



UNIVERSITY OF  
**SOUTH DAKOTA**  
SANFORD SCHOOL OF MEDICINE

**MEDICAL STUDENT AFFAIRS HANDBOOK  
2021-2022**

This Medical Student Affairs Handbook is published by the University of South Dakota Sanford School of Medicine (SSOM), who reserves the right to alter the contents at any time. All policies stated in this handbook are subject to Board of Regents and/or University policies. Any changes in policy and procedures apply to all current and prospective students. The faculty reserves the right to alter the curriculum, the schedule of required courses, and other regulations affecting admission and graduation requirements. Students are expected to keep well-informed with respect to these changes.

It is the policy of the University of South Dakota to provide equal opportunities for access to and participation in educational services to all persons qualified by academic preparation, experience and ability, without discrimination based on race, color, creed, national origin, ancestry, citizenship, gender, transgender, sexual orientation, religion, age, genetic information, veteran status, or disability.

Each member of the University community is responsible for adhering to and implementing this policy. Employees and students will be subject to disciplinary action for violation of this policy.

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Admissions	605-658-6302
Financial Aid	605-658-6303
Registration	605-658-6304
Student Professional/Support Services	605-658-6333
Diversity & Inclusion	605-658-6328

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USD [www.usd.edu](http://www.usd.edu)  
SSOM [www.usd.edu/med](http://www.usd.edu/med)  
AAMC [www.aamc.org](http://www.aamc.org)  
Student Affairs Email [md@usd.edu](mailto:md@usd.edu)  
Student Affairs Website [www.usd.edu/medicine/medical-student-affairs](http://www.usd.edu/medicine/medical-student-affairs)  
Careers in Medicine [www.aamc.org/students/medstudents/cim](http://www.aamc.org/students/medstudents/cim)

## TABLE OF CONTENTS

General Information .....	4
Mission .....	4
Doctor of Medicine Program .....	4
Personal Attributes .....	5
Technical Standards for Admission, Continuation and Graduation.....	5
Background Checks for the Admissions Process and Continuation in the Program ....	8
Pending Charges.....	9
Policies.....	12
The Code of Professional Conduct.....	12
Student Mistreatment and Reporting .....	16
Security and Disaster Preparedness .....	17
USD Health Affairs Programs Substance Use Disorder .....	18
General Curriculum Guidance & Requirements.....	21
SSOM Academic Calendar and Holidays .....	23
Curriculum Summary .....	24
Teacher/Learner Responsibilities .....	25
Non-Involvement of Providers of Student Health Services in Student Assessment...	26
Supervision Policy .....	26
Course and Clerkship Feedback Policy .....	26
Narrative Assessment Policy .....	26
Timeliness of Final Grades Policy.....	26
Medical Student Policy on Respect for Patient Confidentiality and Proper Use of Medical Records.....	27
Medical Student Duty Hours Policy.....	29
Duty Hours & On-Call Activities .....	29
Leave of Absence .....	30
Student Advisory System.....	32
Career Counseling.....	33
Student Services .....	33
Student Health Services .....	33
Infection Control Procedures & Policies.....	33
Student Mental Health Services.....	34
Medical Student Professional Support Services .....	34
Honor Societies and Scholarship Pathways Program.....	35
Student Performance Evaluation .....	36

Grading.....	36
Student Longitudinal Follow-up Program.....	37
Promotion and Graduation.....	37
Performance on USMLE.....	39
Objective, Structured Clinical Exam (OSCE).....	40
Requirements for Advancement and Graduation.....	40
Personal Aptitude for Medicine.....	41
Student Progress and Conduct Committee.....	41
Medical School Grievance Procedures.....	44
Remediation, Suspension, Dismissal.....	45
Financial Aid.....	46
Tuition Refund Policy.....	52
Medical Student Association Constitution.....	57
Campus Selection Process.....	63
Miscellaneous.....	65
Fleet & Student Travel Policies.....	65
Inclement Weather Policy.....	67
USD-SSOM Student Driving Record Form.....	68
Exemplary and Unprofessional Behavior Incident Report Forms.....	69
Pillar 1 Absence Request Form.....	70
Pillar 2 Absence Request Form.....	71
Pillar 3 Absence Request Form.....	72

## **General Information**

### **Mission**

*The mission of the University of South Dakota Sanford School of Medicine is to provide the opportunity for South Dakota residents to receive a quality, broad-based medical education with an emphasis on family medicine. The curriculum is to be established to encourage graduates to serve people living in the medically underserved areas of South Dakota and is to require excellence in the basic sciences and in all clinical disciplines.*

*The University of South Dakota Sanford School of Medicine is to provide to its students and to the people of South Dakota excellence in education, research and service. To these ends, the School is to provide educational pathways leading to both the Doctor of Medicine and the Doctor of Philosophy Degrees; and*

*Quality health care for the people of South Dakota is addressed by undergraduate, graduate and continuing educational programs as well as by basic and applied medical research. The Sanford School of Medicine should serve as a technical resource in the development of health care policy in the state and provide extension and research initiatives to improve the health care of the citizens of the state.*

### **Vision Statement**

The University of South Dakota Sanford School of Medicine will be a leader in educating students who with knowledge, skill, and compassion dedicate their lives to the well-being of their patients, their community, and their profession.

### **Diversity Statement**

The University of South Dakota Sanford School of Medicine values diversity and its essential role in achieving the educational, scholarship, and service missions of the school. Therefore, the medical school is committed to both recruitment and retention of students, residents, faculty, and staff who through their diversity enrich the learning environment and promote inclusive excellence. We recognize diversity as relating to sex, race, color, creed, rural background, socioeconomic status, national origin, ancestry, citizenship, gender, gender identification, transgender, sexual orientation, religion, age, disability, genetic information, and veteran status. In addition, we value persons with broad life experiences, with records of service to disadvantaged populations, and with other attributes that may enhance the learning community. The medical school has chosen three areas of emphasis on diversity to enrich the learning environment and promote inclusive excellence: American Indians, rural, and gender.

### **Doctor of Medicine Program**

The education of a physician encompasses the following components: a preparatory phase in college; a rigorous professional education leading to the M.D. degree; post-graduate (residency) training; and lifelong continuing education after the conclusion of formal training. Unlike most other professions, medicine awards its degree partway through the educational process and the degree certifies that the individual has acquired a broad base of knowledge and skills requisite for continued training in a residency program.

Medical education requires that the accumulation of scientific knowledge be accompanied by the simultaneous acquisition of clinical skills and professional attitudes and behavior. Faculty in the SSOM have immediate responsibilities to students and patients and ultimate responsibilities to society to graduate the best possible physicians. Admissions standards for medical school are rigorous with admission to those best qualified to meet these performance standards.

## **Personal Attributes**

The faculty of the Sanford School of Medicine (SSOM) believe that the fundamental purpose of medical practice is to provide medical care in a special human relationship – that of doctor and patient. Therefore, students are required to have the virtues which dispose them to choices which will attain this goal, and which commit them to the principles that guide their actions demonstrating beneficence, autonomy, justice, and non-maleficence. Faculty are particularly interested in broadly educated students, with demonstrated competence in the natural sciences, who in addition to high academic achievement, have taken advantage of intellectual opportunities and possess a healthy combination of personal integrity, motivation, intellectual ability, interpersonal skills and a sense of dedication to serve others, especially the underserved. The student should possess certain basic problem-solving skills and attributes such as the ability to read with speed, comprehension and retention, the ability to understand concepts and draw logical conclusions, the ability to adapt quickly to new and different circumstances, and the skills necessary to learn independently.

The SSOM must adhere to the standards for accreditation provided by the Liaison Committee on Medical Education (LCME). The latest version of the document “Functions and Structure of a Medical School” can be found at <http://www.lcme.org>. Based on these requirements, the SSOM has adopted Technical Standards for Admission.

## **Technical Standards for Admission, Continuation and Graduation**

The Sanford School of Medicine (SSOM) affirms that no applicant to Medical School will be excluded on the basis of race, color, creed, national origin, ancestry, citizenship, gender, transgender, sexual orientation, religion, age, genetic information, veteran status, or disability. Otherwise qualified applicants with a disability will be considered in relation to the guidelines listed below.

In evaluating applicants for admission and preparing medical students for graduation, it is essential that the integrity of the curriculum be maintained, that those elements necessary for the education of the physician be preserved, and that the health and safety of patients be maintained. While reasonable accommodation can be made for certain disabilities, those candidates and students who have a disability will be held to the same performance standards as their peers who do not have that disability.

Because the MD degree signifies that the holder is a person prepared for entry into the practice of medicine within postgraduate training programs, it follows that graduates must have the knowledge, skills, and ability to function in a broad variety of clinical situations and to render a wide spectrum of patient care. Therefore, candidates for the MD degree from the SSOM must have certain sensory and motor functions that permit them to carry out the activities described in the sections that follow. They must be able to consistently, quickly and accurately integrate all information received by whatever sense(s) employed, and they must have the intellectual ability to learn, integrate, analyze, and synthesize data.

A candidate for the MD degree must have abilities and skills of five varieties including:

- I. Observation
- II. Communication
- III. Motor
- IV. Intellectual, Conceptual, Integrative and Quantitative abilities
- V. Behavioral and Social Attributes

Technological accommodation may be available to assist for some disabilities in certain of these areas, but a candidate and student should be able to perform in a reasonably independent manner without reliance on a trained intermediary to replace the candidate's judgment or power of assessment and observation.

### **I. Observation:**

The candidate and student must be able to participate in activities determined to be essential by the faculty. This may include physiologic and pharmacologic demonstrations, anatomic dissection, microscopic studies of microorganisms, observation of tissues of normal and pathologic states, and accurate observation of the numbers and patterns on diagnostic instruments and simulations. They must be able to observe a patient accurately at a distance and close at hand with the ability to observe patient responses to physical exams. Observation necessitates the functional use of the senses of vision, hearing and somatic sensation.

### **II. Communication:**

The candidate and student must be able to speak to, hear, and observe patients in order to elicit information, describe changes in mood, activity and posture, and perceive nonverbal communication. They must be able to communicate effectively and sensitively with colleagues and patients. Communication includes not only speech but reading and writing. They must be able to communicate effectively and efficiently in oral and written form with all members of the health care team. They must be able to read and record observations in a legible, efficient and accurate manner including the effective use of electronic documentations.

### **III. Motor:**

The candidate and student must have sufficient motor function to elicit information from patients by palpation, auscultation, percussion, and other diagnostic maneuvers. They must be able to execute motor movements reasonably required to provide general care and emergency treatment to patients. Examples of such care reasonably required of physicians are cardiopulmonary resuscitation, the administration of intravenous medication, placement of catheters, the application of pressure to stop bleeding, suturing of simple wounds, assisting in surgical procedures, and the performance of simple obstetrical maneuvers. They must have adequate endurance to carry out clinical activities for extended periods of time. They must possess adequate sensorimotor function and equilibrium to assume reasonable body postures when performing these skills and to perform them in a manner that does not compromise test accuracy, treatment effectiveness, or patient safety.

### **IV. Intellectual, Conceptual, Integrative and Quantitative Abilities:**

The candidate and student must have sufficient cognitive abilities which would include measurement, calculation, reasoning, analysis, and synthesis. Problem solving, the critical skill demanded of physicians, requires all of these intellectual abilities. In addition, they must be able to comprehend three dimensional relationships and to understand the spatial relationships of structures. They must be able to perform these problem solving skills in a timely manner.

### **V. Behavioral and Social Attributes:**

The candidate and student must possess the emotional health required for full utilization of their intellectual abilities, the exercise of good judgment, the prompt completion of all responsibilities attendant to the diagnosis and care of patients and the development of mature, sensitive, and effective relationships with patients. They must be able to adapt to changing environments, recognize multiple points of view, identify personal reactions and responses, and integrate these into clinical decision-making. They must be able to communicate with and care for, in a non-judgmental way, persons whose culture, sexual orientation, or spiritual beliefs are different from their own.

{Updated version approved by Administrative Staff 7-13-2016; approved by legal counsel 7-15-2016}

**Accommodations for Students Infected or Disabled During Medical School**

In the event a student becomes infected with a potentially communicable agent, becomes immunocompromised or is otherwise disabled while in medical school, the school will provide reasonable accommodations. Accommodations to the student's educational program, if applicable, will be determined by an ad hoc committee including representatives from the Office of Medical Education, the Office of Medical Student Affairs, and USD Disability Services. When provided reasonable accommodations, the student must be able to meet the technical standards for the educational program.

## **Background Checks for the Admissions Process and Continuation in the Program**

Adopted August 29, 2012

*This policy applies to all Health Affairs students where the program or course includes direct contact with clients or patients.*

1. The educational programs of USD Health Affairs have the responsibility to assure the public that their graduates not only have the academic capabilities to apply their professional skills but also have appropriate professional characteristics. That responsibility begins with selective admissions of students who have the appropriate background and skills and attributes to serve the public. Programs whose graduates serve ill and therefore vulnerable individuals have a special responsibility to assure their students and graduates possess the behavioral and social attributes necessary for the care of the individual. The processes for admission to the programs of USD Health Affairs must include procedures to protect the health and welfare of individuals to be served by their graduates.
2. Admissions processes for applicants to USD Health Affairs programs must include an attempt to learn if the applicant has ever been convicted of a felony or if there is pending any criminal prosecution against the applicant which would constitute a felony, or involving health care, or any action defined as a crime of violence under South Dakota law {SDCL 22-1-2 (9)}, involve moral turpitude, {SDCL 22-1-2 (25)}, involving a sex crime as defined in SDCL 22-24B-1 or illegal trafficking in illicit or prescription drugs. Conditional acceptance is granted to applicants who are selected for admission, with a completed background check required for final acceptance or matriculation into the programs. Any applicant convicted of a “crime of violence” or convicted or disciplined for an act of “moral turpitude”, “sex crimes”, or illegal trafficking in illicit or prescription drugs may be excluded from admission to USD Health Affairs programs.
3. Each program within Health Affairs will determine whether an applicant with a felony may be further considered for acceptance. This determination will include a consideration of options for a career in that specific field.
4. The Chair or Dean of Medical Student Affairs:
  - A. Will be responsible for receiving and maintaining the security and privileged confidentiality of all applicant documents and information.
  - B. Will require all applicants submit a completed background check before final acceptance into the program; programs with open admissions will require students to complete a background check prior to beginning fieldwork experiences.
  - C. Will develop, implement, and maintain written documentation for a system of primary verification of applicant information.
    - a. Primary verification is defined as written inquiries plus telephone calls and/or personal contacts with authorities and other individuals with knowledge of circumstances related to applicant information.
    - b. Primary verification will occur:
      - i. Whenever the Chair of a unit, or the Dean of Medical Student Affairs has reasonable cause to question the authenticity, accuracy, or completeness of submitted documents or information.
      - ii. Whenever the Chair of a unit, or the Dean of Medical Student Affairs has reasonable cause to believe the applicant has been charged with a felony, a crime of violence, an act of moral turpitude, a sex offense or illegal trafficking in illicit or prescription drugs.
  - D. Will communicate with, seek the advice of, and submit application process decisions to higher review by designated USD Health Affairs personnel:



- a. If upon investigation it is learned that there is evidence of a felony, act of moral turpitude, sex offense or illegal trafficking in illicit or prescription drugs, the Chair or Dean of Medical Student Affairs will report that information to the Dean of Health Sciences or the Dean of the School of Medicine. These findings may result in a request to withdraw the conditional acceptance offer for that applicant.
5. Review of applicants with felonies or misdemeanors:
  - A. Applicants to programs who do not admit prospective students with a felony conviction will be denied admission.
  - B. Applicants to programs that may consider prospective students with felonies or with misdemeanors on the record will be reviewed to identify offenses by severity, frequency, and timing.
    - a. Severity will be assessed in part by the penalty imposed.
    - b. Frequency will be assessed by the repetition of an event or the variety of events with similar themes.
    - c. Timing will be assessed to evaluate maturity and judgment.
  - C. Applicants with a felony or one or more misdemeanors will be reviewed by the Chair for the Health Sciences unit, or the Dean of Medical Student Affairs for the MD and the MD/PhD programs. The Chair or Dean of Medical Student Affairs will make a decision to either uphold the offer of admission of the applicant or refer the applicant for review to a Background Check Review committee for a recommendation.
    - a. Each school (Health Sciences and Medical School) will establish a Background Check Review Committee. This committee will review applicants referred by the Chair of that Health Sciences unit, or the Dean of Medical Student Affairs. They will take into consideration the items listed in section 5.B as well as any requirements for licensure that may apply, and other institutional policies.
    - b. All recommendations of the Background Check Review Committee will be reported to the either the Dean of the Health Sciences, or the Dean of the Medical School, depending upon the program involved.
    - c. The appropriate Dean will make a recommendation to the Chair or Dean of Medical Student Affairs to either uphold the offer of admission or to deny the offer of admission.
6. Each student in any Health Affairs program has a continual obligation to report any criminal felony or misdemeanor (including drug and/or alcohol) charges pending against him/her, which occur after the student has been granted final acceptance into the program.

### **Pending Charges**

- A. A written explanation of the pending charges should be submitted to the Chair of the Health Sciences program, or Dean of Medical Student Affairs for the Medical School programs within 72 hours of the incident.
- B. A decision regarding the student's continued participation in clinical or patient experiences while the charges are pending will be made by the Chair of the Health Sciences program with faculty input, or by the Dean of the Medical School with Dean of Medical Student Affairs input. Classroom attendance may also be suspended.
- C. The student is responsible for keeping the Chair or Dean of Medical Student Affairs informed as to the outcome of the charges with court documentation required.
- D. The respective Student Progress and Conduct Committee will review the case to determine whether the student will be permitted to continue in the program or be dismissed.

- E. Failure to comply with any aspect of this policy may also result in dismissal from the program.

## 7. Updating Background Checks:

- A. Additional or updated Background Checks may be required of any or all students in a program at the discretion of the program leadership.

## 8. Policies:

- A. These policies may be updated at any time if requirements for the program change, or state laws change.
- B. The Appendices cited are current as of the date of adoption of the policy. Changes in state laws may result in immediate changes in the Admissions policy.

