trinity Student Health team and maintained in accordance with HIPAA (Health Insurance Portability and Accountability Act of 1996) standards. For students entering the clinical clerkship phase of the program, the same or similar records will be sent to the clerkship administrator for subsequent distribution to the appropriate clinical partner in a manner compliant with HIPAA Standards.

All students must be in compliance with US immunization requirements.

Students are required to include in their health history all physical, mental, and/or learning disabilities. Throughout a student's enrollment, the Health History form must remain current and a reliable description of the student's health. It is the student's responsibility to report any changes in health, including vaccinations, immunizations, and changes in maintenance prescription medication or other health concerns to the appropriate Trinity officials. Students who fail to fulfill these requirements may have their enrollment status suspended or revoked. Medical records will be kept confidential in compliance with HIPAA regulations and used only for valid TMSU purposes.

Students returning from a medical leave of absence must submit documentation of their health status for review by TMSU Student Health Services (Trinity Health) one month prior to their intended return to school. They should receive written clearance from the Trinity School of Medicine

Admissions

Student Health Services (Trinity Health) team prior to resuming any school activities. In the case of Medical Leave of Absence, Trinity Health may require an independent medical evaluation (IME) prior to reengagement with the university.

Required Immunizations

All students who were born after December 31, 1956, are required to provide proof of immunization/immunity prior to matriculation:

Proof of Immunity (antibody titers)

Laboratory evidence must be obtained for the following:

- Measles (rubeola)
- German measles (rubella)
- Mumps
- Varicella zoster
- Hepatitis B surface antibody

Proof of Immunization (records showing receipt of vaccines/tests)

- Polio – immunization record proving 2 doses of polio vaccine or recent booster with polio vaccine (IPV)
- DPT (tetanus within 10 years)
- Hepatitis A
- Meningitis (within 3 years)
- Recent influenza vaccine (within the last year)

Tuberculosis Testing Result – Required

Students must have either of the following:

- PPD
- Blood test for Tb (Quantiferon Gold test or other acceptable test) for students who have a history of BCG, (+)PPD.

Student previously treated for TB should be individually evaluated and managed appropriately.

Students should be aware that hospitals, clinics and other parties involved with clinical clerkships may require additional or more current results than described in this document. Students must provide this additional information as requested.

All required immunizations follow the recommendations of the Center for Disease Control in Atlanta, Georgia. <https://www.cdc.gov/vaccines/schedules/downloads/adult/adult-combined-schedule.pdf>

Miscellaneous Health Information

All medical students are strongly encouraged to receive annual immunization against influenza. It is as much for your patients as it is for you. Health care professionals should not be bringing infectious diseases into the hospital that could potentially infect their patients.

The purified protein derivative (PPD) exam for tuberculosis must be done annually except in cases of a previously documented positive PPD in which case interval chest x-rays should be obtained. In the US, the Public Health Service (PHS) does not see prior immunization as a reason for not doing PPD's, including prior positives. Note that all PPDs should be measured in millimeters and recorded as a 2-diameter size (not positive or negative). The test should note the manufacturer's expiration date of the batch, lot number, and date the test was "planted" and date "read" with initial of the observer. A serological test may be accepted in lieu of a PPD.

Contact Information

All students must maintain an accurate record of their permanent address, emergency, and immigration information including citizenship and passport or immigration number with the Registrar's office. The permanent address on file with Trinity is the only place to which Trinity will send official correspondence when students are not on campus.

A change of address during a term, between terms, or while taking clinical clerkships must be filed in writing with the Office of the Registrar. It is especially important for students on clinical clerkships to notify the Office of the Registrar of any change of permanent address during clinical rotations. Use MyTSOM to update address and contact information and notify Registrar.

Telephone

Students must maintain current local and permanent phone numbers where they can be reached both when classes are in session and during holidays with the Office of the Registrar.

Email

Students will be assigned a TMSU email address upon matriculation. It will be the official address to which communications will be sent. Students are responsible for checking their email daily for Trinity notifications.

Policy of St. Vincent on Non-Student Residents

The Office of Immigration of St. Vincent and the Grenadines classifies spouses, family members, and significant others 18 years of age or older residing on the island with a student as Adult Temporary Residents (adults). These adults must secure an "Approval to Reside in St. Vincent or Temporary Resident" clearance for each Adult. The cost of Temporary Resident status includes a one-time application fee of \$200 EC (Eastern Caribbean dollars) or \$75.00 US. The annual fee of \$2,400.00 EC or \$893 US per adult. The application and annual fee is waived for TMSU students and spouses.

The Associate Dean for Admissions and Student Affairs will assist with the application and other documentation; however, the adult(s) will need to provide a police clearance/background report from the municipal or county police department in their hometown and two passport quality photos.

Students will not be subject to this clearance requirement and/or fees and will be given a "Student Stamp" in their passports as explained in the pre-enrollment documentation.

Housing

Students residing in St. Vincent are required to live in TMSU managed housing provided sufficient accommodations are available. Exceptions to this policy include Vincentian students living with their families and any students with a spouse and/or children.

Trinity may choose to waive this policy and allow students to move to private housing on a case by case basis. To be considered for a relocation of this type, students must submit an Approval to Reside off Campus (AROC) form and receive official approval from Housing Operations. Students who move without official consent will be responsible for an entire term's rent for the vacated premises even if the unit is subsequently rented. Students that request and receive approval to move to private housing relieve Trinity of any responsibility for their safety and well-being including but not limited to personal injury, death, and/or loss of property.

Students are reminded that no pets are permitted in Trinity housing. Stray animals that wander by or seem to live at or near the Trinity campus are not allowed in Trinity student housing. Students who are found to be boarding pets or stray animals in their units will incur additional expenses including the cost of pest control and additional cleaning charges. The only exception to this policy is the use of a

service animal for which a student must have appropriate documentation.

Additional information regarding housing can be found in the Residence Hall Guide and the Residence Life Policy Guide and Agreement Form. Students are expected to be familiar with and observe the policies enumerated in both documents.

Disabilities

Students who have physical or learning disabilities may seek special consideration from TMSU, such as extra time on examinations. Documentation of disabilities must be provided at the time of registration and is the student's responsibility to provide the documentation deemed necessary by Accommodations Committee at TMSU. This documentation will be submitted to the Associate Dean of Admissions and Student Affairs for consideration. If a disability is suspected after enrollment, it is the student's responsibility to obtain appropriate documentation of a disability from a certified specialist approved by TMSU. When obtained, documentation should be submitted to the Accommodations Committee through the Associate Dean of Admissions and Student Affairs for review.

***NOTE:** Whenever possible Trinity Medical Sciences University follows recommendations of the United States "Americans with Disabilities Act" (ADA). However, our location in the Caribbean and resources on the island may prevent us from accommodating certain disabilities. Because Trinity Medical Sciences University is not a US educational institution, the university is not required to adhere to the requirements of the ADA.*

Students will be informed of decisions regarding approval for special accommodations for disabilities by the Associate Dean of Admissions and Student Affairs.

Financial Policies

Tuition and fee information for each program is linked below:

- [School of Medicine Tuition & Fees](#)
- [School of Biomedical Sciences Tuition & Fees](#)

Definitions

As used in official publications and announcements of Trinity Medical Sciences University, the following time standards shall govern:

- A week consists of five consecutive business days.
- If a deadline is specified as the end of a week, the deadline is at 5:00 PM local time at the end of the fifth business day unless the Friday of a week is specified in writing as the end of a week. In those cases, the deadline is on Friday at 5:00 PM. For the purposes of class assignments, faculty may use other times as deadlines including times during non-class (e.g., weekend or break) days.
- The end of a term is 5:00 PM local time the last day before the first day of the next term. A student enrolled for a term is considered a student of the institution until the start of the next term. The student is considered enrolled for the next term by completing any required registration processes and paying tuition and fees.

Defined Terms:

Active Student – All enrolled students not on an approved leave of absence.

Academic Term – Refers to any of the on-level academic progression terms.

Calendar Term – Refers to any of the 3 calendar terms per academic year (Spring, Summer, Fall)

Full-Time Tuition – Refers to the tuition rate in effect in any calendar term for the applicable Tuition category into which a student is classified, as follows:

Terms 1-5 – All active students enrolled in six (6) or more credit hours

Term 6 – All active students

Terms 7-10 – All active students

Part-Time Tuition – Refers to tuition to be paid by student with fewer than six (6) credit hours in any Calendar Term in Academic Terms 1-5, as set forth in the policy statement below.

Repeated Credit Hours – Refers to the aggregate number of credit hours on a student's transcript at the end of Term 5 for courses repeated during Terms 1-5.

Tuition and Fees Tuition Policy

Terms 1-5

All Active Students will pay the full-time tuition rate in effect for each Calendar Term in which they are enrolled for six (6) or more credit hours. Total tuition for Academic Terms 1-5 will be capped at an aggregate amount equal to (i) five (5) terms of full-time tuition, at the then effective tuition rates, plus (ii) Repeated Credit Hours at the hourly tuition rate in effect in the Calendar Term in which they are billed for Academic Term 6.

If during any Calendar Term during Academic Terms 1-5 a student is classified as part-time (less than 6 credit hours), the student will pay tuition at the part-time tuition rate per credit hour in those Calendar Terms and in his or her Academic Term 5 will pay the net remaining tuition equal to aggregate full-time tuition for Academic Terms 1-5 less the aggregate amount of tuition previously billed and paid by the student.

Terms 6-10

Full-Time Tuition will be billed for all Calendar Terms in which a student is classified as an Active Student. Tuition for Terms 7-10 will not be billed until a student has passed the USMLE Step 1 Exam.

Housing

All Trinity students other than residents of St. Vincent are required to reside in University-provided housing during their Terms of study in St. Vincent. The University provides security, housekeeping, all utilities, and high-speed internet at all of its managed housing properties. The University may consider requests for exceptions to this policy in limited circumstances in which a student's circumstances may not be adequately accommodated in student housing (family, full housing, etc.). A housing waiver fee may apply for students granted an exception from University-provided housing.

Fees

Student Fees. Standard fees include Records Administration Fee, Student Government Association (SGA) fee, NBME exam fees, and Kaplan Step exam prep fee.

Health Insurance. Health insurance is mandatory while students are enrolled with Trinity School of Medicine.

Financial Policies

Trinity offers a health plan provided by Worldwide Expatriate Association (WEA). Students are automatically enrolled for individual coverage unless they provide proof of alternative coverage that is substantially equivalent to the Trinity plan. Students desiring dependent coverage are responsible for timely enrollment of dependents to ensure coverage.

Malpractice Insurance. At all times that a student is engaged in clinical rotations (Years 3 and 4), the student is required to carry malpractice insurance. The University provides the coverage through its insurance carrier and bills the student for each Calendar Term in which the student is continuing in clinical rotations.

Payment Due Date/Financial Clearance

Tuition and fee payments are due on or before the last day of the calendar month prior to the start of each Calendar Term. Payments received after the payment due date will result in a late payment penalty. The Financial Clearance Deadline for each Calendar Term is 5:00 p.m. local time on the first Friday after the start of classes for that Term.

Financial Clearance may be attained through one of more of the following actions:

- Payment in full of applicable Tuition, Housing and Fees, as well as any balance forward from previous Terms.
- Scheduled Funding Commitment from student loan funding source.
- Scheduled Funding Commitment from scholarship or grant funding source.
- Approved Payment Plan (accepted in limited circumstances and only with pre-approved ACH transfers).

Failure to obtain Financial Clearance by the Financial Clearance Deadline will result in a Financial Hold on the student's account, restriction from academic activities and other student services, and assessment of late payment fees and penalties for removal of a Financial Hold. (See Late Registration and Payment)

Late Registration & Payment

Late Registration (see [Registration and Matriculation](#)) Students are expected to complete course registration by the registration deadline for each Term. Penalties will be assessed for late registration.

Late Payments

Late payment penalties are assessed after the tuition payment due date, at a rate not to exceed 21% per annum on any unpaid balance. Additional penalties will be

assessed for payments after the Financial Clearance Deadline.

Returned Payments

If a student submits a payment by check or ACH that is returned for insufficient funds or incorrect payment information submitted in ACH authorizations, a returned payment fee of \$75 will be assessed.

Credit/Refund Policies

Students may be eligible to receive refunds of tuition and fee payments in the following circumstances ("Refund Events"):

1. Withdrawal/Dismissal from the University
2. Approved leave of absence
3. A credit balance resulting from overpayment of billed tuition and fees

Withdrawal/Dismissal and Approved Leave of Absence

Tuition and fee credits will be determined as follows:

1. Prior to start of a Calendar Term. A full credit will be applied to the student's account statement for all tuition, housing and fees billed for the upcoming Calendar Term. Any payments previously applied to the student account for the upcoming Calendar Term will be refundable subject to the procedures set forth below (see Refund Procedures).
2. During the first week of a Calendar Term:
 - Tuition – Full credit
 - Housing – Full credit, less US \$500 housing deposit
 - Other student fees – No credit
 - Student health Insurance – Prorated credit subject to premium credit from insurance carrier
 - Malpractice insurance – Prorated credit.
3. After the first week but before the end of the sixth (6th) week of a Calendar Term:
 - Tuition – Prorated credit
 - Housing – Prorated credit, less US \$500 housing deposit
 - Other student fees – No credit
 - Student health Insurance – Prorated credit subject to premium credit from insurance carrier
 - Malpractice insurance – Prorated credit

4. After the end of the sixth (6th) week of an academic term:
 - Tuition – No credit
 - Housing – No credit
 - Other student fees – No credit
 - Student health Insurance – Prorated credit subject to premium credit from insurance carrier
 - Malpractice insurance – Prorated credit

Tuition Credits and other Student Account Adjustments

Tuition adjustments for reduction of course credits below the Full-Time Tuition threshold and any other student account credits shall be credited to the student's account. Such credits are not refundable except in the event of withdrawal, dismissal or approved leave of absence (see above). Credits will be applied against future Calendar Term invoices.

Student Refund Procedures

The maximum refundable upon the occurrence of a Refund Event is the net credit balance in the student's account after application of all allowed tuition and fee credits (see above). The student must submit a refund request form to initiate refund processing, which shall be completed by the University within 10 days.

1. If the credit balance results from payment from a student loan provider, Trinity will apply the applicable refund as follows:
 - First, up to the amount of allowed tuition and fee credits, to the applicable loan provider.
 - Then, any remainder to the student in accordance with electronic payment instructions from the student.
2. If the credit balance results from payment by the U.S. Department of Veterans Affairs (VA), any refund will be administered in accordance with VA policies.
3. If the credit balance results from payment by any other third party (grant, sponsorship, etc.), Trinity will require written instructions from the third party before release of the refund to the student or the third party.
4. If the credit balance results from payment by the student, the refund will be issued to the student by electronic payment to the account specified by the student.

Drop/Add Policies

Course Drop/Add Period

The first week of class for each term is the Course Drop/Add Period (Drop/Add). During Drop/Add a student may drop a class or classes (i.e., withdraw from a class or classes) without academic penalty and no grade will be recorded for classes dropped during Drop/Add. With the permission of the course director and the Associate Dean for Admissions and Student Affairs, a student may add a class after the Drop/Add period.

Dropping a Class After Drop/Add

A student may drop (i.e., withdraw from) a course at any time prior to the first exam after obtaining written approval from the Associate Dean for Admissions and Student Affairs. The Associate Dean will notify the Registrar and Director of Accounting that the course has been dropped. The course will be deleted from the student's record and no notation of the course will appear on the student's academic record.

A student who withdraws from a course after the earlier of (i) the final exam date (but before taking the final exam), or (ii) the first business day of the 13th week of the Calendar Term, will receive a "W" grade for the course. After taking a final exam, a course may not be dropped and the student's earned grade will be recorded.

No tuition credits will result from a dropped course unless it results in remaining course credits below the Full-Time tuition threshold. In that event, the resulting tuition credit will be posted to the student's account. If a student receives a "W" or an "F" for a course, additional tuition will be incurred when the course is later retaken (see Tuition Policy). No additional tuition will be incurred for a dropped course that does not result in a "W" grade when a student later completes the dropped course.

STUDENT FINANCIAL AID

Financial Planning

The Office of Student Services supports and provides information, guidance, and counseling to students in the development of their student financial plans.

Student budgeting worksheets for the Premedical and Medical programs can be found in the [Student Services Folder](#) in the *Student Finance I Folder*.

The budgeting worksheets in the Student Finance I Folder offer a full view of the student's obligations and living expenses for the entire program. The worksheet is a living document and is intended for use by students in developing viable budgets and monitoring progress in achieving budgetary goals for each term of study. This document is intended for us by students regardless of funding source.

Funding Sources

US Citizens – Student Loans

Trinity is not eligible to participate in US Federal Loan Programs (Title 4) and there is no need for students to complete a FAFSA form.

Trinity offers several private student loan alternatives for US citizens. Programs descriptions and corresponding application and disbursement instructions can be found in *Student Finance Folder II* in the [Student Services Folder](#). Information in this folder includes a brief on building a sound credit profile, side by side loan comparison chart, loan program descriptions and application instructions, and a description of the loan disbursement process.

Students interested in a student loan should carefully read the information and/or contact Student Services prior to submitting an application to ensure for optimum success.

US Student - Veterans Benefits

Trinity is recognized by the United States Veterans Administration for the administration of Post 911 GI Bill and other related benefits programs.

Students with prior military experience having available benefits should review the *US Veterans GI Bill Program Folder* in the [Student Services Folder](#) for information on securing benefits while attending Trinity Medical Sciences University. Benefits can include funds for Tuition, Fees, Housing, and Textbooks.

Canadian Citizens - Loans

Students can submit applications for provincial and federal financial assistance for all provinces and territories with the exception of Quebec. Quebec does not fund international schools outside of Canada.

Students should contact their respective Provinces and Territories for a complete explanation of the various financial aid and loan programs that may be available to them. Please note that our Canadian Loan Institution Code is ZUCF.

[Alberta](#)

[Manitoba](#)

[Nova Scotia](#)

[Prince Edward Island](#)

[Yukon](#)

[Nunavut](#) (Canada Student Loans and Grants are not available. This jurisdiction operates their own student loan programs, but Trinity students are eligible)

[Northwest Territories](#) (Canada Student Loans and Grants are not available. This jurisdiction operates their own student loan programs, but Trinity students are eligible)

[British Columbia](#)

[New Brunswick](#)

[Newfoundland & Labrador](#)

[Ontario](#)

[Saskatchewan](#)

Private Canadian Student Loans and Lines of Credit

Many Canadian Banks recognize and will provide funding for your attendance at Trinity. We have found that the relationships students and/or families of students have with the various banks can significantly enhance the chance of funding. Most banks have Medical Student Lines of Credit or similar programs and many offer up to \$275,000.00 in funding. Banks that are familiar with Trinity and/or from which Trinity Students have secured lines of credit are as follows.

CIBC

Bank of Montreal

RBC

TD Canada Trust

National Bank of Canada

Student Services can provide verification of enrollment letters and other documents as necessary to support the student's application.

Canadian Citizen – Tax Advantages

Trinity is recognized by the Canadian Revenue Authority as an “Approved University outside Canada”. As such, students will receive a TL11-A form each year documenting tuition and fees paid by student for tax purposes.

Loan Management Services – Loan Deferment/Forbearance/Modified Payment Plans

Students attending Trinity School of Medicine may be able to defer payments or secure reduced payment plans on existing student loans while enrolled in school. There are a number of options available to students depending on the type of loan and loan provider.

Information regarding Loan Deferment, Forbearance, Modified Payment Plans and/or Verification of Enrollment actions for existing loans can be found in the *Student Finance Folder II – Loan Management Document* in the [Student Services Folder](#).

Questions regarding any student financial issue should be directed to the Student Services Team.

Scholarships and Grants

Trinity School of Medicine offers a variety of scholarships and grants to students, in addition to student awards available from 3rd party sources (VA, Mustique, SVG Bursary, etc.). Student Services will assist incoming students in identifying available awards and submitting applications for those awards. This policy covers Trinity-provided awards.

Scholarships are criteria-based awards for duration of degree program, subject to minimum performance criteria to retain the scholarship each Term.

President’s Scholarship

- \$3000/term
- MCAT 33/518, GPA 3.5
- Renewal – cumulative 3.2 GPA by academic year; 230 USMLE Step 1

Chancellor’s Scholarship

- \$5000/term
- A competitive award based on a selected essay topic
- MCAT 30/508, GPA 3.2
- Renewal – cumulative 3.2 GPA by academic year; 230 USMLE Step 1

Dean’s Scholarship

- \$2500/term
- MCAT 30/508, GPA 3.0
- Renewal – cumulative 3.0 GPA by academic year; 220 USMLE Step 1

Physician’s Scholarship

- \$2000/term
- MCAT 27/502, GPA 3.0
- Renewal – cumulative 3.0 GPA by academic year; 220 USMLE Step 1

Vincentian Scholarship

- Full scholarship
- Vincentian citizenship required
- 1 award per academic year
- Selected by the SBG Services Commission

Grants are awards to address hardship, meet competitive conditions, and address specific economic conditions such as currency fluctuation, etc.

Trinity Grant

- Available only in limited circumstances outside the control of the student and for students with high academic performance.
- Needs-based
- Renewal – determined by the Award Committee

Currency Grant

- Discretionary temporary grant to mitigate fluctuations in student’s functional currency which could adversely impact availability of funding resources
- The availability, continuation, and amount of these grants are subject to the discretion of the Finance Office.
- Renewal – determined by the Award Committee

Hardship Grant

- Discretionary grant available to bridge available financial resources
- Submission of financial need application required
- Renewal – determined by the Award Committee

Academic Achievement Award

- \$1000
- ≥230 USMLE Step 1
- ≥244 USMLE Step 2 CK

Application Process

All applications for scholarships and grants should be submitted via Jot Forms available in the [Student Portal].

Financial Aid

Students/applicants may contact Student Services for assistance in submission of award applications.

Scholarships. New student applicants may submit one application for all academic scholarships. Applicable awards will be determined by the Award Committee based upon student qualifications and Term Award Limits.

Grants. Separate grant applications must be submitted for each award. Applicable awards will be determined by the Award Committee based upon student qualifications and Term Award Limits.

Award Determination

Award applications will be received by Admissions and reviewed for completeness and compliance with award qualifications. Award recipients will be notified of awards by Admissions Counselors and an Award Agreement (Jot Form) will be signed by the recipient. An Award Renewal/Non-Renewal Notice will be delivered to the recipient promptly after renewal determinations are made.

Award Renewal

Award renewal will be on an Academic Year basis. Renewal determination will be made by the Award Committee in August of each year to take effect for Academic Terms from September 1 through the following August 31. Award renewal/non-renewal notices will be delivered to award recipients not later than August 15. If an award is not renewed, the student may appeal the determination to the Awards Committee, which will consider extenuating circumstances and overall academic progress.

A student whose award is not-renewed may regain the award prospectively after the first Academic Term in which cumulative academic performance meets specified renewal standards.

The Awards Committee may revise standards for academic scholarships from time to time. Changes in standards will not be applied to existing award agreements unless such changes reflect comprehensive modification of grading processes or standards or for compliance with accreditation or student loan requirements.

Third Party (Non-Trinity) Scholarships and Grants

Students are responsible for making timely application to third party providers of loan funding through outside scholarships and grants. Student Services will assist students in identifying and preparing applications for such

awards. Pending determination and funding of such outside awards, the student remains obligated to make direct payment to Trinity of applicable tuition and fees. If outside award agencies remit award funds directly to Trinity, Trinity will first apply award proceeds to any outstanding balance due to Trinity and then will, at the election of the student, either:

- Remit the funds to the student by electronic transfer, or
- Hold the funds on account for payment of future tuition and fees.

Student Policies, Procedures, & Non-academic Standards

TMSU ID Cards

TMSU will provide students with photo ID cards for use on campus and in clinical settings. Students are required to have their ID cards on their person at all times, but especially at time of examinations. ID cards are to be presented to faculty, security, and other Trinity administrative personnel whenever requested. Photo ID cards are to be prominently displayed while in the hospital or other clinical setting.

Family members and significant others residing with the student on SVG will also be issued TMSU photo ID cards. All visitors must be approved by Trinity and have a visitors ID for access to the campus and Trinity housing complexes.

