The following policies **MUST** be distributed to every student who attends your course along with the course syllabus.

**FSU COM PHILOSOPHY**

**We believe that:**

Professionalism is a major component of our medical curriculum. We believe students should conduct themselves appropriately in the various educational activities of the curriculum. This conduct includes coming to educational activities on-time, using the laptop computers only for course work during the educational activity, and not disrupting the class if late. The faculty should also demonstrate professionalism, by starting and ending all scheduled educational activities on time and providing a course schedule with clearly explained course policies in the course syllabus. Any changes in the schedule should be given to the students in a timely manner.

Students will be accountable and personally responsible for attending all educational activities (small groups, labs, clinical experiences, examinations, lectures, computer sessions, etc.).

Unexcused absences reflect negatively on the goals and objectives of the medical curriculum and demonstrate unprofessional behavior by the respective student.

We owe it to our state legislature and the citizens of the State of Florida to provide a quality educational program that meets the needs of our students in preparing them for the M.D. degree.

**GRADING POLICY, YEARS 3 & 4, ELECTIVE ROTATIONS**  
**Academic Year 2017-2018**

Clinical electives taken following the completion of all required clerkships will be graded as Honors/Pass/Fail; clinical electives taken during “flex time” will be graded Pass/Fail.

All grades for elective rotations during the third or fourth year will be assigned by the Regional Campus Deans.

For FSU COM electives, the “Evaluation of Student Performance: Elective Rotation” form (Version 2013-2014) will be utilized.
When this form is completed and returned, the student will be graded by applying these guidelines:

**HONORS (when eligible):**
The student will receive an HONORS grade when:
1. The student is rated at a 3 level in both Knowledge AND Professionalism;
2. The student receives more ratings of 3 than 2; AND
3. The student receives no rating less than 2.

**FAIL:**
The student will receive a FAIL grade when:
1. The student receives a rating of 1 in Professionalism; OR
2. The student receives a rating of 1 in more than two categories.

**PASS:**
The student will receive a PASS grade when the ratings fall in between the guidelines for HONORS and FAIL.

The Regional Campus Deans will also take the evaluator’s narrative comments into consideration when assigning the final grade. If compelling, these comments can move a grade up or down one level.

**ATTENDANCE POLICY**
Students will be accountable and personally responsible for attending all educational activities that fall within the following categories: small groups, team-based learning sessions, labs, clinical experiences written or oral examinations and other evaluative periods (e.g.: quizzes, practical exams) and computer sessions. Lecture attendance is mandatory when outside speakers or patients have been arranged. Otherwise, attendance at lectures is encouraged, but not mandatory.

Students are expected to attend all scheduled activities. If a student has an emergency that prevents her/him from attending a scheduled activity, s/he is to call and notify the Division of Student Affairs (Year 1/2) or the Regional Campus Dean / Student Support Coordinator (Year 3/4) and request that they inform the supervisors/professors/clerkship faculty/education director for that activity. If at all possible, the student should also call and at a minimum, leave a message with one of the course/clerkship directors. It is important that students realize that their absence or tardiness negatively impacts a number of other people. Attendance, including tardiness, is part of the student’s evaluation for professionalism. Negative evaluations may result in decreased grades and in severe cases, referral to the Student Evaluation and Promotion Committee.
PROCEDURE FOR NOTIFICATION OF ABSENCE FOR:

Year 3/4 Required Clerkships
If the student requests an absence in advance, the “Advance Request for Absence from Educational Activities” electronic form should be submitted. Requests for excused absences from a required clerkship should be rare and made only in situations that cannot be rescheduled to occur during a scheduled time off or during an elective. An excused absence from a required clerkship may be allowed when it is determined by the Regional Campus Dean that the student has no alternative (additional information for 4th year students can be found in the Fourth Year Scheduling Policies).

The Regional Campus Dean, after consultation with the Education Director and the Clerkship Director, will make the final decision regarding the student’s request and give the student the implications for the absence (e.g., remediation, course grade adjustment, make-up exam, etc.). Final decisions regarding implications for the student’s grade shall rest with the Education Director. The Clerkship Director will notify the clerkship faculty member of the decision. The form will be filed in the Division of Student Affairs at the regional campus.

If the absence occurs due to an unforeseen emergency, the student should contact the Clerkship Director and the Regional Campus Dean immediately to report the absence including the reason for the absence. The Regional Campus Dean, after consultation with the Education Director and the Clerkship Director will make the final decision regarding implications of the student’s absence. The implications for the absence (e.g., remediation, course grade adjustment, make-up exam, etc.) will be given to the student by the Regional Campus Dean. Final decisions regarding implications for the student’s grade shall rest with the Education Director. The Clerkship Director will notify the clerkship faculty member of the decision. The form will be filed in the Division of Student Affairs at the regional campus.

