

STUDENT POLICIES AND PROCEDURES



MAY 2009

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1. MUSC Academic Policies

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2. College of Health Professions Academic Policies

2.1. Grading System

All courses, except those dropped during the drop/add period, are recorded on the student's permanent record. Variable course credit must be established prior to registration and approved by the dean of the student's college. When a student is required to repeat a course, the computation of his/her overall grade point average includes each grade earned. However, credit hours will be counted only once to determine eligibility for the degree. Rank in class is calculated according to the overall grade point average within the college of the student's enrollment.

Merit grades are assigned on a continuous scale ranging from 0 to 4 points (see below). Faculty use either the raw score (the percentage of correct answers) or the T-score (a normalized score) to grade examinations. The grade average is calculated by multiplying the credit value of the course by the merit points earned in that course, summing the resultant total merit point value for the semester (or for the cumulative record) and then by dividing the total merit point value by the total credit hours carried. This calculation can be performed for either a specific semester or for the entire record of enrollment.

Raw Score	Merit Grade
95	4.0
94	3.9
93	3.8
92	3.7
91	3.6
90	3.5
89	3.4
88	3.3
87	3.2
86	3.1
85	3.0
84	2.9
83	2.8
82	2.7
81	2.6
80	2.5
79	2.4
78	2.3
77	2.2
76	2.1
75	2.0
74	1.8
73	1.6
72	1.4
71	1.2
70	1.0
< or = 69	0.0

Alphabetic equivalents to this continuous scale are as follows:

- A = 95 and above
- B = 85 - 94
- C = 75 - 84
- D = 70 - 74
- F = 69 and below

The following symbols are used to indicate the student's academic status; none carries merit points. When grading options are offered (i.e., H, P, or NP instead of merit grades), students must declare the option before the end of the drop/add period and cannot subsequently reverse their choice.

- WD Withdrew from a course after the drop/add period but before the end of the sixth week (or before 33% of the length of the course); requires prior approval of the dean upon recommendation of the instructor; no academic impact on grade point average although progress may be affected. Withdrawals not approved result in a merit grade of 0.0.
- WP For reasons beyond the control of the student, withdrew from a course after the sixth week (or after 33% of the length of the course) while performing at a satisfactory level; requires prior approval of the dean upon recommendation of the instructor; no academic impact on grade point average although progress may be affected. Withdrawals not approved result in a merit grade of 0.0.
- WF Withdrew from a course after the sixth week (or after 33% of the length of the course) while performing at a unsatisfactory level; requires prior approval of the dean upon recommendation of the instructor; no academic impact on grade point average although progress may be affected. Withdrawals not approved result in a merit grade of 0.0.
- WR Withdrew after the drop/add period from all courses at the University with permission to return after a leave of absence when specified time has elapsed and when specified conditions have been met; requires prior approval of the dean; may result in dismissal if terms of the leave are not met.
- EX Exemption allowed by equivalent transfer work or by CLEP.
- XC Credit awarded by examination.
- NR No grade reported by instructor. A NR is not given in lieu of an IN.
- IN Incomplete; grade awarded for circumstances beyond student's control; incompletes are not calculated in the grade point average. If the student fails to remove the IN in the college's specified time, the IN will be converted to a merit grade of 0.0. The time specified

by the college may not extend beyond the next formal grading period (i.e., fall, spring, or summer). An extension of this time period must be approved by the college's progress committee or its equivalent.

- IP In progress (not applicable to research courses); awarded in courses that are approved in advance to extend over more than one term (student does not re-enroll in the course in order to complete the work); or awarded in courses offered in a series where all series courses must be completed before any course in the series is assigned a final grade (student does enroll in each course); IP grades are removed by the grade earned.
- AU Audit (course attended but not registered for credit); subject to instructor approval; not all courses offer this option. Audit status must be confirmed before the University deadline to drop/add courses and cannot be subsequently changed.
- CD Conditional (specific conditions must be met before a final grade can be given)
- S Satisfactory (applies to graduate research only)
- U Unsatisfactory (applies to graduate research only)
- H Honors; outstanding in a pass/fail course
- P Pass
- NP No pass (fail); no academic impact on grade point average, although progress may be affected.