Professional Dress & Grooming

In general, classroom attire is expected to be appropriate and non-offensive to others. On special occasions, such as for guest speakers, ceremonies, presentations, and clinical exams professional dress is expected.

It is expected that attire and grooming will be consistent with that expected of a physician during the course of all patient care and clerkship experiences. Your attire, grooming, and demeanor with patients will have a major influence on patients' perception of you as a professional and competent physician.

Students on assignment in the hospital must dress in accordance with local professional standards as determined by the clerkship director. Individual clerkship directors may modify these general guidelines with specific guidelines applicable to that clerkship experience.

Campus Usage

Smoking, including e-smoking/ vaping, is not permitted in any TMSU building, on campus, or in University vehicles. With the exception of water, eating or drinking is strictly prohibited in campus lecture halls, classrooms, laboratories, or library.

Study Areas

Trinity has designated certain areas as Study Space. These areas are designed as quiet and tranquil environments to support student study. It is expected that students in

these areas will observe the following minimum standards.

- Students are responsible for their own property at all times.
- Smoking, eating and drinking (except water) are all strictly prohibited in every study space.
- The only way to reserve a seat is to occupy it. Items left on a table or chair in an attempt to reserve a seat while the owner is not present in the general area will be removed.
- Silence must be observed in all study areas. Music (and other sounds) generated by the student or from any device is not permitted.
- Cell phone and internet telephone use is prohibited throughout the study area. Cell phones must be switched to silent on entering study space.

Failure to follow these standards may result in temporary or permanent expulsion from the space along with other disciplinary measures.

Swimming Pools Release of Liability and Assumption of Risk

There are risks and dangers associated with swimming activities including physical injury and death. In consideration of being permitted to use swimming pools and facilities at Trinity managed or operated facilities every student acknowledges and agrees to the following:

Participant will abide by all policies and procedures regarding swimming pool activities:

- NO LIFEGUARD IS ON DUTY. Each person is responsible for his/her actions in swimming pools and around the pool areas and agrees to abide by all posted rules, policies and procedures in order to maintain the highest level of safety;
- Students assume all of the risks of participating in swimming pool activities and will hold the owner/operator and its employees, agents, officers, trustees and affiliates harmless from any and all liability, actions, demands, damages, expenses, costs, claims and causes of action of any possible nature in respect of injury, death, loss or damage to person or property however caused as a result of or in any way relating to activities in swimming pools and around pool areas;
- Students agree that if a lawsuit is brought against the owner/operator, its employees, agents, officers, trustees or affiliates in relation to

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participation in the swimming pool activities, the student or students agree to pay for any and all court costs and attorney's fees incurred as a result of such litigation;

- Students understand that their participation in any event utilizing the swimming pools is completely voluntary.
- Students will make every effort to utilize the pools in a safe manner and will promptly report any behavior that could lead to injury or death, destruction of property including safety devices to the Security Officer on duty and the Associate Dean of Admissions and Student Affairs.
- Students that utilize the swimming pool and general pool area assume responsibility for general clean-up (which includes sweeping of loose items if applicable, clean-up of spills, returning all furniture or other items to their original location or orientation, removing and disposing of all trash into proper trash containers), any damages, loss of furniture, equipment, and other items.

Student Lounge Policy – Under Direction and Guidance of the Student Government Association (SGA)

The purpose of the Student Lounge is to provide a safe space for students to socialize and retreat before or after classes. The lounge is open to students that are in good standing with Trinity Medical Sciences University. The lounge is under the direction and guidance of the Student Government Association (SGA).

Students are expected to adhere to the following guidelines:

- All individuals wishing to use the Student Lounge are required to adhere to standard codes of conduct, etiquette, maturity, and decorum expected of professional students as per the Trinity Student Handbook, Section 16 - Codes of Conduct (below). Individuals that cause disruptions or damage the facilities will be asked to leave the area.
- Students are financially accountable for damages incurred due to behavior not consistent with the guidelines of this document.
- Students are not allowed in the Lounge during their class hours or when the lounge is deemed to be closed.

- The Student Lounge is a communal area for students to relax and socialize during off hours; therefore, sleeping and studying are not permitted.
- Eating and drinking is allowed. However, food and/or drink, food and/or drink containers and utensils are to be removed or properly disposed of when the student leaves the lounge area.
- Appliances such as the refrigerator are for daily use only. Food and/or drinks left overnight are subject to being discarded, including food or drink containers.
- Individuals who use the Lounge assume responsibility for general clean-up (which includes sweeping of loose items if applicable, clean-up of spills, returning all furniture or other items to their original location or orientation, removing and disposing of all trash into proper trash containers), damages, loss of furniture, equipment, appliances, and other items.
- Tobacco products and illegal drugs are not permitted on the TMSU campus.
- Students utilizing the lounge must ensure all electronic devices including TV, cable box, lights, A/C and other similar items are turned off at departure from the lounge.
- Students are responsible for their conduct and that of others while in the lounge. Inappropriate behavior is to be reported to the Student Government Association.

Animals

Animals are strictly prohibited in TMSU campus buildings. Stray animals may be seen on campus from time to time and we do not encourage students to adopt them as they are often the property of our neighbors. Animals are not allowed in student housing on campus or in any other building operated by TMSU without written approval. Students in violation of this policy will be subject to punitive measures. The only exception to this policy is the use of a service animal for which a student must have appropriate documentation.

Campus Motor Vehicle Rules & Regulations

The operation of a motor vehicle on campus is a revocable privilege that may be suspended or otherwise restricted at the discretion of Trinity Administrators. Students must have a Vincentian driver's license and park in designated student parking areas only.

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All students in clinical clerkships must have reliable transportation. The mass transit system is not an acceptable option.

Student Health and Wellness

TMSU is committed to student wellness. Through leadership and support from the University administration and student organizations, TMSU encourages self-care, resilience and personal growth to address the health of the body, mind and spirit.

Emotional & Psychological Support

The University understands the intense environment and extra stress that undergraduate, graduate, and medical students experience. Because it is important for students to be emotionally healthy, students are encouraged to utilize counseling services that are available to them. The University has an agreement with a psychiatrist in Kingstown who will be on campus during the week. The students are encouraged to set up appointments through the Health Clinic Assistant.

The fee-for-services provided include immediate support for students on campus through psychotherapy and counseling to assist students with the extra stresses associated with medical school, graduate and undergraduate study. The physician can also assist students who are dealing with any kind of substance abuse/addiction issue. Fees are typically reimbursed through the Student Health Insurance. Counseling Services are located in Building 1 on the ground floor.

For students living off-campus, a list of providers in the Baltimore Washington area is provide that accept Student Health Insurance for services. Students may select the provider best suiting their location and need.

Health Clinic

The TMSU Health Clinic and TMSU-SOM physicians may provide limited care and treatment for minor illnesses, accidents, and issuing referrals.

Health care for acute illnesses and injuries may be directed to the Milton Cato Memorial Hospital Emergency Department or to a local physician. Transportation is provided by the University. For chronic illnesses, treatment, and follow-up, referrals will be made to local physicians. Students should be aware that some medications are not available in St. Vincent and will need to be sent to the island if the student supply is not adequate for the term.

All students must have medical evacuation insurance coverage in the even an emergency condition cannot be treated in St. Vincent. Consultation with care providers assist with any decision for evacuation.

Injuries Occurring on and off Campus

If a student experiences an accident or injury on or off campus, the student should seek treatment, if necessary, by consulting with a campus physician or requesting Security transport them the Milton Cato Memorial Hospital. The incident should be reported to administration no later than 24 hours after the occurrence. If the University is closed, the incident should be reported to Security and then to the administration the next day to complete an accident/injury report.

The Director of Operations will assign the incident report for investigation and forward to the administration.

A preliminary review, if warranted, will gather additional information while it is fresh and accurate in the minds of those involved or who may have witnessed the incident. The Chief of Security will assess the situation and present recommendations for any corrective action to the Director of Operations and the administration.

Data and statistics from all incident reports will be collected. This information will assist the committee in determining whether intervention is needed.

Reportable events may include but are not limited to the following:

- Any injury to a student occurring on University premises or in connection with University business.
- A condition presenting a safety hazard.
- Damage to University property.

Incidents without Injury

Any incident, whether involving injuries or not, that involve the local police or which cause undue concern to a student should be reported to Campus Security and the administration.

Infectious Agents

Students are expected to utilize universal precautions at all times when they are exposed to blood or bodily fluids. Students who are exposed to blood and/or bodily fluids should follow the policy of the facility where the incident occurred. The University and facility where the incident occurred should be notified immediately. A copy of the completed incident report must be sent to the Associate Dean for Admissions and Student Affairs or the Sr.

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Associate Dean for Clinical Clerkships. For incidents occurring on TMSU campus, please refer to Injuries Occurring on Campus.

Exposure

Every year a small but significant number of students are accidentally exposed to a patient's body fluids through a needle puncture wound, surgical error, etc. There is a very specific protocol to follow in the event this happens to protect you medically and legally, to provide information, and to provide emotional support and treatment if indicated. It can be very frightening to have an accidental exposure.

Trinity recommends that the following procedures be followed should such exposure occur:

- Wash area immediately (Hibiclens, phisoderm, bleach solution or soap and water) for at least two minutes or irrigate eyes with saline or water. Bleeding the area in the case of puncture wounds is advisable.
- Report immediately to the Emergency Room if the injury occurs while in the hospital setting where appropriate treatment/ management will be available at the Milton Cato Memorial Hospital and affiliate hospitals in Baltimore.
- Stay calm (remember, even exposures from known HIV positive patients are thought to cause conversion in only 0.3 percent of cases).
- Report the incident to the patient's attending physician, chief resident, or intern.
- In high-risk exposures, the CDC recommends prophylactic treatment with three antiretroviral medications. To be effective treatment should be started within one to two hours of an exposure.
- To assure rapid access for evaluation and any recommended medication, students with at-risk exposures to blood-borne pathogens should report immediately to the Emergency Department at the Milton Cato Memorial Hospital while on St. Vincent or the emergency room at the affiliated hospital in Baltimore.
- File an incident report with the Senior Associate Dean of Clinical Clerkships in the USA or the Health Services of Trinity Medical Sciences University in St. Vincent and the Grenadines. Because prophylactic triple-drug therapy is very expensive all students should make certain that their insurance policy is up to date and have coverage for such an incident.

Prevention

Training and Certification for Occupational Safety and Health Administration occurs annually at TMSU. This

training requires annual recertification and can be completed online through Trinity.

OSHA requires your faculty and/or hospitals/clinic to provide instruction on prevention of exposure. However, you need to ensure you are current with best practices and standards for prevention of exposure. Your faculty (or other designated individual) must instruct you on proper blood drawing techniques, disposal of needles and instruments, etc. Do not attempt to do a procedure that you do not feel comfortable performing.

Hepatitis vaccine: Be sure you have had a full series (three injections) and a blood test afterward to document immunity.

As a medical student and health care worker opportunity for exposure to various diseases and other maladies is much greater than normal. Treat all patients with dignity but also act in a careful and prudent manner to protect yourself. Accidental exposure is one of the most distressing occupational hazards of the study and practice of medicine. Ensure you are properly attired as necessary with gloves, masks, shields or other garments and never rush into a situation without appropriate deliberation and precautions.

Hospital Workplace Safety

In the healthcare field, student, physicians, and other employees are the most important part of any safety program. Each day may present with unique hazards in the workplace. Through safety training, students receive information about slips, trips and falls; back safety when lifting patients, first and electrical safety in the clinical setting, communication about hazards, personal protective equipment. Also included is a review of material from other trainings regarding bloodborne pathogens, needle sticks, handling medical waste, and good housekeeping practices.

Students are encouraged to report any situation in which an accident could occur so that it may be remediated. Any student who is the victim of a workplace accident should report this to the Director of Operations or Resident Administrator.

In Baltimore, orientation for each hospital site will include information about reporting workplace accidents.

Student Security & Safety

The Trinity Security Team is managed by the Director of Physical Operations and led by the Chief Security Officer. Trinity provides security personnel in an effort to promote a safe and secure environment for all students. Students

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should be observant of their environment and report actions or events that could compromise or threaten the safety and security of student, cohorts, and/or facilities in accordance with the following action sequence

In the event of a suspected or apparent on-campus or off-campus crime or other threatening action or event:

- **Call St. Vincent Police at: 458-4200**
- **Rapid Response Unit at: 456-8990**

If possible without delaying matters, call or seek out the security officer on call or the Administration Office on Campus.

- Trinity Security Desk Phone:
Working hours: 456-9751, ext. 230
After hours: 456-9751 (phone is directly switched to security desk)
- Call or seek out the Resident Administrator or utilize additional contact points as provided by the University.

In the US, if a student is in immediate danger to his or her life or encounters another student in a life-threatening situation, the student should dial 911 and wait until the emergency is stabilized prior to contacting TSOM.

For non-life threatening situations, a student's first responsibility is to their own personal safety and the safety and well-being of those around them. Once the situation has stabilized sufficiently and it is safe to do so, a student should immediately notify preceptors and personnel related to the clerkship and the TSOM clerkship administration.

Academic Freedom of Students

TMSU seeks to maintain an educational and clinical community that fosters learning, nurtures learners and is a learning environment in which students, faculty, and staff can work together in an atmosphere free of all forms of harassment, exploitation, or intimidation. Students should be guided by the Codes of Conduct and the Code of Professionalism for the preservation of a positive environment.

Codes of Conduct

Nondiscrimination

It is unethical for a student to refuse to participate in the care of a person based on race, religion, ethnicity, socioeconomic status, gender, age, or sexual preference. It is also unethical to refuse to participate in the care of a

patient solely because of a perceived or actual medical risk to the student. It is not, however, unethical for a pregnant student to refuse to participate in activities that pose a significant risk to her pregnancy.

Confidentiality

The patient's right to confidentiality of his or her medical record is a fundamental tenet of medical care. The discussion of problems or diagnoses of a patient by professional staff/medical students in public violates patient confidentiality and is unethical. Under no circumstances will any medical record be removed from the institution, nor is photocopying of the record permitted.

For presentations or rounds, students are permitted to extract information but not copy wholesale parts of the chart. All students are required to undergo training in the Health Insurance Portability and Accountability Act (HIPAA) of the United States and proof of training will be required prior to a student entering the clinical clerkship portion of their program.

Professional Demeanor

The student should be thoughtful and professional when interacting with faculty, colleagues, and patients and their families. Inappropriate behavior includes the use of offensive language, gestures, or remarks with sexual overtones. Students should maintain a neat and clean appearance, and dress in attire that is generally accepted as professional by the patient population served. Students must dress according to the dress code of individual departments when on clinical rotations. For example, the surgery department may not allow scrubs to be worn outside of the operating room unless covered by a white jacket. It is the student's responsibility to know the dress requirements of the various hospital departments. Under pressure of fatigue, professional stress, or personal problems, students should strive to maintain composure. The student should seek supportive services when appropriate. There are multiple sources of support at Trinity including but not limited to the Senior Associate Dean of Clerkships, the Associate Dean of Admissions & Student Affairs, faculty, and administrators.

Misrepresentation

All students should accurately represent themselves to faculty, staff, and members of the community. Medical students should represent themselves to patients and others on the medical team as a "Student Doctor"

attending Trinity School of Medicine. Students should never introduce themselves solely as “Doctor” as this is clearly a misrepresentation of the student’s position, knowledge, and authority.

Honesty

Students are expected to demonstrate honesty and integrity in all aspects of their education and in their interactions with faculty, administration, physicians, patients, and fellow students. They will not cheat, plagiarize, or assist others in the commission of these acts. The student must assure the accuracy and completeness of his or her part of the medical record and must make every effort to provide the best possible patient care. Students must be willing to accept responsibility for omissions or errors and must never knowingly mislead others or promote themselves at the patient’s expense. The student is bound to know, understand, and preserve professional ethics and has a duty to report any breach of these ethics by other students or health care providers through the appropriate channels. Issues of this nature should be presented to the Associate Dean of Admissions & Student Affairs for guidance and direction.

Consultation

Students should seek consultation and supervision whenever their care of a patient may be inadequate because of lack of knowledge and/or experience.

Conflict of Interests

When a conflict of interest arises, the welfare of the patient must be of paramount importance at all times. A student may challenge or refuse to comply with a directive if its implementation would be contrary to his or her own ethical principles, as long as this action does not compromise patient welfare. Gifts, hospitality, or subsidies offered by medical equipment, pharmaceutical, or other manufacturers or distributors should not be accepted as acceptance can influence the objectivity of clinical judgment. Student interactions with commercial interests should conform to the American Medical Association (AMA) and Trinity guidelines.

Sexual Misconduct

The student will not engage in romantic, sexual, or other nonprofessional relationships with a patient, even at the apparent request of a patient, while the student is involved with the patient’s care. The student is not expected to tolerate inappropriate sexual behavior on the part of other medical personnel or patients. Student-

faculty member sexual relationships are not appropriate under any circumstances due to the subordinate-superior relationship between students and faculty members.

Impairment - TMSU Drug and Alcohol Policy

The student will not use alcohol or drugs in a manner that could compromise patient care. It is the responsibility of every student to protect the public from an impaired colleague and to assist a colleague whose capability is impaired because of ill health. The student is obligated to report persons of the health care team whose behavior exhibits impairment or lack of professional conduct or competence, or who engage in fraud or deception. Such reports must conform to established institutional policies.

The policy of TMSU is to maintain an environment free of illicit drugs and alcohol abuse and to comply with all laws and regulations that prohibit or otherwise control the manufacture, sale, distribution, use, and possession of illicit drugs and alcohol. Trinity will not shield from action by civil authorities any employee, student, or faculty member involved in the provision, merchandising, possession, or consumption of illegal drugs or alcohol. Trinity Medical Sciences University reserves the right to require random drug testing of students as warranted.

Criticism of Colleagues

With the exception of extenuating cases, it is unethical and harmful for a student to disparage the professional competence, knowledge, qualifications, or services of a colleague to a review (judicial) body, staff, students, or a patient. It is also unethical to imply by word, gesture, or deed that a patient has been poorly managed or mistreated by a colleague. Professional relations among all members of the medical community should be marked with civility. Thus, scholarly contributions should be acknowledged, slanderous comments and acts should be avoided, and each person should recognize and facilitate the contributions of others to the community. The medical student will deal with professional, staff, and peer members of the health team in a cooperative and considerate manner.

Research

The basic principle underlying all research is honesty. Scientists have a responsibility to provide research results of high quality; to gather facts meticulously; to keep impeccable records of work done; to interpret results realistically, not forcing them into preconceived molds or models; and to report new knowledge through

appropriate channels. Co-authors of research reports must be well enough acquainted with the work of their coworkers that they can personally vouch for the integrity of the study and validity of the findings and must have been active in the research itself. Plagiarism is unethical. It is unacceptable to consciously incorporate the words of others, either verbatim or through paraphrasing, without appropriate acknowledgment.

Evaluation

Students should seek feedback and actively participate in the process of evaluating their teachers (faculty as well as house staff). Students are expected to respond to constructive criticism by appropriate modification of their behavior. When evaluating faculty performance, students are obliged to provide prompt, constructive comments. Evaluations may not include disparaging remarks, offensive language, or personal attacks, and should maintain the same considerate, professional tone expected of faculty when they evaluate student performance.

Teaching

It is incumbent upon those entering a health profession to teach what they know of the science, art, and ethics of medicine. It includes communicating clearly with and teaching patients so that they are properly prepared to participate in their own care and in the maintenance of their health.

Clarification, Additions and Violations of our Professional Codes of Conduct

- Students will not forge documents. They will not alter, possess, duplicate, or use documents, keys, records, or identifications without consent or authorization.
- Students purporting to be or representing another person, an organization or Trinity improperly without consent or authority is a violation of our code of conduct.
- Violating terms of the housing requirements, contract, or regulations.
- Failing to take an active role in assuring proper behavior of guests, is not limited to residence halls.
- Possessing, consuming, dispensing, or being under the influence of alcoholic beverages in violation of the laws of the Government of St. Vincent.
- Violating Trinity's policy on tobacco use in specified facilities.

- Soliciting/selling goods for personal or organizational profit without proper consent of Trinity officials.
- Violating Trinity motor vehicle policies.
- Disruption of the normal activities of the Institution including physical violence or abuse of any person or conduct which threatens or endangers the health or safety of persons, acts of self-harm, the deliberate interference with academic freedom and freedom of speech, and forcible interference with the freedom of movement of any member or guest of Trinity.
- Possession or use of firearms, explosives, other weapons, or dangerous articles or substances including non-lethal weapons such as pellet guns.
- Violation of Trinity policies or regulations governing student behavior and life on the campus and failure to inform personal guests of said policies and/or regulations.
- Illegal Drugs: possession or use of illegal drugs and/or narcotics; distribution, delivery, or sale of illegal drugs and/or narcotics; and the possession or use of drug paraphernalia in accordance with Trinity policy on drugs and alcohol. Students may be deported if arrested for these activities.
- Violation of any local civil and criminal laws of the governing country.
- Violation of other published Trinity policies, rules or regulations:
 - Policy on sexual harassment
 - Policy on alcohol and drug abuse
 - Standard for code of conduct.
- Violation of published policies, rules or regulations of other institutions:
 - Hospital policies during clinical training
 - Policies at other sites during clinical clerkships
 - Policies at other institutions or sites during research opportunities

Professionalism

Professionalism has been the subject of increased interest and concern in contemporary education in recent years. Although there are ongoing debates about how to define and assess the professionalism of future physicians, there is strong consensus on the need for schools to foster—indeed, ensure—its development in their students with the same rigor that has long been devoted to the acquisition of scientific knowledge and technical skill.

Code of Professionalism

The Code of Professionalism consists of three articles, the first of which expresses the commitment of the medical

student body to certain values, virtues, and principles that are fundamental to professionalism in medicine: respect for the dignity of every individual, altruism, compassion, integrity, collegiality, responsibility and accountability, humility, trustworthiness, honesty, and excellence. The second article addresses the questions of what can and should be done when members of the school community fail to exemplify these values, virtues, and principles. The third article describes the process for investigating and resolving allegations of serious failures in Professionalism.

Article I

With an understanding that the following ideals are central to the practice of medicine, we, as members of the community of Trinity Medical Sciences University, will strive to:

- A. **Practice humility.** We acknowledge the limits of our science and our practice, as well as our personal limits in knowledge and skill.
- B. **Seek excellence.** We will endeavor to improve our knowledge and skill, both within and beyond the learning environment.
- C. **Be responsible and accountable.** We will be willing to accept and acknowledge our shortcomings, as well as our successes. We will also commit ourselves to responsibility and accountability for our own learning.
- D. **Be worthy.** Fostering the trust of our patients, teachers, and fellow students.
- E. **Be altruistic.** We will strive to place the interests and needs of others, especially the sick and the disadvantaged, above our own self-interest.
- F. **Be compassionate.** We realize that the ability to share in the experiences of others—especially, the suffering of the sick—is critical to the work of healing.
- G. **Act and speak with integrity.** We will seek to speak and to act in ways that testify to and support our values and principles.
- H. **Be collaborative and collegial.** We realize that care for patients and ourselves demands the integration and coordination of the talents, knowledge, and skills of all members of the health care team.
- I. **Respect the dignity and intrinsic value of every individual.** Regardless of race, ethnicity, national origin, age, gender, socioeconomic background, sexual orientation, religious belief or political affiliation we will strive to respect our teachers, fellow students, patients, and other members of the university community.
- J. **Be honest.** We will speak and act truthfully.

Article II

Promoting and Defending Professionalism in Education

The obligation to exemplify these values, virtues and principles ultimately rests with each of us. When we reflect these values, virtues, and principles, we enrich and strengthen our medical community. Since professionalism in the practice of medicine depends upon self- and mutual regulation, we promise to support each other in meeting this obligation with the aim of creating and maintaining a community founded on this shared commitment.

Actions that promote our values, virtues and principles, should be recognized, encouraged and supported. Actions—both words and deeds—that undermine our virtues, values, and principles should also be addressed. The following options are available for discussing and addressing actions, especially of the latter type:

- A. In many situations, a direct, honest, confidential, and informal approach is most appropriate. This informal approach is inspired by the conviction that being open and forthright bolsters our shared community. Both in recognizing acts that promote our shared virtues, values, and principles, and in honest discussions about acts that may undermine them, a direct and informal approach allows us to support and to encourage each other while strengthening our medical community.
- B. Concerns may also be voiced to and explored with the Dean's Office.