### Appendices:

**22-24B-1.** Sex crimes defined. For the purposes of §§ 22-24B-2 to 22-24B-14, inclusive, a sex crime is any of the following crimes regardless of the date of the commission of the offense or the date of conviction:

- (1) Rape as set forth in § 22-22-1;
- (2) Felony sexual contact with a minor under sixteen as set forth in § 22-22-7 if committed by an adult;
- (3) Sexual contact with a person incapable of consenting as set forth in § 22-22-7.2;
- (4) Incest if committed by an adult;
- (5) Possessing, manufacturing, or distributing child pornography as set forth in § 22-24A-3;
- (6) Sale of child pornography as set forth in § 22-24A-1;
- (7) Sexual exploitation of a minor as set forth in § 22-22-24.3;
- (8) Kidnapping, as set forth in § 22-19-1, if the victim of the criminal act is a minor;
- (9) Promotion of prostitution of a minor as set forth in subdivision 22-23-2(2);
- (10) Criminal pedophilia as previously set forth in § 22-22-30.1;
- (11) Felony indecent exposure as previously set forth in former § 22-24-1 or felony indecent exposure as set forth in § 22-24-1.2;
- (12) Solicitation of a minor as set forth in § 22-24A-5;
- (13) Felony indecent exposure as set forth in § 22-24-1.3;
- (14) Bestiality as set forth in § 22-22-42;
- (15) An attempt to commit any of the crimes listed in this section or any conspiracy or solicitation to commit any of the crimes listed in this section;
- (16) Any crime committed in a place other than this state which would constitute a sex crime under this section if committed in this state;
- (17) Any federal crime or court martial offense that would constitute a sex crime under federal law;
- (18) Any crime committed in another state if that state also requires that anyone convicted of that crime registers as a sex offender in that state; or
- (19) If the victim is a minor:
  - (a) Any sexual acts between a jail employee and a detainee as set forth in § 22-22-7.6;
  - (b) Any sexual contact by a psychotherapist as set forth in § 22-22-28; or
  - (c) Any sexual penetration by a psychotherapist as set forth in § 22-22-29;
- (20) Intentional exposure to HIV infection as set forth in subdivision (1) of § 22-18-31.

**Source:** SL 1994, ch 174, § 1; SL 1995, ch 123, § 1; SL 1997, ch 134, § 1; SL 1998, ch 136, § 4; SL 2002, ch 109, § 11; SL 2002, ch 110, § 1; SL 2003, ch 127, § 4; SL 2004, ch 153, § 1; SDCL § 22-22-30; SL 2005, ch 120, §§ 415, 416; SL 2006, ch 123, § 1; SL 2008, ch 110, § 1; SL 2010, ch 117, § 1; SL 2010, ch 119, § 9.

22-1-2. Definition of terms. Terms used in this title mean:

(9) "Crime of violence," any of the following crimes or an attempt to commit, or a conspiracy to commit, or a solicitation to commit any of the following crimes: murder, manslaughter, rape, aggravated assault, riot, robbery, burglary in the first degree, arson, kidnapping, felony sexual contact as defined in § 22-22-7, felony child abuse as defined in § 26-10-1, or any other felony in the commission of which the perpetrator used force, or was armed with a dangerous weapon, or used any explosive or destructive device;

22-1-2. Definition of terms. Terms used in this title mean:

(25) "Moral turpitude," an act done contrary to justice, honesty, principle, or good morals, as well as an act of baseness, vileness, or depravity in the private and social duties which a person owes to his fellow man or to society in general;

# **Policies**

## **The Code of Professional Conduct**

### **Statement of Purpose**

The Code of Professional Conduct is designed to foster a sense of trust, responsibility, and professionalism among students and is implemented by students and between students and faculty. Its fundamental purposes are:

1. To ensure the integrity of the examination process.
2. To promote ethical behavior in academic and clinical settings.
3. To develop a sense of responsibility to maintain the integrity of the medical profession.

This Code provides a process through which students can uphold its values themselves and have the option of reviewing alleged infractions by a committee of peers (Professional Conduct Committee), before action is taken by the medical school's Student Progress and Conduct Committee (SPCC).

### **Definitions**

CPCC = Code of Professional Conduct Committee: Hears original allegations of misconduct filed by students.

CPCB = Code of Professional Conduct Board: Constituted for specific cases when an infraction without satisfactory explanation has been determined by the CPCC.

SPCC = Student Progress and Conduct Committee: Faculty Committee of the SSOM which hears all cases of alleged misconduct. The SPCC may receive referrals directly from faculty, or indirectly from students through the CPCB.

### **Specifics of the Code of Professional Conduct**

The following sections describe specific conduct proscribed by and the enforcement procedures of the Code of Professional Conduct. The descriptions that follow are not an all-inclusive list but are examples of conduct unbecoming of medical students at the SSOM. It is the spirit, not just the letter of the Code of Professional Conduct that is to be upheld and preserved by students and faculty.

#### **Section I: Academic Dishonesty in Grading and Coursework**

No student shall knowingly or willfully obtain or utilize an unfair advantage when taking any SSOM examination. This shall include but not be limited to:

1. The plagiarizing of test answers or any written assignments.
2. The use of unauthorized notes, tests, or aids during the course of an examination or other graded class assignments.
3. The unauthorized procurement or possession of test information or answers prior to or during the course of an examination.
4. Excusing oneself from an exam or obtaining the postponement of an examination under false pretenses.
5. Any and all other actions designed to falsely enhance an individual's performance on an examination or other graded assignment.

## **Section II: Academic Misconduct in Professional Behavior**

No student shall conduct himself or herself in an unprofessional manner whether through dishonesty, misrepresentation, harassment, discrimination or other forms of unprofessional conduct. This shall include but not be limited to:

1. The falsification of physical examination findings, laboratory data, or patient history.
2. Misrepresentation of skills, experience or exposure to surgical and/or medical procedures.
3. Discrimination against or harassment of a patient, colleague, instructor or other member of the community.
4. Conducting clinical responsibilities while impaired by drugs or alcohol.
5. Showing lack of compassion or respect for patients and others by breaching confidentiality or by any other means.
6. Failure to maintain a neat and clean appearance and dress or attire that is reasonable and accepted as a health care professional.
7. Demonstration of lack of respect for others through either verbal communications or written communications, including all forms of electronic media.
8. Creating or encouraging an environment that is disruptive to the educational program of the school.
9. Conduct in the public arena that can result in diminishing the integrity of the school or the profession.
10. Making a maliciously false accusation of violation of the Code of Professional Conduct against a colleague.
11. Commission of a crime or engaging in conduct which diminishes the integrity of the school or profession or which is not in keeping with the standards of the medical profession.

## **Section III: Reporting Violations**

A Student who believes there may be a potential violation of the Code of Professional Conduct by another student may choose to meet with that student to seek clarification. If there is reasonable cause to believe that the spirit or provisions of the Code of Professional Conduct have been violated, it is the duty of that student to make a timely contact with either their class representative on the Code of Professional Conduct Committee (CPCC), or with the Dean of Medical Student Affairs. The student who has been accused of a violation will be notified by either the class representative or the Dean of Medical Student Affairs. It is the obligation of each student to report suspected Code of Professional Conduct violations; failure to do so is itself a violation of the Code.

A Faculty member who has reasonable cause to believe that the spirit or provisions of the Code of Professional Conduct have been violated should file an "Unprofessional Behavior Incident Report" document with the Dean of Medical Student Affairs. Faculty may choose to file a direct referral of a student to the SPCC.

In cases of Faculty referrals directly to the SPCC, the policies/practices of the SPCC will be followed. In cases of Student referrals to the CPCC, the process is further described below.

## **Section IV: General Procedures**

1. Student allegations of violation of the Code of Professional Conduct will be investigated by the CPCC. This committee consists of one representative from each of the four classes. The Dean of Medical Student Affairs may be called upon as a consultant by any member of the CPCC. After all allegations have been thoroughly investigated, the Committee may decide:
  - a. No infraction has occurred.
  - b. An infraction may have occurred with satisfactory explanation.
  - c. An infraction may have occurred with unsatisfactory explanation.
2. When no infraction has occurred, the case will be dismissed. Instances in which an infraction has occurred with a satisfactory explanation will be kept in the committee's records until graduation but may be included in any future accusation of violation of the Code of Professional Conduct. Possible infractions with unsatisfactory explanation will be referred to the Code of Professional Conduct Board (CPCB).
3. A CPCB will be convened for each case where an infraction has occurred with unsatisfactory explanation. At this step, the identity of the accuser will be made known. The hearing before the CPCB will be a closed session and an electronic recording of the proceedings made. Both sides may present witnesses.

## **Section V: Disciplinary Action**

The CPCB will make recommendations to the SPCC. These recommendations are intended to help the students conduct themselves as professionals, to correct violations of the Code of Professional Conduct, and to prevent recurrences of the violations. Disciplinary actions that may be recommended in cases of student misconduct range from written warnings to dismissal from the SSOM.

## **Section VI: Committee/Board Guidelines**

### **Code of Professional Conduct Committee (CPCC)**

1. Membership is one medical student from each of the four regular MD classes who is in good academic standing and elected by the class.
2. Terms are normally for all four years.
3. Class representatives may be recalled by a vote of the class following receipt by the Dean of Medical Student Affairs of a petition for a recall signed by 20% of the class.
4. The Chair of the CPCC will be the MS-III class representative.

### **Code of Professional Conduct Board (CPCB)**

1. Membership is all four members of the CPCC plus three additional 'ad hoc' members with full voting rights
2. Ad Hoc members of the CPCB are chosen at random from the student body by the Dean of Medical Student affairs.

3. The Dean of Medical Student Affairs may replace any of the seven members of the CPCB for consideration of a specific case, if there is a potential for a personal conflict of interest with either the accuser or the accused.
4. The Chair of the CPCB for each case will be selected from among the seven members by the Dean of Medical Student Affairs.
5. A simple majority of the seven members of the CPCB must find the accused guilty of violating the Code of Professional Conduct in order to make a recommendation to the SPCC.

**Section VII: The Code of Professional Conduct and Pledge to Uphold the Code**

This paragraph will be signed by each student at matriculation and will be displayed on all four campuses.

**We, the students of the University of South Dakota Sanford School of Medicine (USD-SSOM), recognize that the practice of medicine is a great privilege and carries with it the responsibility to uphold certain expectations in character and behavior. We shall maintain the honor of our chosen profession and will not engage in academic dishonesty, misrepresentation, harassment, discrimination or other forms of unprofessional conduct. We shall always maintain respect and compassion for others and conduct ourselves in a professional manner. We shall not take unfair advantage of a patient, colleague, instructor or other member of the community. We hereby agree to uphold the principles and provisions of the Code of Professional Conduct in acknowledgement of the inherent need to preserve honesty and integrity in the medical profession.**

<b>Name</b>	<b>Signature</b>	<b>Date</b>
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## **Student Mistreatment and Reporting**

The medical learning environment is expected to facilitate students' acquisition of the professional attitudes necessary for effective and compassionate health care. This requires mutual respect between teacher and learner, and the avoidance of mistreatment.

Mistreatment, either intentional or unintentional, occurs when behavior shows disrespect for the dignity of others and unreasonably interferes with the learning process. Examples of mistreatment include sexual harassment; discrimination or harassment based on sex, race, color, creed, national origin, ancestry, citizenship, gender, gender identification, transgender, sexual orientation, religion, age, genetic information, veteran status, or disability; humiliation; psychological or physical punishment; or the use of grading and other forms of assessment in a punitive manner. Sanford School of Medicine adheres to the Board of Regents policies regarding mistreatment or harassment as stated in the Board of Regents Policy Manual on Governance (see links below).

For additional information:

Section 1:17 – Sexual Harassment;

<http://www.sdbor.edu/policy/documents/1-17.pdf>

Section 1:18 – Human Rights Complaint Procedures;

<http://www.sdbor.edu/policy/documents/1-18.pdf>

Section 1:19 – Equal Opportunity, Non-Discrimination, Affirmative Action;

<http://www.sdbor.edu/policy/documents/1-19.pdf>

Section 1-23 – Employee-Employee and Faculty-Student Consensual Relationships;

<http://www.sdbor.edu/policy/documents/1-23.pdf>

### **Procedure for Reporting Student Mistreatment**

**REPORTING:** Any student may report alleged cases of violation of this policy to any one of the following:

- Dean or Assistant Dean of Medical Student Affairs, (605- 658-6300)
- Dean of Clinical Faculty (605-357-1306) or a Campus Dean (Rapid City 605-791-7800; Yankton 605-668-3065; Vermillion 605-658-6324)
- Coordinator of Student Professional Support Services, (605- 658-6333)
- Health Affairs Human Resources Director, (605-357-1388)
- Directly to another faculty member

I have heard or read the above policy regarding student mistreatment and the procedure for reporting mistreatment.

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## **Security and Disaster Preparedness**

The safety of our students, faculty, and staff is paramount to the University of South Dakota-Sanford School of Medicine. The below link provides security and major emergency preparedness information. Students, faculty, and staff need to familiarize themselves with the individual security and emergency preparedness information at their specific hospital and or clinic. <http://www.usd.edu/administration/university-police>

## **USD Health Affairs Programs Substance Use Disorder**

Adopted May, 2014

### **Introduction**

The University of South Dakota (USD) School of Health Sciences and Sanford School of Medicine, hereinafter referred to as the "Health Affairs Programs", recognize their responsibility to provide a healthy environment where students may learn to prepare themselves to become members of the healthcare profession. However, students seeking to work within a healthcare profession are held to a higher standard of conduct as a result of their decision to become a healthcare professional.

Health Affairs Programs are committed to protecting the safety, health and welfare of their faculty, staff, students and those with whom they have contact during scheduled learning experiences in the classroom, on campus and outside University property. In furtherance of this commitment, the Health Affairs Programs strictly prohibit the illegal use, possession, sale, conveyance, distribution and manufacture of the following which are not being used by the student pursuant to a valid prescription:

- Illegal drugs as defined by state and/or federal law
- Intoxicants
- Controlled substances as defined under state and/or federal law

In addition, Health Affairs Programs strictly prohibit inappropriate substance use or addiction to the following:

- Non-prescription drugs
- Prescription drugs
- Alcohol

In furtherance of its objective to assist the students in attaining their career goals and protecting the public, who will ultimately be served by the students, the Health Affairs Programs utilize the services of a Substance Abuse Assessment and Treatment (SAAT) provider. A SAAT provider serves as a multi-disciplinary diversion provider for chemically impaired health professionals. A SAAT provider provides a non-disciplinary option to confidentially and professionally monitor treatment and continuing care of health professionals who may be unable to practice with reasonable skill and safety if their illness is not appropriately managed. The intent of this policy is to assist the student in the return to a condition which will allow them to competently and safely achieve their goal of becoming a healthcare professional with an emphasis being placed on deterrence, education and reintegration. All aspects of this policy are to be applied in good faith with compassion, dignity and to the extent permitted by law, confidentiality.

This Health Affairs Programs Substance Use Disorder Policy is in addition to policies of the University of South Dakota, the South Dakota Board of Regents and the program of which the student is a participant. The students enrolled in any of the Health Affairs Programs and to whom this policy applies are obligated to adhere to this policy.

**Referral to Substance Abuse Assessment and Treatment (SAAT) - SSOM maintains relationships with providers of SAAT.**

Upon the occurrence of an event deemed by the Departmental Chair or appropriate Dean or committee to warrant a referral to a SAAT provider, the student may be referred for testing, treatment recommendations and/or monitoring. Events which may lead to a referral must be supported by credible evidence and may consist of the following:

- Report of a possible violation by another student, faculty member or other person with whom the student interacts during scheduled learning experiences both inside and outside of the classroom, on or off University of South Dakota property;

- Observable phenomena, such as direct observation of an inappropriate use of alcohol, drug use and/or physical symptoms during scheduled learning experiences both inside and outside of the classroom, on or off University of South Dakota property;
- Manifestations of being under the influence of a substance of abuse, such as erratic behavior, slurred speech, staggered gait, flushed face, dilated/pinpoint pupils, wide mood swings, and/or deterioration of performance during scheduled learning experiences both inside and outside of the classroom, on or off University of South Dakota property;
- Credible information that a student has caused or contributed to an accident as a result of inappropriate substance use;
- Credible information that a student has been charged with an offense associated with the inappropriate use of alcohol or illegal substances;
- Conviction by a court for an offense related to the inappropriate use of alcohol or illegal substances. This shall include any charged offense for which the student received a suspended imposition of sentence, deferred prosecution or other treatment by the Court which resulted in the student's criminal record in the matter being expunged.

### **Testing by Substance Abuse Assessment and Treatment (SAAT)**

Upon referral, a SAAT provider may determine that testing of the student is necessary. If the SAAT provider determines that testing results are positive due to substance levels meeting or exceeding established threshold values for both screening and confirmation studies, that information will be reviewed by a Medical Review Officer (MRO). Refusal by the student to comply with the referral to the SAAT provider may result in disciplinary action as set forth herein.

### **Treatment and Referral**

Upon non-compliance with the policies set forth by the SAAT provider, the following actions may be taken by the Health Affairs Programs Chair or appropriate Dean:

- Warning issued to the student;
- Development of a learning agreement between the student and the Health Affairs Programs for behavioral change establishing conditions, if any, for retention of the student in the Health Affairs Programs;
- Referral of the student for further medical evaluation and/or treatment;
- Disciplinary action as set forth in this policy; and/or
- Any other action deemed appropriate by the Health Affairs Programs Chair or appropriate Dean provided the same is not in conflict with other policies of the University of South Dakota or the South Dakota Board of Regents.

### **Discipline and Due Process**

Students may be subject to discipline for conduct which is in violation of this policy or in violation of other rules and policies of the University of South Dakota, the South Dakota Board of Regents or the Health Affairs Programs in which they are enrolled. Students considered for disciplinary action shall be notified of the proposed discipline in accordance with the policies of the University of South Dakota, the South Dakota Board of Regents or the Health Affairs Programs in which the student is enrolled, whichever is applicable. In the event that the conduct which serves as the basis for proposed discipline involves a student who poses a risk to the safety, health or well-being of the student or a member of the public for whom the student is performing services as part of his/her educational program, the program Chair or Dean may suspend the student's access to others pending any final decision on proposed disciplinary action. Any such suspension of access shall be deemed a suspension from the Health Affairs Programs until the disciplinary process is complete.

## **Admission and Readmission**

Any student who seeks admission to any USD Health Affairs Program and has a substance abuse disorder or has been removed from the Health Affairs Programs, for cause, and such cause is either directly or indirectly related to conduct which is associated with a substance abuse disorder, shall be required to meet the following criteria to be considered for admission or readmission to the same or another Health Affairs Program:

- A. The student must demonstrate compliance with any treatment program and/or aftercare recommended by a credentialed substance abuse professional. Evidence of participation and compliance must be submitted as a part of the application for readmission.
- B. Demonstration of a minimum of two (2) years of abstinence from alcohol, illegal drugs or non-prescribed drugs prior to application. Evidence may be in the form of letters of reference from prior employers or those in a supervisory position. A minimum of four (4) letters is required. If four letters of reference cannot be obtained, reasonable alternatives can be arranged by the program Chair or Dean. However, if reasonable alternatives cannot be agreed upon then the final determination will be that the student does not have proper documentation to apply. All documentation of abstinence shall be subject to approval by the Chair, Department Head or Dean of the program for which the student seeks admission.
- C. As a condition of admission or readmission to any of the Health Affairs Programs, the student must sign an agreement to participation monitoring by random screening for use of alcohol, illegal drugs or non-prescribed drugs. The student shall be responsible for all costs associated with such testing. The student will further be required to agree that the results of any testing may be used as a basis for disciplinary action, including removal from the Health Affairs Programs.
- D. As a condition of readmission to any USD Health Affairs Program, the student must agree to abstain at all times from use on any alcohol, illegal drugs or non-prescribed drugs. If the student requires medical attention and/or prescription medications, the student agrees that they shall inform his/her medical provider(s) of his/her substance abuse history. The student shall further cause his/her medical provider to submit to the USD Health Affairs Program MRO, in writing, a report identifying the medication, dosage and date of prescription if the prescribed drug is one which has potential for addiction.