2.2. Absence from a Final Exam

Absence from a final examination may be excused in the event of the student's illness or an illness of an immediate family member for whom the student is directly responsible, the death of an immediate family member, or other extenuating circumstances. An excused absence entitles the student to a make-up examination which will be scheduled by the instructor as soon as possible.

The student must contact the course instructor before the examination or within 48 hours thereafter. The student must submit to the course instructor a physician's statement in the case of illness. Failure of the student to follow this protocol may result in a grade of "F" on the final examination.

A student may appeal the course instructor's determination of the excused versus unexcused absence by following the procedures for Student Complaints as outlined in a subsequent section of this document.

2.3. Appealing an Exam Grade

Faculty instructors are responsible for ensuring that students receive grades for exams and major assignments within a reasonable timeframe. Grades assigned by instructors are presumed to be correct. Therefore, it is the students' responsibility to check the

accuracy of his or her exam/assignment grades to ensure that no error has been made (e.g., clerical, calculation). If a student believes an error has been made in the grade assigned, the student is to notify the instructor in writing (e-mail or letter) within one week from the date the grades were communicated. The instructor is to review the student's exam/assignment and notify the student of the disposition of the review. A student wishing to appeal the grade may do so by following the Academic Review and Appeals Policy.

2.4. Academic Progress

2.4.1. Student Progress Guidelines

NOTE: Divisions and programs reserve the right to impose more stringent requirements beyond these minimal provisions for the College as a whole. Please refer to your Division or Program specific student policies for information specific to your degree program. Division or Program specific policies will always supercede these College policies.

A Student's academic standing is reviewed by faculty within their respective programs of study at the end of each semester. Students who do not meet minimum standards for academic performance as defined within their academic program's student policies, will be notified in writing within one week of the end of the academic semester. Copies of these communications will be kept on file within the students' respective division office. The student has the right to appeal a disciplinary action or dismissal; refer to Academic Review Procedure in this document for guidance.

2.4.2. Academic Standing

1. A student who passes all courses and maintains both an academic semester and cumulative GPA of 3.0 or higher graduate or 2.0 or higher undergraduate is considered to be in satisfactory academic standing.
2. A student, who is currently in good academic standing, who earns an academic semester and/or cumulative GPA less than 3.0 graduate or 2.0 undergraduate will be placed on academic probation, and the student will remain on academic probation until the academic semester and cumulative GPA are elevated to 3.0 or higher graduate or 2.0 or higher undergraduate.
 - a. Students who achieve the stipulated academic semester and cumulative GPA of 3.0 or higher graduate or 2.0 or higher undergraduate will be reinstated to good academic standing.
 - b. Students who remain on academic probation for two consecutive academic semesters will undergo review by an academic progress committee, who will recommend either remediation or dismissal from their program of study.
3. Students who earn failing grades in any two courses in a single academic semester will be dismissed from their program of study.
4. If a student, who is currently on academic probation, earns a failing grade in any course, the student will be dismissed from his or her program of study.

5. Any failed course should be retaken at MUSC, or with the approval of the program or division director, a substitute course may be taken from another accredited institution. Students who earn less than a 3.0 graduate or 2.0 undergraduate in a repeated course will be dismissed from their program of study.
6. Upon satisfactory completion of repeated coursework and attainment of the previously stated GPA of 3.0 or higher graduate or 2.0 or higher undergraduate, a student will be reinstated to the established curriculum in good academic standing at the point of interruption or the equivalent.
7. The Division Director determines the conditions of probation. In addition to specifying the grade point average, the Division Director may require completion of specific courses or remediation activities, may limit the number of hours for which the student registers, and may exclude the student from taking certain courses while on probation.

2.5. Professional Conduct

The College has adopted a code of professional conduct which all students are expected to follow. Each student's professional conduct is continually observed by the faculty, both full time and clinical.

Under the code of professional conduct, a student enrolled in the College of Health Professions is expected to

- appear and conduct himself/herself in a professionally acceptable manner
- be cognizant of and adhere to the channels of authority.
- show respect for and be mutually supportive of fellow students, faculty, and staff regardless of race, religion, sex, nationality, or economic status.
- identify truthfully and accurately his/her credentials and professional status.
- refrain from performing any professional service which requires competence that he/she does not possess or which is prohibited by law, unless the situation morally dictates otherwise.
- accept responsibility for relating incompetence and unethical conduct to the proper authorities.
- regard as strictly confidential all information concerning each patient and refrain from discussing this information with any unauthorized individual, including the patient.
- show respect and consideration for the patient, regardless of race, religion, sex, nationality, or economic status.
- be guided at all times by concern for the welfare of patients entrusted to his/her care.
- adhere to College and Division specific policies and procedures including but not limited to attendance, dress code etc.