Serious violations of the stated virtues, values, and principles may require an alternate process. Because serious failures in respect and honesty including sexual harassment, bias, discrimination, abuse, and academic dishonesty pose substantial threats to professionalism and to the integrity of our community the following formal written process is available.

Article III

Process for Investigating and Resolving Allegations of Serious Failures in Respect and Honesty

The following written formal process, which will always be conducted with the utmost regard for confidentiality and for the rights of students, is to be followed during the investigation and resolution of allegations of a serious breach of this Code of Professionalism. Allegations of academic dishonesty, harassment, bias, discrimination, or abuse are considered serious threats to our stated virtues, values, and principles.

- A. A formal allegation of a serious breach of this Code of Professionalism must be described in writing by

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the individual(s) making the allegation. This document should contain the relevant details of the alleged violation, including the specifics of where, when, and by whom such an alleged failure occurred. The name(s) of the individual(s) bringing the allegation must be included in the written account.

- B. This written allegation must be submitted to the Associate Dean of Admissions and Student Affairs on St. Vincent within ten days of the “discovery” of the alleged violation. The individual(s) against whom the allegation is made will receive a copy of the written allegation and will also have the opportunity to respond in writing. The Associate Dean will meet with all of the parties involved. Upon deliberation if the Associate Dean finds that the allegation is sufficiently egregious or is part of a history or pattern of behavior the formal allegation will be forwarded to the Disciplinary Review Committee which will be duly constituted and will include faculty, peers, and an advocate for the accused, usually a faculty member or administrator. If the Dean finds that the written allegation does not warrant immediate action, a copy of the formal, written allegation and a copy of the response will be placed in confidential files created for all parties involved. Each party to an allegation will be informed of the Dean’s decision within thirty days of the initial meeting. The contents of the confidential files will be destroyed upon graduation of each of the students involved in an allegation.
- C. The accused is entitled to the following rights:
- To know who his/her accuser(s) are
 - As stated previously, the accused is to receive a copy of the written allegation
 - To be given reasonable notice of the hearing before the Academic Progress Committee
 - To address the committee investigating the alleged incident
 - To have prior knowledge of the nature of the evidence to be used against him/her
 - To be accompanied by the faculty advisor of his/her choosing.
 - To receive a fair hearing
 - To have all proceedings undertaken with utmost confidentiality.
- D. If the committee unanimously finds that there is cause for further investigation, it will convene again at the earliest convenience. Otherwise, all relevant documents and materials will be placed in a confidential file. In the event of a split decision of the committee, a written minority and majority opinion will be placed in the confidential file. This file is to be destroyed upon graduation of the accused.
- E. If an allegation is forwarded to the committee, it will review the written allegation and findings. The accused is entitled to present a rebuttal or defense before the committee. The accused is granted the same rights afforded during the hearing. If the committee finds that there is sufficient evidence to support the allegation, it may resolve the matter in one of several ways.
- Issue an oral reprimand to the accused at the conclusion of the review;
 - Issue a written reprimand to the accused to be placed in his/her academic file. This reprimand may remain in the academic file or may be removed after the completion of some form of restitution or remediation;
 - Suspend the accused from Trinity Medical Sciences University for a specified period of time;
 - Expel the accused from Trinity Medical Sciences University.
- F. Under certain circumstances the accused may invoke an appeals process. If the action leads to dismissal by the Academic Progress Committee, or denies permission to return from a leave of absence, the student may appeal this decision to the Dean. The Dean will:
- Affirm the decision of the Academic Progress Committee; or
 - Reverse or modify the action of the Academic Progress Committee in a manner dealing more benignly with the student; or
 - Remand the case to the Academic Progress Committee for additional consideration.
 - In cases under a) and b) the decision is final and without further appeal.
- G. It must be expressly understood and agreed that should any legal proceeding between Trinity Medical Sciences University and a student arise, then the local law of St. Vincent will be applied.

Sexual and Physical Harassment

All members of the Trinity community must be allowed to work and study in an environment free from any form of sexual or physical harassment.

Students should refrain from any action or situation which produces mental or physical discomfort for any member of the Trinity Medical Sciences University community or which places the individual or group in danger of physical

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or mental injury. These include sexual or non-sexual harassment.

For the purpose of this policy, sexual harassment is defined as unwelcomed sexual advances, request for sexual favors or other verbal, written or electronic communications or physical conduct of a sexual nature from any person when:

- A. A sexual favor or request is made explicitly;
- B. A sexual request is part of a condition of an individual's status in a course, program or activity, or of academic achievement;
- C. A sexual request and subsequent submission to or rejection of such request by an individual is used as a basis of employment or academic decisions affecting such individuals;
- D. Such conduct or request has the purpose or effect of unreasonably interfering with an individual's work or academic performance or of creating an intimidating, hostile, or offensive environment for work or learning.

Harassment, in general, is defined as any conduct (not of sexual nature) that creates an intimidating, hostile or offensive environment affecting the education or working environment for another person. This includes verbal, written and electronic communications. Related are specific forms of harassment: Physical harassment -the use of or threatened use of physical force or violence, and stalking - to follow or otherwise contact another person repeatedly so as to put that person in fear for his/her life or personal safety.

In determining whether alleged conduct constitutes sexual or non-sexual harassment, the record as a whole will be considered as well as the totality of the circumstances such as the nature of the alleged conduct and the context in which the alleged conduct occurred. Refer to *Article III: Process for Investigating and Resolving Allegations of Serious Failures in Respect and Honesty* (above).

Student Grievance Policy

TMSU is committed to treating all members of the academic community fairly with regard to personal and professional concerns. The student complaint policy and procedure ensure that concerns are promptly dealt with and resolutions reached in a fair and just manner. The University's procedure enables students to bring complaints and problems to the attention of the administration. TMSU forbids any retaliatory action

against students who present concerns and complaints "in good faith."

Definition

A grievance is a complaint arising out of any alleged unauthorized or unjustified act or decision by an individual (student, faculty, staff, administrator), which in any way adversely affects the status, rights, or privileges of a member of the student body. Such complaints may include, but are not limited to the following:

- Academic programs or courses
- Discrimination
- General student mistreatment
- Harassment, including sexual violence
- Mentoring
- Privacy of student educational records
- Privacy of student health records
- Security and safety
- Research
- Student health

TMSU strongly encourages students who believe they have a grievance to use all appropriate avenues for informal resolution, before initiating the formal grievance procedure. If such a resolution is not possible, the student may pursue the following steps if they wish to file a grievance.

Grievances should be submitted in writing to the Associate Dean for Admissions and Student Affairs or Director of Physical Operations. The written statement should be as specific as possible regarding the action that precipitates the grievance:

- Date
- Location
- Individuals involved (including witnesses)
- Summary of the incident
- Efforts made to settle the matter informally
- Remedy sought

Grievance Process

For grievances of a student nature, the report will be discussed between the Associate Dean for Student Affairs, the Chief Justice of the Student Disciplinary Committee (SDC), and the Dean to determine whether the SDC should investigate the complaint further.

Student Affairs

For grievances involving faculty, staff, or administrators, the Associate Dean for Student Affairs will gather, analyze, and investigate the information within two weeks of receiving the grievance. The Associate Dean for Admissions and Student Affairs will also meet with all concerned parties within this two-week period. After all information is gathered, the Associate Dean for Admissions and Student Affairs will make a referral and recommendation to the Dean of the specific degree program. Within one week after receipt of the information, the Dean will make a decision as to the merits of the statement and present an appropriate resolution of the grievance. The Dean, or Associate Dean, will then communicate the outcome to the individual(s) involved. If deemed necessary, the Dean will provide the directive(s) to the specific individual(s) to appropriately address the situation and take necessary action to minimize the potential for a reoccurrence of a similar incident.

A record of all formal grievances will be kept on file in the Office of Student Affairs and in the faculty members' or students' permanent files. An annual report of formal student complaints will be provided to the Dean's Council by June 1 of each year, or more frequent basis if necessary. TMSU utilizes student complaints in its ongoing performance improvement process.

Student Disciplinary Committee (SDC)

The purpose of the TMSU Student Disciplinary Committee is to hold hearing for students who are found to be in violation of TMSU policies, and who are accused of professional or academic misconduct. The Associate Dean of Admissions and Student Affairs oversees the SDC.

Note: This does not include issues regarding maintaining academic standards, such as GPA requirements or matriculation which remain the responsibility of faculty committees (APC and Admissions).

All students are expected to be aware of and abide by the policies and procedures established by the University. An excuse of ignorance of stated policies is not considered a valid reason for violation of policies.

Definition of Professional and Academic Misconduct

Professional and academic misconduct includes, but is not limited to, instances in which a student misrepresents him/herself professionally or academically, hinders

another student's ability to be evaluated fairly, or a student who knowingly allows a fellow student to use his/her work as their own.

Misconduct also includes inappropriate behavior towards another individual or an interference with classroom or clinical studies. Students are subject to disciplinary action under the Disciplinary Committee Policies and Procedures Code for Misconduct at TMSU or any of its affiliated facilities, institutions, events, or offices.

Committee Organization

The SDC will consist of five (5) persons: three (3) students, a faculty member, and the Associate Dean of Admissions and Student Affairs. Each member of the SDC is allowed one vote during the hearings. The positions are:

- Chief Justice – elected by the student body
- Associate Dean of Admissions and Student Affairs
- 2 student representatives appointed by the SGA president after student body approval
- Faculty member – selected based on faculty awards received during the previous term

SDC Process

The complete process for SDC hearings is available from the SGA or the Associate Dean of Admissions and Student Affairs. In general, each disciplinary hearing will consist of four elements:

- Case presentation – Complainant followed by Accused
- Questioning of parties
- Questioning of witnesses
- Closing statements – Accused followed by Complainant

The disciplinary hearing will be recorded and the final decision and rationale will be the responsibility of the Chief Justice. Once a decision has been reached by a majority vote of the committee, the Chief Justice will provide a formal report to the Associate Dean of Admissions and Student Affairs, and a redacted copy will be provided to the SGA president for establishment of record/precedent.

The Associate Dean of Admissions and Student Affairs will inform the accused in writing of any judgment and sanctioning by the SDC, and the procedure for appealing the ruling within two weeks of receipt of the SDC decision. The decision of the Dean in an appeal is final and cannot be appealed further.

Disciplinary Records

All infractions are taken seriously, and sanctions will be handed down according to the degree of the violation. Sanctions requiring suspension or expulsion from TMSU, or academic misconduct are automatically reported on the student's permanent record.

Appearance before the SDC two (2) or more time due to violation of policy or misconduct, regardless of outcome, will result in an addendum on the student's permanent record and reported on the Medical Student Performance Evaluation (MSPE) stating the student's history of failing to follow policy.

Appropriate Use of IT Systems

Appropriate Use

IT systems may be used only for their authorized purposes; that is, to support the research, education, clinical, administrative, and other functions of Trinity Medical Sciences University. The particular purposes of any IT system as well as the nature and scope of authorized, incidental personal use may vary according to the duties and responsibilities of the user.

Proper Authorization

Users are entitled to access only those elements of IT systems that are consistent with their authorization.

Specific Use

The following categories of use are inappropriate and prohibited:

- A. Use that impedes, interferes with, impairs, or otherwise causes harm to the activities of others. Users must not deny or interfere with or attempt to deny or interfere with service to other users in any way including "resource hogging"
- B. Misusing mailing lists, propagating "chain letters" or virus hoaxes, "spamming" (spreading email or postings widely and without good purpose), or "bombing" (flooding an individual, group, or system with numerous or large e-mail messages). Knowing or reckless distribution of unwanted mail or other unwanted messages is prohibited. Other behaviors that may cause excessive network traffic or computing load such as extensive video communication is also prohibited.
- C. Commercial use of IT systems for non-Trinity purposes is generally prohibited unless specifically authorized and permitted by the appropriate administrators. Prohibited commercial use does not include communications and exchange of data

that furthers Trinity's educational, administrative, research, clinical, and other roles regardless of whether it has an incidental financial or other benefit to an external organization. Use of IT systems in a way that suggests Trinity's endorsement of any political candidate or ballot initiative is also prohibited. Users must refrain from using IT systems for the purpose of lobbying that connotes Trinity's involvement.

- D. Harassing or threatening use. This category includes, for example, display of offensive, sexual material in the workplace and repeated unwelcome contacts with another.
- E. Use damaging the integrity of Trinity or other IT systems. This category includes, but is not limited to, the following six activities:
 - i. Attempts to defeat system security. Users must not defeat or attempt to defeat any IT system's security—for example by "cracking" or guessing and applying the identification or password of another user or compromising room locks or alarm systems. (This provision does not however prohibit ITS or systems administrators from using security scan programs within the scope of their Systems Authority.)
 - ii. Unauthorized access or use. The University recognizes the importance of preserving the privacy of users and data stored in IT systems. Users must honor this principle by neither seeking to obtain unauthorized access to IT systems nor permitting or assisting any others in doing the same. For example, a non-Trinity organization or individual may not use nonpublic IT systems without specific authorization. Privately owned computers may be used to provide public information resources, but such computers may not host sites or services for non-Trinity organizations or individuals across the Trinity network without specific authorization. Similarly, users are prohibited from accessing or attempting to access data on IT systems that they are not authorized to access. Furthermore, users must not make or attempt to make any deliberate unauthorized changes to data on an IT system. Users must not intercept or attempt to intercept or access data communications not intended for that user, e.g., by network monitoring, running network sniffers, or otherwise tapping phone or network lines.
 - iii. Disguised use. Users must not conceal their identity when using IT systems, except when

the option of anonymous access is explicitly authorized. Users are also prohibited from masquerading as or impersonating others or otherwise using a false identity.

- iv. Distributing computer viruses. Users must not knowingly distribute or launch computer viruses, worms, or other rogue programs.
 - v. Modification or removal of data or equipment. Without specific authorization, Users may not remove or modify any university-owned or administered equipment or data from IT systems.
 - vi. Use of unauthorized devices. Without specific authorization users must not physically or electrically attach any additional device (such as an external disk, printer, or video system) to IT systems.
- F. Use in violation of law. Illegal use of IT systems, e.g., use in violation of civil or criminal law at the federal, state, or local levels is prohibited. Examples of such uses include but are not limited to: promoting a pyramid scheme; distributing illegal obscenity; receiving, transmitting, or possessing child pornography; infringing copyrights; or making bomb threats. With respect to copyright infringement users should be aware that copyright law governs (among other activities) the copying, display, and use of software and other works in digital form (text, sound, images, and other multimedia). The law permits use of copyrighted material without authorization from the copyright holder for some educational purposes (protecting certain classroom practices and “fair use,” for example) but an educational purpose does not automatically mean that the use is permitted without authorization.
- G. Use in violation of Trinity contracts. All use of IT systems must be consistent with Trinity’s contractual obligations including limitations defined in software and other licensing agreements.
- H. Use in violation of Trinity policy. Use in violation of other Trinity policies also violates this Appropriate Use Policy (AUP). Relevant Trinity policies include but are not limited to those regarding sexual harassment and racial and ethnic harassment as well as departmental and work-unit policies and guidelines regarding incidental personal use of IT systems.
- I. Use in violation of external data network policies. Users must observe all applicable policies of external data networks when using such networks.

Personal Account Responsibility

Users are responsible for maintaining the security of their own IT systems accounts and passwords. Any user changes of password must follow published guidelines for passwords. Accounts and passwords are normally assigned to single users and are not to be shared with any other person without authorization by the applicable Systems Administrator. Users are presumed to be responsible for any activity carried out under their IT systems accounts or posted on their personal Web pages.

Library Policies

Policies and procedures governing use of the Trinity Medical Sciences University library and its holdings are found at <http://library.trinityschoolofmedicine.org/policies.html>.

Emergency Preparedness

Pre-Disaster Preparation

TMSU staff complete training and education programs for certain types of disasters. These are designed to develop a strong emergency response capability and to organize all levels of faculty and staff to assure full utilization of all resources. In the event of a disaster, all staff and administration is mobilized as quickly as possible.

Disaster Phase

In St. Vincent, the Director of Operations and the Resident Administrator coordinate with the Dean and Associate Dean for Admissions and Student Affairs in the event of an emergency. While St. Vincent is typically not prone to hurricanes because of its geographic location, excessive rain fall at any time can cause local flooding. In the event of flooding, students will be temporarily evacuated to campus or relocated to another apartment.

Campus residents should remain in the residence unless otherwise instructed. Off-campus students should report to the Sugar Mill Academy area. Busses will run as available for students needing transportation. The primary focus will be to get staff on site to assist students as needed.

In the event of a disaster with little or no warning – operational activities will be directed towards protecting life and property, administration to health and welfare, containing or limiting damage effects, assessing damage and estimating requirements for restoring and recovering from the results of a disaster.

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In the event of an emergency on campus, students should muster at one of the two muster points on campus for further directions.

Recovery Phase

During this phase, Administration, Security, Maintenance, and other response personnel as needed will undertake operations necessary to assess damage, administer to the sick and injured, restore law and order, stop ongoing loss, repair damage to facilities and utilities, establish housing for displaced students, and provide classroom and facilities destroyed, damaged and or otherwise made unusable by a disaster.

Student Safety

For non-life threatening situations, a TSOM student's first responsibility is to their own personal safety and the safety and well-being of those around them. Once the situation has stabilized sufficiently and it is safe to do so, a student should immediately notify preceptors and personnel related to the clerkship and TSOM Clerkship Administration.

Students in Clinical Clerkships are expected to keep the schedule assigned to each of them by their preceptor. In the unusual event that inclement weather or other adverse community condition necessitates shutting down clinical offices or severely impedes travel to clerkship sites, students should check for email alerts from preceptors, keeping in mind that inclement weather can impact communication systems as well. Students will be notified of any closures or office hour time changes as quickly as possible. Clinical sites, hospitals and testing centers may be open even if other community services, such as public schools, are closed. In the case when clinics and hospitals are open, even in the face of severe weather, students should make every effort to come in to work, as these situations often result in increased numbers of patients in need of medical attention.

The University puts student safety first. Therefore, if students are concerned about travel in extreme weather conditions, those students should use their best judgment and notify the faculty or preceptor immediately if unable to arrive at school or the clinical site in a timely manner.

Students unable to attend class should notify to Associate Dean for Admissions and Student affairs. Students unable to attend a clerkship must notify the preceptor and Clerkship Administrator as soon as possible if unable to travel. Students in clerkships should also monitor weather conditions and make arrangements to arrive as soon as it is possible to travel safely.

Occasionally, students will experience a travel delay because of weather or other circumstances such as a flight cancellation, which will cause the student to report late to scheduled classes or a clerkship. Students are expected to immediately notify administrators, faculty, preceptors, and personnel that their arrival will be delayed and explain the circumstances.

Academic Policies & Procedures

Responsibility of the Student

Students are required to become familiar with the academic policies, curriculum requirements and associated deadlines as posted to the catalog, handbook, and online calendars. Advisors, course faculty, and administrators will aid students in understanding the academic requirements, if necessary. It is ultimately the student's responsibility to know and comply with all University policies and procedures and to meet all stated requirements for the degree. It is also the student's responsibility to monitor daily their campus email.

Faculty Advisor-Advisee Program

Soon after registration, the Associate Dean of Admissions and Student Affairs assigns all matriculating students a faculty advisor. The role of the Faculty Advisor is to counsel students in academic and nonacademic matters.

During the clinical years, students should seek advice from the US based Sr. Associate Dean of Clinical Clerkships, Associate and Assistant Deans of Clinical Clerkships, the Dean, Associate Dean of Admissions and Student Affairs, or clinical faculty. The Clerkship Administrator is tasked with assisting students with the selection of an appropriate advisor.

Academic Load

Academic Load	Number of Credits
Full-time	6 or more semester credits
Half-time	Less than 6 semester credits

Grading System

TMSU-SOM Grading Policy

The TMSU Biomedical Sciences and Medical curricula provide courses, including biomedical sciences courses, basic medical sciences courses (Terms 1-5), and clinical clerkships (Terms 6-10), that are graded either in the Pass/Fail system or in a letter grade system. Both systems are based on a percentage score, setting 100% as the best possible performance in a course and less than 70% as failing.

Details of the individual course grading policy for Terms 1-5 are in the course syllabi, published before the start of the term as approved by the Curriculum Committee. Course grades in Terms 1-5 are issued by the course directors. After

verification and approval by the Academic Promotions Committee, grades are posted to the transcript.

The determination of course grades is the sole academic responsibility of the respective course directors or elective coordinators. Clerkship grades are the responsibility of the Sr. Associate Dean for Clinical Clerkships and designated staff. The course grade rosters and the statistics of all grading data are reviewed and approved at the meetings of the Academic Progress Committee.

Grades describe individual academic performance, development, and progress. They represent a major and indispensable component for the formal determination of academic promotions and ultimately graduation.

The grading scale for the Biosciences and Medical Program in Terms 1-5 is as follows:

Letter Grade	Numerical Grade	Grade Point Value
A(h)	95%-100%	4.0
A	90%-94%	4.0
B+	85%-89%	3.5
B	80%-84%	3.0
C+	75%-79%	2.5
C	70%-74%	2.0
F	<70%	0
P	70%-100%*	0
I**		0
W***		0

*Pass/Fail grading

**Incomplete coursework

***Withdrawn from coursework

Academic Standing

Students are considered to be in good academic standing when they meet the minimum criteria for advancement and continued enrollment. Refer to each School for advancement details.

Students on academic probation, academic warning, or professionalism warning status are not considered in good academic standing.

Academic Probation

Academic probation is an official status from the University, stating that the student is under the most sensitive academic monitoring and improvement plan, which becomes a part of the student's academic record for the period of time they are on probation. This status is typically applied when one of more of the following occur:

- One or more course or clerkship failures

Academic Affairs

- Failure of a national board examination
- Student's cumulative GPA is below 2.0

Students placed on academic probation will be required to meet with Academic Counseling Team members and have their status monitored by a University faculty or staff member. In addition, students on academic probation must attend all classes and provide frequent status updates to key faculty/administrators. Students on academic probation are suspended from participating in a dual-degree program and will be administratively withdrawn.

Academic probation may also include the suspension of the student's normal rights to participate in extracurricular, co-curricular, and other nonacademic activities, including but not limited to the student not being allowed to hold a leadership position in a student organization. The typical length of the academic probation is one year, unless otherwise specified, from the time the student is formally notified of being placed on this status.

Academic Warning

Academic warning is a state of warning from TMSU to the student indicating that the University is concerned about the student's academic performance. This status is typically applied when one or more of the following occur:

- Multiple course exam failures
- Multiple course withdrawals
- Current cumulative TMSU-SOM is below 2.3; current TMSU-SBS GPA below 2.80
- Behavioral cues by the student which may indicate academic or personal distress.

Students placed on academic warning may be required to take actions deemed necessary to help improve academic performance. These actions may include but are not limited to: regular meetings with Academic Counseling Team members, sessions with psychologists or psychiatrists, required course attendance, meetings with tutors and/or faculty members, temporary loss of student leadership privileges, and providing frequent status updates to key faculty/administrators.

Professionalism Warning

A professionalism warning occurs when a student fails to demonstrate respect to the university, school, faculty, peers, or others as a matriculated student. A warning will be determined by the faculty, the administration, or collectively by both and be described as "needs improvement" or "unsatisfactory". Warnings will be reviewed at the end of each term by the APC and may be

removed or extended. Students with extended warning status may be promoted conditionally term to term.

Academic Counseling Team

The Academic Counseling Team (ACT) is composed of faculty, student advisor, and the Associate Dean for Admissions and Student Affairs and may vary for different students. It will meet with students who demonstrate academic difficulties. The goal of the ACT is to provide and promote effective interventions when academic interventions are required for success. The team will follow the student with intentional follow-up through the upcoming terms.

Academic Assessment, Status, & Promotion

Eligibility for Continued Enrollment

At the end of each term and as needed, the Academic Progress Committee (APC) evaluates student performance. Students are considered for promotion one term at a time. At any time, the University, by recommendation of the APC and/or the action of the administrative officers, reserves the right to place on conditional or stipulated status, suspend or dismiss a student who has failed to:

- Maintain acceptable standards of academic performance based on the totality of their academic record.
- Maintain acceptable ethical, moral, personal and professional conduct.
- Abide by the University's policies, rules, and regulations.
- Fulfill legal or financial obligations to the University.
- Show professional promise including mental and emotional fitness commensurate with the expected degree.