## **Confidentiality**

All information which is obtained as a result of the referral, testing and/or treatment completed by an SAAT provider shall remain confidential. The student will be asked to sign a release of information following the standards set forth in 42 CFR §2.31. Any information received as a result of the disclosures about a student may be used only for such purposes as allowable under 42 CFR §2.33.

## **General Curriculum Guidance & Requirements**

**Medical Student Competencies** -- the six competencies listed are requirements that must be exhibited by all students by the time they complete the MD degree.

### Patient Care

Students are expected to participate in supervised patient care that is compassionate, appropriate, and effective for the treatment of health problems and the promotion of health.

Students are expected to:

- Communicate effectively and demonstrate caring and respectful behaviors when interacting with patients and families.
- Perform an appropriate history and physical exam, formulate a differential diagnosis, and develop a management plan for common and/or important conditions in the core clinical disciplines of family medicine, internal medicine, neurology, OB/Gyn, pediatrics, psychiatry and surgery.
- Use information technology for appropriate documentation, to support patient care decisions, and for patient education.
- Participate in the common and/or important medical and surgical procedures in the core clinical disciplines.
- Assist in providing health care services aimed at preventing health problems or maintaining health; Work with health professionals, including those from other disciplines, to provide patient-focused care.

### Medical Knowledge

Students must demonstrate knowledge of established and evolving biomedical, clinical, epidemiological and social-behavioral sciences as well as the application of this knowledge to patient care. Students are expected to:

- Acquire, integrate and apply established and emerging principles of basic and clinically supportive sciences to the care of patients and other aspects of evidence-based healthcare.
- Demonstrate an investigatory and analytical thinking approach to clinical situations involving human health and disease.

### Practice-Based Learning and Improvement

Students must demonstrate the ability to investigate and evaluate their care of patients, to appraise and assimilate scientific evidence, and to continuously improve patient care based on constant self-evaluation and life-long learning. Students are expected to develop skills and habits to:

- Identify strengths, deficiencies, and limits in one's knowledge and expertise.
- Set learning and improvement goals.
- Identify and perform appropriate learning activities.
- Incorporate formative evaluation feedback into daily practice.
- Locate, appraise, and assimilate evidence from scientific studies related to their patients' health problems.
- Use information technology to optimize learning.
- Participate in the education of patients, families, students, residents, and other health professionals.

### Interpersonal and Communication Skills

Students must demonstrate interpersonal and communication skills that result in effective exchange of information and collaboration with patients, their families, and health professionals.

Students are expected to:

- Communicate effectively with patients and families, as appropriate, across a broad range of socioeconomic and cultural backgrounds.
- Establish rapport and demonstrate empathy with patients and their families.
- Communicate effectively with physicians, other health professionals, and health related agencies.
- React appropriately to difficult situations including ethical dilemmas, conflicts, and noncompliance.
- Work effectively as a member of a health care team.
- Formulate timely, legible, medical records that are routinely used in medical practice.

### Professionalism

Students must demonstrate a commitment to carrying out professional responsibilities and an adherence to ethical principles. Students are expected to demonstrate:

- Compassion, integrity and respect for others.
- Responsiveness to patient needs that supersedes self-interest.
- Respect for patient privacy and autonomy.
- Accountability to patients, society, and the profession.
- Sensitivity and responsiveness to a diverse patient population, including but not limited to race, color, creed, national origin, ancestry, citizenship, gender, transgender, sexual orientation, religion, age, genetic information, veteran status, or disability.
- An awareness of potential conflicts of interest.
- Reliability, availability, and timeliness of task completion.

### Systems-Based Practice

Students must demonstrate an awareness of and responsiveness to the larger context and system of health care. Students are expected to:

- Work effectively in various health care delivery settings and systems relevant to their clinical specialty.
- Develop awareness of risks, benefits, and costs associated with patient and population-based care.
- Develop leadership skills that enhance team functioning, the learning environment, and/or the health care delivery system.
- Advocate for quality patient care and safety.
- Work in interprofessional teams to enhance patient safety and improve patient care quality.

## **SSOM Academic Calendar and Holidays**

The Medical Education Committee approves the academic calendars. This includes beginning and ending dates for each year as well as identifying student holidays that may change from year-to-year.

### **YEAR 1 = Pillar 1 (1<sup>st</sup> and 2<sup>nd</sup> semester)**

Classes begin on the third Monday of July and end on the Friday before Memorial Day.

USD-SSOM observes the following holidays for the first year:

Labor Day, Native American Day, Veteran's Day, Thanksgiving (Recess includes Wednesday and Friday), Christmas/New Year's (Recess is two weeks and starts the week which includes Christmas, or when Christmas is observed), Martin Luther King Day, Presidents Day, Good Friday Recess.

### **YEAR 2 = Pillar 1 (3<sup>rd</sup> semester) and Pillar 2 (4<sup>th</sup> semester)**

Classes begin six weeks after Memorial Day. Third semester holidays include Independence Day, Labor Day, Native American Day, Veteran's Day; Thanksgiving (Recess includes Friday).

The 4<sup>th</sup> semester begins on the first Monday of February. Pillar 2 is 53 weeks long.

During Pillar 2, the following 6 holidays are observed: Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day, and New Year's Day. During this Pillar, students are granted an additional 6 days that they may take as 'vacation' days, but these must be scheduled in advance with their Pillar Education Coordinator. Students are not allowed to take off days that include mini-blocks, cultural colloquium, or exam dates.

### **YEAR 3 = Pillar 2 (5<sup>th</sup> semester) and Pillar 3 (6<sup>th</sup> semester)**

Pillar 2 continues during the 5<sup>th</sup> semester and observes the holidays/holiday policy listed above.

Pillar 3 (6<sup>th</sup> semester) starts the Monday after completion of Pillar 2 and ends the Friday before the first Monday of July. There are no established holidays during Pillar 3, so days off are arranged by the student if they are doing a 'flexible time' week, or at the discretion of the department if the student is taking a course during a typical holiday.

### **YEAR 4 = Pillar 3 (7<sup>th</sup> and 8<sup>th</sup> semesters)**

Pillar 3 (7<sup>th</sup> semester) continues the first Monday of July and continues through the 8<sup>th</sup> semester until Friday the day before the Saturday of the University Commencement in May. Refer to the notation above to clarify holidays during Pillar 3.

The calendar year for Pillar 3 is several weeks longer than is required to fulfill the number of credits for graduation. Students may use their flexible weeks to interview for residency programs, complete additional coursework, review for and take USMLE Step 2-CK and Step 2-CS, complete a research project, or take 'vacation' days.

## **Curriculum Summary**

### **Doctor of Medicine Program**

The curriculum is divided into three Pillars.

During Pillar 1 (3 semesters in Vermillion) a thorough knowledge of the Basic Biomedical Sciences is emphasized with clinical application, problem solving skills, case-based and team-based learning, and history taking with physical exam skills.

During Pillar 2 (2 semesters at one of 3 clinical campuses or at one of the Frontier and Rural Medicine sites), students participate in a Longitudinal Integrated Clerkship (LIC) approach to medical education. The LIC incorporates a blended curriculum of Internal Medicine, Surgery, Obstetrics/Gynecology, Psychiatry, Neurology, Pediatrics and Family Medicine. The emphasis during Pillar 2 also includes achieving six competencies: Interpersonal & Communication skills; Patient Care; Practice-based Learning and Improvement; Medical Knowledge; Professionalism; Systems-based Practice. Students also participate in Friday Academy, Ethics, and Radiology.

Pillar 3 (3 semesters at one of the 3 clinical campuses) includes required rotations in Rural Family Medicine (4 wks), Emergency Medicine (3 wks), a Sub-Internship (4 wks), two Surgical Specialties of two weeks each (4 wks), and Transitional to Residency course (1 wk). Students complete several weeks of electives.



## **Teacher/Learner Responsibilities**

(Updated May 2017)

### **1. Overall Philosophy**

Medical educators, as role models, should convey the knowledge and skills that students require to become good physicians. Along with these attributes are the necessity of developing and maintaining professionalism, respect, and integrity. Educational environments should be conducive to the process of teaching and learning. Finally, there should be a realization and commitment to respect the inherent hierarchical nature of the teacher-student relationship, and the avoidance of mistreatment.

Mistreatment, either intentional or unintentional, occurs when behavior shows disrespect for the dignity of others and unreasonably interferes with the learning process: Examples of mistreatment include sexual harassment; discrimination or harassment based on sex, race, color, creed, national origin, ancestry, citizenship, gender, gender identification, transgender, sexual orientation, religion, age, genetic information, veteran status, or disability; humiliation, psychological or physical punishment; or the use of grading and other forms of assessment in a punitive manner. Details of the Board of Regents Policies on Harassment, Human Rights, Non-Discrimination, and Consensual Relationships can be accessed through the Board of Regents web site at: <https://www.sdbor.edu/policy/Pages/Section-1-Governance.aspx>.

### **2. Responsibilities of Faculty**

Faculty should convey state of the art information about the skills and knowledge necessary for the practice of medicine. As mentors, faculty should exhibit high levels of professionalism in interacting with students, colleagues, and staff. Respect for individuals should be without regard to race, color, creed, national origin, ancestry, citizenship, gender, transgender, sexual orientation, religion, age, genetic information, veteran status, or disability. A realization that students are also members of the community and have additional obligations to others as well as themselves should be recognized. Students should not be belittled, abused, or exploited.

Faculty who witness a suspected incident of unprofessional conduct by a student should recognize the event, treat the event with appropriate confidentiality, and report the event to the Campus Dean, or the Dean/Assistant Dean of Medical Student Affairs. Faculty also have a responsibility to report any unprofessional conduct by faculty, staff or students. Faculty may choose to report exemplary professional behavior or unprofessional behavior of faculty by filing an appropriate form available on the medical school Web Portal found under Forms: Professionalism Report Forms.

Faculty members who provide health services to medical students, including medical and psychiatric care as well as psychological counseling, will have no involvement in the academic assessment or promotion of the medical student receiving those services. It is the responsibility of the faculty member to recuse themselves from those educational activities where academic assessment or promotion of such a student is considered. This would also be an example of the 'conflict of interest' statement in Paragraph C.3 of the Student Progress and Conduct Committee section of the Faculty Handbook.

### **3. Responsibilities of Students**

To become good doctors, students should do their utmost to acquire the knowledge, skills, attributes, and behavior presented by faculty and staff. Students should exhibit professionalism in terms of honesty, compassion, integrity, dependability, respect of faculty, staff, fellow students, or patients without regard to race, color, creed, national origin, ancestry, citizenship, gender, transgender, sexual orientation, religion, age, genetic information, veteran status, or disability. As physicians in training and representatives of the University of South Dakota, Sanford School of Medicine, students should conduct themselves at all times with the highest level of professionalism when interacting with patients, colleagues, fellow students, staff, and the community.

Students who witness a suspected incident of unprofessional conduct by a faculty member should recognize the event, treat the event with appropriate confidentiality, and report the event to the Campus Dean, or the Dean of Clinical Faculty. Students also have a responsibility to report any unprofessional conduct by faculty, staff or students. Students may choose to report exemplary professional behavior or unprofessional behavior of faculty by filing an appropriate form available on the medical school Web Portal found under Forms: Professionalism Report Forms.

### **Non-Involvement of Providers of Student Health Services in Student Assessment**

Health professionals who provide health services to medical students, including medical and psychiatric care as well as psychological counseling, will have no involvement in the academic assessment or promotion of the medical student receiving those services. However, in an emergency situation, the health and wellbeing of the student will prevail. Physicians who are a health professional providing health services to a student they are assigned for a clinical rotation must notify the department to have that student reassigned. A student assigned to a course, clerkship or other educational activity with a treating healthcare provider must request and will be granted an alternative assignment. The student must go directly to the relevant curriculum director or to the dean/assistant dean of medical student affairs to have the assignment changed.

### **Supervision Policy**

Clinical faculty must supervise medical students appropriately at all times. Medical students are not allowed to perform invasive procedures unassisted, uninstructed, or unattended. Clinical faculty may delegate this supervision to appropriately trained physicians, residents, or other health care providers. Clinical faculty should assign individual student activities consistent with the student's abilities and trainee status. All students must wear identification badges that clearly designate their student status and should be introduced to patients as medical students.

### **Course and Clerkship Feedback Policy**

Courses and clerkships four weeks or longer should provide students with formal formative mid-course or mid-clerkship feedback to allow sufficient time for remediation, whenever teacher-student interaction permits. Courses of shorter duration should also seek to provide useful formative feedback.

### **Narrative Assessment Policy**

A narrative description of a medical student's performance, including their non-cognitive achievement (e.g., communication skills, professionalism), should be included as a component of the assessment in a required course and clerkship whenever teacher-student interaction permits this form of assessment.

### **Timeliness of Final Grades Policy**

Final grades for all courses and clerkships shall be provided in a fair and timely manner to all students who have satisfactorily completed the requirements for that course or clerkship. Recognizing the school has an accreditation requirement that final grades are available within six weeks, the target goal is for final grades to be made available to students and reported to medical student affairs within four weeks of the end of the course or clerkship.

# The University of South Dakota Sanford School of Medicine

## Medical Student Policy on Respect for Patient Confidentiality and Proper Use of Medical Records

As stated in its Medical Student Education Objectives, the Sanford School of Medicine expects that students will demonstrate *compassion for patients and respect for their privacy and personal dignity*. The Sanford School of Medicine Student Code of Professional Conduct prohibits *showing lack of compassion or respect for patients and others by breaching confidentiality*. Finally, the Affirmation of the Physician recited by students at matriculation and graduation states, “*I will hold in confidence all that my patient relates to me.*” To that end, the following policy relating to the written, verbal, and electronic aspects of patient confidentiality and medical record use requires each student’s attention and signature.

### Access

Students should have access to existing records or other information about a patient under three conditions: 1. Access to specific patient information is a necessary component of their medical education. 2. Access to specific patient information is necessary for direct involvement in the care of that patient. 3. Access to specific patient information is necessary for conducting a research project for which there is documented IRB approval. Access should be through the established policies within that hospital or clinic, and applies to verbal, written, email, electronic, or any other route of communication. All written and electronic records remain the property of the hospital or clinic.

### Release of Medical Information

Students should not release medical information to outside parties without the direct supervision of faculty and then only with a signed authorization from the patient, a parent or custodial parent in the case of a minor, the patient’s legal guardian or a person having the patient’s Power of Attorney. This applies also to facsimile, voice and electronic mail.

### Student-Generated Records

Records generated by a student as a result of course requirements or as part of patient care may or may not become part of permanent hospital or clinic records. Efforts should be made to remove patient-identifying information from any copies, printouts or electronic media storage kept by the student, used by the student for presentations or other patient care purposes, or transmitted to clerkship coordinators or other faculty. Patient-identifying information includes names, social security numbers, patient ID numbers, birth dates, initials, location or date of service, and attending physician’s names or initials. In the event patient-identifying information is necessary for patient care or medical education purposes, it is imperative that attention be paid to patient confidentiality with respect to storage and carrying of records. When no longer needed, any records that contain patient-identifying information should be destroyed by use of a paper shredder or by other appropriate method of permanent destruction.

### Student Patient Encounter Log (SPEL)

Maintenance of patient encounters in a student database is a requirement of the medical education program. SPEL entries should not include patient names, initials, date of birth or other identifying information.

### Verbal communication

Verbal communication is an essential part of patient care as well as the learning process and should follow these professional guidelines: 1. Verbal communication with the patient should occur under supervision of medical school faculty, though faculty presence may not be required. 2. Verbal communication with the patient’s family members should be with patient consent. 3. Verbal communication regarding a patient should only be done in the appropriate setting and with individuals who are involved with the care of the specific patient. 4. Discussion of the patient as part of the education process should be conducted in an appropriate educational setting and in a professional manner.

**Electronic Transmission**

Due to lack of privacy, email, Facebook®, texting, and similar electronic methods are inappropriate media for communicating any patient-related information. Patient information may be transmitted electronically only if required by the clerkship or educational program and then only to the appropriate faculty. Patient name, date of birth or any other identifying information may not be included in the transmission.

**Disposal**

Patient information that is written or printed should be shredded immediately after use. Electronic patient information should not be stored by the student and should be deleted as soon as no longer needed.

I have heard or read the above policy regarding the written, verbal, and electronic aspects of patient confidentiality and medical record use, and furthermore understand that violation of this policy may result in disciplinary action including dismissal.

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Medical Student Duty Hours Policy

- The following policy for SSOM Medical Student Duty Hours is based upon the ACGME duty hour requirements for residents:
  - Duty hours are defined as all clinical and academic activities related to the medical education program; i.e., patient care (both inpatient and outpatient), administrative duties relative to patient care, the provision for transfer of patient care, time spent in-house during call activities, and scheduled activities such as conferences. Duty hours do *not* include reading and preparation time spent away from the duty site.
  - It is both the responsibility of the supervising faculty and each medical student to ensure compliance with the restrictions below, so a student does not violate the medical student duty hours as defined by this policy.
  - If a student chooses to disregard faculty recommendations regarding this policy or willingly chooses to not follow the duty hours policy as outlined, their actions may be reflected in their professionalism grade assigned to them by their respective LIC Campus Coordinating Committee.
- **Restrictions:**
  - Clinical and educational work hours must be limited to 80 hours per week, averaged over a four-week period, inclusive of all in-house clinical and educational activities.
  - Clinical and educational work periods must not exceed 24 hours of continuous scheduled assignments. Up to four hours of additional time may be used for activities related to patient safety, such as providing effective transitions of care, and for student education. However, additional patient care responsibilities must not be assigned to the student during this time.
  - Students must be provided with one day in seven free from all educational and clinical responsibilities, averaged over a four-week period, inclusive of at-home call. One day is defined as one continuous 24-hour period free from all clinical and educational duties.
  - Adequate time for rest and personal activities must be provided. This should consist of an eight-hour break provided between all work shifts.
  - All students must have at least 14 hours free of clinical work after 24 hours of clinical assignments.
  - Students must be scheduled for in-house call no more frequently than every third night (averaged over a four-week period). *In-house call* is defined as those duty hours beyond the normal workday, when students are required to be immediately available in the assigned institution.
  - Time spent on patient care activities by students on at-home call must count toward the 80-hour and one-day-off-in-seven requirements. *At-home call* (or *pager call*) is defined as a call taken from outside the assigned institution. The frequency of at-home call is not subject to the every- third-night limitation. At-home call, however, must not be so frequent as to preclude rest and reasonable personal time for each student. Students taking at-home call must be provided with 1 day in 7 completely free from all educational and clinical responsibilities, averaged over a 4- week period.
  - When students are called into the hospital from home, the hours students spend in-house are counted toward the 80-hour limit. The course or clerkship director and the faculty must monitor the demands of at-home call in their programs and make necessary scheduling adjustments as necessary to mitigate excessive service demands and/or fatigue.