A student will be notified in writing upon receiving an unsatisfactory professional conduct evaluation and will be counseled by the appropriate faculty. Upon recommendation of the Department Chairperson, a student who receives an unsatisfactory evaluation on professional development for one or more semesters will be

dismissed from the College of Health Professions. The College of Health Professions reserves the right to discipline, suspend, and/or dismiss any student who appears physically, morally, psychologically, or academically unsuited to continue studies necessary to complete the requirements for the degree for which he or she is enrolled. The student has the right to appeal a disciplinary action or dismissal; refer to the Academic Review Policy in this document for guidance.

NOTE: Divisions may also impose additional guidelines that are more stringent and/or specific and these policies will supercede the College policies.

2.6. Student Complaints

The College of Health Professions places value on the right of every student to submit a complaint regarding his or her academic experience. If a student has a complaint, the following procedures should be followed.

1. A student who wishes to make a complaint that is specific to a course should direct their concern to the Course Instructor or Course Director.
 - a. If the matter is not resolved to the satisfaction of the student, he or she is encouraged to make an appointment to discuss the problem further with the appropriate Division/Program Director.
 - b. If the matter is still not resolved to the satisfaction of the student, he or she is encouraged to make an appointment with the Department Chair to discuss the matter further.
 - c. A student, who wishes to make a formal appeal of any decision arising from an action at the division/program level should follow the MUSC Academic Review Policy outlined below.
2. A student who wishes to make a complaint which does not involve a specific course, such as issues involving student life or the behavior of a faculty member or fellow student should make an appointment with his or her academic advisor to discuss the matter.
 - a. If the matter is not resolved to the satisfaction of the student, he or she is encouraged to make an appointment to discuss the problem further with the appropriate Division/Program Director.
 - b. If the matter is still not resolved to the satisfaction of the student, he or she is encouraged to make an appointment with the Department Chair and/or the Associate Dean for Student Affairs to discuss the matter further.
3. A student who wishes to submit a complaint regarding an alleged violation of academic integrity by a fellow student should follow the procedures defined by the College Honor Council published online at http://www.musc.edu/chp/chp_honor_council/.
4. A student who wishes to submit a complaint regarding any form or sexual harassment or gender inequity issue should follow the procedures published on line at <http://www.musc.edu/genderequity/policy/studentpolicystatement.shtml>.

2.7. Graduation Requirements

2.7.1. Undergraduate

Candidates for graduation from any undergraduate program in the College of Health Professions must have:

- satisfied all requirements in the specified curriculum and be in satisfactory academic standing with a cumulative GPA of 2.0 or above;
- completed a minimum of 128 semester hours including the 52-90 semester hours required for entrance;
- completed a minimum of one curriculum year (32 semester hours) at the Medical University of South Carolina;
- been enrolled in the curriculum for the time period specified by the professional accrediting body, if applicable;
- been recommended for graduation by the faculty of the specific curriculum.
- satisfied all financial obligations to the Medical University of South Carolina.

2.7.2. Graduate

Candidates for graduation from any graduate program in the College of Health Professions must have:

- satisfied all requirements in the specified curriculum and be in satisfactory academic standing with a cumulative GPA of 3.0 or above;
- been enrolled in the curriculum for the time period specified by the professional accrediting body, if applicable;
- been recommended for graduation by the faculty of the specific curriculum.
- satisfied all financial obligations to the Medical University of South Carolina.
- successfully completed and presented a research project or thesis, if applicable.

3. Other College Student Policies

3.1. Arrest Policy

All students are to adhere to the MUSC Arrest Policy which can be found at: <http://academicdepartments.musc.edu/provost/pdf/StudentArrestPolicy.pdf>

The policy states:

Should a student be arrested or formally charged with any infraction of the law other than minor traffic violations and misdemeanors, the offending student shall report such violation or charges to his or her respective Dean within two university/college business days of the offense.