Promotion in Undergraduate Courses

- Successful completion of all courses

Promotion in Graduate Courses

- Successful completion of all courses

Promotion from Term-to-Term (Terms 1-5)

- Satisfactory completion (passing grades) of all courses
- Satisfactory completion of all NBME discipline exams
- Satisfactory progress in ICCM pre-clinical EPAs

Promotion to Term 6

- Satisfactory completion of Term 5 courses, certifications, and skills assessments
- Satisfactory progress in all areas of professional behavior

Promotion from Term-to-Term (Terms 6-8)

- Passing USMLE Step 1
- Satisfactory completion of core clerkships, including NBME subject exams

Promotion in Terms 9-10

- Successful completion of elective clerkships
- Satisfactory progress in clinical EPAs

Dean's List

During undergraduate, graduate, and Terms 1-5 in the medical program, there are two categories of Dean's List awarded each term based on full-time enrollment and the grade point average (excluding all Pass/Fail (P/F) grades. All incomplete (IP) grades must be completed before the honor is bestowed.

- Dean's List with Distinction – a minimum of 12 credit hours and a 4.00 grade point average.
- Dean's List – a minimum of 12 credit hours and a 3.5 or greater.

In clinical clerkships, there are two categories of Dean's List awarded at the completion of all core clerkships.

- Dean's List with Distinction – earning Honors in all clerkships
- Dean's List – earning Honors and or High Pass in at least three core clerkships.

Academic Dismissal

Students who have failed a first term course of three or more credit hours may be recommended for dismissal. Students who are unable to complete the first five terms of study within three (3) academic years or 9 (nine) total terms may be dismissed without opportunity for appeal. Students who fail to complete the clinical portion of the doctor of medicine degree program in nine (9) terms may be dismissed without opportunity for appeal.

A student failing a repeated course will be dismissed without an opportunity to re-take a final exam of the repeated course. (see [Failed Course Remediation](#))

Failure of a clinical clerkship requires review by the Sr. Associate Dean. The student may be required to schedule

another clerkship to ensure professional and academic standards are met.

Students who do not succeed in meeting all graduation requirements within the allocated time frame of eighteen (18) terms or six (6) years may be recommended for dismissal.

Students who fail to maintain acceptable progress throughout the program as determined by the APC may be dismissed at any time.

Satisfactory Academic Progress & Financial Aid

Eligibility for Trinity's Private Student Loan as well as other private education loans and/or scholarship/financial aid program(s) is contingent upon students making satisfactory progress toward their medical degree and/or satisfying the minimum requirements of the scholarship or other aid program(s). Students who fail to make satisfactory academic progress or/are recommended for dismissal by the Academic Progress Committee will be restricted from future financial aid.

Students who appeal an academic dismissal and are allowed to continue in their program may submit a separate written appeal requesting a one-time waiver to continue receiving financial aid. In the appeal, the student must specify the exceptional circumstances that led to the student's substandard academic performance and clearly state measures that have or will be taken to ensure future satisfactory academic progress. The written appeal must be filed within seven (7) business days to be eligible for consideration. A one-time waiver of satisfactory academic progress for the next term may be issued by the Office of the Director of Student Services. Students who do not make satisfactory academic progress in accordance with the recommendations of the Academic Progress Committee or fail to satisfy the minimum requirements of the financial aid package will be ineligible for future aid.

Academic Appeals

Scope of Academic Appeal

Trinity students have the right of Academic Appeal against the following decisions pertaining to their individual academic career:

1. Individual course grades (issued by the course directors or clinical faculty).
2. Decisions of the Academic Progress Committee (issued by the Chair, APC) regarding graduation, academic promotion, academic status, deceleration.

3. Academic Progress Committee findings and determinations on non-cognitive issues.
4. Dismissal from Trinity.
5. Academic decisions as described above, issued by the Associate Dean of Admissions and Student Affairs, and the Sr. Associate Dean of Clinical Clerkships.
6. TMSU-SBS and TMSU-SOM administrative decisions may have exceptions as noted below.

Exclusions from Academic Appeal

1. Decisions by the Dean cannot be appealed. These decisions are understood to be taken in sole consideration of overarching interests of the Trinity Medical Sciences University community.
2. Established TMSU policies cannot be appealed in general.
3. Scheduling issues and decisions cannot be appealed.
4. Financial issues and decisions cannot be appealed.
5. Dismissal due to failure to pass the NBME Comprehensive Basic Sciences Exam or USMLE Step examinations

Appeals Process

Any appeal must be filed in writing with the TMSU-SBS or TMSU-SOM Dean within two weeks (exclusion period) following notification of a decision affecting the student and/or issuance of a grade, and/or other event. After expiration of the exclusion period no appeals may be filed. **The appeal must provide compelling and extenuating circumstances of why the academic standard was not met.** It should be accompanied by any evidence substantiating the appeal and a plan that, if the appeal is granted, the appellant will be successful in future academic endeavors. The Dean will keep any sensitive personal or medical information contained in appeals letters confidential.

The Dean reserves the right to investigate and examine all relevant information regarding the appeal request as necessary to arrive at a decision. The Dean may convene an ad-hoc Appeals Committee that hears the appellant, may contact any third persons for relevant information, or may render a decision based on the case file alone. The Dean will issue the appeals decision in writing and copy the relevant stakeholders.

Any stipulations or terms set forth by the Dean regarding an appeals decision are binding for the appellant as well as Trinity faculty and administration. Subsequent decisions or actions by Trinity faculty and administration that are necessitated by the ruling of the Dean cannot be appealed.

Obviously unsubstantiated, repetitive, and/or dishonest and fraudulent appeals may be returned by the Dean to the Academic Progress Committee for due process as non-cognitive academic issues.

Administrative Letters

Letters of Good Standing

A Letter of Good Standing is issued by the Office of the Registrar only when students are in good academic, disciplinary, and financial standing. Requests can be made to the Office of the Registrar. No fee is charged. Students must allow a minimum of 72 business hours for processing. Send request to registrar@trinityschoolofmedicine.org.

Letters of Recommendation

A Letter of Recommendation can be obtained by students from individual members of the Trinity Medical Sciences University faculty. The Associate Dean of Admissions and Student Affairs will file available recommendations for future use in the Residency Match process and other similar activities.

Medical Student Performance Evaluation

The Medical Student Performance Evaluation (MSPE) is an important document designed to assist students in obtaining admission to postgraduate programs, specifically residencies. Data utilized in the creation of the MSPE include academic progress, assessment of professionalism, USMLE scores, faculty recommendations, clerkship evaluations and comments from preceptors.

A student's academic performance and professionalism are compared to a cohort. Students are individually assessed academics; medical knowledge and clinical skills; communication and interpersonal skills; and leadership, service, and research. The MSPE process assigns an evaluation level to each student based on a rubric.

Distinguished: Honors in all clerkships; must be in the top quartile of pre-clerkship courses; must have passed all courses and clerkships; must have consistently demonstrated strong professional attributes throughout medical school (mean 4.5); no behavioral or professional issues requiring formal remediation.

Outstanding: Honors/High Pass in all clerkships; must be in the top quartile of pre-clerkship courses; must have passed all courses and clerkships; must have consistently demonstrated strong professional attributes throughout medical school (mean 4.5); no behavioral or professional issues requiring formal remediation.

Superior: Honors/High Pass in at least 2 clerkships; must be in the top two quartiles of pre-clerkship courses; must have passed all courses and clerkships; must have

consistently demonstrated strong professional attributes throughout medical school (mean 4.5); no behavioral or professional issues requiring formal remediation.

Excellent: Honors/HP in at least 1 clerkships; must be in the top two quartiles of pre-clerkship courses with a majority of passing grades; passed all courses and clerkships; must have consistently demonstrated strong professional attributes throughout medical school (mean 4.2); no behavioral or professional issues requiring formal remediation.

Very Good: H/HP in at least 1 clerkship OR must be in the top two quartiles of pre-clerkship courses with a majority of passing grades; must have consistently demonstrated strong professional attributes throughout medical school (mean 3.8); no behavioral or professional issues requiring formal remediation.

Good: P in all clerkships; must have consistently demonstrated good professional attributes throughout medical school (mean 3.0).

A transfer student will only be evaluated on academic and professionalism performance achieved at TMSU-SOM. Students transferring into Term 6 will not have a pre-clerkship ranking for consideration and will only be evaluated on clerkship performance. Consequently, an evaluation level described above will typically be one level less than clerkship grades only.

Approach to Learning

Trinity Medical Sciences University strives to incorporate state of the art proven medical curricula and teaching principles by utilizing several approaches.

Teaching Approach and Didactic Methods

A comprehensive description of teaching formats, didactic concepts and educational methodology used in TMSU-SBS and TMSU-SOM courses can be found in the individual course syllabi. In clinical clerkships, these are found in the Clinical Clerkship Manual for each core clerkship.

Defined Course Objectives

- Each course has learning objectives and includes a plan that will guide students through mastery of those objectives.
- The use of appropriate assessment tools to ensure students meet the required objectives.
- Exams that assess student preparation, participation, critical thinking skills, and knowledge application.
- Evaluation through various formats that assess each student's capabilities to demonstrate problem solving and conduct.

Early Clinical & Community Medicine Experience

Clinical exposure starts the first month of the School of Medicine doctor of medicine degree program and continues throughout all terms. These experiences provide for the development of clinical skills required during the clinical portion of a student's education.

Use of External Resources to Ensure Process Quality

Medical subject exams issued by the US National Board of Medical Examiners (NBME) are administered to Trinity students in term 1 (Biochemistry), term 2 (Anatomy and Physiology), and term 4 (Pathology, Pharmacology, Microbiology). Exam security is approved by the NBME. Results provide unbiased and direct evidence of the performance of Trinity medical students compared to their US peers.

Students are required to take the exam at the scheduled time. The 2-digit score provided by NBME will count as 20% of the course grade. Students who do poorly on this exam may fail the course if the overall course grade is less than 70% after the course adjustment.

Passing the NBME Comprehensive Basis Sciences Exam (CBSE) with a scaled score of 69 or better is a prerequisite to be certified for registering for the USMLE Step 1 exam and must be done during Term 5. An extension of one term to complete the requirement is provided upon request. Failure to do so results in dismissal without the right to appeal.

Students must pass the USMLE Step 1 exam in no more than three (3) takes. Failure to do so results in dismissal.

Students must pass an NBME Subject Exam at the end of each core clerkship: family medicine, internal medicine, obstetrics and gynecology, pediatrics, psychiatry, and surgery. These exams must be passed prior to taking the NBME Step 2 CK and Step 2 CS. For more details, see the Clinical Clerkship Manual.

Students must pass the USMLE Step 2 CK and Step 2 CS exams in no more than three (3) takes each. Failure to do so results in dismissal. For more details, see the Clinical Clerkship Manual.

Faculty Teaching Approach

Faculty

1. Establish and maintain highest academic standards in keeping with the best international practice.
2. Create a productive, collegial, and honest teaching environment of the highest caliber that strives for

Academic Affairs

excellence in academic content and in methods of its delivery.

3. Embrace the values of the medical profession and incorporate those values into our curriculum.
4. Integrate basic and clinical sciences throughout the doctor of medicine program utilizing Milton Cato Memorial Hospital and its clinics on St. Vincent and the Grenadines. Continuously improve Trinity School of Medicine's curriculum so that it responds to and incorporates changes in medical knowledge and practice.

Electronic Recording Policy

Electronic recording of learning activities is the responsibility of TMSU IT Department staff members who adhere to University guidelines for obtaining appropriate permissions from those involved. "Learning activities" at TMSU involve all scheduled curricular activities including lectures, labs, small groups, presentations, reviews, demonstrations, and any activity in which faculty members, patients, or off-campus visitors are participating.

Recording any of these events using video recorders, cameras, camera devices, digital recorders in any form including cell phones or any type of mobile device, is not allowed without the express written consent of all persons involved and TMSU's Administration. Post of any material for "personal use" to any website also requires written consent in advance.

A request form from the IT Department should be completed with signatures prior to any activity. The signed form should be returned to the IT Department.

Students who initiate electronic recording of faculty, staff, visitors, or a curriculum activity without permission will be asked to discontinue the activity immediately. Additional action may involve referral to the Student Disciplinary Board for unprofessional conduct.

Student Records

Student files are available to the student at their request. Depending on the geographical location of the student, they may request to view in person at the St. Vincent or Georgia offices. Students may view their grades at any time using the Student Portal in the student information system. Depending on the type of document/record requested, electronic or digital image options may be available as well.

Financial documents in electronic or digital format such as loan worksheets, promissory notes, loan disclosure notifications, and other loan information are available to

student through the student's online account at the loan provider's website.

Trinity Medical Science University's Privacy Policy affords students certain rights with respect to their education records. These rights include:

- The right to inspect and review the student's education records within 14 business days of the day Trinity receives requests for access. The Office of the Registrar will arrange for access and notify students of the time and place where the records may be inspected.
- The right to request the revision of the student's education records which the student believes to be inaccurate or incomplete. Requests for revision of official records should be in writing and presented to the appropriate Trinity official. The request should clearly identify the record(s) in question, the nature of the error(s) and/or omission(s) and provide any evidence that supports the student's assertion of error(s) and/or omission(s). The governing Trinity official will notify students in writing of their decision to revise the record(s) or to deny the request for revision. They will also provide appropriate guidance and direction should the student wish to appeal the decision.
- The right to consent to disclosures of personally identifiable information contained in the student's education records except those disclosures which do not require consent.

Students may not have access to:

- Applicant records
- Security records created and maintained solely for University purposes
- Personal records of instructional, supervisory, and administrative personnel which are kept in the sole possession of the maker of the record, and are not revealed to any other individual.

Students may allow other parties similar access to records, but they must provide authorization in writing to the Office of the Registrar. The request must include the party's name, mailing address, phone number and other personal identification such as a passport number or motor vehicle license number.

Records that do not require consent:

- University catalog
- Trinity website or bulletins, depicting a student's participation or role in a university related activity
- Release of names and titles for university clubs, programs, or other group activities
- The annual yearbook (if published)

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- Dean's List or other recognition lists
- White Coat, Graduation, or other similar events and corresponding programs and/or collateral materials
- Sports activity sheets
- Directory information, which is information that is generally not considered harmful or an invasion of privacy (based on FERPA guidelines), if released, can also be disclosed to outside organizations without students' prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks
- Directory information presented to the President of the Student Government Association for use in the official business of the Student Government Association.

If students do not want Trinity to disclose directory information from their education records without prior written consent, students must notify the Office of the Registrar 4 weeks prior to the start of the new term.

Media Release

Students grant full and unconditional permission to the Trinity Medical Sciences University and affiliates to use their image(s), photograph(s), statement(s), comment(s) (written or verbal) and/or name (or likeness) in any publication or other advertising/marketing medium (audio, video, web or print media) to advance the marketing, educational, or other promotional pursuits of the institution. Student consent(s) to waive all rights of privacy and/or potential compensation which may possibly have been gained in relation with the use of their image(s) in any form including, but not limited to audio, video, web or print media.

Students that do not agree to this provision must provide a request for exclusion to the Office of the Registrar.

Student Health Records

Students have certain rights over personal health information that is submitted to the university or is created during the educational experience. A student may:

- Get a copy of personal health records
- Have corrections added to personal health information
- Give permission before health information can be used or shared for certain purposes

Personal health information can be used and shared under certain conditions:

- For treatment and care coordination

- With family, relatives, friends, or others you identify who are involved with your healthcare or healthcare bills
- To protect the public's health, such as reporting when the flu is in your area
- To make required reports to the police, such as reports gunshot wounds

Access to Student Records

Access to academic information is restricted as follows:

- Faculty or administrators at the University may look at academic records on a "need to know" basis for legitimate education purposes.
- The Dean and/or the Associate Dean for Admissions and Student Affairs will make the determination of "legitimate education interest."
- Legal guardians/parents may only see the academic records of their sons and/or daughters when the students have given written consent.
- Other than the exception listed above, Trinity Medical Sciences University will not release academic information about a student nor allow anyone access to academic records unless the student has given written consent.
- The University will honor a court order or subpoena for information or documents about a student but will attempt to notify the student in advance of compliance.
- In case of "health or safety emergencies" the University may determine the disclosure of certain information to appropriate persons is proper. The storage, transmission, and/or release of any student protected health information, as defined by the Health Insurance Portability and Accountability Act (HIPAA), shall be conducted in accordance with the University's HIPAA compliance policies.
- The student may request the office of the Associate Dean for Student Affairs to release a copy of the Medical Student Performance Evaluation Letter (MSPE) to other schools, employers, government agencies or other "third persons."

Retention of Academic Records

TMSU Records Retention and Disposal Policy and Procedures are based on or influenced by the requirements and/or standards embraced by the American Association of Collegiate Registrars and Admissions Officers (AACRAO), the Caribbean Accreditation Authority for Education in Medicine and other Health Professions (CAAM-HP), US Department of Education, US Department of Veterans Affairs, the Educational Commission for Foreign Medical

Academic Affairs

Graduates (ECFMG) and Ministry of Education of the Government of St. Vincent.

Student transcripts remain available for viewing, downloading, and/or printing through the Student Information System (Sonisweb) for a minimum of 15 years following graduation. Official transcripts will be available for distribution to educational institutions, governmental agencies, and other legitimate authorities for perpetuity.

Attendance Policy

Students are encouraged to attend all classes and clinical rotations for which they have registered. Although attendance may not be taken at every academic activity, attendance may be taken randomly. Individual professors/faculty may choose to take attendance and include attendance in their grading policy. A student's absence may adversely affect their academic status as specified in the course syllabi and the grading policy.

If absence is due to illness or other extenuating circumstances, notification procedures as published by the Associate Dean of Admissions and Student Affairs must be followed to be granted a waiver from the attendance policy.

Students who in academic warning or probation due to poor performance, may be required to attend at least 80% of learning activities.

Absence Reporting Procedures

Medical Excused Absence

- Written and signed medical excuses documenting serious illness, issued by Trinity Student Health Services or by a licensed physician and countersigned by a Trinity physician at Trinity Student Health Services are accepted by all departments of Trinity as evidence of a student's inability to take part in class activities including examinations.
- Medical excuses must be submitted to the Associate Dean of Admissions and Student Affairs prior to the examination or class activity.
- If illness occurs during an examination, verification from a licensed physician with review and notation from Student Health Services must be submitted to the Associate Dean of Admissions and Student Affairs in order to re-sit for later examinations.
- Apart from information exchange compliant with HIPAA stipulations during routine and emergency medical consultation or referrals, students' medical histories are not shared outside Trinity Student Health Services without prior written consent.

Non-Medical Excuse

Typically, the only acceptable non-medical excuse is an emergency such as a hurricane, automobile accident, or other "Act of God." A serious medical emergency or death of an immediate (usually 1st – degree) family member requires notification to the Associate Dean of Admissions and Student Affairs.

The Associate Dean of Admissions and Student Affairs will make a determination based upon verifiable, factual information and will notify the Course Director as to the validity of the absence. The instructor will be requested to provide remediation of the missed activity.

Religious Observance

Trinity Medical Sciences University is non-sectarian and does not choose to observe religious holidays of any specific denomination or group. Students who miss classes or laboratories for this reason will be responsible for the content of all missed coursework.

National Holidays

The Ratho Mill Campus in St. Vincent adheres to the St. Vincent and the Grenadines official annual calendar and observes the nationally recognized holidays. Unless otherwise advised, University will not be in session on these holidays.

The Administration and Admissions office in the US follows the United States official annual calendar and observes most nationally recognized holidays. Unless otherwise notified, offices in Roswell, Georgia will not be in operation on these holidays.

Leave of Absence (LOA)

Sometimes students are justified in requesting a temporary leave of absence, but students must realize they are required to complete their medical degree within six years unless granted an extension. Students, who interrupt their studies for part of a term or longer, must request and receive written approval from the Associate Dean of Admissions and Student Affairs.

Students who do not return to Trinity by the designated end date for the original leave of absence and who have not secured an LOA extension will be dismissed from Trinity Medical Sciences University. Leaves of absence are granted for up to one year in special circumstances.

All students on a leave of absence should contact the Office of the Registrar and Associate Dean of Admissions and Student Affairs six weeks prior to the beginning of the returning semester. Students should confirm that all documentation is in order prior to registration. Students

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wishing to return early may only do so with written permission of the Associate Dean of Admissions and Student Affairs.

Students receiving financial aid should consult the Director of Student Services in the US Administration Office regarding the financial implications of a leave of absence. While Trinity's private student loan partners do allow or provide for a leave of absence, they may place restrictions on the amount of time they will grant for an LOA. Extended LOAs may require students to begin monthly payments while in LOA status. Students who provide their own financing solutions should fully understand the rules of their particular program as related to leaves of absence prior to leaving and returning to Trinity.

Leaves of absence could affect eligibility for deferment or forbearance of loans. Students must contact the loan servicers of those loans for guidance and direction.

Testing Policy

Students who are authorized for special accommodations will report to the Administration Building at the assigned time. Accommodation conditions, as appropriate, may include alteration of length of exam time, testing location, or other accommodations. Students in need of special accommodations for testing are to contact the Associate Dean for Admissions and Student Affairs for an application and instructions.

All quizzes and exams will start and end on time. No students are allowed to leave the room until 15 minutes have elapsed from the scheduled start of a written exam. If a student arrives 10 minutes after the posted time for arrival, the student must report to the Associate Dean for Admissions and Student Affairs, or designee, for an excused absence to take the exam. Students who arrive after the exam has started (the password has been posted), will not be allowed to take the exam unless authorized by the course director and the administration for compelling and extenuating circumstances. Students must provide acceptable written documentation to the Associate Dean. A student with an unexcused absence will not be permitted to take the exam. For additional details see the [Attendance Policy](#). Specific information for the Trinity School of Medicine [Examination Policy](#) is found below.

TMSU Certifications

TMSU-SOM students are required to complete the American Heart Association's Basic Life Support (BLS), Advanced Cardiac Life Support (ACLS), and Pediatric Advanced Cardiac Life Support (PALS) courses on campus during term 5.

These certifications and must be taken at TMSU. The BLS course includes lecture and hands-on techniques in life support and obstructive airway techniques. Successful completion is required for ACLS and PALS training.

BLS, ACLS, and PALS are taught according to the guidelines and standards set by the American Heart Association. Students are awarded cards/certificates after successful completion of each course. The cards are neither indicative of, nor do they confer, the right to practice medicine. Each certification must be recertified every two years.

Students receive certifications in OSHA Bloodborne Pathogens, the key elements of the Health Insurance Portability and Accountability Act (HIPAA), and Hospital Safety. These certifications are renewed annually through the Introduction to Clinical and Community Medicine program.

Faculty Review Program

Students are expected to participate in the Faculty Review Program and complete all required faculty and course evaluations as requested. Continual evaluation and assessment of faculty ensures that the instructional program not only remains consistent, but also improves as students' needs and expectations are considered. Failure to complete all required course evaluations will mean that students have not fulfilled all course requirements and could jeopardize their good academic standing.

Graduation Requirements

Associate of Science Degree

- Satisfactory completion of a minimum of 65 credit hours of study (BIOS 100-200 level courses), including transfer credits.
 - All courses with an overall GPA of 2.0 or higher
 - Completion of all requirements within three years of matriculation
- The recommendation for graduation from the Academic Progress Committee. All records are reviewed to determine whether the student has fulfilled all academic requirements, has maintained the standards of ethical, moral, personal and professional conduct required for an Associate Science degree.

Bachelor of Science Degree

- Satisfactory completion of a minimum of 125 credit hours of study (BIOS 100-200 level courses), including transfer credits.

- All courses with an overall GPA of 2.0 or higher.
- Completion of all requirements within four years of matriculation.
- The recommendation for graduation from the Academic Progress Committee. All records are reviewed to determine whether the student has fulfilled all academic requirements, has maintained the standards of ethical, moral, personal and professional conduct required for a Bachelor of Science degree.