### Duty Hours & On-Call Activities

- In-house call is defined as those duty hours beyond the normal workday, when students are required to be immediately available in the assigned institution. In-house call must occur no more frequently than every third night, averaged over a 4-week period. Continuous on-site duty, including in-house call, must not exceed 24 consecutive hours. Students may remain on duty for up to 4 additional hours to participate in didactic

activities, transfer care of patients, conduct outpatient clinics, and maintain continuity of medical and surgical care. No new patients may be accepted after 24 hours of continuous duty.

- *At-home call (or pager call)* is defined as a call taken from outside the assigned institution. The frequency of at-home call is not subject to the every-third-night limitation. At-home call (FARM), however, must not be so frequent as to preclude rest and reasonable personal time for each student. Students taking at-home call must be provided with 1 day in 7 completely free from all educational and clinical responsibilities, averaged over a 4-week period.
- When students are called into the hospital from home, the hours students spend in-house are counted toward the 80-hour limit. The course or clerkship director and the faculty must monitor the demands of at-home call in their programs and make scheduling adjustments as necessary to mitigate excessive service demands and/or fatigue.

Revised 2019, approved by MEC 2019

## **Leave of Absence**

(Revised 07/06/2021 Approved MEC 08/12/2021)

### **General Principles**

A student wishing a leave of absence must submit a written request, including the reason for the leave of absence and the proposed duration, and meet with the Dean of Medical Student Affairs, or their assigned delegate.

The request may be granted or denied at the discretion of the Dean of Medical Student Affairs. If the request is approved, the student will receive written approval from the Office of Medical Student Affairs. This approval will summarize any conditions pertinent to the individual student's leave and will set a date by which the student must notify the Registrar's office of their intent to return as scheduled. Failure to provide the required notice of intent to return and/or failure to return as expected constitutes a decision to withdraw from SSOM. The leave-of-absence status will become official when the student's completed leave of absence form has been returned to the Registrar's office.

The Dean of Medical Student Affairs, or their assigned delegate, may place a student on leave of absence for administrative purposes, e.g.; a pending decision from the SPCC; parental leave, health reasons or other administrative reasons. Administrative leaves of absence are brief and are not considered disciplinary. The Dean of Medical Student Affairs, or their assigned delegate, may also place a student on leave of absence for disciplinary reasons, such as academic misconduct.

In general, leaves of absence for medical students will not be granted for a period in excess of one year. Leaves of absence that extend beyond one year will be considered on a case-by-case basis with the Office of Medical Student Affairs. Renewals of leaves of absence may be approved annually for students enrolled in other degree programs. An exception to this policy pertains to students in the MD/PhD Program, where a three-year or longer leave of absence is granted for the Ph.D. component of the program. Students seeking reentry to SSOM will be required to appear before the SPCC before reinstatement.

Students receiving approved leave must work with the Office of Medical Education and the respective curriculum leaders to make up curricular activities missed during their leave.

### **Insurance Considerations for Students on Leaves of Absence**

A student who is on leave of absence from the SSOM is not considered an enrolled student. Therefore, SSOM will not assume any responsibility for any student who is not enrolled and cannot officially be involved in any effort by the student to obtain credit towards the MD degree granted by the SSOM. In addition, a student on a leave of absence is not covered by the SSOM's malpractice insurance umbrella provided for matriculated, tuition-paying students.

## **Withdrawal**

A student wishing to withdraw from the SSOM must meet with the Dean of Medical Student Affairs, or their assigned delegate and sign a written withdrawal form. The student will receive written acknowledgment from the Dean of Medical Student Affairs. Formal withdrawal from the SSOM is not complete until the withdrawal form has been returned to the Registrar's office. Upon withdrawal, an individual ceases to be a student at the SSOM. If for any purpose, an individual wishes to continue their medical education at the SSOM following withdrawal, they will need to reapply by formal application process through the Office of Admissions.

### **SSOM Policy - Leave of Absence for Supplemental Curriculum**

1. \_\_\_\_ Student **MUST** send a letter to the Dean of Medical Student Affairs requesting leave and outlining details of the leave, including specifics of program, location, dates, and program's contact person/phone number.
2. \_\_\_\_ Student **MUST** be in good academic standing per SSOM Registrar and Dean of Medical Student Affairs.
3. \_\_\_\_ Student **MUST** meet with SSOM Financial Aid Counselor during the approval process for leave/supplemental curriculum to discuss Grace/Deferment/Forbearance/Repayment Options for current loans.
4. \_\_\_\_ Student needs to check with their **loan servicer** to determine if eligible for a Graduate Fellowship Deferment.
5. \_\_\_\_ Student **MUST** recognize that they will not be covered by SSOM Disability or Malpractice Insurance policies during their LOA.
6. \_\_\_\_ Student **MUST** be granted written approval for leave by SSOM Dean of Medical Student Affairs.
7. \_\_\_\_ Prior to the start of the leave of absence, the student **MUST** pass USMLE Step 2 Clinical Knowledge exam in one attempt.
8. \_\_\_\_ Student **MUST** elect courses for the semester(s) of Pillar 3 curriculum prior to leave/supplemental curriculum that meets the minimum number of required credits for the semester course load. Upon re-entering Pillar 3, the student must schedule any semesters remaining with the class that is scheduling during the same time frame. This is on a first-come first-serve basis.
9. \_\_\_\_ Student **MUST** provide regular contact (monthly) with SSOM Student Affairs via email with details of experience and/or challenges encountered.

10. \_\_\_\_ Student **MUST** send a letter to Dean of Medical Student Affairs 60 days prior to return, outlining their plan to re-enter the curriculum with specific dates of return. The Dean of Medical Student Affairs will consult with SSOM Student Progress and Conduct Committee regarding reentrance to SSOM.

### **Student Advisory System**

The purpose of the Advisory System is to assist students in three ways:

- 1) Serve as an advocate and counselor for the student in their interactions with the faculty, the administration, other professional staff and patients.
- 2) Serve as a resource person for the student concerning the school, the field of medicine, career choices, guidance through the curriculum, and specific decisions relating to Pillar 3 schedules.
- 3) Serve as a counselor for the student when they appear before the Student Progress and Conduct Committee, or when they are in conflict with policies, or when they believe they are not being treated fairly, or in other settings where the student would benefit from faculty representation.

### ***Advisory System Guidelines:***

#### **The Pillars**

The curriculum is presented in three pillars. Pillar 1 consists of three semesters of basic biomedical sciences; Pillar 2 consists of two semesters of core clinical clerkships administered as a longitudinal integrated clerkship; Pillar 3 consists of three semesters with a combination of required clinical rotations and electives.

#### **All Four Years**

Students will be assigned to a Faculty Advisor for each Pillar as follows:

Pillar 1 - Basic Biomedical Science faculty member

Pillar 2 - Longitudinal Integrated Clerkship (LIC) advising committee member

Pillar 3 - Clinical faculty member selected by the student

The Office of Medical Student Affairs serves all students in the areas of counseling for academic, personal, or mental health needs, and will provide referrals to secondary sources when appropriate. In addition, in matters of academic standing, financial aid (including emergency loans), leaves of absence, or temporary absences (missing three days or more) due to illness or personal reasons, the student will be referred to the Office of Medical Student Affairs.



## **Career Counseling**

When counseling students for residency training, the Faculty Advisors should be aware of the current resources available. Besides asking the Dean of Medical Student Affairs and/or the Associate Dean for Graduate Medical Education for updated information on the National Resident Matching Program, they should become familiar with two significant on-line resources – FREIDA and *Careers in Medicine*.

The web site "FREIDA" lists information on every accredited residency training program in the USA, and is found at <http://www.ama-assn.org/ama/>, then scroll to Medical Students and then find 'FREIDA Online'.

The *Careers in Medicine* web site provides outstanding resources for the student and advisor featuring their 'Specialty Pages', and is accessible through a secure site found at <http://www.aamc.org>, then look for the Careers in Medicine link under the heading of 'Medical Students'. This program consists of multiple resources designed to assist the student in understanding the options for choosing a specialty and selecting and applying to a residency program. There are resources that apply throughout all four years of medical school, and include surveys to help students understand their preferences, how to explore options, the process of choosing a specialty, seeking faculty advisors and letters of reference, data for each of the specialties, and information on transitions from medical school to the residency program.

Students are automatically authorized to sign in to the *Careers in Medicine* secure site. Faculty who wish to have access to the *Careers in Medicine* web site should email a request to the Assistant Dean, Medical Student Affairs for Pillar 2/3, so a temporary password can be generated to access the site.

The SSOM Career Counseling document which catalogs all career development activities for Pillar 1, 2, and 3 can be found on the Career Advising microsite:  
<https://rise.articulate.com/share/CB6iHRHQnIHR5PRUQva1ZKoFcCJVUyld>.

## **Medical Student Performance Evaluation**

During Pillar 3, in preparation for residency selection, the Medical Student Performance Evaluation (MSPE) letter is drafted for each graduating student who is applying to residency programs. The MSPE letter is sent to each residency program the student submits an application to. The MSPE letter is written by the Dean of Student Affairs and the Assistant Dean of Student Affairs for Pillar 2 and 3. Students are permitted to select an alternative MSPE author if there is a perceived conflict of interest.

## **Student Services**

### **Student Health Services**

The University of South Dakota Health Services is located in the Sanford Vermillion Hospital, located about  $\frac{3}{4}$  miles from the Lee Medical building. Every full-time student on the Vermillion Campus is automatically enrolled in the service by payment of the general university fee. All medical students are required to obtain health insurance coverage that meets or exceeds the minimum standards set by administration.

### **Infection Control Procedures & Policies**

The health and safety of the Medical Students is paramount. Therefore, it is important that students understand the policies and procedures for required immunizations, what to do in the event of an exposure to blood or body fluids, and other infection control measures. Please refer to the Health Affairs Infection Control Manual linked from the "Medical School Policies, Procedures and Forms" section of the MyU Portal using the 'Student View' for these policies and

procedures.

[https://myu.usd.edu/uPortal/render.userLayoutRootNode.uP?uP\\_root=root&uP\\_sparam=activeTab&activeTab=3](https://myu.usd.edu/uPortal/render.userLayoutRootNode.uP?uP_root=root&uP_sparam=activeTab&activeTab=3)

See also **Accommodations for Students Infected or Disabled during Medical School (page 7)**.

### **Student Mental Health Services**

Confidential mental health services for a variety of personal or academic issues are provided for students. Counseling is available for individuals, couples, groups and families. In addition, training in the areas of stress management to include the skills of relaxation, meditation, and imagery are offered. These services are provided by the University of South Dakota Counseling Center, the University of South Dakota Psychological Services Center, and the Counseling and Family Therapy Center.

The Counseling Center is located in the Cook House, one block east of the Lee Medical Building. The staff is composed of licensed professional counselors, certified chemical dependency counselors, and doctoral and masters level student interns. Appointments are available Monday through Friday from 8:00-5:00 and selected evening hours. There are no charges for students registered at USD. In addition, the Counseling Center also provides alcohol and drug assessment as well as outpatient treatment (phone number 677-5777).

The Psychological Services Center is located on the first floor of the Old South Dakota Union Building (NE corner intersection of Harvard and East Clark Streets). The center is comprised of licensed psychologists who serve as clinical faculty in the Department of Psychology and doctoral students. Appointments are available from 8:00-5:00 and selected evening hours (phone number 677-5354). A one-time assessment fee of \$10 is charged of all clients, no other charges are made for USD students.

The Counseling and Family Therapy Center (phone number 677-5250) is located on the second floor of the Delzell Education Building. Individual and family counseling services are provided for a variety of issues by doctoral level students under supervision. There is no charge for registered USD students.

### **Medical Student Professional Support Services**

This service is provided through the Office of Medical Student Affairs to assist students in their transition into medical school and their professional development. Although these services are provided through the Office of Medical Student Affairs, the services are strictly confidential and separate from the office. These services are available to students on all of the campuses.

Some of the services provided include individual sessions and/or workshops on metacognitive strategies for long-term retention, time management, controlling test anxiety, preparation for USMLE examinations, etc. Personal counseling referrals are offered for a variety of issues. In addition, testing and evaluation referrals are available. Phone number: 658-6333.

Students also have the option of accessing counseling services directly. Brochures listing mental health professionals in Vermillion, Sioux Falls, Yankton and Rapid City are located in student lounge areas on all campuses. These mental health professionals are knowledgeable of the needs of professional students.

USD SSOM has available to all medical students enrolled at the school an anonymous emergency mental health hotline. The 24/7 hotline is completely confidential and only available to SSOM medical students. The number is **605 777-9482**.

# Honor Societies and Scholarship Pathways Program

## **ALPHA OMEGA ALPHA (Honor Medical Society)**

Alpha Omega Alpha Honor Medical Society, a professional medical organization, recognizes and advocates for excellence in scholarship and the highest ideals in the profession of medicine. Alpha Omega Alpha (AOA) is to medicine what Phi Beta Kappa is to letters and the humanities and Sigma Xi is to science. Our values include honesty, honorable conduct, morality, virtue, unselfishness, ethical ideals, dedication to serving others, and leadership. Members have a compelling drive to do well and to advance the medical profession and exemplify the highest standards of professionalism.

The top 25 percent of a medical school class is eligible for nomination to the society, and up to 16 percent may be elected based on leadership, character, community service, and professionalism. Members may also be elected by chapters after demonstrating scholarly achievement and professional contributions and values during their careers in medicine. Distinguished professionals may also be elected to honorary membership. Election to Alpha Omega Alpha is a distinction that accompanies a physician throughout his or her career. More information can be found at [www.alphaomegalpha.org](http://www.alphaomegalpha.org).

## **GOLD HUMANISM HONOR SOCIETY**

The Gold Humanism Honor Society (GHHS) is a national honor society designed to recognize the demonstration of humanistic behavior. These behaviors include a deep sensitivity and respect for others, and a consistent demonstration of the attributes of integrity, excellence, compassion, altruism, respect, empathy and service. Selection of the inductees occurs at the end of the third year and is based on these characteristics regardless of GPA, provided the student is in good academic standing.

## **SCHOLARSHIP PATHWAYS PROGRAM**

The Scholarship Pathways Program is an elective opportunity for students to explore interests beyond the traditional curriculum. It promotes independent scholarship, critical thinking, and leadership skills. Under the guidance of a mentor, students develop a project in the areas of education, research, or service. The final product is presented in the fourth year, and special recognition is provided during graduation. Selection is limited to fifteen students from each class. Applications are due during the first year.

# **Student Performance Evaluation**

## **Grading**

Passing grades are A (superior), B (good), C (passing) and S (Satisfactory). A grade of D (scholastically deficient) means the student, although not passing, may be subject to certain options. (See section on Promotion, Dismissal and Graduation.) A grade of F (Fail) or U (Unsatisfactory) are non-passing grades.

A grade of Incomplete can be used only when a student has not been able to complete course requirements for some acute and unexpected circumstances beyond the student's control. The BOR policy specifies the following criteria: "An incomplete grade may be granted only when all of the following conditions apply: a) a student must have encountered extenuating circumstances that do not permit him/her to complete the course; b) the student must be earning a passing grade at the time the incomplete is necessitated. Anticipated course failure is not a justification for an incomplete; c) the student does not have to repeat the course to meet the requirements; d) the instructor must agree to grant an incomplete grade; and e) the instructor and student must agree on a plan to complete the coursework."

In order for a student to receive an "I" grade, an *Incomplete Form* must be completed by the department stating the reason(s) for the "I", the conditions for removal of the "I", and deadline for removing the "I". The Course or Clerkship Director must sign this form. Once the form is completed the department will send a copy to the student and send the original to the Office of Medical Student Affairs in Vermillion. The original *Incomplete Form* will be placed in the student's file. When the incomplete conditions for removal have been fulfilled, the department will then submit a *Change of Grade* form. This form will assign a grade to the student. When the department has completed the *Change of Grade* form with the appropriate information, the form will be sent to the Office of Medical Student Affairs in Vermillion.

Pillar 1 and first semester of Pillar 2 courses use the Satisfactory/Unsatisfactory (S/U) grading scale. Courses using this grading scale will not be used as a part of the GPA calculation.

Grades and grade point values for second semester Pillar 2 and all of Pillar 3 courses and clerkships in the School of Medicine are:

GRADE	GRADE POINT
A	4
B	3
C	2
D	1
F	0

## **Narrative Comments**

All final grades for a course and clerkship must include narrative comments pertaining to the cognitive knowledge, clinical skills (where appropriate) and non-cognitive qualities pertaining to the student functioning as a competent physician upon graduation. The non-cognitive qualities evaluated refer to the professional attributes such as, but not limited to honesty, responsibility, reliability, maturity, integrity and respect for peers, staff, faculty and patients that are critical to success in medical school and practice. Narrative comments include clinical and communication skills where appropriate.

## **Excused Absences – see absence forms at end of handbook**

Students who are absent from required classes, rotations or exams/assessments must complete a form appropriate for each of the pillars. The forms are at the end of this handbook with instructions.

For an extended illness, a leave of absence will be considered. Under these circumstances, all possible efforts will be made by the administration and faculty to provide a means for remediating deficiencies incurred with minimal disruption to student progress.

### **Policy on Excused Absences for Health Care Services**

Students may seek excused absences from required courses and clinical rotations to obtain health care services including medical, mental health, or counseling appointments. Prior to the scheduled appointment, it is the student's responsibility to inform the Office of Medical Student Affairs, the appropriate course leader for Pillar 1 absences, or the appropriate clerkship leader, campus education coordinator and preceptor for Pillar 2 or 3 absences. The student is also required to complete the necessary paperwork documenting the absence. It is expected the student will make up any missed lecture, small group, or clinical experiences that are part of the required curriculum, at the discretion of the respective leadership.

### **Student Longitudinal Follow-up Program**

This program is separate from the advisory system but may seek the assistance of the advisor in helping the student. The program functions in collaboration with the Pillar 1 Course Directors Group as well as the Pillar 2 Longitudinal Integrated Clerkship Coordinating Committees.

The primary purpose of this program is to identify strengths and weaknesses of students and to recommend areas of improvement where appropriate. When a deficiency is identified, the procedure to correct it will depend on the nature and gravity of the problem. Attempts to rectify each problem will be made as simply and quickly as possible.

### **Promotion and Graduation**

(revised and approved by MEC 11/17)

The fitness of a medical student to be promoted, to continue as a student, and to graduate from the SSOM are faculty responsibilities. The faculty has established the Student Progress and Conduct Committee (SPCC) to review the student's academic performance in the areas of grades, professionalism, ethics or other aspects of performance and to direct and enforce stipulations for student remediation. The SPCC recommends students for graduation, suspension, or dismissal. The faculty has established the following guidelines and rules as the basis of promotion, suspension, dismissal, and graduation.