Additionally, in accordance with the MUSC Student Policy for Alcohol and Other Drug Abuse Prevention and Intervention, a student who is arrested or charged with a misdemeanor or other crime involving the use, possession, manufacture, sale, or

distribution of alcohol or any other drug, is required to report this information. College of Health Profession students should report these infractions and plan to meet with the Associate Dean for Student Affairs. To contact the Associate Dean for Student Affairs, please call 843-792-3328.

3.2. Bulletin Boards

There are two bulletin boards for student use. One is located across from the Cyber Café and the other is located on the 2nd floor of Building B across from students' mailboxes. Both of these bulletin boards are available for students to hang college-wide event flyers. The flyers must first be stamped by the Student Life Center (room A103). Department specific information will go on Department bulletin boards. For more information, see your Student Services Coordinator.

3.3. Copy Usage

Students are permitted to use the copy machine in the Student Life Center (room A103). However, copies are limited to 10 pages at a time. For PowerPoint Slides and presentations, please print in "pure black and white." This will cut down on the use of toner and help print your jobs faster.

3.4. Collaborative Works of Authorship

Recognizing that all scientific data is the property of the university, and that research papers and other publications emanate from work that a) involves credit required for the completion of an academic degree, and b) requires a substantial amount of supervisory effort by faculty member(s), faculty and students will appear as co-authors on all Medical University of South Carolina presentations and publications.

1. Original data must not be removed from the university.
2. Data should be de-identified and keep in a secure location (with the primary faculty supervisor).
3. Under HIPAA, all authorizations by human research participants to use or disclose protected health information (PHI) must be saved for six (6) years.
4. Faculty-student collaboration on scientific and professional presentations and publications is encouraged. To avoid misunderstanding, co-authors should discuss the distribution of work (in degree and kind of effort) and should agree upon the authorship order at the beginning of collaborative projects.
5. Research ethics dictates that an author is one who makes a substantial contribution to the creative work, and is able and willing to take responsibility for the contents of the work. Gift authorships are unethical. Other contributors, and funding agencies, should be acknowledged.
6. Ordinarily, research assistants are acknowledged for their assistance, but are not included as co-authors. However, if research assistants contribute substantially to the creative work (e.g., in the formulation of the idea, the design, and/or the analysis), they may be included as co-authors at the discretion of the primary supervising faculty member.
7. Student research projects, theses, and dissertations (and comparable substantial works) require the sustained effort of both the student and the supervising faculty

member or members. It is ethically appropriate for students to include supervising faculty members on any subsequent publications and presentations.

8. In the event that a student does not wish to participate in preparing presentations or publications of his/her efforts, the supervising faculty member(s) may submit the material for presentations or publications as first author as long as the deserving student is designated as second author.
9. All collaborative research plans, including co-authorship agreements, should be in writing, with signatures and dates of agreement. This letter of agreement should be kept on file in the office of the primary supervising faculty member.

3.5. Disability

The College of Health Professions is dedicated to providing equal opportunity and access for every student. Accommodations will be made in response to a specific disability and on a case by case basis. **Students are highly encouraged to make requests for accommodations before the beginning of their first semester in the program.** This gives professors the time needed to make arrangements to ensure the student receives the accommodations needed.

All applicants accepted to the College of Health Professions must be able to meet the college's and university technical standards/minimum abilities. Students are asked to review the standards available online at:

http://www.musc.edu/chp/chpstu_services/prospective/disability.htm. These technical standards/minimum skills are included in all admission applications. By submitting the admission application you certify they you have read, understand, and are able to meet the standards.

If you would like to request an accommodation please contact the college coordinator for the College of Health Professions, in the Student Life Center. (Specific steps are listed below) All student s are required to complete the accommodation request form and provide proper documentation. All forms and documentation requirements are available online at:

http://www.musc.edu/chp/chpstu_services/prospective/disability.htm.

Once the accommodation request form and proper documentation has been received the information will be reviewed and discussed with you in regards to appropriate accommodations. These steps are necessary prior to any services.

1. Contact the college coordinator within the College of Health Professions. The Director of Student Life and Recruitment located in the Student Life Center (A103) serves in this capacity. The college coordinator is the contact person who along with the MUSC ADA 504 Student Coordinator will assist you in requesting and granting special accommodations via the ADA as a student with a disability. Review policies and required documentation needed for requests at:

http://www.musc.edu/chp/chpstu_services/prospective/disability.htm. Schedule a

meeting with the college coordinator. You will need to provide medical documentation of your disability and complete the appropriate accommodation request form.