Master of Health Science Degree

- Satisfactory completion of a minimum of credit 30 hours of designated curriculum. These credits may include those earned in TMSU-SBS and TMSU-SOM programs (300 level or higher) and transfer credits
 - All courses, with an overall GPA of 2.5 or higher
 - Completion of a mini-thesis and presentation
 - Completion of all requirements within four years of matriculation
- The recommendation for graduation from the Academic Progress Committee. All records are reviewed to determine whether the student has fulfilled all academic requirements, has maintained the standards of ethical, moral, personal and professional conduct required for a Master of Health Science degree.

Doctor of Medicine Degree

- Successful completion of all pre-clinical clerkship coursework (150 weeks)
- Passed the USMLE Step 1
- Successful completion of all core and elective clerkships
- Maintained a 2.5 or better grade point average (GPA)
- Passed the USMLE Step 2 CK and CS exams.

Petition for Graduation

Students must complete and submit the Petition for Graduation Form at least 60 days prior to the end of the term in which all requirements will be satisfied.

Students completing the doctor of medicine degree program must provide the Office of the Registrar with official USMLE Transcripts of Step Scores for Step 1 and Step 2 CK and Step 2 CS. These can be ordered via the ECFMG website for distribution to the Registrar's Office. The transcript must be in the possession of the Office of the Registrar prior to the date of graduation.

The graduation date on diplomas will be 31 May, 31 August, or 31 December depending on the term in which all requirements are fulfilled. Diplomas will be submitted to ECFMG for authentication once the above are completed. Every effort will be made to accommodate students beginning residencies in July.

Graduation Ceremony

Because enrollment occurs three times a year, students will complete the medical school curriculum at different times. A graduation ceremony will be held each year for all students who have successfully met their educational obligations. Students will be notified in advance of the date and location of the graduation ceremony.

Transcripts

Final grades for each term will be released to students as soon as practical following end of term, but no later than four weeks following the last official day of a term. Students that are considered to be in less than good standing will receive final grades when "good standing" status has again been realized.

Official transcripts bearing the Trinity Medical Sciences University seal and validating signatures are not issued to students or other individuals. Upon the written request by students, official transcripts will be presented in digital format and/or mailed directly to legitimate institutions as confidential information. Students may obtain student versions of transcripts by requesting them in writing or by accessing the student transcript in the student information system.

When requesting an official transcript, please include institutional name, institutional contact, and mailing address. Please allow up to 14 business days for processing and mailing of official transcripts.

Requests for official transcripts can be submitted using the [Request for Official Documentation - Registrar form](#).

E-mail: registrar@trinityschoolofmedicine.org

FAX: (877) 445-8746

Mail Office of the Registrar
Trinity Medical Sciences University
975 Woodstock Road, Suite 200
Alpharetta, GA 30022



Trinity School of Medicine

School of Medicine

Trinity School of Medicine

Doctor of Medicine

TMSU-SOM Mission Statement

The mission of the School of Medicine is to educate physicians to meet all health care needs of patients within both current and future health care systems.

Vision

The School of medicine will strive to improve access to scientifically-based quality health care and enhance the health status of the residents of the communities served by our graduates.

Matriculation Requirements¹

Acceptance and Matriculation Fees

Application Fee (TMSU supplemental) \$50.00

Tuition Deposit\$500.00

Tuition

- Terms 1-5 Tuition Charge\$13,500/term
- Terms 6-10 Tuition Charge\$14,750/term

Student Activity Fee..... \$75.00

The Student Activity Fee is collected by Trinity School of Medicine each term on behalf of the Student Government Association. These fees provide financial support for various approved student activities or events.

Student Records Fee.....\$275.00

Payment of tuition and fees for each term medical is due on the last business day of the month preceding the start of the term. As an example, January Term student invoices are payable on or before December 31. Failure to make payment by the deadline will result in late charges.

Medical student tuition is based upon a full time equivalent schedule of 8 credit hours per term. In the event a student is registered for fewer than 12 credit hours in a term, tuition will be billed at the rate of \$1125 per credit hour. Credit

hours in a term in excess of 18 will be billed at the rate of \$1125 per credit hour.

The tuition refund shall follow the [Institutional Refund Policy](#); please review policy for details.

Note: The above fees are charged at the beginning of each term. Tuition includes library privileges but not instruments, equipment, computers, tests, lab manuals or health insurance. Tuition and fees are subject to change.

Miscellaneous Fees

Official Transcript Fee

Student housing charges are not shown.

Books & Instruments

The approximate costs for required textbooks are:

Terms 1-5 Textbooks \$1300.00
Terms 6-8 Textbooks \$ 300.00

The approximate cost for instruments is:

First-Year Instruments..... \$ 900.00

Note: Instruments shipped to St. Vincent, including shipping are approximately \$1500.00.

National Board Fees

NBME Discipline Exam fee* \$150.00
NBME Subject Exams (core clerkships)** \$450.00
Kaplan Test Prep Fee..... \$900.00

Note: Additional fees will apply for remediation exams and for exams requiring extended time.

*There are 8 scheduled NBME exams I Terms 1-5. Timing of exams for individual students may vary based on academic progress. Billing of these fees, irrespective of the timing of the exams, will occur in Terms 1, 2, 4, and 5 at \$150 per exam. The fee for discipline remediation exams will be \$60 per exam. Each exam must be successfully passed.

** There are 6 scheduled NBME exams during core clerkships. Timing of the exams for individual students may vary based on the completion of clerkships. Billing of these fees, irrespective of the timing of the exams will occur in

¹ Tuition and Fees may be increased annually for the Spring Term.

School of Medicine

Terms 7 and 8 at \$450 per Term. Each exam must be successfully passed.

Student Insurance

All students are required to have health insurance. Students who do not have third party coverage which meets Trinity School of Medicine requirements for health insurance are automatically enrolled in the Trinity provided plan and the premium is added to the tuition and fees for each term. Vincentian Nationals are exempt from this requirement while studying is St. Vincent. The policy year for student health insurance runs from September 1 to August 31 of the next year. Enrollment is for the full policy year and is non-cancellable except in prescribed circumstances (described in the plan summary provided to all students). The premiums presented in the table below are for the policy year ending August 31, 2018, and are subject to change for the following year, and represent per term payments.

Malpractice insurance premium is for one year of coverage from May 1 until April 30 of the next year. Students who begin clerkships at different times of the year will pay a prorated malpractice insurance premium. Students who begin clerkships in Term 6 will be billed for malpractice insurance in keeping with institution policy as stated above.

Student Only

- Health Coverage\$629.00
- Dental Coverage\$114.00
- Vision\$ 44.00
- Medical Evacuation Only.....\$ 90.00

Student and Dependent

- Health Coverage\$1151.00
- Dental Coverage\$228.00
- Vision\$ 80.00
- Medical Evacuation Only.....\$ 90.00

Student and Family

- Health Coverage\$1676.00
- Dental Coverage\$342.00
- Vision\$108.00
- Medical Evacuation Only.....NA

US Department of Veterans Affairs

A veteran of the armed forces may be eligible for a range of benefits including funds for tuition, fees, housing, textbooks, and supplies. If you have established that you are eligible for benefits, please complete the form by clicking [“Veterans Administration Benefits Program – Student](#)

[Request for Benefits Certification”](#) and attach your “Certification of Eligibility”. We will complete the appropriate form and submit it on your behalf.

If you are unsure of your eligibility, please review the information at US Department of Veteran Affairs at [Veterans Benefits](#) and [VA Benefits for Students at International Schools](#)

If you have any questions regarding the school’s administration of any VA Benefits plan, please contact Keith Hollers at 470-395-2213 or by email at khollers@trinityschoolofmedicine.org.

Immunization & Health Requirements

See [Health History](#) and [Required Immunizations](#).

Health & Minimum Technical Standards

The Trinity School of Medicine has developed technical standards to assist in determining whether applicants for admission or candidates seeking the degree of Doctor of Medicine are qualified to pursue a career in medicine. This section contains the technical standards of the School of Medicine. The technical standards are based on guidelines produced by the Association of American Medical Colleges (AAMC). All applicants who reach the interview stage will be required to read the Technical Standards and to sign a copy to indicate that they understand its contents. The signed form is kept as part of the record of all matriculating students.

Medicine is a physically and mentally demanding profession in which practitioners are asked to place the interests of their patients above their own. It requires a commitment to a life of service and dedication to continuous learning. The rigorous four-year medical school curriculum is where candidates begin to develop the qualities necessary for the practice of medicine. It is during this period of medical education that the candidate acquires the foundation of knowledge, attitude, skills, and behaviors that he or she will need throughout his or her professional career. During this period, it is critical for the School of Medicine to evaluate whether the candidate is qualified to receive a degree of Doctor of Medicine. The School of Medicine has a responsibility to society to train physicians competent to care for their patients with critical judgment, broadly based knowledge, and well-honed technical skills. The abilities that physicians must possess to practice safely are reflected in the technical standards that follow. Thus, applicants and students must be able to meet these standards and successfully complete all identified requirements to be admitted to the School of Medicine, to progress through the curriculum and ultimately, to receive the degree of Doctor of Medicine. Candidates for the degree of Doctor of

School of Medicine

Medicine must be capable of performing in defined areas: Visual, Oral-Auditory, Motor, Sensory, Strength and Mobility, Cognitive, and Social.

Visual: Candidates must be able to observe and participate in experiments in the basic sciences, for example, physiologic and pharmacologic demonstrations, and microscopic studies of microorganisms and tissues. In order to make proper clinical decisions, candidates must be able to observe a patient accurately. Candidates must be able to acquire information from written documents, films, slides, or videos. Candidates must also be able to interpret X-ray and other graphic images, and digital or analog representations of physiologic phenomena, such as EKGs with or without the use of assistive devices. Thus, functional use of vision is necessary (close and at a distance).

Oral-Auditory: Candidates must be able to communicate effectively, sensitively and quickly with patients (must be able to speak and hear) and members of the health care team (both verbal and written). Candidates must be fluent in English. In emergency situations, candidates must be able to understand and convey information essential for the safe and effective care of patients in a clear, unambiguous, and concise fashion. In addition, candidates must have the ability to relate information to and receive information from patients in a caring and confidential manner.

Motor: Candidates must possess the motor skills necessary to perform palpation, percussion, auscultation and other diagnostic maneuvers. Motor skill demands require reasonable endurance, strength, and precision. Candidates should have sufficient motor function to be able to do basic laboratory tests (such as urinalysis or CBC), carry out diagnostic procedures (such as proctoscopy or paracentesis) and read EKGs and diagnostic images. A candidate should be able to execute motor movements reasonably required to provide general care and emergency treatment to patients. Examples of emergency treatment reasonably required of physicians are cardiopulmonary resuscitation, administration of intravenous medication, application of pressure to stop bleeding, opening of obstructed airways, suturing of simple wounds and performance of simple obstetrical maneuvers. Such actions require coordination of both gross and fine muscular movements, equilibrium and functional use of senses of touch and vision.

Sensory: Candidates need enhanced sensory skills, including accuracy within specific tolerances and functional use for laboratory, classroom, and clinical experiences. Students who are otherwise qualified but who have significant tactile sensory or productive disabilities must be evaluated medically. These disabilities include individuals who have been injured by significant burns, have sensory

motor deficits, cicatrix formation, or malformation of upper extremities.

Strength and Mobility: Candidates must have sufficient posture, balance, flexibility, mobility, strength, and endurance for standing, sitting and participating in laboratory, classroom, and clinical settings.

Cognitive: To effectively solve clinical problems, candidates must be able to measure, calculate, reason, analyze, integrate, and synthesize in a timely fashion. In addition, they must be able to comprehend three-dimensional relationships and understand the spatial relationships of others.

Social: Candidates must possess the emotional health required for the full utilization of their intellectual abilities; for the exercise of good judgment needed for the prompt completion of all responsibilities attendant to the diagnosis and care of patients; and for the development of effective relationships with patients. Candidates must be able to tolerate physically taxing workloads and function effectively under stress. They must be able to adapt to changing environments, display flexibility, and learn to function in the face of uncertainties inherent in the clinical problems of patients. The unpredictable needs of patients are at the heart of becoming a physician. Academic and clinical responsibilities of students must require their presence during day and evening hours, any day of the week. Students will be judged not only for their scholastic accomplishments, but also on their physical and emotional capacities to meet the full requirements of Trinity's curriculum, and to graduate as skilled and effective practitioners of medicine.

Conclusion

The following technical requirements apply:

- Is the candidate able to observe demonstrations and participate in experiments in the basic sciences?
- Is the candidate able to analyze, synthesize, extrapolate, solve problems, and reach diagnostic and therapeutic judgments?
- Does the candidate have sufficient use of the senses of vision and hearing, and the somatic sensation necessary to perform a physical examination? Can the candidate perform palpation, auscultation, and percussion?
- Can the candidate reasonably be expected to relate to patients and establish sensitive, professional relationships with patients?
- Can the candidate reasonably be expected to learn and perform routine laboratory tests and diagnostic procedures?
- Can the candidate reasonably be expected to communicate the results of the examination to the

School of Medicine

patient and to his colleagues with accuracy, clarity, and efficiency?

- Can the candidate reasonably be expected to perform routine invasive procedures as part of training using universal precautions without substantial risk of infection to patients?
- Can the candidate reasonably be expected to perform with precise, quick, and appropriate actions in emergency situations?
- Can the candidate reasonably be expected to display good judgment in the assessment and treatment of patients?
- Can the candidate reasonably be expected to possess the perseverance, diligence, and consistency to complete the medical school curriculum and enter the independent practice of medicine?
- Can the candidate reasonably be expected to accept criticism and respond by appropriate modification of behavior?

Competency Based Objectives

Trinity faculty are charged with meeting the following Competency Based Objectives through all courses and clerkships.

Medical Knowledge

Goal Statement: Medical students are expected to master a foundation of clinical knowledge with integration of basic sciences and the translation of that knowledge to the clinical setting. Graduates from Trinity School of Medicine will be able to:

- Demonstrate knowledge of normal and abnormal structure and function of the human body on the macroscopic, microscopic, and molecular levels.
- Identify the pathology and pathophysiology of various diseases and correlate them with clinical signs and symptoms.
- Demonstrate knowledge of common or significant, acute and chronic clinical problems.
- Differentiate between normal and abnormal development and age-related changes across the life span.
- Demonstrate comprehension of clinical interventions and agents including pharmaceutical, surgical, genetic, complementary and alternative medicines, and other therapies.
- Demonstrate knowledge and ability to interpret epidemiological and public health contributions to understanding health and disease.
- Demonstrate knowledge of preventive medicine and current guidelines for health promotion and disease screening.

Patient Care

Goal Statement: Medical students, as members of the healthcare team, are expected to provide patient and family centered care that is compassionate and effective for the promotion of health and the management of illness. Graduates from Trinity School of Medicine will be able to:

- Treat patients using a patient and family centered care approach.
- Obtain a complete and accurate medical history that covers essential aspects, also addressing issues related to age, gender, and culture, use of complementary medicine, family dynamics and socioeconomic status.
- Perform both complete and symptom-focused physical examinations, including mental status examination.
- Perform or participate in routine technical procedures (Procedures determined by core clerkships).
- Construct a differential diagnosis for common clinical presentations.
- Identify and interpret the most useful clinical, laboratory, imaging, and pathologic testing for common clinical presentations.
- Construct appropriate and efficient therapeutic management and prevention strategies for patients with common conditions, both acute and chronic, including medical, psychiatric, and surgical conditions, and those requiring short and long term rehabilitation.

Practice-based Learning

Goal Statement: Medical students are expected to investigate and evaluate their patient care practices, appraise and assimilate scientific evidence, and improve their practice of medicine. Graduates from Trinity School of Medicine will be able to:

- Develop strategies for continuous individual improvement through monitoring performances, reflection, engaging in new learning, applying new learning, and monitoring impact of learning.
- Accept constructive criticism and modify behavior based on feedback.
- Develop clinical questions related to patients' problems and demonstrate skills to find evidence that is relevant and valid information to answer clinical questions using medical information technology.

Communication Skills

Goal Statement: Medical students are expected to demonstrate skills that result in effective communication

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and collaboration with patients, families, and professional associates. Graduates from Trinity School of Medicine will be able to:

- Demonstrate the ability to establish a positive patient-doctor relationship based on mutual trust and respect for patients' privacy, dignity, individual integrity and culture.
- Communicate with others in a respectful, professional and non-judgmental manner and demonstrate effective listening skills (e.g., maintaining eye contact, body posture, verbal and non-verbal facilitation skills).
- Demonstrate the ability to give a clear, concise, and organized oral presentation and written documentation of a history and physical exam with basic elements of assessment and plan that addresses the psychosocial and biomedical needs of the patient for a focused or complete patient encounter.
- Conduct an interview with a limited English-speaking patient through appropriate use of an interpreter.
- Recognize barriers to effective communication and implement strategies to overcome these barriers (e.g., health literacy, vision/hearing impairment, disabled, pediatric, geriatric).
- Educate patients on preventive strategies and medical risks and benefits in medical decision making.

Professionalism

Goal Statement: Medical students are expected to demonstrate professional behavior, commitment to ethical principles, and sensitivity to diverse patient populations. Graduates from Trinity School of Medicine will be able to:

- Demonstrate honesty, integrity, and ethical behavior in all interactions with patients and other health care professionals
- Describe the importance of protecting patient privacy and identifying personal health information, including when and when not to share information
- Identify the ethical hazard and respond appropriately in situations such as:
 - Acceptance of gifts or
 - Collaboration with industry when courted to prescribe/use their products, being asked to practice beyond legal limits or personal comfort (e.g., when asked to provide medical care to friends or relative; use of "doctor" title).
- Fulfill professional commitments in a timely and responsible manner.

- Maintain appropriate professional appearance and composure.
- Recognize and address personal limitations, attributes or behaviors that might limit one's effectiveness as a physician and seek help when needed. This would include being able to describe personal responses to stress and employ appropriate stress reduction interventions as needed.
- Demonstrate sensitivity and responsiveness to a diverse patient population, including but not limited to diversity in gender, age, race, religion, disabilities and sexual orientation and investigate impact of those on clinical care and medical decisions.

Systems-based Practice

Goal Statement: Medical Students are expected to develop an awareness of available health care system resources and demonstrate an ability to use them appropriately to provide optimal quality patient care. Graduates from Trinity School of Medical will be able to:

- Demonstrate the ability to work within a multidisciplinary patient care team, with an understanding of the physicians' role as team leader and the importance of ancillary staff.
- Examine medical errors and quality problems using a health systems approach and describe available methods to minimize them.

Academic Standing

Medical students are expected to maintain a 2.30 or higher GPA. Students are in good academic standing if they meet the minimum GPA standards based on GPA hours. A student must be in good academic standing in order to graduate.

Students on academic probation, academic warning, or professionalism warning status are not considered in good academic standing.

Curriculum

Traditional curriculum for Terms 1-5.

Term 1

		Credits
ANAT 301	Anatomy I	3.0
ANAT 306	Histology I	1.5
ANAT 305	Early Human Development	2.0
BCHE 306	Biochemistry	5.0
CLMD 401	Introduction to Clinical and Community Medicine I	3.0
	Total	14.5

Term 2

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ANAT 302	Anatomy II	3.0
ANAT 307	Histology II	1.5
ANAT 304	Embryology	1.0
PHYS 306	Medical Physiology	5.0
COBS 301	Epidemiology & Biostatistics	1.0
CLMD 402	Introduction to Clinical and Community Medicine II	2.0
Total		13.5

Term 3

NEUR 300	Neuroscience	3.0
MICR 400	Microbiology & Immunology I	3.0
PATH 400	Pathology I	6.0
PHAR 400	Pharmacology I	3.0
CLMD 403	Introduction to Clinical and Community Medicine III	2.0
Total		17.0

Term 4

COBS 300	Behavioral Sciences	2.0
MICR 401	Microbiology & Immunology II	3.0
PATH 401	Pathology II	8.0
PHAR 401	Pharmacology II	3.0
CLMD 404	Introduction to Clinical and Community Medicine IV	2.0
Total		18.0

Term 5

CLMD 406	Integrated Systems Review	6.0
CLMD 405	Introduction to Clinical and Community Medicine V	6.0
Total		12.0
Total Credit Hours		75.0

Individual Learning Program (ILP) Curriculum for Terms 1-3

TMSU-SOM's Individualized Learning Program (ILP) has proven to be a successful approach to medical education for students who may have been out of the classroom for a year or more and for students the Admissions Committee determines will benefit from a gradual immersion into the rigors of medical education. Admission of a student into the Individualized Learning Program is determined by the Admissions Committee.

The Individualized Learning Program (ILP) is an option for students who matriculate into Term 1 or who may choose during Term 1 to change to the ILP curriculum. This differs from students who may need to decelerate in the curriculum in order to complete requirements to move forward or who have scheduling conflicts resulting from course remediation. Students in the standard MD

curriculum who decelerate by choice or by virtue of failed or withdrawn courses are not placed in the ILP curriculum once their first term grades have been recorded.

Students admitted into the traditional curriculum may opt to enroll in the ILP. The ILP spreads the courses of the first two terms of the medical education program over three terms. Students pay the same tuition and fees for the three terms of the ILP as students in the traditional curriculum pay for their first two terms. The only exception to this policy is when an ILP student fails a course and must retake it in a subsequent term. Tuition is charged for repeating a course.

ILP 1		Credits
ANAT 301	Anatomy I	3.0
ANAT 306	Histology I	1.5
ANAT 305	Early Human Development	2.0
BCHE 306	Biochemistry	5.0
Total		11.5

ILP 2		Credits
ANAT 302	Anatomy II	3.0
ANAT 307	Histology II	1.5
ANAT 304	Embryology	1.0
CLMD 401	Introduction to Clinical and Community Medicine I	3.0
Total		8.5

ILP3		Credits
PHYS 306	Medical Physiology	5.0
COBS 301	Epidemiology & Biostatistics	1.0
CLMD 402	Introduction to Clinical and Community Medicine II	2.0
Total		8.0

Following the conclusion of ILP 3, students are enrolled in the traditional curriculum beginning with Term 3.

Independent Study

Students preparing for the USMLE Step 1 or Step 2 CK examinations will be required to enroll in Independent Study (IDIS 600) for up to 15 weeks. A student may petition the Associate Dean of Admissions and Student affairs for an extension if significant personal or family circumstances impact their study time. Students choosing to study longer will be places on a leave of absence from the medical curriculum.

This course will not count toward the 27 weeks of elective credit required for graduation.

Advancement to Clinical Clerkships - Terms 7-10

Students passing USMLE Step 1 will begin their core clerkships within 4-6 weeks of the school receiving their Step 1 scores after all documents have been accepted and requirements satisfied as outlined in the Clerkship Student Administrative Guide.

The Clerkship Administrator will provide guidance and direction regarding the placement of students in clinical settings. The Clerkship Administrator will contact students upon receipt of their USMLE score report and assist them in entering their clinical clerkships. The Clerkship Administrator will provide students with appropriate enrollment documentation for clinical rotations.

There are a number of steps to be completed and documents to be submitted prior to student entry to clinical clerkships. These include the presentation of health and immunization records, personal identification and citizenship documents, background checks, drug screens, and other items. Students may begin working on these items at various times, but not later than the completion of the Step 1 exam so entry to clinical rotations will not be unnecessarily delayed.

The following documentation must be provided for a student to be scheduled for and participate in clinical rotations. A more detailed description of the documents and action items that must be completed prior to participation is provided in Term 5.

- Step 1 MyReport (pdf) from ECFMG OASIS
- Student contact information
- Proof of identification
- Passport style photo
- Proof of citizenship
 - Passport
 - Immigration and Naturalization Permanent Resident Card I-551 (Green Card)
 - B1 VISA (This VISA must be renewed periodically)
 - Certified Birth Certificate issued by the city, county, or state of birth in accordance with applicable local law
 - Naturalization Certificate
 - Canadian Certificate of Citizenship
 - FS-240 - Consular Report
 - DS-1350 - Certification of Report of Birth
 - Other documents that would be accepted by the United States Federal Government as proof of citizenship.
- BLS, ACLS, PALS, HIPAA certification

- Curriculum vitae (CV)
- Student Health & Immunization records
- 9 panel drug screen
- Background screen
- Proof of student health insurance
- GCAMP application & agreements

In addition to the above documentation requirements, students must at all times maintain Financial Clearance with the Finance Office to be scheduled for clinical rotations (see Financial Clearance). Tuition and fees during clinical clerkships will be billed on an academic term basis in Terms 7-10. Once a student has gained Financial Clearance for an academic term, the student is eligible to be scheduled for any rotations starting within that academic term. If a student remains in clinical clerkships after Term 10, the student will not be billed additional tuition, but will be assessed an Extended Clerkship Fee of \$75 for each academic term until completion of all clerkships. Additionally, students will continue to pay malpractice insurance premiums until completion of all clerkships.