### **Scholastic Performance**

1. A course is defined as an approved subject under a specific name and number with a specific number of credit hours and for which registration will be allowed.
2. A grade of D, assigned after completion of the regular course, will be considered to be a scholastically deficient grade.
3. A grade of F/U, assigned after completion of the regular course, will be considered a failing grade.
4. All students receiving a failing grade are automatically referred to the SPCC for evaluation.

Students receiving a deficient or failing grade are not eligible for promotion to the next Pillar or graduation until the grade is remediated. A medical student who receives a grade of D in one course may remove the deficiency in a manner approved by the department.

A student who receives a course grade of F/U will automatically be referred to the

SSOM SPCC for evaluation and may be subject to dismissal from the program. A student in Pillar 1 who receives a grade of “U” in Medical Foundations 1 through BHL course or in two courses during the first portion of Pillar 1 (Medical Foundations 1 through BHL-IMC-603) or in two courses during the second portion of Pillar 1 (Cardiovascular through Endocrine), will not be able to successfully remediate these grades in the same academic year because of time constraints.

A deficient grade obtained during a clinical rotation (Pillar 2 or 3) may require repeating the rotation, preferably at a different clinical site. A student receiving two grades of D or one grade of F in the same Pillar will be referred to the SPCC for evaluation and may be subject to dismissal.

5. A student who fails the USMLE Step 1 or Step 2CK on the first attempt will be contacted by the SPCC with advice and counsel. If the student fails on the second attempt the student will be referred to the SPCC for evaluation by the Dean of Medical Student Affairs. Failure after the third attempt will result in dismissal by the SPCC.

### **Academic Probation**

Approved: SPCC 02-26-2020; Medical Education Committee 03-21-2020

Students pursuing the M.D. degree at the SSOM are expected to demonstrate an acceptable rate of academic progress toward earning their degree by maintaining enrollment as a full-time student and by achieving an expected level of academic performance. Students who do not maintain adequate academic progress may be placed on academic probation. Exceptional circumstances will be considered by the SPCC. Students may be placed on academic probation due to the following circumstances:

- A grade of D or F/U in any course
- Failure to maintain full-time status by not completing nine (9) credit hours in any academic semester
- Other patterns of academic difficulty deemed to be of significant concern by the SPCC

Once placed on academic probation, a student will remain on probation until the deficient grade(s) has been remediated. If the student repeats the academic year, the probationary period will continue to the end of the repeat year. The SPCC, given extenuating circumstances, continuing academic risk, or other factors that may affect a student’s progress, may modify the duration of academic probation and other conditions. Students will be notified in writing when placed on or removed from probationary status. Academic probation will not be recorded on the student's transcript but will appear in the Medical Student Performance Evaluation (MSPE). Students may appeal their probationary status using the medical school’s grievance procedures for remediation in the Medical Student Handbook.

Students who are on academic probation must maintain acceptable academic progress in all subsequent coursework. If a student who is currently on academic probation or who has previously been on academic probation meets any of the following conditions, they will be considered for dismissal. Those conditions include:

- A grade of D or F/U in any course
- Failure to maintain full-time status by not completing nine (9) credit hours in any academic semester
- Other patterns of academic difficulty deemed to be of significant concern by the SPCC

### Financial Aid Eligibility

Students must maintain acceptable academic progress to be eligible for Title IV financial

aid programs, as set forth by federal regulations. Students who fail to maintain acceptable academic progress will lose financial aid eligibility.

Students on academic probation may receive financial aid for one academic year. At the conclusion of that academic year, the student must have achieved compliance with expected academic standards or will lose financial aid eligibility.

#### Time Required to Complete Degree

Students must successfully complete the curriculum of any given academic year in no more than two calendar years. Students must complete all requirements for the M.D. degree in no more than six years (ten years for MD/PhD students).

### **Performance on USMLE**

(Revised 07-06-2021 Approved MEC 08/12/2021)

#### USMLE Step 1

1. Students are expected to take USMLE Step 1 after completion of Pillar 1 and no later than the Pillar 2 start date.

A student may be eligible for a delay in taking the exam for various personal and academic reasons. Delays must be approved by the Dean of Medical Student Affairs or their assigned delegate. If a delay is granted and the student takes USMLE Step 1 by Saturday of week 5 of Pillar 2, the student will be registered and begin Pillar 2 at the start of week 6 as a March cohort student. If a March cohort student is notified of a failing score after entry to Pillar 2, they will be required to step out of the Pillar 2 curriculum at that time and enter a period of academic leave. The student may then re-start Pillar 2 the following February with a passing score on the USMLE Step 1 and approval of the Sanford School of Medicine (SSOM) Student Progress and Conduct Committee (SPCC). A student who delays starting Pillar 2 will be required to make up the missed time at the end of Pillar 2 before starting Pillar 3.

If a student delays taking the exam until the beginning of week 6 or later, they will not be registered for the semester. This student will be placed on a period of academic leave and will start Pillar 2 with the next cohort the following February, provided a passing score is reported to the school prior to their return to classes and approval of the SSOM SPCC.

A student who requests a delay due to emergency health needs or other circumstances will be reviewed on an individual basis. Any student approved for a delay due to emergency health needs or other circumstances will be required to make up the missed time at the end of Pillar 2 before starting Pillar 3.

2. If a student has received notification of a USMLE Step 1 failure after beginning Pillar 2 on a regular schedule, an individualized plan will be developed with the Dean of Medical Student Affairs or their assigned delegate. Any time missed in Pillar 2 for this individualized plan will be required to be made up at the end of Pillar 2 before starting Pillar 3.

If the 2<sup>nd</sup> attempt at Step 1 results in a failing score, the student will step out of Pillar 2 with an opportunity to restart Pillar 2 the following February with a passing Step 1 score and approval of the SSOM SPCC.

3. Students have three opportunities to be notified of a passing score on USMLE Step 1 within a two-year period. The two-year period starts with the first writing of the USMLE Step 1 examination.
4. Three failed USMLE Step 1 attempts will result in dismissal from medical school.

#### USMLE Step 2-Clinical Knowledge (CK)

1. A student must take and pass the USMLE Step 2 – Clinical Knowledge (Step 2-CK) as a requirement to graduate with the MD degree.
2. The USMLE Step 2-CK shall be taken no later than the end of June prior to the next May graduation.
3. This deadline may be extended for a student who is out of phase with classmates, or for other significant disruptions to their program, and approved by the Dean of Medical Student Affairs or their assigned delegate.
4. Graduation will be delayed if an official notice from the National Board of Medical Examiners indicating a passing score on the USMLE Step 2-CK has not been received in the office of Medical Student Affairs in time to certify completion of graduation requirements.
5. Three failed USMLE Step 2-CK attempts will result in dismissal from medical school.

#### **Objective, Structured Clinical Exam (OSCE)**

In order to graduate, students must demonstrate competence in clinical skills by passing a school administrated Objective Structured Clinical Exam (OSCE). If a student fails the school administrated OSCE, they will be required to successfully remediate their deficiency in the manner defined by the Medical Education Committee

#### **Requirements for Advancement and Graduation**

Students must complete all requirements for graduation within six years of matriculation. Students who do not or reach a point where they will not be able to complete the requirements in the allotted time, will be dismissed from the Medical School. Exceptions may be granted based on appeal by a student in good academic standing. Students in good standing in the Physician Scientist Program (MD/PhD) are granted a total of 10 years.

The decisions on advancement of a medical student to the next academic period are made by student affairs leadership based on three guidelines established by the Medical Education Committee:

1. Satisfactory completion of the course work required for the previous academic period as verified by faculty clerkship or course directors;
2. Satisfactory completion of the required exams that include USMLE Step 1, USMLE Step 2-CK, and the SSOM OSCE as verified by the Dean of Medical Student Affairs or their assigned delegate;
3. No pending nor active review by the Student Progress and Conduct Committee that may impact the student's advancement as verified by the Chair of the Student Progress and Conduct Committee.

The Doctor of Medicine degree is granted to students who have been recommended by the Student Progress and Conduct Committee as having achieved a satisfactory level of the Medical Student Education Competencies.



In order to graduate, a student must have successfully completed the required four-year curriculum of the SSOM with:

- a) A grade of C or better in all required courses and completed a total of 166 credits.
- b) A minimum cumulative grade point average of 2.00 on a 4.00 scale (all deficient and failing grades are included in the calculation of the GPA, but Pass/Fail courses are not)
- c) A passing performance on USMLE Step 1 (must attain a passing score in three or fewer attempts)
- d) A passing performance on USMLE Step 2-CK (must attain a passing score in three or fewer attempts)
- e) A passing score, as determined by the school wide OSCE committee, on the school administered OSCE (or appropriate remediation as determined by the Medical Education Committee)

A diploma will not be released until grades are submitted to the registrar for all registered courses and all other requirements are met.

### **Personal Aptitude for Medicine**

#### Dean's Authority

Awarding the MD degree is predicated on the determination by the faculty that a student is suitable for the practice of medicine in terms of his or her complete academic performance in the areas of grades, professional conduct and attainment of the Medical School Education Competencies as well as the student's conduct outside of academic areas when such conduct may impair the student's ability to practice medicine or such conduct is not in keeping with the standards of the medical profession. The faculty has empowered the Student Progress and Conduct Committee (SPCC) to evaluate all students to determine their fitness for continuation in the program or for graduation. The Dean of the School of Medicine has the right to suspend any student prior to SPCC action if the Dean feels that the student's behavior poses a danger to themselves, patients, or other members of the medical community.

### **Student Progress and Conduct Committee**

#### A. Membership (12):

1. Faculty (12): 12 members of the faculty that must include representatives from each pillar of the curriculum.
  - (a) Faculty members who have an immediate family member currently enrolled in the School of Medicine are ineligible to serve on the Student Progress and Conduct Committee (SPCC).
  - (b) Three faculty members are elected by the faculty. One from basic sciences and two from clinical sciences.
2. It is the intention of the SPCC to maintain the integrity of its charge through the use of a fair and impartial process in all its deliberations. To that end, faculty members who have knowledge or have formed an opinion of a medical student's abilities, or suitability to become a physician through assigning a final summative grade will not be eligible for membership on the SPCC. SPCC members who engage in educational activities such as lecturing, clinical teaching, group facilitation or question writing and do not provide summative evaluations for students may serve on the committee.
3. Advisory - Dean of Medical Student Affairs.

#### B. Organization:

1. A chairperson will be appointed by the Dean of the Medical School and will serve for a renewable one-year term.
2. Votes:
  - (a) Two-thirds of the SPCC (8 members) must concur on all actions concerning student remediation, discipline, graduation or dismissal.
  - (b) Proxy votes are not permitted.
3. Meetings of the SPCC may be electronically conferenced if the dean of medical student affairs and the chair of the SPCC determine it necessary for the effective functioning of the SPCC.

C. Duties:

1. Approve the list of students who are eligible for graduation, subject to completion of all requirements.
2.
  - (a) Investigate and consider cases of students who are deemed to be deficient in any academic area including, but not limited to, grades, professionalism, ethics or other aspects of performance and, when necessary, direct and enforce stipulations for remediation to the student; in addition, the SPCC will inform appropriate Sanford School of Medicine faculty or staff who may be asked to assist the student in fulfilling the SPCC's requirements. When suspension or dismissal is recommended by the SPCC, the SPCC will forward the recommendation to the Dean of Medical Student Education of the Sanford School of Medicine for action.
  - (b) Investigate and consider cases of students who are accused of misconduct for unprofessional behavior when referred directly to the SPCC by a faculty member. When suspension or dismissal is recommended by the SPCC, the SPCC will forward the recommendation to the Dean of Medical Student Education of the Sanford School of Medicine for action.
3. The SPCC will review any report from the Professional Conduct Board that pertains to a student accused by another student of unethical or unprofessional behavior. Following evaluation of such a report the SPCC will take appropriate action and, where necessary, direct and enforce stipulations for remediation to the student. The SPCC

Chair will notify the Professional Conduct Board when this process has been concluded. To avoid possible double jeopardy for a student, any member of the SPCC with a potential conflict of interest must recuse themselves from the deliberation and voting process when such a case is reviewed.

D. Recusal and Conflict of Interest Policy:

Any member of the SPCC must recuse if the member or Chair perceives a conflict of interest arising from a current or past experience with a student. The following conflict of interest circumstances will require recusal by an SPCC member:

1. SPCC member who has provided health services to a student including medical and psychiatric care or psychological counseling.
2. SPCC member who is aware of any prejudice, pro or con, that would impair his or her judgment of the petition.
3. SPCC member who has, or has had, a relationship with the student, such as that of a current or former significant other or partner.
4. SPCC member who has participated, or intends to participate, in deliberations about the questions at issue in the petition at another level of review.
5. SPCC member who believes that his or her recusal is necessary to preserve the integrity

of the review process.

When an SPCC member identifies a potential conflict of interest, the member must make the SPCC Chair aware (in writing) of any conflict. The SPCC Chair and Dean of Medical Student Affairs will choose one of the following course of action and enter them into the minutes:

1. Allowing the SPCC member to complete the review without limitation,
2. Having the SPCC member recuse themselves from reviewing the specific student with whom there is a conflict,
3. Recusing the SPCC member from the entire meeting, or
4. Recusing the SPCC member permanently.

E. Procedures:

1. A student must be formally referred to the Student Progress and Conduct Committee by a faculty member via a signed, written communication to the Chair detailing the issues necessitating the referral. Any faculty member who refers a student to this committee and who is also a serving committee member may present information about this case during the relevant meeting but must recuse themselves from the deliberation and voting process.
2. At least 14 calendar days in advance of a meeting at which a referred student's issues will be considered, the Chairman will notify the student and their advisor of the date of the meeting at which the case will be considered and the nature of the issues which led to the referral. This notice requirement may be waived if the student requests or agrees to, in writing, an earlier meeting date. The student will be invited to attend the meeting and to present information to the SPCC for consideration; the student may also request that specific Sanford School of Medicine/USD faculty members or students be invited to speak on their behalf.
3. When a referral to the SPCC is based upon academic deficiencies relating to grades, coursework, or USMLE board exams, the SPCC will notify the Course Directors, Clerkship Directors, and/or Pillar Directors who have knowledge of the student's performance directly relevant to the academic deficiencies of concern within 14 calendar days of the pending SPCC meeting. These faculty members will be invited to provide information to the SPCC for consideration in a manner (written or in person or electronically) decided by the committee.
4. When a referral to the SPCC is based upon deficiencies relating to professionalism, ethics, behavior or other misconduct, the SPCC will notify the Course Directors, Clerkship Directors and/or Pillar Directors who have knowledge of the student's performance or behavior directly relevant to the issues at hand within 14 calendar days of the pending SPCC meeting. These faculty members will be invited to provide information to the SPCC for consideration in a manner (written or in person or electronically) decided by the committee.
5. If the SPCC determines that a student should be suspended or dismissed from the program this decision may be based not only on the academic issue(s) at hand, but may also take into consideration the safety of the student, the safety of faculty and staff, the safety of others, including patients, and any student misconduct. All SPCC recommendations for suspension or dismissal will be sent to the Dean of Medical Student Education of the Sanford School of Medicine for action.
6. Information utilized in forming the SPCC's stipulations for remediation may be obtained from any pertinent source including, but not limited to:
  - (a) Students, Faculty, Course Directors, Clerkship Directors and/or Department Chairs. Information regarding a student's interactions with his/her peers, academic performance and/or professionalism in current or previous courses/clerkships that could have bearing on the issue at hand may be sought and used in the committee's

decision-making process.

- (b) The Office of Student Affairs. The SPCC may receive information (as obtained via student longitudinal follow-up committees, for example) on a student's fitness for a medical career.
  - (c) The Professional Conduct Board. The SPCC may receive any report from the Professional Conduct Board.
  - (d) Public records and social networking sites. Any sources of information in the public domain containing information that could be germane to the issue at hand may be searched and used in the SPCC's decision-making process.
7. Copies of all SPCC recommendations and stipulations for remediation provided to the student, plus all supporting documents will be sent to the Vice President/Dean of the Sanford School of Medicine.

F. General guidelines:

1. This committee will follow the general guidelines as set forth for committees.

## **Medical School Grievance Procedures**

- **Appeal of an Assigned Grade in a Course or Clerkship:**

First step: *(Appeal must be completed in writing within 14 days of release to student)*

Pillar 1: Appeal grade in course to Course Director

Pillar 2: Appeal discipline grades/evaluations to Clerkship Director

Pillar 2: Appeal competency grades/evaluations to Campus Dean (FARM Director)

Pillar 3: Appeal grades/evaluations to Pillar 3 Director

Second step: *(Appeal must be completed within 14 days of 1<sup>st</sup> appeal decision)*

Pillar 1 = Appeal to Dean of BBS

Pillar 2 = Appeal Clerkships to Departmental Chair

Pillar 2 = Appeal Competencies to Dean of Medical Student Education

Pillar 3 = Appeal to Departmental Chair or Dean of BBS for BBS courses

Third step: *(Appeal must be completed within 14 days of 2<sup>nd</sup> appeal decision)*

Pillar 1, 2, 3: Appeal to Dean of SSOM

- **Appeal of the SPCC Stipulations for Remediation:**

First step: Appeal to Dean of Medical Student Education

Second step: Appeal to Dean/VP

- **Appeal of a Recommendation by the SPCC Suspension or Dismissal:**

First step: Appeal to Dean of Medical Student Education

Second step: Appeal to Dean/VP

A. **Appeal of an Assigned Grade in a Course or Clerkship**

Step 1: In the event that a student feels that they have a legitimate grievance with respect to an evaluation of their performance in a course in the Medical School, it is expected that the student will seek to resolve the problem by conferring with the instructor involved and/or the course/clerkship director. For Pillar 2 clinical competencies courses, the appeal

is to the student's Campus Dean or Director of the FARM program. The appeal must be filed within fourteen calendar days of the notice of the grade that the student is appealing.

Step 2: If the student does not consider the grievance to have been satisfactorily resolved, they may submit in writing a full statement of his/her grievance with appropriate documentation (including statement of grievance, prior actions and recommendations, action the student is seeking and other pertinent information) to the Dean of Basic Biomedical Sciences for Pillar 1 courses; to the Department Chair for Pillar 2 clinical discipline clerkships; or to the Dean of Medical Student Education for Pillar 2 clinical competencies courses. Pillar 3 courses are appealed to the Clinical Department Chair, or the Dean of Basic Biomedical Sciences depending on which course grade is being appealed. The appeal must be filed within fourteen calendar days of the response to Step 1 of the appeal process. The administrator receiving the appeal shall seek the advice of the departmental faculty and/or other administrators in an effort to resolve the grievance. The administrator shall use their best efforts to communicate their conclusions and resolution of the grievance to the student, with notification to the Dean of Medical Student Affairs, within fourteen calendar days of receipt of the student grievance.