2. The college coordinator in concert with the 504 ADA Student Coordinator ensures that the appropriate paperwork is completed; confers with you on what accommodation you are requesting; and validates your documentation from your medical professional as to your disability. It may at times be necessary for you to sign a release form, such that your medical condition for which you are seeking relief may be verified by the 504 ADA Student Coordinator.

The process of review depends in part on the nature of your disability. A determination of eligibility will be made by the college coordinator and the 504 ADA Student Coordinator. They may (if necessary) confer with outside professionals including, but not necessarily your instructor. If you are found to be eligible for services, they will decide which, if any, of your requests will be granted. Decisions regarding accommodations are made on a case-by case basis. There is no standard accommodation for any particular disability.

Each category of need has its own documentation standards and, in some cases, forms.

3. If your request for accommodations is approved, the college coordinator generates a Letter of Accommodation (LOA) which documents what accommodations have been granted. You are responsible for promptly obtaining this letter and presenting it to faculty. The LOA must be presented to your professor at the beginning of the term (NOTE: Steps 1-4 may take up to 30 days. You are encouraged to initiate this process well before the start of semester.)

If you are approved for accommodations in the middle of the semester, you are strongly encouraged to pick up the LOA as soon as it is ready and immediately deliver it to relevant faculty members.

If you have been approved for accommodations, you must request an LOA from your college coordinator each semester that you wish to receive accommodations. If your professor has already received a LOA previously, it is your responsibility to speak with him/her at the beginning of each semester to discuss with him/her the accommodations and to ask if s/he would like an additional LOA. If the professor would like a LOA, the student is responsible for requesting the LOA from the college coordinator.

If your requested accommodations are not approved, you are encouraged to meet with your college coordinator and or the 504 ADA Student Coordinator to discuss the reasons for the denial. The coordinator may discuss further documentation that is required for review or may review the grievance procedure with you at this time.

Additional information including the grievance policy, release form, and accommodation request forms can be found at: www.musc.edu/ada.

For more detailed information please visit: www.musc.edu/ada.

3.6. E-mail

3.6.1. MUSC-wide

All faculty, staff and students must comply with the Medical University of South Carolina's Computer Use Policy:

<http://www.musc.edu/infoservices/cup/cup2001.html> as well as with the Medical University of South Carolina's Electronic Communications Policy:

<http://www.musc.edu/studenthandbook/ecommunicationpolicy.html>.

There is a computer available for student use in the Student Life Center (room A103) and is open Monday through Friday, 8:30 a.m. to 5:00 p.m. This computer is available on a first come, first serve basis. There are two printers available for student use in the Cyber Café. Paper is not provided. For PowerPoint Slides and presentations, please print in "pure black and white." Printing in "pure black and white" will cut down on the use of toner and help print your jobs faster.

Students must check their MUSC email on a regular basis. This is how the university and college will contact students regarding all official university business.

Students wishing to send a broadcast message must gain approval from the Student Life Center before submission. To send a broadcast message, visit: www.musc.edu/broadcast and click on "Add a Message."

3.6.2. CHP-wide

For students wishing to send out an email to all CHP-students (such as a fundraising event), please send your request and announcement to chpstusv@musc.edu. Announcements will only be sent out 2 times for a specific event.

If you would like to send an email to all students at the university, please send the email to stuinfo@musc.edu. In order to reduce the number of emails students receive, the Student Life Center will not send out emails that will or have been sent by [stuinfo](mailto:stuinfo@musc.edu).

3.7. Extended illness of student

When an extended illness or condition requires absence from regular academic activities, or limitation in educational activities, the affected student should immediately obtain a *Physician's Certification* for release from specific activities. He/she should provide the *original* of both the *Release Form* and the *Physician's Certification* form to the PROGRAM. (forms available from Student Services Coordinator)

Goal: The goal of the policy is to safeguard the health and well-being of the affected student, to safeguard the health and well-being of other students, patients/clients and associates (including faculty, staff, and others), while maintaining the continuity of the student's educational experience.

Prompt notification: If the affected student chooses to *delay notification* to the PROGRAM about his/her illness or condition causing the activity limitation, he/she assumes any and all risks, foreseen or unforeseen, associated with injuries to his/herself or to others that are attributable to the illness or condition.