Clinical clerkships (study for credit) cannot be executed under the VISA Waiver Program. Additional information may be found at VISA Waiver Program on the travel.state.gov website. Under current US law, non-US citizen students entering the US for educational purposes (non-citizens) must secure a B-1/B-2 visa. Non-US citizens must consult the Visitor Visa web page of the United States Department of State (<https://travel.state.gov/content/visas/en/visit/visitor.html>). Questions regarding visa applications should be directed to Student Services in Alpharetta, GA.

Clinical Campus and Clerkship Sites

William Osler, one of the founders of modern medicine, established the concept of having third and fourth year medical students work with patients in the hospital, pioneering the practice of bedside teaching. Osler introduced clerkship training at Johns Hopkins Hospital in Baltimore Maryland. Today, Trinity School of Medicine students follow the approach established by William Osler and attend weekly Grand Rounds at Johns Hopkins, the same institution where Dr. Osler, as physician-in-chief, changed the way physicians were taught the practice of medicine. In addition to the Baltimore Clinical Campus, students may take electives at other clinical teaching locations listed below.

Bon Secours Hospital
Northwest Hospital
Providence Hospital

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University of Baltimore Washington Medical Center
Willoughby Beach Pediatrics

Clinical Elective Track Options

Prearranged Elective Tracks are available to any student after completing Core Clerkships. Currently, Psychiatry, Internal Medicine, Pediatrics and Family Medicine tracks are available in Chicago, IL and a Rural Primary Care Track with a focus in Internal Medicine, Family Medicine or Pediatrics is available in Eastman, GA.

IMPORTANT NOTICE TO NON-U.S. AND NON-CANADIAN STUDENTS

In order to complete the Trinity doctor of medicine (MD) degree program, students from outside the U.S. and Canada may need to obtain certain visas in order to undertake all or a portion of the requisite clinical training in the U.S. Additionally, all students from outside the U.S. and Canada wishing to practice in the U.S. or Canada will need certain visas to take one or more segments of the USMLE exams in the U.S. These visas are solely the student's responsibility to obtain. Students who are unable to obtain the necessary visas will not be able to access clerkships or residency training in the U.S. or Canada. Elective clerkships may be available for students at Milton Cato Memorial Hospital in St. Vincent.

Dress Code

Professional dress is required for all guest speakers and during ICCM testing. This is typically business casual and includes your short, white coat, closed toe, low heeled shoes, socks, collared long-sleeved shirts and conservative slacks. Slacks are appropriate for women. Skirts should be conservative in length.

In all clinical settings, in St. Vincent or US clerkship site, students must dress appropriately for a physician in a clinical setting. Some clerkship sites will have a dress code that differs and the site rules prevail.

On services where scrub suits are indicated, these should be provided by the facility. Soiled or bloody scrubs are to be exchanged for clean scrubs at the earliest possible opportunity. Shoe covers, masks, and head covers should be removed when leaving units that require their use and new ones put on when you return to the unit. Scrub suits are NOT to be worn outside the hospital or clinic sites.

Examination Policy

Internal Examinations

- Review the [Testing Policy](#) above.

- Bring only a registered Laptop and Laptop charger to the exam venue.
- Students must come to the exam having already downloaded the Exam.
- All hats, backpacks, bags, phones or other electrical devices not being used for the exam, jackets etc. must be placed at the front of the exam venue. Water in transparent bottles is allowed. Food is not allowed in the lecture halls at any time.
- Watches are NOT allowed.
- Students must have Examplify running on their computers ready to input the password by 30 minutes before the exam start time.
- One blank sheet of paper will be assigned to each student. Each student MUST put their name on the paper and turn it in at the conclusion of the exam. Failure to turn in the sheet may result in loss of points.
- **Seats will be pre-assigned and posted outside the exam area at least 24 hours prior to the exam.**
- If there is a known computer problem before exams, it is the student's responsibility to address the issue before coming to the exam, including getting a loaner replacement computer.
- If any computer difficulty is encountered during the exam, notify a proctor for instructions.
- Any attempt to disable or tamper with Examplify's security features will be considered a violation of the applicant honor code.
- It is each student's responsibility to be familiar with their computer equipment and the Examplify software and instructions provided by ExamSoft on its website prior to the start of the exam. Please allow sufficient time to become familiar with the laptop and the application.
- Commencement of the exam will not be delayed due to a hardware or software problem with a laptop nor will additional time be provided to complete an exam.
- **Students coming late will not be allowed into the room unless approved by the Dean of Students or designee.**
- **Any student who comes in after the exam has started will not be given any extra time to complete the exam and must exit the exam when directed.**
- Students are closely monitored during the exam and can be cited for irregular behavior.

Examination Review

At the end of quizzes and internal examinations, the course director may conduct a review of the material on the exam. These reviews are at the discretion of the course director

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and may take several formats. The questions may be reviewed, the concepts may be reviewed, or both. Other formats may also be employed at the course directors' discretion.

Course directors will schedule reviews during regularly scheduled classes. Students unable to attend the review may request an excused absence from the Associate Dean for Admissions and Student Affairs in order to then request a make-up review with the course director. Reviews are available only within one week of the exam.

External Examinations – NBME Discipline Exams

- A University ID is required for admission to the examination venue.
- Examinees will not be allowed to bring in the exam room beverages or any kind of food. **ONLY WATER** is allowed in a clear container.
- For Term 5 students *only*, snacks and/or beverages will be allowed in the designated area where personal belongings are left.
- Examinees are not allowed to wear caps/hats or sunglasses during the exam.
- Cell phones, recording/filming devices, calculator will not be allowed in the exam room.
- Wrist watches are not permitted in the exam room.
- Books, any reference material, any kind of paper will not be allowed in the exam room.
- Student/s who comes in 30 minutes after the posted examination time has started, including the time to set up, will not be allowed in the examination room. Any student who comes in after the exam has started will not be given any extra time to complete the exam.
- The examinee has to end his/her exam with the rest of the students.
- Any student who can't take the exam (for valid reasons **ONLY**) on the day the exam is scheduled will have to make another appointment with NBME.
- Examinees are expected to come in the examination room **QUIETLY**.
- Any student caught chatting with other students or making noise will be reported as having irregular behavior to the administration and NBME. (This may impact the opportunity to take future NBME exams.)
- Any student leaving inappropriate or offensive language signs or language on testing materials will be reported as having an irregular behavior to the administration.
- Examinees are expected to observe silence during the administration of the subject examination.
- No examinee is allowed to use the washroom/rest room after entering the examination room or before

the exam administration instructions are given and 10 minutes before the end of the examination.

- There is a **15 MINUTE optional break** for **CBSE (Term 5) only**. There is no allotted break for the other subject exams.

TMSU-SOM Course Grading

All courses in Terms 1-5 are graded according to the [TMSU Grading Policy](#). Additional considerations are provided below.

Common Rules of Grading

Courses may have tests, quizzes, and other assignments of varying weights toward a final grade. In such cases, final grades are calculated with weight means.

- In courses with an NBME discipline exam, it will be weighted 20% of the final grade.
- All courses will be adjusted to a class mean of 80.00%

Students must complete all NBME discipline exams, prior to taking the Comprehensive Basic Science Exam.

The results of the NBME subject exams used in Terms 1-5 of the curriculum are evaluated by the data provided by NBME as percentage correct for each student.

Honors grades

Grade A with Honors, A(h), is awarded for exceptional performance exceeding the criteria for an "A" grade in academic distinction. Criteria are published in the course syllabi as approved by the APC and Curriculum Committee. The grade A(h) cannot be obtained for repeat courses or through an academic appeals process.

Approval of grades

All course grades are compiled by the course director and presented to the APC meeting for approval. Following approval, they are published to the students and entered onto the student's transcript.

A student has the right to appeal a course grade on an individual basis within two weeks after the finalization of grades. After this two-week period, grades may not be appealed.

All courses must be successfully passed or remediated to progress in the curriculum. Final grades, but not interim grades, can be appealed as prescribed in the TSOM Academic Appeals Policy.

Failed Course Remediation

A student who fails a single course during a term will be allowed to take a second (new) comprehensive final

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examination for this course during the first week of the next term. Any student failing more than one course in a given term for any medical curriculum course will not be eligible for this remediation. If the student passes the exam, the grade earned will be a C in the course.

Any student who failed a course and scored less than seventh percentile on the NBME discipline exam will not be eligible for this remediation. If the student fails the remediation exam, the course is failed and the student must repeat the course in the next term. A student failing a repeated course will be dismissed without an opportunity to re-take a final exam of the repeated course.

In courses with an NBME discipline exam, except for Biochemistry, the student must pass the course and the NBME exam.

Student Situation with only one failed course	Action
Course failed, NBME failed	Retake internal remediation exam and retake NBME
Course failed, NBME passed	Retake internal remediation exam with an NBME format
Course passed, NBME failed	Retake NBME

Biochemistry (BCHE 306) requires the course and the NBME exam be passed. The following remediation actions apply for this course.

Student Situation in Biochemistry	Action
Course failed, NBME failed	Repeat course. This applies even if it is the only failed course.
Course failed, NBME passed	Retake internal remediation exam with an NBME format. This option is available if this is the only course failed. Otherwise, repeat course.
Course passed, NBME failed	Retake NBME; pass prior to taking CBSE

If the NBME exam is not passed, the student must successfully pass the exam prior to taking the Comprehensive Basic Science Exam in Term 5. If a student has not passed before the second scheduled CBSE, the student will be allowed to take the second CBSE.

Once a student receives a passing grade after repeating a course, the "F" is expunged from grade point average calculation and replaced with the passing grade. For the purposes of transcripts all courses attempted are listed.

Incomplete Grade

An incomplete grade ("I") signifies that not all required coursework was completed during the term of enrollment. The "I" grade is not calculated into the term GPA or the cumulative GPA at the time it is awarded. All required coursework must be completed prior to the established deadline for completing the missing work. If course requirements are not satisfied by the deadline, an "I" grade will be changed to an "F."

During the Clinical Sciences curriculum, evaluations include an assessment not only of the student's mastery of course objectives, but also the characteristics considered desirable in a good physician.

Withdrawal

A course withdrawal occurs when students are given permission to discontinue participation in one or more courses. Approval for withdrawal from a course must be granted by the Course Director and the Associate Dean of Admissions and Student Affairs. Withdrawal will not affect students' grade point averages (GPA) but will affect students' academic progress.

Any student who withdraws from any course after the first exam will receive a "W" grade in any course where *either* the final exam has not yet been completed or the term is beyond the first business day of the 13th week, whichever occurs first. If the student has completed the final exam, the course may not be dropped and the student's grade will stand on the academic record. The student will be responsible for all tuition and fees for the semester.

Grading System for Core Clerkships

Third year core clerkships are graded Pass, High Pass, and Honors.

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Transcript Grade		Grade Point Value
H	Honors (cores)	4.0
HP	High Pass (cores)	3.5
PA	Pass (cores)	3.0
SP	Pass (electives)	0
F	Failure	0
I	Incomplete	0

Students earn one credit hour per rotation week completed. During each 6 and 12-week clerkship, students will earn 6 and 12 credits, respectively.

Grading Scale for NBME Subject Exams

Students scoring High Pass and Honors on an NBME subject exam will earn clerkship grades of High Pass and Honors if all other required components of the clerkship are completed on time and no deficiencies are noted on the preceptor evaluation.

	Fail	Pass	High Pass	Honors
Family Medicine	≤58	59	74	78
Internal Medicine	≤57	58	75	79
Obstetrics & Gynecology	≤58	59	77	81
Pediatrics	≤58	59	74	78
Psychiatry	≤61	62	77	81
Surgery	≤56	57	74	78

Any student who fails a core clerkship Shelf examination must retake the Shelf exam at his/her own expense as many times as is required until a Passing score is attained. Because of the core clerkship schedule, Shelf exam retakes will ideally be scheduled at the end of the six core clerkship rotations. It is also recommended that a student schedule an elective in that specialty to gain additional experience and knowledge while studying to retake the Shelf. (Example – If a student failed the Pediatrics Shelf exam, he/she could schedule a General Pediatrics elective immediately following the 6th core clerkship and schedule the retake of the Shelf at the end of this elective.)

A student failing a Shelf exam but receiving a satisfactory preceptor evaluation will receive an Incomplete until the Shelf exam is passed. A student may not receive HP or Honors if they fail a Shelf exam regardless of the score on the retake. See **Remediation of an NBME clinical subject exam** for additional information. As noted below, Step 2 CK or CS may not be taken until all core clerkships, including Shelf exams, are completed successfully.

A student receiving an unsatisfactory preceptor evaluation will fail a clerkship, regardless of the Shelf exam score. The clerkship must be repeated but if the student passed the Shelf exam the first time, he/she will not be required to

take the Shelf exam again. A student may not receive a HP or Honors for a repeated clerkship.

No student may sit for Step 2 CK or CS until all core clerkships are complete, including the submission of any and all assignments, evaluations and passing scores on all six Shelf exams. It is up to each student to keep up with the recommended readings and case studies in Access Medicine and Kaplan—along with any other study materials of a student's choice – to ensure success in passing the Shelf exam at the end of each core. While the submission of modules is no longer required as it was in the past, those students who completed the modules report they were valuable in passing the Shelf exams and preparing for Step 2 CK. Please note that the Access Medicine Modules may become a requirement on a case-by-case basis if a student is in need of additional resources. Students will not be allowed to take extra time off to study for the Shelf exams between core clerkships.

Remediation of an NBME clinical subject exam

After completing all core clerkships, students who failed any subject exam (Shelf exam) must take the NBME Clinical Mastery Standard-Paced, Self-Assessment and score an equivalent to 80% or greater on the exam. The score sheet should be emailed to the Senior Associate Dean of Clinical Clerkships to be approved to retake the failed exam.

Grading of Elective Clerkships

Elective clerkships are graded as Pass/Fail. However, should a Shelf exam be available in the Elective Specialty (examples: Neurology, Emergency Medicine), students may elect to take the Shelf in order to earn HP or Honors. If a student fails a Shelf in an Elective Specialty, it will not affect his/her grade as the Shelf is not required for Electives.

United States Medical Licensure Examination (USMLE) Step 1 Preparation and Testing

Students who pass the NBME Comprehensive Basic Sciences Examination in Term 5 or the first month of Term 6 are certified as soon as possible for the USMLE Step 1 exam. Once certified, students are required to take USMLE Step 1 at the earliest possible date, preferably within the first month of the term. If a second or third attempt is required any repeat examination is to be scheduled following approval by the Associate Dean of Admissions and Student Affairs and within the most expeditious timeline allowed by the USMLE and ECFMG. The Associate Dean of Admissions and Student Affairs and Office of the Registrar will monitor

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the student's progress through the exams. Progress must be demonstrated to the APC for an additional Term 6.

USMLE Step 1 Registration Procedures

Eligibility: Preliminary registration and selection of USMLE step 1 examination dates are carried out only by students in good academic, fiscal and professional standing.

The NBME Basic Science Comprehensive Examination (BSCE) must be "passed" and the Associate Dean of Admissions and Student Affairs must approve a student request to be eligible to register for USMLE step 1. The passing grade on the NBME CBSE is 69 and is determined by the Academic Progress Committee. The student will be notified if the exam is not passed.

The application for ECFMG certification is available on line using the Educational Commission on Foreign Medical Graduates (ECFMG) Interactive Web Application (IWA).

NOTE: if testing outside the United States and Canada, an International Test Delivery Surcharge applies.

Copy and paste the link below to the Fee and payment page of ECFMG for further information.

<http://www.ecfm.org/fees/index.html>

After passing the NBME Basic Science Comprehensive Exam (CBSE) #1 in Term 5 or 6, students who are in good academic and fiscal standing will initiate their registration process for USMLE step 1 by going on-line to **www.ecfm.org**.

- Click "On-Line Services", go to "International Medical Graduates" and click Interactive Web Application (IWA).
- The ECFMG On-Line Authentication Process web page will then appear. You will be required to establish an account. **NOTE: Before you can submit an Application for ECFMG or apply to ECFMG for an exam, you must obtain a USMLE/ECFMG Identification Number. This process leads you to obtain that number.**
- Once ECFMG informs you of your USMLE/ECFMG Identification Number, you will be able to complete the online registration information and obtain the Form 186.
- The Completed Certification of Identification Form/Form 186 must be presented to the Dean of Students with a passport size photo. This form must be signed in the presence of the Dean of Students.
- The Form 186 and photo are submitted to the Associate Dean of Admissions and Student Affairs in

St. Vincent. Upon completion, the Form 186 will be sent by Federal Express each to ECFMG/NBME.

- The Registrar's Office/Office of the Dean of Students will certify your registration with the ECFMG.
- The Associate Dean of Admissions and Student Affairs will submit your Form 186 to the ECFMG. It takes 2 to 3 weeks for your information to appear in the web portal.
- Once the student has completed Term 5 or 6, taken and passed the NBME Comprehensive Basic Sciences Examination and received approval based on their performance on that exam, and is in good fiscal standing as determined by the Comptroller's office ECFMG will be notified by the Dean of Students that the student is cleared to take USMLE Step 1.
- The student will check online at the ECFMG website (www.ecfm.org) for their status and updated information following the link to OASIS (Online Applicant/Student Information System).
- Once approved for the examination, the student will receive an electronic scheduling permit from the ECFMG which can be used to reserve a specific test date and test center for the USMLE STEP 1 on the Prometric Testing Center website:
<http://www.prometric.com/>
- After the examination (in approximately 4 weeks) students are notified of examination results. Upon receipt of results, students must forward a copy of the PDF score report to the Associate Dean of Admissions and Student Affairs.
- The Sr. Associate Dean for Clinical Clerkships and the Clerkship Administrator will be notified to initiate clinical placement procedures for the student.
- Students must have passed the USMLE step 1 to be placed in clinical clerkships.
- A student who does not pass the USMLE step 1 must contact the Associate Dean of Admissions and Student Affairs to be approved for re-taking the examination and for guidance in preparation for future examinations.
- Questions regarding the USMLE registration process should be referred to the Associate Dean of Admissions and Student Affairs.

Students cleared to take USMLE Step 1 must inform the Associate Dean for Admissions and Student Affairs and Office of the Registrar of their exam schedule as soon as the schedule has been confirmed by the test center.

Within 30 days of completion of the exam, students will receive notification of their results from the USMLE. Score reports are issued in electronic format only. Once results are available, ECFMG will send notification to the e-mail address in the student's ECFMG record. Instructions on how to view,

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download, and print examination results will be available in the e-mail notification.

Students must send a PDF version of this report to the Associate Dean of Admissions and Student Affairs, Office of the Registrar, and the Clinical Clerkships Administrator as soon as results are available regardless of score. Students may not elect to withhold a score from the School. Students will not be permitted to advance to Clinical Clerkships or in the event of a failing score be allowed to schedule for another exam until the reports have been received by the Associate Dean of Admissions and Student Affairs and the Office of the Registrar. Score reports are available for approximately 120 days from the date of email notification. Once the score report is removed from the website, results will be provided to students only in the form of an official USMLE transcript. Therefore, it is strongly recommended that students print and/or save their score report while it is available.

Students in Term 6 who have not scored at the appropriate level on the NBME Comprehensive Basic Sciences Examination during Term 5 may utilize Term 6 to write the NBME exam. The taking of the NBME exam must be accomplished in the first calendar month of Term 6. Failure to secure a minimum score will require a study plan approved by the Associate Dean for Admissions and Student Affairs or the Dean. Progress during Term 6 must be demonstrated to the faculty to be allowed to register for a second Term 6.

Passage of USMLE Step 1 is required before a student can begin the clinical clerkship training. Students are permitted to sit the USMLE Step 1 a maximum of three (3) times within the allotted timeline. Progress will be monitored by the APC. Students failing the USMLE Step 1 will be given the opportunity to withdraw from or be dismissed by Trinity.

Term 6 Billing Policy

Term 6 students must maintain Financial Clearance (see Financial Clearance) to be approved for any NBME prep exams or for the USMLE Step 1 exam. Once a student (i) passes the USMLE Step 1 exam, (ii) has met all certification and documentation requirements for clinical clerkships, and (iii) has gained Financial Clearance for Term 6, the student may be scheduled for next available clerkships. Students not who do not begin clerkships during their academic Term 6 will be required to gain Financial Clearance for Term 7 before they are cleared to begin clerkships in the next academic term.

Students who are dismissed or withdraw from Term 6 or otherwise cannot advance to Clinical Clerkships will not be eligible for a refund of Term 6 tuition or fees.

Qualities of Graduates

Core Competencies

Students are expected to meet the expectations of each core competency: medical knowledge, patient care, communication skills, practiced based learning, and systems based learning described above.

Entrustable Professional Attributes

In 2012, the AAMC published a list of Entrustable Professional Activities (EPAs) that a graduate should demonstrate when entering a residency program. Concurrent to these pilots, schools recognized the need for students to demonstrate certain levels of entrustment between pre-clinical and clinical training to validate the clinical skills training in early experiences. TMSU-SOM defined a subset of behaviors for students entering clerkships. Both the preclinical and clinical EPAs are assessed throughout the curriculum.

Preclinical EPAs - The minimum expectation is that students will be able to do the following at the beginning of clerkship training:

- Gather information from a medically stable patient with a common chief complain.
- Integrate information gathered about a patient to construct a differential diagnosis and a preliminary plan.
- Communicate information relevant to patient care to other members of the health care team.
- Communicate information about patient care (diagnosis and care) with patient in no physical or emotional distress.
- Provide the health care team with resources to improve individual patient care or collective patient care.

During clerkship training, students will develop additional Entrustable Professional Activities in order to be ready for residency training:

- Gather a history and perform a physical exam
- Prioritize a differential diagnosis following a clinical encounter
- Recommend and interpret common diagnostic and screening tests
- Enter and discuss orders and prescriptions
- Document a clinical encounter in the patient record

School of Medicine

- Provide an oral presentation of a clinical encounter
- Form clinical questions and retrieve evidence to advance patient care
- Give or receive a patient handover to transition care responsibility
- Collaborate as a member of an inter-professional team
- Recognize a patient requiring urgent or emergent care and initiate evaluation and management
- Obtain informed consent for tests and/or procedures
- Perform general procedures of a physician
- Identify systems failures and contribute to a culture of safety and improvement

Graduation

The requirements for the MD degree from Trinity School of Medicine are set by the Faculty with the concurrence of the Dean.

Students should remain aware of program requirements for graduation and periodically review progress in satisfying program requirements. Although a student may be many months from this milestone, knowing and understanding the requirements will allow the student to better prepare and plan for this event. See [Graduation Requirements](#), [Graduation Ceremony](#), [Honors Designations](#), and [Transcripts](#).

For additional information, please see the Graduation folder in the file repository in the Student Graduation and Certification Folder.

Official Date of Graduation

The official date of graduation for each student will be based on the completion of all program requirements:

- Satisfactory completion of all courses and clerkships, including electives
- Satisfactory completion of required licensure exams
- Receipt of official licensure transcripts from ECFMG (request must be made by student)
- Fulfillment of all financial obligations to the school
- Review and approval by the faculty

The date of graduation will be assigned following approval by the faculty and will typically be the last business day of the month if not the date of graduation. Diplomas will be submitted to ECFMG for authentication once the above are completed. Every effort will be made to accommodate students beginning residencies in July.



School of Biomedical Sciences

School of Biomedical Sciences

TMSU-SBS Mission Statement

The School of Biomedical Sciences prepares knowledgeable and culturally competent graduates for careers in healthcare.

Vision

The School of Biomedical Sciences is a leading contributor to improved global health services through excellence in the biomedical sciences.