Step 3: A student who believes they have not received an acceptable resolution of the grievance at Step 2 of the appeal process may within fourteen calendar days of receipt of the response, submit in writing their grievance with appropriate documentation, to the Vice President of Health Affairs/Dean of the Sanford School of Medicine. The VP/Dean may seek the advice and assistance of any faculty or administrator in attempting to resolve the grievance. The evaluation of the grievance by the VP/Dean will include a review of the record of the grievance to ensure that the School of Medicine's grievance procedures were followed and that the decision of the School of Medicine was 1) made impartially, 2) not arbitrary, 3) based on evidence, and 4) not otherwise discriminatory. The VP/Dean will make every effort to resolve the grievance within fourteen calendar days of receipt of the grievance. The decision of the VP/Dean is final, except to the extent provided by the Board of Regents.

**B. Appeal of the SPCC Stipulations for Remediation**

Step 1: In the event that the student feels they have a legitimate grievance concerning the stipulations for remediation of the Student Progress and Conduct Committee, they may submit in writing a full statement, with documentation (including statement of grievance, prior actions and recommendations, action the student is seeking and other pertinent information) of the nature of the grievance to the Dean of Medical Student Education of the School of Medicine within fourteen calendar days of receipt of such a recommendation from the SPCC. Examples of legitimate grievances include, but are not limited to, alleged failure of the SPCC to follow the procedures set forth in the Faculty Handbook, recommendation(s) not based on evidence, or the severity of the sanctions recommended. The Dean of Medical Student Education may seek the advice and assistance of any faculty and/or administrator in attempting to evaluate and resolve the grievance. The Dean of Medical Student Education shall use their best effort to communicate to the student, in writing, a decision pertaining to the grievance within fourteen calendar days of receipt of the grievance.

Step 2: In the event the student believes that the matter has not been fairly resolved by the Dean of Medical Student Education, a further appeal may be made within fourteen calendar days to the Vice President of Health Affairs/Dean of the Sanford School of Medicine. The VP/Dean will make every effort to determine the final disposition of the case within fourteen calendar days. This decision is final except to the extent provided by the Board of Regents.

**C. Appeal of a Recommendation by the SPCC for Suspension or Dismissal**

Step 1: In the event that the student feels they have a legitimate grievance concerning the recommendation of the Student Progress and Conduct Committee that the student be

suspended or dismissed from the Sanford School of Medicine, they may submit in writing a full statement, with documentation (including statement of grievance, prior actions and recommendations, action the student is seeking and other pertinent information) of the nature of the grievance to the Dean of Medical Student Education of the Sanford School of Medicine within fourteen (14) calendar days of receipt of such a recommendation from the SPCC. The Dean of Medical Student Education may seek the advice and assistance of any faculty and/or administrator in attempting to evaluate and resolve the grievance. The Dean of Medical Student Education may, but shall not be required, to meet with the student in attempting to resolve the grievance. The Dean of Medical Student Education shall use their best effort to communicate to the student, in writing, a decision pertaining to the grievance within fourteen (14) calendar days of receipt of the grievance. The Dean of Medical Student Education may accept or reject the appeal.

Step 2: In the event that the student believes that the matter had not been fairly resolved by the Dean of Medical Student Education, the student may appeal the decision of the Dean of Medical Student Education within fourteen (14) calendar days to the Vice President of Health Affairs/Dean of the Sanford School of Medicine. The VP/Dean will rule on the student's grievance within fourteen (14) calendar days of the receipt of the grievance. The decision of the VP/Dean shall be final except for any appeals allowed by the South Dakota Board of Regents.

## **Financial Aid**

### **BASIS FOR AWARDS**

Most funding described in this section is awarded on the basis of financial need. Federal regulations require that any assistance provided from federal funds be contingent upon a careful determination of the student's financial need. These regulations entail important practical consequences for many kinds of financial aid available at SSOM, such as Loans for Disadvantaged Students, and Primary Care Loans. Thus, the technique of need analysis is employed as a means of arriving at a reasonable estimate of the ability of the applicant and of the applicant's family to contribute to educational expenses.

For Title VII funds, parental information is required. A calculated amount of contribution expected from parents is determined through consideration of such circumstances as the family's income, total assets, and number of dependents. Students are expected to defray part of their expenses by contributing their savings or summer earnings, or both. Financial need in this context may be defined as the difference between the cost of attending SSOM and the amount of the contribution by the student and the student's family.

The primary responsibility for the funding of the cost of education lies with the student and the student's family. However, in some cases, the amount that the student and the student's family can contribute is not sufficient to meet all of the costs of attending medical school. For students who find themselves in need of financial assistance to supplement their family contribution, the following information is offered.

### **WHO IS ELIGIBLE FOR FINANCIAL AID?**

A student must have a satisfactory credit rating to be eligible for any form of financial assistance. Additional requirements to qualify for financial aid programs, and to maintain eligibility for these programs, are that an applicant must: be a U.S. citizen or permanent resident, be accepted for admission to SSOM, be enrolled in good standing as a full-time student, be registered with the Selective Service if a male and at least 18 years-old and under 26 years old, not be in default on a previous student loan or owe a refund on any Title IV funds received at another educational institution, maintain satisfactory progress and be creditworthy. Income and assets will determine the type of financial assistance that the student will be eligible to receive. If the expected family contribution exceeds the limit set to prove eligibility for need-based programs, there are non-need based loan programs for which students may apply.

## **WHAT ARE THE COSTS OF EDUCATION?**

The "student budget", on which all financial assistance will be based includes tuition for in-state and out-of-state residents as well as other costs. Other costs included are required fees, books and supplies, housing, (which includes food and utilities), transportation costs, and other miscellaneous expenses. These other costs are estimates of the average costs for an entire class. However, because of the variety of locations where required educational experiences are offered, there may be individual differences in the cost of transportation that students are required to pay. Many students through good budgeting and money management find that their expenses are far less than those quoted in the budget.

## **MALPRACTICE AND DISABILITY INSURANCE**

All students are required to have malpractice and long-term disability insurance. Students will be enrolled in the university group policy which is billed directly on the tuition and fee statement. Contact the Office Medical Student Affairs for more information on insurance.

## **HEALTH INSURANCE**

Students must provide proof of enrollment in a major medical health plan prior to attending classes or rotations. Minimum requirements are a deductible of \$9,000 or less, \$9,000 or less for maximum out of pocket expenses, mental health and chemical dependency coverage.

## **THE FINANCIAL AID PROCESS**

To benefit the student who wishes to apply for financial assistance, the Office of Medical Student Affairs has prepared this section which provides the types of financial aid available at SSOM, as well as advice about the best way to make arrangements for obtaining aid. Call 605-658-6303 to schedule a financial aid appointment.

## **FINANCIAL ASSISTANCE**

To be considered for most types of financial aid, the student must complete a Free Application for Federal Student Aid (FAFSA) to determine need. The need analysis is based on a formula established by the federal government and the analysis determines how much the student and their family are expected to contribute toward educational expenses. If the student is independent, only their (and their spouse, if married) income, assets, and other resources will be considered. If the student is dependent, their parents' financial information will also be considered in determining financial need. The amount of aid the student is eligible for is determined by subtracting the amount they (and their family, if dependent) are expected to contribute from the cost of the educational budget.

Dependent vs. Independent Status: Students should complete the student and the parent portions of the FAFSA regardless of whether they are independent or dependent, married or single. This will permit the Sanford School of Medicine Student Financial Aid Committee to consider them for every type of aid available and will prevent delays in evaluating them for special need financial aid requiring parental tax information. Providing parental information will not adversely affect the loans they are eligible for if independent and it may qualify the student for additional aid.

## **TYPES OF FINANCIAL AID AVAILABLE**

If a student withdraws or is dismissed from medical school, these loans become due immediately.

Primary Care Loans (PCL): A low cost federal loan for medical students committed to primary health care practice. Graduates must enter a residency training program in family medicine, internal medicine, pediatrics, combined medicine/pediatrics or preventive medicine and complete their residency in four years. Loan amounts are based on eligibility and the amount of PCL funds available. The maximum award each year is the cost of education (Student Budget). Amounts beyond this may be awarded to 3<sup>rd</sup> and 4<sup>th</sup> year students. The interest rate is 5% and begins to

accrue when the graduate enters repayment and repayment begins when borrower enters practice provided they have completed a deferment each year. Parental information is required. If the graduate decides not to enter primary care the loan will default to 7% interest.

Loans for Disadvantaged Students (LDS): A low cost federal loan to assist disadvantaged students having need. Loan amounts are based on eligibility and the amount of LDS funds available. The maximum award each year is the cost of education (Student Budget). The interest rate is 5% and begins to accrue when the graduate enters repayment and repayment begins when borrower enters practice provided they have completed a deferment form each year. Parental information is required.

Medical School Bequest Fund (BEQ): This fund consists of donations from friends of the medical school for the purpose of low interest (6%) loans to needy medical students. The SSOM Financial Aid Specialist in the Student Affairs office, and Dean of Medical Student Affairs determine the amounts of the awards. The fund is managed by the South Dakota State Medical School Endowment Association and you must provide a co-signer. \*See below for details.

South Dakota State Medical Association Loans (SDSMA): This fund consists of donations from members of the State Medical Association, alumni, and friends of the SSOM. A maximum of \$10,000 per year per student can be loaned from this fund by the SSOM with a maximum accumulated total of \$40,000. Recommendations must be approved by the Officers of the Endowment Board of Directors. \*See below for details.

\*For both the BEQ and the SDSMA funds, a student must qualify with an overall GPA of 2.5 or above, loan maximum per year is \$10,000 and you must have a co-signer. The interest is 6% annual rate compounded monthly. The maturity on these loans is 5 years after medical school graduation. If the student remains in post-graduate training beyond 5 years, they may renegotiate for an additional two years. After the two additional years, further negotiation of the loan will include an interest rate at 1% above the current prime rate, and repayment will be placed on an amortization schedule of 5, 10 or 15 years. Interest statements will be mailed semi-annually and interest may be paid annually or at the time of loan repayment.

Short Term Emergency Loans: Small loans, which are interest free, are provided to meet emergency needs. Loans are to be repaid with the next financial aid disbursement. The amount of these loans varies dependent upon circumstances, but generally the loan amount is \$2,000 or less. To apply for these loans the student must see the SSOM Financial Aid Specialist in the Office of Medical Student Affairs.

Scholarships: Scholarships are awarded to medical students based on academic achievement, financial need, and criteria established by the donors. Students must complete a scholarship questionnaire each spring and the SSOM Financial Aid Committee will determine which students best fit the criteria established by the donors. For a complete listing of scholarships and awards please see The Medical School catalog under the Medical Student Affairs Section.

## **EXTERNAL SOURCES OF AID**

### Unsubsidized Federal Direct Stafford

Eligibility: Enrolled in an approved medical school

### Graduate Plus Direct Loans

Eligibility: Enrolled in an approved Medical School, established credit criteria, must apply for Stafford Program, and be a US citizen or permanent resident.

### Armed Forces Health Profession Scholarship Programs (HPSP)



**Definition:** A scholarship support program while commissioned in one of the branches of the U.S. Armed Forces.

**Eligibility:** Must be a U.S. citizen enrolled in medical school and motivated for a military career. Must not be over the age of 28, unless prior military service.

**Amount:** A stipend of approximately \$2,200 per month while not on active duty, payment of tuition and fees, and reimbursement for required books and supplies.

**Obligation:** One year of service for each year of support with a minimum of two years' service after graduation.

See an Armed Forces Recruiter for additional information.

## **FINANCIAL AID DEFINITIONS**

**ACCRUED INTEREST:** Interest which accrues on the loan and is payable by the borrower or federal government. Each day interest is calculated on the unpaid principle balance and becomes "accrued interest."

**AGGREGATE MAXIMUM:** The total amount of money a student may borrow from a loan program throughout his/her entire education.

**AWARD:** The actual type and amount of financial aid given to the student.

**BUDGET:** Total cost for attendance at an institution for one academic year. Includes tuition and fees, books and supplies, room and board, transportation, clothing, health insurance, etc. (for student only, does not include student's dependents).

**CAPITALIZING INTEREST:** Having interest payments added to the principal amount borrowed rather than paying them as they become due in the period between assumption of the loan and its repayment period.

**COMPOUND INTEREST:** The first time the interest rate is assessed, it is computed on the original principal; the sum of this first interest amount and the original principal becomes the new amount on which the next interest assessment is made.

**DEFERMENTS:** Some federal loans do not go into repayment immediately after graduation if the student is enrolled in certain internships or residency programs or other specific situations.

**DEPENDENCY:** Each student's financial need will be evaluated on the basis of his/her personal and/or family financial situation. The determination as to whether or not the student's parental information must be included is based on a set of questions listed on the needs analysis.

**DISCLOSURE STATEMENT:** Statement of the actual cost to the borrower of the loan, that is, the interest rate and any additional finance charges. This must be presented to the borrower by the lender.

**EDUCATIONAL COSTS:** Costs of tuition, books, and living expenses. These include both direct costs (bills you actually receive from the University) and indirect costs (such as transportation).

**EXPECTED EARNINGS:** The amount of money the student (and spouse, if applicable) is expected to earn from employment (summers and vacations) to help pay for the student's education.

**FAMILY CONTRIBUTION:** The amount of money the parents and the student (and spouse, if married) can afford to pay (whether they actually do so or not) for the student's college education. The amount is determined by FAFSA. This can be reviewed by the University to determine if adjustments should be made for unusual circumstances.

**FINANCIAL AID:** Monetary assistance in the form of grants, scholarships, loans, or work-study programs awarded to students to help meet educational costs.

**FORBEARANCE:** Permitting the temporary cessation of principal payments or accepting lower payments than were previously agreed upon, due to financial hardship.

**GUARANTEE:** The promise given to the lender that if a student defaults on his/her loan obligations, the lender will receive 100% of the loan back from the guarantee agency, which will proceed with collection. The bank is also guaranteed a special interest rate on the loan.

**INSURANCE FEE:** A fee charged for guaranteed student loans that is actually default insurance and is deducted from the loan amount.

**NEED:** The difference between what it costs to attend a particular institution (budget) and what your family can afford to pay (family contribution).

**NEED ANALYSIS:** The entire process by which the institution determines how much financial aid a student will need to attend that institution.

**ORIGINATION FEE:** Fee charged by the government to process a loan; it is deducted from the loan amount.

**PROFESSIONAL STUDENT:** A student enrolled in one of the following colleges: Dentistry, Medicine, Optometry, Pharmacy, Veterinary Medicine, and Nursing.

**SECONDARY MARKET:** A state or private agency that purchases student loans from lenders.

**SERVICER:** The entity designated to track and collect a loan on behalf of the holder.

**SIMPLE INTEREST:** Interest calculated on the original principal only.

**U.S. DEPARTMENT OF EDUCATION:** An agency of the federal government, which sets up regulations for federal aid programs and allocates funds for these programs.

**U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES:** An agency of the federal government, which sets up regulations for federal aid programs and allocates funds for these programs.

**VARIABLE INTEREST:** Rates of interest that are tied to a certain index (depending on the loan) and change periodically as the index changes.

## **STUDENTS' RIGHTS AND RESPONSIBILITIES**

Within each form of financial aid, a student may receive, there are specific responsibilities incumbent upon both the institution and the student. When those responsibilities are fulfilled, the financial aid program should function to the benefit of the student. In general, however, regardless of the type of aid, students have specific rights and responsibilities.

### *The student has the right to know:*

1. What financial aid programs are available
2. The deadlines for submitting applications for each of the financial aid programs available.
3. How financial aid is distributed, how decisions on distribution are made, and the basis for those decisions.

4. How the student's financial need is determined. This includes how costs for tuition and fees, room and board, travel, books and supplies, personal and miscellaneous expenses, etc., are considered in the student budget.
5. What resources (such as parental contribution, other financial aid, student and family assets, etc.) are considered in the calculation of financial need.
6. How much of the financial need determined by the institution has been met.
7. An explanation of the various programs in the student aid package.
8. The school's refund policy.
9. What portion of the financial aid must be repaid and what portion is grant or scholarship aid. If the aid is a loan, the student has the right to know what the interest rate is, the total amount that must be repaid, the repayment procedures, the length of time to repay the loan, and when the repayment is to begin.
10. How the school determines satisfactory academic progress, and what happens if progress is less than satisfactory.
11. That all documents submitted to the Office of Financial Aid and Medical Student Affairs are confidential.

The student's responsibilities are to:

1. Complete all documents required for financial aid accurately and submit them before the deadlines to the proper place.
2. Provide correct information. In most instances, misrepresentation of information on financial aid application forms is a violation of law and may be considered a criminal offense which could result in indictment under the U.S. Criminal Code.
3. Be responsible for reading and understanding all forms requiring signature and for keeping copies of them.
4. Accept responsibility for all signed agreements.
5. Return all additional documentation, verification, corrections, and/or new information requested by the financial aid office or the agency to which the application was submitted.
6. Be aware of the school's refund procedures.
7. Carefully consider information received as a prospective student about the school's programs and performance.
8. Participate in an entrance interview with a financial aid person before applying for loans from any source. The interview will review available loans and the terms and conditions of each.
9. Participate in an exit interview prior to graduation or transferring to another school.

### **FALSIFICATION OF RECORDS**

Falsification of any part of the financial aid application may result in denial, withdrawal, and/or repayment of aid funds. Students are also in violation of the SSOM Code of Professional Conduct if such documents are falsified.

### **THE STUDENT FINANCIAL AID COMMITTEE**

The Student Financial Aid Committee is composed of representatives from the faculty, student body, and administration of the Medical School. This committee develops policy guidelines for awarding of school administered funds (internal sources) by the School of Medicine. The integrity of this system relies upon honesty and the reporting of information regarding income, assets, expenses, and debt.

The Sanford School of Medicine Student Financial Aid Committee has adopted as its official policy the following basic principles of need analysis and underlying assumptions:

1. It is recognized that the cost of medical education is met by the medical student, their family, the medical school, and society. **The primary responsibility for the costs incurred by the student rests with the student and/or their family.** The medical school and other sources are viewed as supplementary to this primary effort.
2. Determination of need should be based upon analysis of information provided by the student and the student's parental information.

3. The evaluation of the applicant's need will be determined by the medical school on the basis of each student's economic circumstances. The final responsibility for the distribution of financial aid rests with the medical school in compliance with federal regulations.
4. The total amount of financial aid awarded cannot exceed a student's demonstrated need as determined by the School of Medicine Financial Aid Committee.

The USD-SSOM recognizes that each student is unique and must be considered as an individual within the guidelines of federal and state supported funds available for financial aid.

### **Tuition Refund Policy**

In the event that a student withdraws from medical school, they should access the paragraph entitled 'Refund for Withdrawals' found at the [USD Tuition Refund Policy](#) site.

## **THE UNIVERSITY OF SOUTH DAKOTA SANFORD SCHOOL OF MEDICINE SATISFACTORY ACADEMIC PROGRESS FOR RECEIPT OF FEDERAL STUDENT FUNDS** (Updated June, 2013)

### **I. Introduction**

The purpose of this policy is to assure that the Student Financial Aid Program at SSOM meets or exceeds requirements established by federal regulations, which determine academic standards of progress for financial aid eligibility.