Year 3/4 Electives
If the student requests an absence in advance, the “Advance Request for Absence from Educational Activities” electronic form needs to be submitted and the process should be followed as outlined above under Year 3/4 Required Clerkships. The Regional Campus Dean, after consultation with the Elective Director, will make the final decision regarding the student’s request and give the student the implications for the absence (e.g., remediation, course grade adjustment, make-up exam, etc.). Final decisions regarding implications for the student’s grade shall rest with the Regional Campus Dean, who will notify the Electives Director of the decision. The form will be filed in the Division of Student Affairs at the regional campus.

If the absence occurs due to an unforeseen emergency, the student should contact the Regional Campus Dean immediately to report the absence including the reason for the absence. The Regional Campus Dean, after consultation with the Electives Director, will
make the final decision regarding implications of the student’s absence. The implications for the absence (e.g., remediation, course grade adjustment, make-up exam, etc.) will be given to the student by the Regional Campus Dean. Final decisions regarding implications for the student’s grade shall rest with the Regional Campus dean, who will notify the Electives Director of the decision. The form will be filed in the Division of Student Affairs at the regional campus.

Expectations of 3rd and 4th Year Students on Holidays

Third and fourth year students on required clerkships are expected to be available for patient responsibilities (seeing patients, making rounds, taking call, etc.) on Federal and State holidays when the student's assigned faculty supervisor is seeing patients, making rounds, taking call, etc., or when the student is assigned to be on-call by his/her supervisor.

Procedures:

1. Students should be informed of all patient responsibilities—including on-call responsibilities—at the beginning of the clerkship.

2. All student work assignments while on a required clerkship—including those that occur over Federal or State holidays—must be consistent with ACGME rules regarding the workweek.

3. (Note: student work assignments while on away rotations/electives—including those that occur over Federal or State holidays—are determined by his/her supervisor.)

4. Exceptions from this policy: Clerkship students should not be scheduled for patient responsibilities during:
   a. Thanksgiving and the day after Thanksgiving;
   b. Winter Break;

Remediation Policy for Absences from Examinations, Quizzes, Small Group Sessions, Preceptor visits, and Clerkship Call

The remediation policies for absences from examinations, quizzes, small group sessions, and clerkship call are:

1. POLICY ON MISSED EXAMINATIONS: Students are required to take major in-term and final examinations. Based on Curriculum Committee policy, a student can only be excused from an examination by a course/education director decision based on the personal situation of the student. The Course/Education Director will determine the time of the exam make-up session. Also, according to the Curriculum Committee decision and the existence of the FSU COM honor code, the student will be given the same examination given to the other students.

2. POLICY ON MISSED QUIZZES: Students are required to take scheduled and unscheduled quizzes in the courses/clerkships. A student can only be excused from a quiz by a Course/Education Director decision based on the personal situation of the student. The student must make arrangements with the Course/Education Director to
make up a missed quiz. Also, according to the curriculum committee decision and
the existence of the FSU COM honor code, the student will be given the same quiz
given to the other students.

3. POLICY ON MISSED SMALL GROUP SESSIONS, PRECEPTOR VISITS,
AND CLERKSHIP CALL: The student should contact the Course Director, small
group leader, Clerkship Director or Education director for instructions on remediation
of the missed session and material covered.

Americans with Disabilities Act

Candidates for the M.D. degree must be able to fully and promptly perform the essential
functions in each of the following categories: Observation, Communication, Motor,
Intellectual, and Behavioral/Social. However, it is recognized that degrees of ability vary
widely between individuals. Individuals are encouraged to discuss their disabilities with
the College of Medicine’s Director of Student Counseling Services and the FSU Student
Disability Resource Center to determine whether they might be eligible to receive
accommodations needed in order to train and function effectively as a physician. The
Florida State University College of Medicine is committed to enabling its students by any
reasonable means or accommodations to complete the course of study leading to the
medical degree.

The Office of Student Counseling Services
Medical Science Research Building G146
Phone: (850) 645-8256 Fax: (850) 645-9452

This syllabus and other class materials are available in alternative format upon request. For
more information about services available to FSU students with disabilities, contact the:

Student Disability Resource Center
874 Traditions Way
108 Student Services Bldg.
Florida State University Tallahassee, FL 32306-4167
Voice: (850) 644-9566
TDD: (850) 644-8504
sdrc@admin.fsu.edu

Academic Honor Code

The Florida State University Academic Honor Policy outlines the University's expectations
for the integrity of students' academic work, the procedures for resolving alleged violations
of those expectations, and the rights and responsibilities of students and faculty members
throughout the process. Students are responsible for reading the Academic Honor Policy
and for living up to their pledge to "...be honest and truthful and...[to] strive for personal
and institutional integrity at Florida State University." (Florida State University Academic
Honor Policy, found at http://fda.fsu.edu/Academics/Academic-Honor-Policy)