Graduates from the degree programs may pursue one or more of the following:

- Enrollment in the Doctor of Medicine program²
- Enrollment in graduate and doctoral programs in health care professions
- Careers in healthcare related fields

Matriculation Requirements

Acceptance and Matriculation Fees

Application Fee (TMSU supplemental) \$50.00

Tuition Deposit \$500.00

Tuition \$3,500/term

Student Activity Fee..... \$75.00

The Student Activity Fee is collected by Trinity School of Medicine each term on behalf of the Student Government Association. These fees provide financial support for various approved student activities or events.

Student Records Fee \$275.00

Payment of tuition and fees for each term is due on the last business day of the month preceding the start of the term. As an example, January Term student invoices are payable on or before December 31. Failure to make payment by the deadline will result in late charges.

Payment of tuition and fees for continuing medical students is due on the first day of classes. Failure to make payment by the deadline will result in late charges.

Student tuition (see above) is based upon a full time equivalent schedule of 12 credit hours per term. In the event a student is registered for fewer than 8 credit hours

in a term, tuition will be billed at the rate of \$292 per credit hour.

The tuition refund shall follow the [Institutional Refund Policy](#); please review policy for details.

Note: The above fees are charged at the beginning of each term. Tuition includes library privileges but not instruments, equipment, computers, tests, lab manuals or health insurance. Tuition and fees are subject to change.

Miscellaneous Fees

Official Transcript Fee

Student housing charges are not shown.

Books & Instruments

The approximate costs for required textbooks are:

Per Year \$300.00

Student Insurance

All students are required to have health insurance. Students who do not have third party coverage which meets Trinity School of Medicine requirements for health insurance are automatically enrolled in the Trinity provided plan and the premium is added to the tuition and fees for each term. Vincentian Nationals are exempt from this requirement while studying in St. Vincent. The policy year for student health insurance runs from September 1 to August 31 of the next year. Enrollment is for a full policy year and is non-cancellable except in prescribed circumstances (described in the plan summary provided to all students). The premiums presented in the table below are for the policy year ending August 31, 2018, and are subject to change for the following policy year, and represent per term payments.

Student Only

- *Health Coverage \$660.00*
- *Dental Coverage \$116.00*
- *Vision \$ 45.00*
- *Medical Evacuation Only \$ 92.00*

Student and Dependent

- *Health Coverage \$1208.00*
- *Dental Coverage \$ 233.00*
- *Vision \$ 82.00*
- *Medical Evacuation Only \$ 92.00*

² Minimum grade point average of 3.0 required

School of Biomedical Sciences

Student and Family

- Health Coverage\$1760.00
- Dental Coverage\$ 349.00
- Vision\$ 110.00
- Medical Evacuation Only\$ 92.00/
family member enrolled

US Department of Veterans Affairs

A veteran of the armed forces may be eligible for a range of benefits including funds for tuition, fees, housing, textbooks, and supplies. If you have established that you are eligible for benefits, please complete the form by clicking "[Veterans Administration Benefits Program – Student Request for Benefits Certification](#)" and attach your "Certification of Eligibility". We will complete the appropriate form and submit it on your behalf.

If you are unsure of your eligibility, please review the information at US Department of Veteran Affairs at [Veterans Benefits](#) and [VA Benefits for Students at International Schools](#)

If you have any questions regarding the school's administration of any VA Benefits plan, please contact Keith Hollers at 470-395-2213 or by email at khollers@trinityschoolofmedicine.org.

Immunization & Health Requirements

See [Health History](#) and [Required Immunizations](#).

Competency-based Learning

Programs of study in the School of Biomedical Sciences emphasize competencies to enhance skills essential for a future health care professional.

Knowledge

Goal Statement: Students are expected to master fundamental information in sciences, mathematics, English, and other courses and apply these appropriately. Graduates from the School of Biomedical Sciences will be able to:

- Demonstrate content knowledge and skills in foundational courses required by biomedical professionals
- Demonstrate information literacy
- Demonstrate quantitative reasoning
- Demonstrate longitudinal learning through coursework

Critical Thinking

Goal Statement: Students are expected to become capable of critical and open-minded questioning and

reasoning. Graduates from the School of Biomedical Sciences will be able to:

- Develop the skills of self-reflection and peer assessment to improve personal performance.
- Demonstrate the ability to analyze literature and written material
- Demonstrate the ability to distinguish between well-reasoned and poorly reasoned arguments

Communication Skills

Goal Statement: Students are expected to master both written and oral communication to contribute effectively as a health care professional. Graduates from the School of Biomedical Sciences will be able to:

- Demonstrate effective presentation skills to faculty and peers.
- Demonstrate effective listening skills
- Demonstrate effective written communication

TMSU-SBS Course Grading

All courses are graded according to the [TMSU Grading Policy](#). Additional considerations are provided below.

Common Rules of Grading

Courses may have tests, quizzes, and other assignments of varying weights toward a final grade. In such cases, final grades are calculated with weighted means.

Grading System for TMSU-SBS

Faculty will determine the distribution of points in each course and inform students at the beginning of each term.

Approval of grades

All course grades are compiled by the course and directors before being presented to the APC meeting for approval. Following approval, they are published to the students and entered onto the student's transcript.

A student has the right to appeal a course grade on an individual basis within two weeks after the finalization of grades. After this two-week period, grades may not be appealed.

Curriculum

Non-degree, Associate of Science Degree and Bachelor of Science Degree

The specific curriculum of a student will depend upon the prior courses taken and the courses needed to fulfill graduation requirements or the requirements to enter the doctor of medicine program.

School of Biomedical Sciences

Courses available include the following:

General Studies

BIOS 100	Medical Terminology
BIOS 101	Introduction to Biology
BIOS 150	Medical Informatics

Biological Sciences

BIOS 200/240	Research Seminar
BIOS 201	Introduction to Microbiology
BIOS 203	Epidemiology & Great Epidemics
BIOS 204	Cell & Molecular Biology
BIOS 205	Introduction to Anatomy
BIOS 206	Introduction to Psychology
BIOS 207	Nutrition in Health
BIOS 210	Introduction to Physiology
BIOS 215	Medical Ethics
BIOS 216	Introduction to Laboratory Technology
BIOS 220-222	Community Clinical Experience
BIOS 225	Introduction to Genetics
BIOS 230	Research Methods
BIOS 231	Capstone Research

Chemical Sciences

CHEM 201	Inorganic Chemistry I
CHEM 202	Inorganic Chemistry II
CHEM 210	Organic Chemistry I
CHEM 211	Organic Chemistry II
CHEM 220	Biochemistry

Mathematical Sciences

MATH 201	Mathematics I
MATH 202	Mathematics II
MATH 210	Mathematics III

Physical Sciences

PHYC 201	Physics I
PHYC 202	Physics II

English and Communication Skills

ENGL 101	English Composition I
ENGL 102	English Composition II
ENGL 201	Communication Skills I
ENGL 202	Communication Skills II

Each student completing the Bachelor of Science degree will complete a capstone research project and presentation.

Master of Health Sciences Degree

Students with an undergraduate degree may matriculate into a 2-3 term curriculum that focuses on foundational

courses found in most health science curricula, extending beyond just medical but also into other specialties. Specific courses will be individualized for each student and dependent on background and transfer credits. A minimum of 30 credits is required.

Courses available include the following:

General Studies

BIOS 100	Medical Terminology
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Biomedical Sciences

BIOS 304	Cell & Molecular Biology
BIOS 305	Anatomy
BIOS 310	Physiology
BIOS 324	Neuroscience
BIOS 325	Immunology
BIOS 326	Human Genetics
BIOS 327	Introduction to Pharmacology
BIOS 330	Research Methods
BIOS 331	Biostatistics
BIOS 335	Research
BIOS 340	Thesis Seminar

Chemical Sciences

CHEM 320	Biochemistry
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Academic Standing

Undergraduate students are expected to maintain a 2.00 or higher GPA. Students are in good academic standing if they meet the minimum GPA standards based on GPA credit hours. A student must be in good academic standing in order to graduate.

Students on academic probation, academic warning, or professionalism warning status are not considered in good academic standing.

Advancement to the Doctor of Medicine Courses

Students may advance to the doctor of medicine level courses from the School of Biosciences as follows:

- Successful completion of a minimum of 90 credit hours, including transfer credits
- Successful completion of all requirements for admission to the [School of Medicine](#)
- A minimum GPA of 3.0 in TMSU-SBS courses
- Maintained the standards of ethical, moral, personal and professional conduct required of TMSU-SBS.

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APRIL 2018
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FEBRUARY 2018
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School of Biomedical Sciences

BIOS 100 Medical Terminology

This course provides the necessary framework to learn the basic rules and elements of medical terms. The course will focus on how to break down medical terms into their components: prefix, suffix and root. By learning the individual parts of medical terms, students will be able to understand their origins, definitions and abbreviations in addition to pronunciation and spelling. *1 credit*

BIOS 150 Medical Informatics

This course provides a combination of computer science, systems, and communications to address computer literacy needed to effectively collect, manipulate, collaborate and publish health science information. *2 credits*

BIOS 200 Research Seminar

Research Seminar introduces students to the biomedical presentation with an emphasis on the organization and presentation of complex topics. In this course, the student utilizes skills from other courses. *2 credits (repeatable, maximum 8 credits)*

BIOS 201 Introduction to Microbiology

This course provides basic concepts of microbiology with emphasis on microbial pathogenesis and immunity. Topics include the chemical and physical nature of human microbial pathogens, aspects of medical microbiology, identification and control of pathogens, development and spread of antibiotic resistance, disease transmission and host resistance. The course also illustrates the general principles and techniques of laboratory diagnosis of infectious diseases. *3 credits*

BIOS 203 Epidemiology and Great Epidemics

This course introduces the concepts of epidemiology and focuses on the great epidemics of the world. The timelines of epidemics will be explored along with the causative factors influencing the progression of the disease and factors leading to decline of disease. *2 credits*

BIOS 204 Cell and Molecular Biology

This course provides the basic concepts of the molecular architecture of eukaryotic and prokaryotic cells and organelles, including membrane structure and dynamics. Included are how these components are used to generate and utilize energy in cells with during cell motility, division, cell cycle, adaptation, injury, and cell death. *3 credits*

BIOS 205 Introduction to Anatomy

This course is designed to provide students with an understanding of the structure, function and regulation of the organ systems of the body and physiological integration of the systems to maintain homeostasis. Course content includes study of the musculoskeletal, circulatory, respiratory, digestive, urinary, immune, reproductive, and endocrine systems. The course covers the anatomical terminology to describe the basic structures of the human body. *3 credits*

BIOS 206 Introduction to Psychology

This course introduces the foundational theories that guide modern psychology and provides students with a conceptual framework for understanding the day to day applications of these principles. The course content includes the biology of behavior, learning, memory, cognition, motivation, emotion, personality, abnormal behavior and its therapies, social behavior and individual differences. *2.5 credits*

BIOS 207 Nutrition in Medicine

This course introduces students to nutrition through a medical perspective that will require independent study as well as small group discussions. Several topics are available for this course including studies in obesity, sports nutrition, and nutrition during pregnancy and early infancy. *2 credits (repeatable, 8 credits maximum)*

BIOS 210 Introduction to Physiology

This course provides students with an understanding of the function and regulation of the organ systems of the body and physiological integration of the systems to maintain homeostasis. Students receive a quantitative and integrated concept of sub-cellular, cellular and organ systems. *3 credits*

BIOS 215 Medical Ethics

The course gives students the opportunity to explore the world of medical concepts from both contemporary and historical perspectives. Students are provided with an apprenticeship in concept clarification, concept evaluation, and argument. They are taught the specific skills to inquire, reason, and make judgments. The history of medical ethics, major views medical issues such as the conflicts between different types of benefits to patients, physician duties, or patient autonomy are discussed. *2 credits*

BIOS 216 Introduction to Laboratory Techniques

This course provides an introduction to clinical applications of chemistry, hematology, immunology immunochemistry (blood banking), microbiology, serology, urinalysis and miscellaneous body fluid analyses,

Course Descriptions

as well as to good laboratory practice (GLP) including standardization and quality assurance. *2.5 credits*

BIOS 220-222 Community Clinical Experience

Community Clinical Experiences provide students a field experience and a greater insight into the rigors of the medical profession and its expectations for future practice through exposure to a variety of health care settings in which they interface with providers and recipients of health care. The one-week experience takes place off campus in clinical sites and may be completed between terms. Experiences may be in community medicine, antenatal care, or emergency medicine. *2 credits* (repeatable, 8 credits maximum)

BIOS 225 Introduction to Genetics

This course introduces the student to the basic concepts of inheritance, populations, mutations, and techniques used to assess each of these. *2 credits*

BIOS 230 Research Methods

This course introduces students to the two types of research; qualitative and quantitative and their associated research methods. Students will be provided with the skills needed to carry out intensive research and systematic analysis. *3 credits*

BIOS 231 Capstone Research

Students will work with a faculty member to develop a research paper and present the work in a seminar. *5-10 credits* (repeatable, 20 credits maximum)

BIOS 240 Research Seminar

Students attend research seminars and case presentations and demonstrate a progressive understanding through analysis of presentation components and style leading to the development of a group presentation. *3 credits*

BIOS 304 Cell and Molecular Biology

This course will require an in-depth review of cell and tissue structure and function. The student will master the major signal pathways and be able to apply information to clinical case scenarios. *3 credits*

BIOS 305 Anatomy

The focus of this course is to develop a strong working knowledge of the musculoskeletal, gastrointestinal, cardiovascular, and reproductive systems using plastinated specimen and models. An emphasis will be placed on applying knowledge in clinical scenarios. *3 credits*

BIOS 310 Physiology

The focus of this course will be the physiology of the renal, cardiovascular, pulmonary, and reproductive systems. An

emphasis will be placed on applying knowledge in clinical scenarios. *3 credits*

BIOS 324 Neuroscience

This course will introduce the student to the major pathways of the nervous system and the neuroanatomy of the brain and spinal cord. An emphasis will be placed on applying knowledge in clinical scenarios. *3 credits*

BIOS 325 Immunology

This course will focus on the humoral and cell-mediated components of the immune system, including the genetics involved. Common autoimmune diseases, hypersensitivities, and immune deficiencies are presented with an emphasis on applying basic science information in clinical scenarios. *3 credits*

BIOS 326 Human Genetics

This course will expand the student's knowledge base in genetics with an emphasis on pedigree analysis, Mendelian inheritance, epigenetic inheritances, and population genetics. Common disorders in each organ system will be presented with an emphasis on the mechanisms of action. *2 credits*

BIOS 327 Introduction to Pharmacology

This course is designed to provide an overview of pharmacologic principles with an emphasis on therapeutic drug classification. For each therapeutic drug classification, basic mechanism of drug actions, side effects, routes of administration, and common indications will be reviewed. Students will become familiar with common abbreviations and vocabulary terms related to drug therapy. The course will prepare students to recognize major drugs. *(3 credits)*

BIOS 330 Research Methods

This course introduces students to the two types of research; qualitative and quantitative and their associated research methods. In addition, important molecular techniques will be presented with a focus on understanding scientific studies. *3 credits*

BIOS 331 Biostatistics

This course provides students with concepts of statistics used in biomedical literature and provides the student opportunities to demonstrate the ability to interpret studies correctly using information presented in the course. *1 credit*

BIOS 335 Research

Course Descriptions

Students will work with a faculty member to develop a research project of interest. *Variable credit 1-10 credits (repeatable, 20 credits maximum)*

BIOS 340 Thesis Seminar

Students in the Master of Science program will present an oral presentation of the research completed. *4 credits*

CHEM 201 Inorganic Chemistry I

This course provides students with the fundamental concepts of the chemical processes, enabling students to use chemical concepts in daily living and in the understanding of biochemistry. It covers matter, periodic table, writing and balancing chemical reactions, chemical composition and properties of compounds and modern atomic theory. It includes atomic structure, stoichiometry, understanding the symbols of elements and topics are developed by thoughtful integration of laboratory and problem based instruction. *3 Credits*

CHEM 202 Inorganic Chemistry II

The course emphasizes the applications of chemistry in the field of medicine. Chemical reactions, equilibrium, acids and bases, conjugate acids and bases, thermodynamics, colligative properties of solutions, gas laws electrochemistry and topics related to biochemistry are included. This course enables the students to improve their problem solving skills, and mathematical skills. The course structure is designed to enhance the connections between theory and practice by engaging students in sessions of integrated laboratory and lecture. *3 credits*

CHEM 210 Organic Chemistry I

This course covers basic principles of structure and nomenclature of organic compounds, both aliphatic and aromatic. It emphasizes the principles of chemical reactions of organic compounds and the synthesis or degradation of bio-molecules in human metabolism. Saturated hydrocarbons, unsaturated hydrocarbons, synthesis, properties and reactions of alcohols, identification of functional groups, hybridization of hydrocarbons, stereochemistry cis-trans isomerism and addition reactions are covered. Lab activities include the use of models for the design of hydrocarbon and isomer structures. Experiments such as purification or separation, physical characterization, reaction types, and synthesis of organic compounds are included. *3 credits*

CHEM 211 Organic Chemistry II

This course is a further study of the chemistry of carbon compounds from a functional group perspective. The course covers structure and nomenclature of specific organic compounds like thiols, aldehydes, ketones, amines, esters, carboxylic acids, carboxylic acids

derivatives, benzene, phenol, Hofmann elimination reaction, Sn1, Sn2, E1 and E2 reactions. Emphasis is given on reactions, preparations, uses, and simple mechanisms and their biological application. Lab activities are focused in the detection and identification of the presence of the functional groups studied in the course in molecules of biomedical relevance as proteins, drugs, and others. *3 credits*

CHEM 220 Biochemistry

This course provides students with a basic understanding of the biomolecules involved in the molecular architecture of eukaryotic cells and organelles. The course also describes the structural and functional properties of different biomolecules (carbohydrates, proteins, and lipids), the principles of bioenergetics, concepts of enzymology, and nutritional biochemistry. *3 credits*

CHEM 320 Biochemistry

This course provides students with a comprehensive review of biochemical pathways and human disease occurring when the pathway is abnormal. *3 credits*

ENGL 101 English Composition I

This course is designed for students needing to improve their proficiency in comprehension and expression of the English language used in the US. It provides an understanding of the functions of writing to communicate effectively in writing and speaking tasks. *3 credits*

ENGL 102 English Composition II

This course extends the skills of communication and critical thinking through additional analysis of reading and writing tasks to support skills development. *3 credits*

ENGC 201 Communication Skills I

This course exposes students to the basic communication strategies such as speaking, listening, observing and memory training. *2.5 credits*

ENGL 202 Communication Skills II

This course builds on Communication Skills I and offers students practical experience in honing skills learnt in Communication Skills I so as to develop interpersonal communication competency. *2.5 credits*

MATH 201 Mathematics I

This is a one term course which provides the foundation for calculus. Trigonometry, exponential, logarithmic and polynomial functions are taught here along with the concepts of limits and continuity. This course will include critical thinking and decision making. *3 credits*

MATH 202 Mathematics II

Course Descriptions

This course is an introduction to statistical concepts and analytical methods as applied to data in biomedical sciences. It emphasizes the basic concepts of quantitative analysis of data, and statistical inferences. Topics include probability, frequency distributions, central tendency and dispersion; hypothesis testing, confidence intervals for means, variances and proportions; the chi-square statistics; data analysis and linear correlation. The course provides students a foundation to evaluate information critically. *3 credits*

MATH 210 Mathematics III

Calculus deals with concepts of differentiation and integration and their applications. Students will learn to differentiate first principles and from the use of the Product, Quotient, and Chain Rules. They will also nudge up against the applications of maxima and minima. In integration, they will apply the definite integral, calculate areas and volume, do mathematical modeling, and solve differential equations. *3 credits*

PHYC 201 Physics I

This course is a conceptual study of units and dimensions of physical quantities, vectors and kinematics, laws of motion and its applications, work and energy, properties of matter, sound, oscillations, gravitation, fluid mechanics and thermal physics. Students perform experiments dealing with the basic laws of mechanics, vibration, circular motion, fluids, heat and thermal properties of materials. *3 credits*

PHYS 202 Physics II

This course provides basic knowledge in biophysics. It enables the students to understand the concepts of human physiology. The course includes basic principles of electricity, electromagnetism, light and optics. Modern physics consists of quantum physics, relativity, atomic physics, nuclear physics and nuclear medicine. The course is designed to increase problem-solving and analytical thinking skills. Students perform experiments based on the principles of electricity, optics and atomic physics. *3 credits*

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ANAT 301 Anatomy I

This course provides the students with lectures and comprehensive overview of the gross anatomy of the osteomyoarticular system and peripheral nervous system, with consideration of relationships of various anatomical structures. The interpretation of normal medical imaging studies is also highlighted. *3 credits*

ANAT II Anatomy II

This course provides the students with lectures and comprehensive overview of the gross anatomy of the components of the respiratory, cardiovascular, digestive and the urogenital systems as well as the organs of vision, hearing and balance. *3 credits*

COBS 300 Behavioral Science

This course introduces the bio-psycho-social model of medicine and its application to the life-cycle with emphasis on the psychological, social and cultural determinants of health. Specific topics address the comprehension and assessment of brain function as it relates to personality, behavior, cognition and sexual development. The basic tools needed for decision making in relation to legal and ethical issues are also presented. *2 credits*

BCHE 306 Biochemistry

This course provides students with a basic understanding of the chemical components of the human body and their functions, the molecular architecture of eukaryotic cells and organelles, the principles of bioenergetics and enzyme catalysis; the chemical nature of biological macromolecules, their three-dimensional conformation, the principles of molecular recognition, and the major metabolic pathways in health and their most frequent disorders. *5 credits*

ANAT 305 Early Human Development

This course provides students with lectures and comprehensive overview of the early stages of human development and genetics, including major events of the embryonic period, the current understanding of the molecular events that guide development, beginning with the formation of gametes and ending with the formation of the three-dimensional body plan. *2 credits*

ANAT 304 Embryology

This course provides the students with lectures and comprehensive overview of the human embryology, including features and major events of the development of specific organs and systems of human in embryonic and fetal periods, the current understanding of some of the molecular events that guide development of the embryo. *1 credit*

ANAT 306 Histology I

This course provides students a foundation for understanding the organization of the human body. The course commences with the basic concepts of tissue preparation and microscopy, followed by the study of the cardinal features of the cell and its internal structures as revealed by light and electron microscopy. The normal

Course Descriptions

histological organization of each of the four basic tissues is presented with emphasis on the relation of structure to function, as well as the structural changes underlying selected diseases. *1.5 credits*

ANAT 307 Histology II

This course provides students an understanding the organization of the microscopic and ultramicroscopic structure of normal human tissues and organs and to relate this to functional processes studied in concurrent and subsequent courses as well as to apply the knowledge to tissue structure and function to understand structural changes that underlie disease processes. *1.5 credits*

ANAT 400 Introduction to Teaching Anatomy

Students are provided an opportunity to enhance their teaching skills to students in Anatomy 1 or 2. This elective is also appropriate for students interested in teaching the anatomy portion of Neuroscience. *1 credit*

BCHE 305 Dysmorphology

This elective builds on the skills and knowledge gained during the first two years of medical training by emphasizing a stronger understanding of dysmorphology. The course will provide an introduction into dysmorphic assessment; an overview of common diagnoses, management, and treatment; and development of differential diagnoses. *1 credit*

BIOS 331 Biostatistics

This course provides students with concepts of statistics used in biomedical literature and provides the student opportunities to demonstrate the ability to interpret studies correctly using information presented in the course. *1 credit*

COBS 301 Epidemiology & Biostatistics

This course introduces the student to the practice of statistics such as displaying distributions with graphs, describing distributions with numbers, looking at data relationships, scatter plots, correlation, least-squares and multiple regression, relations in categorical data, the question of causation, sampling designs, statistical inference, estimating with confidence, tests of significance, power and inference, comparing two means, comparing several means, inference from two-way-tables, and nonparametric tests; and to the application of statistics to epidemiology in the matter of rates, incidence and prevalence, mortality and fatality, measures of risk such as the odds ratio, sensitivity and specificity, and predictive values. *1 credit*

CLMD 406 Integrated Systems

This course is designed to provide students with a review of systems through case presentations and didactic reviews. It provides active learning activities to reinforce importance of chief complaints leading to the development of differential diagnoses. *6 credits*