### **II. Scope/Definitions: This policy applies to students receiving Federal Student Funds.**

Financial Aid Eligibility – A student who has satisfied the quantitative as well as the qualitative standards of Satisfactory Academic Progress (SAP).

Financial Aid Suspension – A status assigned to a student who has been suspended from financial aid eligibility due to failure to meet the standards of SAP.

Financial Aid Monitoring – At the end of the spring semester all students will be monitored for SAP. Based on the findings, students who have a change in status will be notified of that change.

### **III. Qualitative Standards for Financial Aid Eligibility**

- A. Students are required to complete all of the courses in the curriculum required for graduation with a grade of at least "C" or "Pass".
- B. Students must have a cumulative GPA of 2.00 or greater to advance the next year and also to graduate. All letter grades, both satisfactory and unsatisfactory, including both the new grade and the original grade for repeated courses, are used to calculate the GPA.

### **IV. Quantitative Standards for Financial Aid Eligibility**

- A. Course load Requirements -- A student must be enrolled for at least one-half of the USD full-time credit load to be eligible for financial aid.
- B. Time Requirements
  1. A student in the four-year MD program will be permitted a total maximum of 12 semesters of financial aid. For students in the seven-year Physician Scientist Program (MD/PhD), the financial aid will extend up to an additional 6 semesters.

2. Students will be designated as first-year, second-year, third-year or fourth-year at the start of the academic year based on previous academic progress in courses, grades and other requirements.

#### C. Completion of Course Requirements

1. A student must pass at least two thirds (67%) of the credit hours for which the student registered and paid fees for each academic year. Any student failing to meet the 67% standard due to either non-passing grades or incomplete grades will be placed on financial aid suspension. A student placed on financial aid suspension at the start of an academic year, must achieve the 67% standard for all enrolled courses by the end of that academic year or that student will be suspended from financial aid eligibility.
2. When incomplete grades are changed to earned grades, the student's probationary or suspended status may be immediately evaluated and the students' probationary or suspended status may be lifted.

#### V. Standards of Academic Progress for Assignment of Class

- A. All students will be designated as a member of a class at the start of the academic year based on their progress at that time. For financial aid eligibility, that designation will remain throughout that academic year. For students out of phase with classmates, the designation will be updated when appropriate during the academic year.
- B. A student entering the Sanford School of Medicine will be declared a first-year student beginning on the day of matriculation into medical school.
- C. A student will be classified as a second-year student when they have earned a grade of at least a "C" in all first year courses.
- D. A student will be classified as a third-year student when they have earned a grade of at least a "C" in all second year courses and have a signed statement from the appropriate Campus Dean of Satisfactory Academic Progress at the mid-point of the year-long courses taught in Pillar 2.
- E. A student will be classified as a fourth-year student when they have earned a grade of at least a "C" in all third-year coursework and have completed at least 15 credits of Pillar 3 coursework.

#### VI. Financial Aid Suspension:

- A. Any student failing to meet the qualitative standards in III or the quantitative standards in IV at the end of each spring semester will be placed on financial aid suspension.

#### VII. Appeals of Financial Aid Suspension

A student may appeal their financial aid status in writing to the Dean of Medical Student Affairs. This appeal should indicate reasons why the student did not achieve the minimum standards and reasons why their financial aid eligibility classification should be changed. Each appeal will be considered on its own merit. Individual cases will not be considered as precedent.

The Dean Medical Student Affairs will form and be part of a Review Panel including the Financial Aid Liaison, the Medical School Registrar, and the Chair of SPCC to consider the appeal within two weeks of receipt, determine whether the financial aid suspension is

justified, and inform the student in writing of the decision.

## **VIII. Reinstatement**

A student may be reinstated for financial aid eligibility at such time as he or she successfully meets the criteria as set forth in this policy. It is the student's responsibility to initiate the process for reinstatement by presenting evidence to the SSOM financial aid office at the time they believe they have met the requirements for reinstatement.

## **IX. Enforcement**

The Office of the Dean of Medical Student Affairs shall have primary responsibility for enforcing this policy.

# **THE UNIVERSITY OF SOUTH DAKOTA SANFORD SCHOOL OF MEDICINE** **SATISFACTORY ACADEMIC PROGRESS FOR RECEIPT OF FEDERAL STUDENT** **FUNDS** (Updated June, 2013)

## **I. Introduction**

The purpose of this policy is to assure that the Student Financial Aid Program at SSOM meets or exceeds requirements established by federal regulations, which determine academic standards of progress for financial aid eligibility.

## **II. Scope/Definitions: This policy applies to students receiving Federal Student Funds.**

Financial Aid Eligibility – A student who has satisfied the quantitative as well as the qualitative standards of Satisfactory Academic Progress (SAP).

Financial Aid Suspension – A status assigned to a student who has been suspended from financial aid eligibility due to failure to meet the standards of SAP.

Financial Aid Monitoring – At the end of the Spring semester all students will be monitored for SAP. Based on the findings, students who have a change in status will be notified of that change.

## **III. Qualitative Standards for Financial Aid Eligibility**

- A. Students are required to complete all of the courses in the curriculum required for graduation with a grade of at least "C" or "Pass".
- B. Students must have a cumulative GPA of 2.00 or greater to advance the next year and also to graduate. All letter grades, both satisfactory and unsatisfactory, including both the new grade and the original grade for repeated courses, are used to calculate the GPA.

## **IV. Quantitative Standards for Financial Aid Eligibility**

- A. Course load Requirements -- A student must be enrolled for at least one-half of the USD full-time credit load to be eligible for financial aid.
- B. Time Requirements
  - 1. A student in the four-year MD program will be permitted a total maximum of 12 semesters of financial aid. For students in the seven-year Physician Scientist Program (MD/PhD), the financial aid will extend up to an additional 6 semesters.

2. Students will be designated as first-year, second-year, third-year or fourth-year at the start of the academic year based on previous academic progress in courses, grades and other requirements.

#### C. Completion of Course Requirements

1. A student must pass at least two thirds (67%) of the credit hours for which the student registered and paid fees for each academic year. Any student failing to meet the 67% standard due to either non-passing grades or incomplete grades will be placed on financial aid suspension. A student placed on financial aid suspension at the start of an academic year, must achieve the 67% standard for all enrolled courses by the end of that academic year or that student will be suspended from financial aid eligibility.
2. When incomplete grades are changed to earned grades, the student's probationary or suspended status may be immediately evaluated and the students' probationary or suspended status may be lifted.

#### V. Standards of Academic Progress for Assignment of Class

- A. All students will be designated as a member of a class at the start of the academic year based on their progress at that time. For financial aid eligibility, that designation will remain throughout that academic year. For students out of phase with classmates, the designation will be updated when appropriate during the academic year.
- B. A student entering the Sanford School of Medicine will be declared a first-year student beginning on the day of matriculation into medical school.
- C. A student will be classified as a second-year student when they have earned a grade of at least a "C" in all first-year courses.
- D. A student will be classified as a third-year student when they have earned a grade of at least a "C" in all second year courses and have a signed statement from the appropriate Campus Dean of Satisfactory Academic Progress at the mid-point of the year-long courses taught in Pillar 2.
- E. A student will be classified as a fourth-year student when they have earned a grade of at least a "C" in all third-year coursework and have completed at least 15 credits of Pillar 3 coursework.

#### VI. Financial Aid Suspension:

- A. Any student failing to meet the qualitative standards in III or the quantitative standards in IV at the end of each spring semester will be placed on financial aid suspension.

#### VII. Appeals of Financial Aid Suspension

A student may appeal their financial aid status in writing to the Dean of Medical Student Affairs. This appeal should indicate reasons why the student did not achieve the minimum standards and reasons why their financial aid eligibility classification should be changed. Each appeal will be considered on its own merit. Individual cases will not be considered as precedent.

The Dean Medical Student Affairs will form and be part of a Review Panel including the Financial Aid Liaison, the Medical School Registrar, and the Chair of SPCC to consider the appeal within two weeks of receipt, determine whether the financial aid suspension is justified, and inform the student in writing of the decision.

## **VIII. Reinstatement**

A student may be reinstated for financial aid eligibility at such time as he or she successfully meets the criteria as set forth in this policy. It is the student's responsibility to initiate the process for reinstatement by presenting evidence to the SSOM financial aid office at the time they believe they have met the requirements for reinstatement.

## **IX. Enforcement**

The Office of the Dean of Medical Student Affairs shall have primary responsibility for enforcing this policy.



**Medical Student Association Constitution**  
**University of South Dakota Sanford School of Medicine**  
**Medical Student Association**

Revisions adopted February 2017

**PREAMBLE**

We, the students of the University of South Dakota Sanford School of Medicine (SSOM) for the purpose of advancing the interests and well-being of the Medical School and its students, both current and future, do propose and subscribe to the following Constitution.

**ARTICLE I**

Name and Purposes

Section 1.

The name of this organization shall be the Sanford School of Medicine Medical Student Association, and hereinafter shall be referred to as the MSA.

Section 2.

The organization shall integrate all SSOM medical students into one body for the purpose of advancing the interests and well-being of the SSOM, and its current and future students. This integration may include other interested students enrolled in the University who have similar goals for the SSOM.

**ARTICLE II**

Composition of Membership

Section 1.

Any student enrolled in the Medical Doctor Program or the Physician Scientist (MD/PhD) Program at the SSOM is a member of the MSA.

Section 2.

Any interested student enrolled in USD may apply for Associate Membership in the MSA.

Section 3.

The MSA will not discriminate on the basis of race, color, creed, national origin, ancestry, citizenship, gender, transgender, sexual orientation, religion, age, genetic information, veteran status, or disability in the selection for either membership status or associate membership status.

Section 4.

There are no membership dues charged for either the members or the associate members of the MSA.

**ARTICLE III**

Powers

Section 1.

The MSA shall have the following powers:

- A. To regulate its own procedures and functions.
- B. To solicit funding from the SSOM, the SGA of the University, and any other groups approved by the Dean of Medical Student Affairs for purposes consistent with the stated purpose of the MSA.
- C. To represent and convey the thoughts and opinions of medical students on various issues.
- D. To make all rules and by-laws which shall be necessary and proper for executing the foregoing powers granted by this Constitution.

- E. To call special meetings of the MSA at large, upon petition of 10% of the membership.
- F. To elect students, subject to approval of the Dean of Medical Student Affairs, to various committees and organizations.
- G. To exercise any additional authority granted to it by the SSOM or other bodies.

#### **ARTICLE IV**

##### Duties

#### Section 1

The MSA shall be obligated to perform the following duties:

- A. To hold annual elections for Student Senate representatives
- B. Any and all other duties pursuant to accomplishment of the stated MSA purpose.

#### **ARTICLE V**

##### Student Senate

##### Composition of Membership, Powers, and Duties

The governing body of the MSA shall consist of a Senate composed of duly elected representatives from each medical school class along with ex-officio and organizational representatives. The Senate shall be limited to six members per class: three (3) class Senate representative positions, plus the class president, the vice president and one (1) AAMC Organization of Student Representatives (OSR) delegate. Associate members are not eligible for membership on the Senate based on medical school classes.

The Senate shall have the power to regulate its own procedures and functions, voice the opinions of the MSA, elect students to various committees and organizations, and exercise any additional authority as granted by the MSA.

The Senate shall be obligated to hold regular meetings, as outlined under Section 5 of Article V, to approve an annual budget submitted by the treasurer and to conduct business pursuant to accomplishment of the Senate interests.

#### Section 1

Class Senate Representatives: Three Senate representatives shall be elected from each class contingent upon the following guidelines:

- A. Qualifications: Any currently enrolled member of the MSA may seek office in the Senate election as a representative of only one class.
  - 1. Students will be designated as a part of a class at the beginning of the academic year, and that will be their status for the purpose of serving on the Senate.
- B. Elections: The President of each class shall be responsible for conducting the election of the three senate representatives for his/her respective class. Elections must be held prior to the term of office stated below.
- C. Term: Term of office shall be for the academic year beginning July 1<sup>st</sup> and continuing through June 30<sup>th</sup>. The term of the First Year MSA representatives shall be immediately after their election in early fall until the following June 30<sup>th</sup>.
- D. Duties: The duties of each class representative shall be to represent their class in all matters concerning the senate.
- E. Vacancies: Any position(s) vacated for whatever reason shall be refilled by a special election held within thirty days if an eligible candidate can be nominated. This special election shall follow the same rules as govern the regular election.

## Section 2

AAMC-OSR: There shall be one Association of American Medical Colleges Organization of Student Representatives (AAMC-OSR) delegate for each class.

- A. Qualifications: Any MSA member who is also a member of the appropriate class at the time of election is eligible.
- B. Elections: Each class shall elect one AAMC-OSR delegate.
- C. Term: The term of office shall be for the academic year beginning July 1<sup>st</sup> and continuing through June 30<sup>th</sup>. The term for the First Year OSR delegate shall be from immediately after his/her election in the early fall until the following June 30<sup>th</sup>.
- D. Duties: The duties of each AAMC-OSR delegate will be as follows:
  - 1. To serve as an official liaison between the AAMC-OSR and the Senate.
  - 2. To work with the Dean of Medical Student Affairs to select one official school OSR who will become the schools voting AAMC-OSR delegate at AAMC meetings.
- E. Vacancies: A vacancy in the office of the AAMC-OSR will be filled by a special election that follows the same rules as those that govern the initial election.

## Section 3

The class President, Vice President and OSR delegate will be ex-officio members of the student senate.

## Section 4

Student Organizations:

- A. The Senate shall accept one representative from any Medical Student Organization which petitions for representation if, in the judgment of a simple majority of the Senate, the following criteria have been met and the purpose of the Organization is of significant enough substance to warrant formal representation on the Senate:
  - 1. The organization must submit to the Senate, in writing, an explanation of its nature and purpose.
  - 2. The Senate must be informed, in writing, of membership requirements.
  - 3. No student—fulfilling a group's stated membership may be denied membership in said group.
  - 4. Membership in the organization must be open to all medical school classes.
  - 5. Active membership must include students from at least two medical school classes.
  - 6. The organization desiring representation must present to the Senate a petition specifically requesting a representative on the Senate. Said petition shall state the name, purpose, and membership requirements of the organization. Said petition shall have a minimum of twenty signatures, or at least fifty percent of the membership of the petitioning organization.
- B. Once a petitioning organization has been granted representation on the Senate, its representative shall be subject to the following rules:
  - 1. The petitioning organization shall select its own representative and alternate to the Senate with the alternate voting in the absence of the representative.

2. The terms of the representative and the alternate shall begin with the meeting immediately following his/her election.
  3. A representative's term shall end on June 30<sup>th</sup> regardless of the date of his/her election. A representative or the representative's organization may prematurely terminate his/her position. The representative's position will be filled by an alternate for the remainder of the term.
  4. The representative organization may elect a successor, not earlier than two months prior to the expiration of the term of the existing representative.
  5. Representation shall be revoked from any organization which fails to send a representative to the Senate for two consecutive meetings.
  6. With the exception of item 1-5 above, the representative of the petitioning organization shall be entitled to all rights and responsibilities of Senate membership.
  7. Continued representation on the Senate is subject to annual review. Continued representation may be brought to vote before the Senate. It shall require a two thirds majority vote to remove the organization's representation.
- C. Associate members may organize and elect a senate representative from among their group.
1. Term: Term of office shall be for the academic year beginning July 1<sup>st</sup> and continuing through June 30<sup>th</sup>. The term of the First Year MSA representatives shall be immediately after their election in early fall until the following June 30<sup>th</sup>.
  2. Duties: The duties of each associate member representative shall be to represent the associate members in all matters concerning the senate.
  3. Vacancies: Any position(s) vacated for whatever reason shall be refilled by a special election held within thirty days if an eligible candidate can be nominated. This special election shall follow the same rules as govern the regular election.

## Section 5

### Meetings:

- A. There shall be a minimum of two Senate meetings each academic year. The first meeting shall be held during August or September to serve as the introductory meeting, with the following meetings to be decided at that time.
- B. All formal meetings shall be composed of Senate members a representative from the Medical Student Affairs Office, and could include any other member or associate member of the MSA who wishes to attend.
- C. Each Senate member shall be entitled to one vote, except the President, who votes only in the event of a tie. Any Senate member may designate an individual proxy in his/her absence. The proxy shall be an MSA member or in the cases of associate members or other organizations, the proxy must be a member of that group or organization. The proxy also shall be from the same class as the Senate member unless approved by the Executive Council prior to the Senate meeting.
- D. All regular business meetings of the Senate shall be conducted in accordance with the Parliamentary Authority. The most current edition of Robert's Rules of Order, Newly Revised, shall be the prescribed manual of Parliamentary Law and will therefore be the Senate's Parliamentary Authority. No business shall be conducted without a quorum of members (a quorum is at least four of the six elected class Senate representatives from the combined 1<sup>st</sup> and 2<sup>nd</sup> year classes).

## Section 6

### Office of Medical Student Affairs:

The Dean of Medical Student Affairs, or designated representative from the Medical Student Affairs Office shall be a non-voting member of the Senate.

## Section 7

### Organization of the Senate:

There shall be three officers of the Senate: They are President, Vice President, and Secretary/Treasurer of the Senate. The three officers become the Executive Council of the Senate.

- A. Qualifications: Any elected class representative to the Senate shall be eligible for any office with the following exceptions:
  1. The President of the Executive Council shall not be a student in their first semester.
  2. No Executive Council member shall concurrently hold a position of President, Vice President or AAMC-OSR or a major executive position in any campus student organization.
- B. Elections: The officers will be elected by all voting members of the Senate during the fall semester so as to be able to start their term with the New Year. The election will be conducted using secret individual written ballots or an equivalent method that maintains secrecy of all individual's votes. The nominations for each office will be accepted at that meeting. Each candidate will be given the opportunity to make a short speech. The winner for each office will be the individual with the most votes. In the event of a tie, a second vote will be held between (among) only those tied with the most votes. The balloting process will be run by the outgoing President of the Executive Council.
- C. Term: Term of office shall begin on January 1<sup>st</sup> and will end in one year on December 31<sup>st</sup>.
- D. Vacancies: Any vacancies, except that of President, will be filled by Senate elections at the earliest possible regular meeting, but will not be held until all members are notified by email or other appropriate methods of communication. A vacated Presidency will be filled by the Vice President.
- E. Duties: The duties shall be to make up the agenda for each Senate meeting and perform any duties between meetings as shall be assigned by the Senate during its regular meetings. The Executive Council shall remain functional and preside over the meeting for the election of the new officers. The individual duties of each office may be ceded to appropriate Medical School Staff or delegated to MSA Committee Members with MSA Executive Council approval. The specific duties of each officer shall be as follows:
  1. President of the Senate:
    - a. Is the official representative and spokesperson of the Senate.
    - b. Presides at all meetings.
    - c. Votes during regular Senate meetings only in the case of a tie.
    - d. Is chairperson of the Executive Council.
    - e. Is responsible for the Senate agenda for each meeting.
  2. Vice President of the Senate:
    - a. Presides over meetings in the absence of the President.
    - b. Assumes responsibilities as delegated by the President.
    - c. Assumes the office of president in the event that office is vacated.