Accommodation: The PROGRAM will accommodate reasonable physician-certified activity limitations, but will not compromise the educational standards of the PROGRAM. Specifically, this means that the PROGRAM will make reasonable accommodations to the student's activity limitations for the period stated in the *Physician's Certification*, but the student must ultimately demonstrate competency in his/her academic and clinical abilities according to the requirements of the PROGRAM. If the student cannot meet the academic and clinical standards and expectations, he/she may, as approved by the Program Director, use other options as described in the MUSC Bulletin (e.g., withdraw-return (WR), leave of absence (LOA), etc.). Refer to Academic Progress Guidelines.

An "extended illness or condition" means an illness or condition that extends beyond one week *and* affects a student's ability to perform the activities expected of the student as part of his/her educational program, e.g., influenza, knee surgery, pregnancy;

An "extended illness or condition" as defined in this policy does *not* encompass a "disability" as defined by law or institutional policy; the latter determination is made by the Associate Dean for Student Affairs, and is not addressed by the present "**Policy Related to Extended Illness or Condition of a Student**"

Procedure:

1. Student will sign and file one (1) copy with the PROGRAM's Student Services Coordinator: *Release Form Related to Physician's Certification of Student's Activity Limitation(s)*;
2. The Release Form will authorize the PROGRAM to forward the *Physician's Certification of Student's Activity Limitation(s)* to the Department Chair, the Program Director, the Student Services Coordinator, *and* all affected classroom, laboratory and/or internship/fieldwork instructors/supervisors;

3. The student will resume all regular activities on the date stipulated by the most recent Physician's Certification submitted by the student to the PROGRAM.

3.8. Faculty/student/clinician relationship

1. It is unacceptable for any member of the College of Health Profession academic faculty to date or meet individually with a College of Health Professions' student where the implied or explicit intention is to develop an intimate physical/social relationship. This includes relationships where the student actively consents. This policy does not apply once a student has graduated from the University.
2. It is unacceptable for any adjunct classroom instructors or tutors to date or meet with a College of Health Professions' student where the implied or explicit intention is to develop an intimate physical/social relationship. This policy is in effect only while the student is enrolled in that instructor's class.
3. It is unacceptable for any direct clinical supervisor or clinical coordinator to date or meet with a College of Health Professions' student during their clinical affiliation/rotation where the implied or explicit intention is to develop an intimate physical/social relationship. This policy is in effect only while the student is participating in the clinical affiliation/rotation.
4. It is unacceptable for College of Health Professions' academic or clinical faculty who are directly supervising students to share accommodations with individual students during conferences, meetings, and continuing education seminars.
5. It is acceptable for College of Health Professions' faculty to recruit students for occasional assistance with baby-sitting, yard work, moving, providing that they are reasonably compensated for their work.

3.9. Laptop computers

The College of Health Professions requires that all residential students bring a laptop to campus for their classes, labs and other activities. Students will use this laptop computer for many important school-related tasks. CHP buildings are all wireless-enabled, and students will be able to access campus email, student-related information, course materials, or other important web-based resources at any time. Students may also need a laptop computer for taking computer-based exams, running course-based software programs, playing course related DVDs, taking notes during class, creating multi-media presentations, and collaborating with other students.

To effectively manage IT resources for students, faculty, staff, and guests, all students should submit requests for computer assistance through the use of an online call system, which is available via the CHP website (<http://www.musc.edu/chp>). Only student requests for help logged through the online call system will be addressed by CHP IT. Additional information including tutorials, FAQs, and links to technology related resources is available online. All students are responsible for saving their data and files to other media (jump drive, external hard drive, etc.). CHP IT cannot save, copy or backup user files. Students provided a leased laptop by the College should drop off and

pick up their laptop in the CHP Student Life Center when service is needed—this applies only to students provided a laptop by the College.

Beginning Summer semester 2009, the College will begin phasing out the leased laptop program. New students entering the College starting Summer semester 2009 are required to bring their own laptops to campus. Students who own their own laptop are responsible for maintaining the operational integrity of their personal laptops, including seeking off-campus services for hardware and software related issues. CHP IT cannot provide repair or diagnostic services to students who own their own laptop but can offer consultation and assistance with laptop-related questions during scheduled laptop sessions in the CHP Atrium or upon requesting an appointment via the CHP online call system. In the case of software issues or corruption, for students who purchased the Dell recommended laptop model only, CHP IT can reinstall all University licensed software that was installed at the factory on initial purchase. An online call must be logged and an appointment time scheduled.