CLMD 401 Introduction to Clinical and Community Medicine I

This course introduces students to the unique patient-physician relationship and the skills that are needed for effective clinical interactions. Students learn the skills of history taking and practice the art of communication during patient encounters. Practical opportunities to interview real patients under the supervision of clinical faculty are provided during hospital and clinic visits. An introduction to the field of public health allows students to explore the relationship between public health and clinical medicine. Medical ethics, cultural competence and patient centered care are discussed and standards of care in privacy and safety are presented leading to certification in HIPAA and OSHA-BBP standards. *3 credits*

CLMD 402 Introduction to Clinical and Community Medicine II

This course focuses on the information gathering professional activity and builds on previous skills. It introduces physical examination in the skills lab using a regional/organ system approach. Students receive practical experience with patient interviews and physical examination in the clinic setting. Lectures, videos, clinical demonstrations and practice sessions in the skills lab and at various clinical sites help to meet these objectives. Community medicine discussions include access to care and students become acquainted with national and global health systems and challenges. *2 credits*

CLMD 403 Introduction to Clinical and Community Medicine III

This course continues to provide students with foundational knowledge and skills of patient care. It also emphasizes the professional and personal attributes required in competent and caring physicians. Professional activities are developed through learning and skill-building activities including hospital and clinic rotations, small group activities, interactive presentations and lectures, hospital clinical experiences, and other active learning opportunities to enhance clinical development of students' professional activities. *2 credit*

CLMD 404 Introduction to Clinical and Community Medicine IV

This course further exposes students to the art and skills of patient care. It further strengthens the professional and personal attributes required in a competent and caring

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physician. Medical professionalism and ethics are emphasized. Students are provided a balanced mix of learning and skill-building opportunities comprised of hospital and clinic rotations, small group activities, and interactive presentations and lectures. The practical learning experiences help students to demonstrate their professional activities at the same time as they are evaluated. *2 credit*

CLMD 405 Introduction to Clinical and Community Medicine V

This course continues integrating clinical medicine with the basic sciences taught in Terms 1-4. Students participate in case presentations, hospital clinical experiences, and active learning activities to enhance clinical skills demonstration throughout the term in preparation for the objective structured clinical examination (OSCE) at the end of the term with standardized patients. *6 credits*

CLMD 406 Integrated Systems Review

This course is designed to provide students with a review of systems through case presentations and didactic reviews. *6 credits*

IDIS 301/302 Spanish for Medical Professionals

This elective course is designed for those with little to no previous experience with the Spanish language and for those who wish to improve medical Spanish skills for communication with patients. *1 credit*

IDIS 305 Introduction to Medical Specialties

This introduces students the broad selection of medical career specialties. Developed by the American Association of Medical Colleges, this interactive program provides information on selecting a medical specialty through an evaluation worksheet to assist with guiding the student in considerations for a medical specialty early in medical school. *1 credit*

IDIS 600 Independent Study

This course/clerkship is designed to provide students with an opportunity for independent study in areas of medical education, clinical practice, research, investigational inquiry, or for USMLE preparation. Investigational study projects under this number require the approval of the Associate Dean for Clinical Clerkships or the Dean. The course may be taken up to 15 weeks, or extended with permission. *1-15 credits*

IDIS 605 Medical Specialties and Residency Preparation

This elective provides students in clerkships additional resources for the selection of medical career specialties. This elective builds on the information gained in during

pre-clerkships through the interactive materials provided by the AAMC to assist students selecting a medical specialty. An evaluation worksheet and specific information on residency programs assists with guiding the student in considerations for a medical specialty in medical school. *2 credits*

MICR 400 Microbiology I

This course has three sections. The first section is devoted to understanding the basic concepts of immunology and dysfunctional aspects of the immune system. The second section deals with basic bacteriology, virology and mycology which include: classification, structure, growth and replication; mechanisms of gene transfer; mode of action of antimicrobial agents and microbial resistance, pathogenesis; sterilization and disinfection; and laboratory diagnostic methods. The third section deals with the description of the major human parasites; emphasis is given on the life cycle, epidemiology, clinical diseases, diagnosis and prevention/control. *3 credits*

MICR 401 Microbiology II

Microbiology II is an organ/system approach to infectious diseases. The course begins with a brief description of the major signs and symptoms of infectious diseases that affect a particular organ/ system. For each etiologic agent, basic characteristics of the pathogen, its habit and means of transmission, virulence attributes, clinical manifestations, diagnostic methods, vaccine and aspects of the immune response to the pathogen and an indication of accepted antimicrobial or related treatment are discussed. *3 credits*

NEUR 300 Neuroscience

Neuroscience provides the basis for the understanding of structure and function of the human nervous system and disorders affecting it. The course is kept relevant by including discussions of appropriate clinical cases and scenarios. Students will also have the opportunity to extend their understanding of some areas and to develop skills in self-directed learning. *3 credits*

PATH 400 Pathology I

Pathology I introduces students to an understanding of the alterations in cells and tissues in response to harmful stimuli. These acquired skills of general pathology including inflammation, ischemia, infarction and necrosis will be applied to specific organ systems. *6 credits*

PATH 401 Pathology II

The course of organ system pathology is designed to help students understand the alterations in specialized organ systems and tissues that are responsible for the disorders that involve these organs. The skills of general pathology acquired in Pathology I will be applied to specific organ

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systems. Thus systemic pathology is a continuation of general pathology with special emphasis on organ systems. *8 credits*

PHAR 400 Pharmacology I

The basic principles of pharmacology will be taught in this first semester course. There will be three blocks of concentration: basic pharmacology; autonomic nervous system, renal, cardiovascular, blood, gastrointestinal and respiratory pharmacology; and pain and inflammation pharmacology. *3 credits*

PHAR 401 Pharmacology II

The basic principles of pharmacology will be continued in this second semester course. There will be three topics of concentration: 1) chemotherapy of infection and cancer, 2) pain and central nervous system pharmacology, and 3) endocrine pharmacology. The course will culminate with a comprehensive exam over both pharmacology courses.

PHYS 306 Medical Physiology

Medical Physiology I introduces the student to the basics of normal human physiology or the study of function, activities, and processes of the human body. The course provides an in depth introduction to a systems/organ system study of medically pertinent physiology. Teaching covers general and cell physiology, muscle physiology, cardiovascular, renal and respiratory physiology. As the student is introduced to normal physiology, concepts of pathophysiology are also presented. *5 credits*

Clinical Clerkships

Students are eligible to enter clinical clerkships after passing the required NBME and USMLE exams. Students are required to take 48 weeks of clinical core clerkships and 27 weeks of electives. The core clerkships in medicine, surgery, pediatrics, family medicine, obstetrics and gynecology, and psychiatry are the basic areas of medical practice about which all physicians need to be knowledgeable. They are included in the curriculum of every medical school. Participation in these clerkships also provides students with an understanding of the various core specialties in medicine.

FMED 500 Family Medicine

In this 6-week clerkship, students are introduced to the principles and practice of family medicine. It is an opportunity to begin development of the knowledge, skills and attitudes required to approach a problem in the primary care setting. Students will observe how family physicians provide for ongoing medical needs of their patients within the context of the family and community setting and participate in the care of patients. *6 credits*

IMED 500 Internal Medicine

In this 12-week clerkship, students are introduced to the principles of caring for the medical patient. Students will begin to understand the general process of the application of medical therapy to patients in a wide variety of settings. The student participates as a member of the medical team and observes the role of the internist as a member of the multidisciplinary team providing patient care. *12 credits*

OBGY 500 Obstetrics and Gynecology

During this 6-week clerkship, students are introduced to the principles of caring for the OBGYN patient and participate in the various stages of evaluation and treatment of patients. Students will begin to understand the general process of the application of OBGYN specific therapies to patients in a wide variety of settings and participate as a member of a multidisciplinary team for patient care. *6 credits*

PEDS 500 Pediatrics

In this 6-week clerkship, students acquire knowledge about the process of growth and development and about common diseases and conditions of childhood. Students work with children and families together to develop an understanding of the importance of preventive medicine and how social and environmental factors affect young people. *6 credits*

PSYC 500 Psychiatry

In this 6-week clerkship, students learn through clinical involvement by working directly with patients and being part of the treatment team. Students develop professional rapport with patients, understand the presentation of psychiatric illness, assess patient histories and mental status and develop bio-psychosocial assessment and treatment plans. *6 credits*

SURG 500 Surgery

In the 12-week surgery clerkship, students are introduced to the principles of caring for the surgical patient. Students participate in the care of patients in the various stages of evaluation and treatment by surgeons. The student will begin to understand the general process of the application of surgical therapy to patients in a wide variety of settings as a member of the multidisciplinary team. *12 credits*

Electives

An additional 27 weeks are spent in electives. The Senior Associate Dean of Clinical Clerkships and the Clerkship Coordinator will assist students in developing an Elective Plan which improves the student's chances for a residency in a specialty of their choice. Following completion of core clerkships, a student may select to enter Prearranged

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Elective Tracks available in psychiatry, internal medicine, pediatrics, and family medicine in Chicago, IL. A Primary Care Track with a focus in family medicine, internal medicine, or pediatrics is available in Eastman, GA.

ANES 600 Anesthesiology

The goal of this elective clerkship is to provide the student with an understanding of the basic management of the perioperative patient and the concurrent medical conditions in the intraoperative period. The student will become familiar with commonly used anesthetic agents and techniques and the risks and complications associated with these. The student will become familiar with principles and skills involved in airway management, intravenous line insertion, and the uses of invasive and non-invasive monitoring. *4 credits*

ANES 601 Pain Management

The purpose of this elective is to prepare students to develop rational drug therapy plans for patients with pain and other symptoms in patients with and without advanced illness, including those near end-of-life, as well as develop plans for monitoring pharmacotherapy in these patients. *4 credits*.

EMED 600 Emergency Medicine

This elective clerkship provides the student with clinical exposure, observation and training to further their understanding of emergency medicine. Students focus on the care, treatment and diagnosis of a variety of acute and sub-acute problems in the adult emergency medicine patient. Learning highlights how to stabilize and correctly triage critically ill patients to prepare for more advanced study of the discipline. *2-4 credits*. (Note: students may take the NBME Emergency Medicine Shelf Exam to earn Honors or High Satisfactory)

FMED 600 General Family Medicine

This elective clerkship provides students with clinical exposure, observation and training to further their understanding of family medicine. Students experience a wide variety of educational experiences to better understand how context influences the diagnostic process and management decisions needed to address complexities, including patients with multiple concerns, various psychosocial issues, and different, sometimes conflicting behaviors that influence their health and health care. *2-4 credits*.

FMED 601 Rural Family Medicine

The elective is designed for students to train with physicians in rural and underserved areas geographically separate from a clinical campus. The focus is on general

practice and provides a better understanding of what medical practice means to small communities. *2-4 credits*

GLMD 600 Global Medicine

This elective clerkship provides students an opportunity to participate in medical missions in outside of the United States during clinical training. Specific goals and learning objectives are determined by the supervising preceptor leading the trip and a formalized plan must be submitted to the Associate Dean for Clinical Education in advance for consideration and approval. *1-4 credits*

IDIS 605 Medical Specialties and Residency Preparation

This elective provides students in clerkships additional resources for the selection of medical career specialties. This elective builds on the information gained in during pre-clerkships through the interactive materials provided by the AAMC to assist students selecting a medical specialty. An evaluation worksheet and specific information on residency programs assists with guiding the student in considerations for a medical specialty in medical school. *2 credits*

IMED 600 General Internal Medicine

This elective provides students with a continuation of training from the third year and allows more active participation in care and management of patients and engagement in greater responsibility of patient care. *4 credits*.

IMED 601 Cardiology

This elective clerkship provides the student with clinical exposure, observation and training to further their understanding of cardiology. Students focus on the basic care, treatment and diagnosis of common cardiovascular illnesses in the adult patient to prepare for more advanced study of the discipline. Training emphasizes physician awareness, assessment, treatment, and acknowledgement of common cardiovascular conditions. **2-4 credits**

IMED 602 Dermatology

This elective clerkship will introduce the student to clinical dermatology and the correlation of skin disease to medical diagnoses. *2-4 credits*

IMED 603 Gastroenterology

In this elective clerkship, the student will learn the clinical approach to gastrointestinal and hepatobiliary diseases. Focus will be on solving clinical problems, differential diagnoses, pathophysiology, and management of patients. *2-4 credits*

IMED 604 Hematology/Oncology

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This elective is designed to provide students with a thorough exposure to hematology, emphasizing basic science and clinical aspects pertinent to understanding normal function, pathophysiological derangements resulting in disease and appropriate diagnostic treatment protocols utilized in addressing diseased states. *2-4 credits.*

IMED 605 Critical Care Medicine

The purpose of the elective clerkship is to expose the student to the management of critically ill patients. The student will review relevant pathophysiology of presenting problems with an emphasis on diagnosis and management of the patient. *2-4 credits*

IMED 606 Hospitalist Medicine

The purpose of this elective is to expose the student to being responsible for all aspects of patient care. Students will work one-on-one with a resident or attending physician. *2-4 credits*

IMED 607 Nephrology

This elective provides students with a broad overview of nephrology emphasizing the clinical approach to patients. Particular attention is given to differential diagnoses, appropriate use of diagnostic tests, interpretation of laboratory data and the proper use of drugs in the patient with renal impairment. *2-4 credits*

IMED 608 Neurology

This elective will familiarize the student with the clinical presentations of common neurological disorders, develop appropriate differential diagnoses of common disorders, interpret laboratory results and propose treatment and management plans for patients. Among the disorders students may be experience are stroke, seizure disorders, headache, multiple sclerosis, movement disorders, diseases of muscles and nerves, and dementia. *2-4 credits*

IMED 609 Oncology

The purpose of this elective clerkship is to provide students with an overview of medical oncology. The student will gain a fundamental understanding of the approach to patients with cancer. *2-4 credits*

IMED 610 Pulmonary Medicine

This elective provides a broad experience in pulmonary medicine and underscores the basic pathophysiology of diseases. It encompasses inpatient consultations, outpatients, and critical care assessment and management. *2-4 credits.*

IMED 611 Sleep Medicine

This elective clerkship requires a multidisciplinary understanding of pulmonology, neurology, psychiatry,

and cardiology. Through these the student will be introduced to the causes and treatment of sleep disorders. *2-4 credits*

IMED 612 Geriatric Medicine

This elective clerkship is designed to provide additional training in the principles of aging, approach to the older patient, and systems of care, along with syndromes, psychiatric considerations and diseases and disorders of the geriatric patient. *2-4 credits*

IMED 613 Endocrinology

This elective in endocrinology and metabolism may provide students with inpatient consultation experience and or out-patient endocrinology exposure. Focus will be on pathogenesis and management of all endocrine hypothalamic, pituitary, adrenal, thyroid, parathyroid, and gonadal diseases as well as syndromes of diabetes mellitus and hyperlipidemia. *2-4 credits*

IMED 614 Infectious Disease

The purpose of this elective is to familiarize students with the evaluation, diagnosis, and treatment of patients with both common and unusual infectious diseases. *2-4 credits*

OBGY 600 General Obstetrics and Gynecology

This elective clerkship provides students with advanced experience in obstetrics and gynecology. Experiences will vary among sites but may include normal labor and delivery, high risk pregnancies, and routine prenatal care. Gynecology may include benign gynecology and/or gynecologic oncology. *2-4 credits*

OBGY 600 General Obstetrics

This course provides students with clinical exposure, observation and training to further their understanding of general obstetrics. Students focus on the diagnosis, treatment and management of common and uncommon obstetrical conditions with a greater depth than the core rotation. During the clerkship, students will continue to improve their abilities to obtain record, analyze, and communicate clinical information. *2-4 credits*

OBGY 601 General Gynecology

This course provides students with clinical exposure, observation and training to further their understanding of general gynecology. Students focus on the diagnosis, treatment and management of common and uncommon gynecological conditions with a greater depth than the core rotation. During the clerkship, students will continue to improve their abilities to obtain record, analyze, and communicate clinical information. *2-4 credits*

OBGY 603 Medical Genetics

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This elective provides an introduction to the field of clinical genetics. Students have the opportunity to learn about a range of genetic disorders, genetic diagnostics and genetic counseling by participating in the evaluation of fetal development during pregnancy. *2-4 credits*

OBGY 604 Reproductive Endocrinology

This elective provides students opportunities to observe and assist in the management of patients with complex problems related to reproductive endocrinology and infertility. These may include hormonal imbalances, menstrual disturbances, sexual development and function problems, infertility, pregnancy loss, and menopause. *2-4 credits*

OBGY 605 Maternal Fetal Medicine

This elective provides students opportunities to observe and assist in the management of patients with complex problems related to maternal fetal medicine. These may include pre-term labor with or without premature preterm rupture of membranes, multiple gestations, diabetes in pregnancy (pre-existing and gestational), hypertension in pregnancy (including chronic hypertension, gestational hypertension, mild or severe pre-eclampsia), advanced maternal age, and genetic conditions. *2-4 credits*

OBGY 700 Obstetrics and Gynecology Research

Elective clerkship experiences are designed to provide the student with a basic understanding of the selected area of interest. Students focus on the development and execution of a guided research project or participate with an existing study. Emphasis is placed on the integration of research into medical practice to prepare for more advanced study in the discipline. *4-8 weeks*

OPHT 600 Ophthalmology

This elective clerkship provides students with a comprehensive introduction to ophthalmology and how to recognize and manage common ocular diseases and emergencies. The student will gain information to manage routine ophthalmologic conditions in family medicine, internal medicine, and pediatric practice. *2-4 credits*

PATH 600 General Pathology

This elective clerkship provides students with exposure to commonly encountered cases. Students will develop a broad overview of the field and an understanding of the role of the pathologist in patient care. Students will gain a better understanding of common diagnostic tests utilized to assist in the identification of malignant, inflammatory, autoimmune, infectious and other disease states. *2-4 credits*

PATH 601 Forensic Pathology

This elective introduces forensic pathology. The student will learn the differences between hospital and forensic autopsies, natural and non-natural causes of death, and types of wound presentations associated with non-natural causes of death. *2-4 credits*

PEDS 600 General Pediatrics

This elective clerkship provides students with additional clinical exposure, observation and training to further their understanding of pediatric patients. Focus will be on inpatient and outpatient medical diagnoses, treatment plans, and management of infants and children. *2-4 credits.*

PEDS 601 Pediatric Emergency Medicine

This elective will expose the student to a broad spectrum of pediatric disease and trauma in the Emergency Medicine service. Focus will be on the chief complaint while simultaneously assessing the entire child to differentiate between "well child" and an "ill child." *2-4 credits*

PEDS 602 Neonatology

The purpose of this elective clerkship is to provide students with an orientation to neonatal clinics and to better understand the unique and complex problems of sick newborns. *2-4 credits*

PEDS 603 Developmental Pediatrics

The purpose of this elective to reinforce previously learned skills and principles of treating children with developmental and behavioral problems. Students will receive additional training in a variety of medically directed diagnostic services for infants, children, and adolescents suspected of developmental and/or learning problems, including those at risk because of problems associated with birth. *2-4 credits*

PEDS 604 Pediatric Endocrinology

This elective will provide an overview in the diagnosis and management of pediatric endocrine disorders. Students will participate in clinical activities and attend clinical conferences. *2-4 weeks*

PMNR 600 Physical Medicine and Rehabilitation

This elective clerkship introduces the student to the needs of individuals with disabilities, that may include sports injuries, acute trauma injuries, and disease. The student will focus on diagnosing and treating disorders and diseases unique to the patients. Special emphasis is placed on attaining maximum functional independence for individuals. *2-4 credits*

PSYC 600 General Psychiatry

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This elective provides students with additional clinical exposure, observation and training to further understand psychiatric patients. Focus will be on inpatient and outpatient diagnoses, treatment, and management. *2-4 credits*

PSYC 601 Adult Psychiatry

This elective clerkship introduces the student to the needs of individuals with disabilities, that may include sports injuries, acute trauma injuries, and disease. The student will focus on diagnosing and treating disorders and diseases unique to the patients. Special emphasis is placed on attaining maximum functional independence for individuals. *2-4 credits*

PSYC 602 Child and Adolescent Psychiatry

This elective introduces students to commonly encountered psychiatric disorders of childhood. Students will gain additional experience interviewing children, adolescents, and families as well as enhance diagnostic skills for psychiatric illness in children and adolescents. *2-4 credits*

PSYC 603 Addiction Medicine

The purpose of this elective is to provide an understanding of patients with Substance Abuse Disorder across a diverse spectrum of drugs, stages of use, and presentations. *2-4 credits*

RADI 600 Radiology

The purpose of this elective is to familiarize the student with the basic observation and language skills necessary for interpretation of imaging studies. The student will become familiar with appropriate methods for common medical conditions and with basic procedures and anatomy and indications for imaging studies. *2-4 credits*

SURG 600 General Surgery

This elective clerkship provides students with the opportunity to build upon skills developed in SURG xxx in year three. The student will be part of a multidisciplinary medical team caring for the surgical patients. Focus will be on the importance of evaluation of potential surgical patients, appropriate referral to surgical specialists, and effective communication with both the patient and the specialist. *4-8 credits* (Note: students may take the NBME Advanced Surgery Shelf Exam to earn Honors or High Satisfactory)

SURG 601 Orthopedic Surgery

This elective clerkship provides students with an understanding of common orthopedic disorders and injuries with regard to examination, diagnosis, and management. The student will integrate medical and

surgical knowledge in the care of trauma victims and musculoskeletal injuries. *2-4 credits*

SURG 602 Urology

This elective provides students with an introduction to the multidisciplinary management of benign and malignant disease of urogenital system.

SURG 603 Plastic and Reconstructive Surgery

This elective introduces students to various aspects of plastic surgery and may include trauma, congenital and traumatic defects of face and hand, breast reconstruction, burn reconstruction and general aspects of wound healing and infection as they relate to the skin and open wounds. *2-4 credits*

SURG 604 Trauma Surgery

This elective provides students an opportunity to be part of a trauma team. The student will be exposed to daily activities including rounds, on-calls, and educational conferences.

SURG 605 Transplant Surgery

This elective will provide the student with an overview of transplantation, transplant immunology, and organ donation. The student will function as part of an integrated team. *4 credits*

SURG 606 Pediatric Surgery

This elective will provide students with a better understanding of the current concepts of pediatric surgery as related to normal pediatric growth and development, pathophysiology, pediatric evaluation and assessment, diagnosis and clinical management. *4 credits*

Sub-Internship Opportunities

Some electives offer an opportunity to complete a sub-internship. These are designated on the transcript with as "s" following the course number. This is an acting internship, designed to allow students the opportunity to *actively* participate in the management of patients with common clinical presentations encountered in the practice of hospital-based medicine. Students typically will have the opportunity to experience a broad range of illness severity ranging from acute care upon presentation to the emergency department to life threatening processes in the intensive care unit. Patients not have to have been previously worked up. Students will have the opportunity to improve their basic clinical skills, learn new inpatient procedures and examination techniques, and assess the effectiveness of their clinical interventions.

The student will have increasing responsibility for the

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care of patients during the course of this elective opportunity. In preparation for a sub-internship, students may be required to take a fourth year elective in the discipline prior to requesting a sub-internship. Student progress will be assessed in the areas of entrustable professional activities.

Minimal expectations for a sub-internship elective:

- An inpatient rotation that gives the sub-intern primary responsibility for providing care
- Be developmental, consolidating and refining the knowledge and skills acquired during core clerkships
- Insure increased responsibility in the evaluation and management of acutely ill, hospitalized patients in directly supervised patient-care settings
- Promote development of effective inter-professional teamwork and communication skills

The sub-internship must contain rigorous expectations that define:

- Level of supervision
- Duty-hour regulations and clinical workload (typical of an intern)
- Care transitions and cross-coverage responsibilities
- Access to EHRs
- Opportunities for evidence-based, high value care practice

Research Elective Opportunities

Elective clerkship experiences are designed to provide the student with a basic understanding of the selected area of interest. Students focus on the development and execution of a guided research project or participate with an existing study. Emphasis is placed on the integration of research into medical practice to prepare for more advanced study in the discipline. 4-8 weeks

FMED 700	Family Medicine Research
CLMD 700	Clinical Medicine Research
IMED 700	Internal Medicine Research
MEDE 700	Medical Education Research
OBGY 700	Obstetrics and Gynecology Research
PEDS 700	Pediatric Research
PSYC 700	Psychiatry Research
SURG 700	Surgery Research