3. Secretary/Treasurer of the Senate:
  - a. Presides over meetings in the absence of the President and Vice President.
  - b. Is responsible for the minutes of each meeting.
  - c. Is responsible for all official correspondence of the Senate, including distribution of a list of all student representatives, notifications announcing selections to various organizations, and maintenance of a current Senate roster.
  - d. Is responsible for distributing the agenda in sufficient time to serve as the announcement for the next meeting.
  - e. Is responsible for keeping on file a copy of minutes and official correspondence.
  - f. Is responsible for Senate newsletters and special announcements.
  - g. Prepares the budget including proposed disbursements for SGA grant funds with the assistance of Medical Student Affairs Staff.
  - h. Maintains the various bank accounts of the Senate, including disbursement of Senate approved funding, and verifies that all receipts submitted for reimbursement follow Senate rules.
  - i. Is responsible for advising the Senate during any regular meeting as to the current status of the budget and serves as an advisor on Senate spending, including guaranteeing the Senate does not spend in excess of its budget.

#### Section 8

##### Committees:

The Senate shall have the power to create committees as deemed necessary. The Senate has the power to transform these committees into permanent standing committees once their purpose and efficiency is established. Any committee can be modified or disbanded according to the needs of the Senate. Membership on committees will be subject to Senate approval.

### **ARTICLE VI**

#### Rules, By-Laws, Amendments

#### Section 1

##### Standing Rules:

Standing rules are those rules which are related to the details of the administration of the Senate. They may be adopted or changed upon the same conditions as any ordinary act by a majority vote at any business meeting and without previous notice.

#### Section 2

##### By-Laws:

By-Laws are all rules that the Senate considers so important that they cannot be changed without previous notice to the members and they require a two-thirds majority vote for passage. They cannot be suspended.

#### Section 3

##### Amendments:

This Constitution may be amended by a three-quarters majority vote of the Senate provided that the amendment has been submitted in writing to the Senate at least two weeks prior to the Senate vote.

## **Campus Selection Process**

Updated 01/06/20

### **Overview:**

Oversight of the Campus Selection Process is the administrative responsibility of the Dean of Medical Student Affairs or may be delegated to an Assistant Dean of Medical Student Affairs.

The USD-SSOM has several campuses and the MD degree curriculum is delivered at multiple locations. Students opting to live in locations other than the site of curriculum delivery are fully responsible to be present where the curriculum is based during the scheduled times.

Pillar 1 (first 3 semesters) curriculum is based in Vermillion.

Pillar 2 (semesters 4 and 5) curriculum is based in Rapid City, Sioux Falls, Yankton or one of the Frontier and Rural Medicine (FARM) sites. The minimum/maximum student numbers for these sites during the campus selection process are currently 10/15 for Rapid City, up to 34 for Sioux Falls (this includes 2 or more positions held for re-entering MD-PhD students), 10/12 for Yankton, and up to 11 students at the FARM sites. Numbers may vary slightly depending on the year and the capacity of the different sites.

During Pillar 3 (semesters 6, 7 and 8) the FARM sites are not used unless a student has signed up and been approved for an elective at that site. Consequently, FARM students during Pillar 2 are re-located to one of the three clinical campuses.

### **Schedule:**

In October-November of the first year, the MS-I students will be provided information about the FARM program, and about the three other clinical campuses in Rapid City, Sioux Falls, and Yankton. In November-December of the first year, the MS-I students who wish to be considered for training at a FARM site apply for a position in the program. The process is established and communicated to the class by the FARM program. The students will be selected in December by the FARM coordinating committee and their campus location for Pillar 2 will be assigned shortly after that process is completed.

In January of the first year, the MS-I students will make the selection for a clinical campus. Although efforts are made to accommodate students to their first choice, there is no guarantee of a campus placement at a preferred location\*. Whether by student choice, or by lottery, campus assignments for Pillar 2 will be completed by the end of January or early February.

In February of the first year, the MS-I students now assigned to the Sioux Falls campus, will have the option of signing up for either the Avera-based program or Sanford-based program (17 each at either Avera or Sanford). Again, there is no guarantee of receiving a preferred location, so a lottery may need to be implemented.

For Pillar 3, there is a little more flexibility in the campus location, so some students may opt to live in a site different from Pillar 2. However, they will always be considered part of the campus for Pillar 2 when it comes to campus questionnaires and data comparisons.

### **Process for Pillar 2 Site Selection:**

In October of the first year, students will be given information about the three clinical campuses. At that time, the maximum and minimum capacities for each of the 3 campuses will be announced.

In January, after the FARM site selection is complete, the remainder of the class will be asked to sign up for their clinical campus preference. If they are not sure, they should take a few days to clarify their decision.

If the sign-up list becomes 'balanced' for each of the campus numbers, the Dean/Assistant Dean of Medical Student Affairs will declare the list final, and the campus positions will be made. If the sign-up list does not become balanced for each of the campus numbers, a lottery will take place. A deadline date will be set for determining if a lottery must take place.

A student with a significant<sup>1</sup> hardship who wishes to be exempt from the lottery and thus maintain their campus choice, can file a petition explaining their hardship to the Dean/Assistant Dean of Medical Student Affairs, who will have the authority to grant that request.

The lottery will include all students (except the student(s) granted a lottery exemption) from the specific campus having numbers in excess of the maximum for that campus. The lottery will be conducted by the Dean/Assistant Dean of Medical Student Affairs working with the class President and Vice-President.

The first step of the lottery will be to place a name/picture of each class member in a container, and the name/picture will be drawn. That person will then draw a number from another container, and that number will be the order in which the students in the lottery will make their campus selection.

Once the collection of students have their lottery number, those students with a number above the campus maximum number will begin in sequence to select an alternate campus spot. When an alternate campus maximum number has been filled, the remaining students must choose the remaining campus. If a campus minimum has been set, then the students towards the end of the lottery must fill in those minimums.

If a student decides to "pass" on their turn, they may do so, and will then have a choice (again in the order of their lottery number) after all others have made their choice.

Once the campus placements have been established, any future changes will be done through the Dean/Assistant Dean of Medical Student Affairs working individually with the student and the campuses impacted by the change. If a lottery occurred, the listing of the lottery priority will be considered in any future campus changes.

Any student who experiences a change in circumstances that may impact their campus location may request a change in campus assignment through the Assistant Dean of Medical Student Affairs & Admissions. Every effort will be made to accommodate the request if there is an appropriate rationale for the change and the circumstances associated with the campuses can accommodate the request.

<sup>1</sup>Significant hardship is typically defined as a student who has a health condition with treatment that is limited to a particular campus location or is the primary caregiver for an immediate family member with significant health issues who is located at a particular site. Being married and/or wanting to be close to other family members is not a reason to apply for this hardship.



\* Standard 10, element 9 for LCME accreditation of the USD-SSOM states that:

**10.9 Student Assignment**

*A medical school assumes ultimate responsibility for the selection and assignment of medical students to each location and/or parallel curriculum (i.e., track) and identifies the administrative office that fulfills this responsibility. A process exists whereby a medical student with an appropriate rationale can request an alternative assignment when circumstances allow for it.*

The USD-SSOM uses a process that gives students an opportunity to select a campus, with the potential for a lottery if the number of students does not balance with the capacity of a campus



site. This assures that the selection is done in a fair manner and gives equal opportunity for students to attain the campus of their choice. In addition, when students accept their position in the class at USD-SSOM, the acceptance form includes the statement: *Because the clinical training beginning with the fourth semester will be conducted outside of Vermillion, I will accept assignment to whichever sites(s) I may be assigned.* This affirms the student's willingness to complete their training at any of the sites.

## **Miscellaneous**

### **Fleet & Student Travel Policies (Years one and two – Updated June 11, 2013)**

#### **Introduction:**

These policies are specific to medical students at the University of South Dakota, Sanford School of Medicine and serve as an addendum to the South Dakota Fleet and Travel Management Policy and Procedure Handbook for Assigned Drivers and Pool Vehicles.

#### **Student Travel for Years One & Two: Overview:**

The curriculum at the Sanford School of Medicine is delivered over multiple campuses requiring student travel.

Travel during Pillar 1 is typically limited to clinical experiences at other sites, or experiences held at the Parry Center for Clinical Skills and Simulation in Sioux Falls.

Significant efforts are made to limit travel to the level necessary for a delivery of a high quality medical education. However, with a multi-campus school and numerous clinical teaching sites, travel is an expectation for the students.

#### **General Policies:**

Travel for students is often provided by SSOM at no charge to the students through the use of fleet vehicles. This is a student privilege that must not be abused. The assigned student driving a fleet vehicle must agree to be in compliance with all South Dakota laws and the policies and procedures outlined in this document, as well as the South Dakota Fleet and Travel Management Policy and Procedure Handbook for Assigned Drivers and Pool Vehicles.

Travel is provided under the following situations:

- The class as a whole is required to travel for courses scheduled in Sioux Falls, Yankton, or other specific locations.

Situations in which the student is responsible for his/her own travel:

- When small groups of students or individual students are at multiple sites for clinical experiences with varying start and end times (i.e. Clinical Foundations, Primary Care Preceptorships, OSCE's, Clinical Experiences, and other sessions as determined by the Course Directors).

#### **Assigned Student Drivers:**

SSOM recognizes the added responsibility and time commitment placed upon students who volunteer to drive their peers in fleet vehicles. A small compensation is paid to the assigned drivers.

Assigned student drivers must meet the following criteria:

- Be a licensed driver and provide a copy of their drivers' license.
- Demonstrate proof of insurability by providing a copy of their personal liability insurance coverage.
- Demonstrate a safe driving record:

- Students must have a record of no violation resulting in either a revoked or a suspended driver's license.
- Students must not have a record of accumulating more than 4 points during the previous 5 years using the South Dakota Driver's License Point System (effective July 1, 1986).
  - The point system is as follows: DWI = 10; Reckless = 8; Eluding = 6; Drag racing = 6; Failure to yield = 4; Improper passing = 4; Wrong side of road = 4; Stop light/sign = 3; Other Moving violations = 2.
- Have no citations of careless driving in the past 5 years.
- Have no citations of being a driver involved in a motor vehicle accident in the past 7 years.
- Complete required forms and provide other documents (i.e. social security card, etc.) as required for hourly payroll authorization.
- Agree to be in compliance with all South Dakota laws and the policies and procedures outlined in this document, as well as the South Dakota Fleet and Travel Management Policy and Procedure Handbook for Assigned Drivers and Pool Vehicles and sign a statement to this effect.
- Agree to notify the Dean of Medical Student Affairs immediately if the driver is subject to any motor vehicle citations, whether driving for the school or privately.

Drivers are compensated at the following rates:

- Current minimum wage rate.
- Paid 2 hours compensation for trips to Yankton.
- Paid 3 hours compensation for trips to Sioux Falls.

#### **Weather Related Hazardous Travel:**

Several courses comprising Pillar 1 occur during the winter months. When travel to locations where educational activities are scheduled may be hazardous, it will be the decision of the Course Director whether to cancel classes or to utilize streaming video for that day's activities; bear in mind that the latter option cannot realistically be utilized for small group work or patient encounters. The decision to cancel class or to stream material will be announced via the class email at least two hours before the start of the first class. As so many educational activities are based in Vermillion, it is important for students to remember that the USD Vermillion campus rarely closes for winter weather. The SSOM Sioux Falls Campus normally follows the winter weather policies of the Sioux Falls Public School District. In the absence of the closing of a campus, or notification by email that the class has been canceled, students should assume classes are being held. Students are reminded to use their own best judgment regarding specific conditions when making decisions about winter travel.

#### **Fleet Vehicles:**

A variety of fleet vehicles are used for student travel and may include any of the following: 12-passenger vans, suburbans, minivans, compact cars.

Please note that vehicles are reserved for travel to meet economic and budget needs, not always for convenience of the students. Therefore, the student drivers may have to travel to various clinics in a town to drop off and pick up students.

Student drivers are responsible for the following:

- Picking up keys to the vehicle the day before IF leaving prior to 8am. (Fleet hours are 8am-5pm in which keys can only be picked up during that time.) You must show your driver's license to be able to pick up the keys.
- The day of travel, go to Fleet, pick up the vehicle, and drive it to the designated pick-up location (i.e. parking lot to the west of the medical school).

- A sign-up list will be done prior to travel and is emailed to each student driver. On the day of travel make sure every student that signed up is there before you leave and return from your destination.
- Be sure to write down the beginning and ending odometer for the trip and sign your name.
- When driving, you must obey all traffic laws established by the Department of Motor Vehicles and the State of South Dakota. If you are caught speeding or receive some other traffic violation, you will be responsible for paying the fine. In addition, you may face academic disciplinary action.
- Upon returning vehicles to the Fleet parking lot, please drop off the keys and other materials in the yellow drop box.

### Inclement Weather Policy

The weather in South Dakota can vary greatly from location to location. Thus, the inclement weather policy of the USD Sanford School of Medicine will also vary from campus to campus.

#### Pillar 1

- USD SSOM campuses rarely close for winter weather.
- When travel may be hazardous, the Block Director, will decide if classes should be canceled. This decision will be announced via e-mail using the appropriate medical student listserv, usually 2 hours before the start of the first class of the day.
- In the absence of a campus closing or e-mail cancelation, students should assume classes will be held. Clinical faculty in Sioux Falls can still present material to students in the Lee Medical Building via video link if travel to Vermillion is deemed unsafe.
- Regardless of official announcements, students should use their best judgment when making travel decisions.

Access to class material when travel is unwise:

- Most classes that take place in the Lee Medical Building are recorded on the Panopto system and are available as a live stream or for later review. Classes occurring in the Sioux Falls Health Science Center may be recorded on the Panopto system but cannot be streamed live.
- The Panopto system is not utilized for small group activities or patient encounters in either location.

#### Pillars 2 and 3

- USD SSOM clinical campuses rarely close due to weather, and administrative offices will remain open when possible.
  - **Sioux Falls:** If travel is hazardous, the Campus Dean, Dean of Medical Student Education and Dean of Medical Student Affairs will decide if classes should be canceled. This decision will be announced by the Office of Medical Student Affairs via email using the appropriate medical student listserv.
  - **Yankton & Rapid City:** If travel is hazardous, the Campus Dean and Dean of Medical Student Affairs will decide if classes should be canceled. This decision will be announced by the Office of Medical Student Affairs via email using the appropriate medical student listserv.
  - **FARM:** Students should follow their respective FARM site policy.
-

- If an emergency closing is declared on a clinical campus, students who are on clinical rotations and call are expected to attend. If a student is unable to reach the clinical site, or feels it is unsafe to travel, they must contact their clinical attending/faculty and follow the absence policy.

## USD-SSOM Student Driving Record Form

Please circle yes or no to the questions below.

YES NO I have had three or more speeding tickets in the last five years.

YES NO I have had three or more traffic violations (i.e. parking tickets, seatbelt, etc.) in the last five years.

YES NO I have had a DUI, DWI, or accident in the last seven years.

YES NO Has your driver's license ever been suspended or revoked?

If you answer yes to any of these questions, please explain below.

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I have completed the above Student Driving Record Form and have read the following and agree to comply by all policies:

1. The University of South Dakota, Sanford School of Medicine Fleet and Student Travel Policies for Student Travel Years One & Two

2. South Dakota Fleet and Travel Management Policy and Procedure Handbook for Assigned Drivers and Pool Vehicles

NAME (please print): \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_



UNIVERSITY OF  
**SOUTH DAKOTA**  
SANFORD SCHOOL OF MEDICINE

## **Exemplary and Unprofessional Behavior Incident Report Forms**

**ALL FOUR FORMS ARE ACCESSIBLE THROUGH THE USD PORTAL**

**<https://portal.usd.edu/academics/med/professionalism-report-forms.cfm?casLogin=1>**

**These two forms are available to faculty to report an incident regarding a student.**

1. Exemplary Professional Student Behavior Incident Report Form:
2. Unprofessional Student Behavior Incident Report Form:

**These two forms are available to students to report an incident regarding a faculty member, a resident, or a staff member.**

1. Exemplary Professional Faculty, Resident, or Staff Behavior Incident Report Form:
2. Unprofessional Faculty, Resident, or Staff Behavior Incident Report Form:



# Pillar 1 Absence Request Form

Please complete the form prior to absence dates for required activities only, or upon return from emergencies/unplanned events.

Students who are seeking an absence for personal/private matters may call Student Affairs at 605-658-6300. Student Affairs will work with all appropriate faculty to make the necessary arrangements.

**Student Name:** \_\_\_\_\_ **Class:** \_\_\_\_\_

**Course Number/Title:** \_\_\_\_\_

**Reason for Absence:** \_\_\_\_\_

**Absence Date (s):** \_\_\_\_\_

**Make-Up Plan:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Course Director/Instructor Signature:** \_\_\_\_\_

**Approved**     **Not Approved**    **Date:** \_\_\_\_\_

**Dean of Student Affairs Signature:** \_\_\_\_\_

**Approved**     **Not Approved**    **Date:** \_\_\_\_\_

Please send completed form to the respective course director.  
Course director will send a copy to student affairs if absence is 3 days or greater.



## Pillar 2 Absence Request Form

Please complete the form prior to absence dates, or upon return from emergencies/unplanned events.

Students who are seeking an absence for personal/private matters may call Student Affairs at 605-658-6300. Student Affairs will work with all appropriate faculty to make the necessary arrangements.

**Student Name:** \_\_\_\_\_

Number of Days	Reason for Absence	Dates	Rotations Missed
	Vacation Day		
	Education Day		
	Sick		
	Emergency		

**Make Up Plan** (*not needed if vacation is used*):

  
  
  

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Education Coordinator Signature:** \_\_\_\_\_

**Approved**   
  **Not Approved**   
 **Date:** \_\_\_\_\_

Please send completed form to the respective education coordinator.  
 Education Coordinator will send a copy to student affairs if absence is 3 days or greater.



## Pillar 3 Absence Request Form

Please complete the form prior to absence dates, or upon return from emergencies/unplanned events. Students who are seeking an absence for personal/private matters may call Student Affairs at 605-658-6300. Student Affairs will work with all appropriate faculty to make the necessary arrangements.

**Student Name:** \_\_\_\_\_

**Course Number/Title:** \_\_\_\_\_

**Reason for Absence:** \_\_\_\_\_

**Absence Date (s):** \_\_\_\_\_

- 0 – 2 days/week requires make-up activity designated by instructor (below).
- 3 + days/week requires the rotation week to be repeated.

**Make-Up Plan:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Course Director/Instructor Signature:** \_\_\_\_\_

**Approved**     **Not Approved**    **Date:** \_\_\_\_\_

Please send completed form to the respective course department assistant.  
Department assistant will send a copy to student affairs if absence is 3 days or greater.