3.10. Lockers

Lockers for students are located on the 2nd floor of the College of Health Professions B Building. To reserve a locker, students must present to the Student Life Center with their combination lock and supply a copy of their combination. If you forget your locker combination, please contact the Student Life Center for assistance. Lockers are also available at the MUSC library.

3.11. Mailboxes

Mailboxes for CHP residential students are located on the 2nd floor of CHP "B" Building. Mailboxes are assigned through Student Services Coordinators. Residential Students are expected to check their mailboxes frequently for mail or other correspondence.

3.12. Microwave and refrigerator

There are two microwaves for student use located in the Cyber Café. Students are responsible for keeping the microwaves and the areas around them, clean.

Refrigerators are not available for student use.

Please report any concerns or questions regarding the microwaves to the Student Life Center.

3.13. Name badge

Each student must have his/her name badge with them and it must be visible at all times while on campus.

If you should misplace your ID badge, Public Safety will send you an email in the event that it was found. If you do not receive an email indicating that your ID badge was found, you must go to the Public Safety Office located at 101 Doughty Street and

be issued a new ID badge. The cost for a replacement ID is \$10.00. Their website is: <http://www.musc.edu/publicsafety/> and their non-emergency number is 792-2261.

If you discover your ID badge is not allowing you access into the building, please see your Student Services Coordinator.

3.14. Press relations

All interactions with the press should be coordinated through the Office of Public Relations. This includes interviews with radio and television personnel, magazines and newspapers. Public Relations can be reached at 792-3621. Students should also notify the CHP Student Life Center by email @chpstusv@musc.edu or by phone 843-792-3326.

3.15. Room reservations

Students who wish to reserve a room within the College of Health Professions should contact their Student Services Coordinator. Students must submit room reservation requests at least two business days prior to the event. The student services coordinator will then submit the room reservation form in accordance with the room reservation policies. Students who submit room reservations will receive a confirmation email once the event has been scheduled.

When students utilize a room, it is expected that the group or individual clean up after themselves and not deface any property. If furniture is moved in a room, it is expected that the room be reassembled to the original state before leaving. Please help keep our buildings beautiful. If you notice anything that is not in line with our policies, please report this through the anonymous online student feedback form on the CHP website or by calling the CHP Student Life Center 843-792-3326.

3.16. Scholarship information

Scholarships are awarded in the Summer, Spring, and Fall terms based on the term specified. To be considered for available scholarships, please submit a scholarship statement which notes your community service, related work experiences, and other extracurricular activities by the deadline for the term. Deadlines and more information can be found at http://www.musc.edu/chp/chpstu_services/prospective/scholarships.htm.

Please read each scholarship criteria carefully and include appropriate information where applicable. In addition, some of the scholarships require a separate essay, so please read the criteria carefully.

Please be sure to include your name, address, phone number, social security number, the name of the program to which you are applying or attending, the date, and limit your response to two pages. Entitle this page "Scholarship Statement." Mail the Scholarship Statement to Student Life Center, MUSC, College of Health Professions,

151 Rutledge Ave., MSC 960, Charleston, SC 29425-9600, fax it to 843-792-0253, or email it to chpstudent-serv@musc.edu.

3.17. Trash

Students are responsible for removal of any trash that they generate. Large amounts of trash and food related trash such as pizza boxes, etc., should be disposed of in the bins located below the stairwell on the first floor of the south side of building A (Rutledge Tower side) underneath the stairwell. In addition, the University has recycling receptacles placed throughout the building for aluminum cans and paper products.

3.18. Use of the Official MUSC logo

Many student organizations want to reproduce the official MUSC logo (which is the ART Building) on t-shirts, mugs, decals, etc. This is acceptable as long as the graphics standards for the logo described in detail at www.musc.edu/graphicstandards are followed. Language that is in good taste and does not misrepresent the University may also be included with the logo according to the specified spatial guidelines. If the language your organization would like to include with the logo or the use of the logo is at all questionable, please contact the Director of Student Life and Recruitment for approval.