

**COLLEGE OF HEALTH  
PROFESSIONS**



**DEPARTMENT OF  
REHABILITATION SCIENCES**

**STUDENT POLICIES AND  
PROCEDURES HANDBOOK**

**2008-2009**

**NOTICE**

**This Student Handbook is intended to inform students about policy and procedures in the Department of Rehabilitation Sciences.**

**This document is *subject to change*,  
as University, College and  
Departmental policies change throughout the year.**

***This is not a contract; it is merely an informational document.***

**Please seek advice on particular matters from your  
Faculty Advisor,  
Program Director,  
Departmental Chair.**

**THANK YOU.**

***I welcome individual meetings with you, at any time, if you desire advice or assistance.***

**Lisa Saladin, PT, PhD  
Interim Chair  
Department of Rehabilitation Sciences  
792-2961**

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**COLLEGE OF HEALTH PROFESSIONS  
DEPARTMENT OF REHABILITATION SCIENCES  
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**College of Health Professions**  
**Department of Rehabilitation Sciences**  
**Faculty and Staff Roster**

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***DEPARTMENTAL FACULTY***

***James Krause, PhD***  
Associate Professor  
Associate Dean for Clinical Research

***Ruth M. Patterson, EdD***  
Professor Emeritus

***Michael Saladin, PhD***  
Associate Professor

***OCCUPATIONAL THERAPY PROGRAM***

***Maralynne Mitcham, PhD, OTR/L, FAOTA***  
Professor  
Program Director

***Patricia Coker, MHS, OTR/L***  
Instructor

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Assistant Professor  
Director of Rehabilitation Sciences Recruitment

***Becki Trickey, PhD***  
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Interim Dean  
College of Health Professions

***Hazel Breland, PhD, OTR/L***  
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***Hon Yuen, PhD, OTR***  
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***Jerry Burik, MHS, OTR/L***  
Assistant Professor  
Academic Fieldwork Coordinator

***Nancy Carson, MHS, OTR/L***  
Assistant Professor

***Adjunct Faculty***

***Becky Doolittle, MHS, OTR/L***  
Instructor

***Robin Pye, MS, OTR/L***  
Instructor

***Kim Hannon, OTD, OTR/L***  
Instructor

***Steven E Jurch, MA, ATC, LMT***  
Clinical Instructor

***PHYSICAL THERAPY PROGRAM***

***Lisa K Saladin, PT, PhD***  
Associate Professor

***David Morrisette, PT, PhD***  
Associate Professor

***Sandra Brotherton, PT, PhD***  
Associate Professor

***David Sword, PT, DPT***  
Assistant Professor

***Debora Brown, PT, MTC***  
Assistant Professor  
Academic Coordinator of Clinical Education

***K Jackson Thomas, PT, EdD***  
Professor

***Holly H Wise, PT, PhD***  
Associate Professor

***Adjunct Faculty***

***Wendy Albano, PT, MHS***  
Clinical Instructor

***Margaret Anderson, PT, Dip Adv Manip Ther***  
Clinical Assistant Professor

***Jennifer Curl, PT***  
Clinical Instructor

***Jeanne Davidson, PT, OCS***  
Clinical Instructor

***Cynthia Dodds, PT, MHS***  
Clinical Instructor

***Richard Erhard, PT, DC***  
Clinical Assistant Professor

***Amy Ferguson, PT, MHS***  
Clinical Instructor

***Bob Ferguson, PT, PharmD***  
Clinical Associate Professor

***Thomas Hetherington, PT, OCS, FAAOMPT***  
Clinical Instructor

***Lisa Kenyon, PT, PCS***  
Clinical Instructor

***Diane Lodge, PT, MHS***  
Clinical Instructor

***Octavia McCleod, PT, MHS***  
Clinical Instructor

***Susan Middaugh, PT, PhD***  
Associate Professor

***Jill Monger, PT, ATP***  
Assistant Professor

***Jennifer Pitassi, PT, PCS***  
Clinical Instructor

***Erica Rouvalis, PT, MHS***  
Clinical Assistant Professor

***Gretchen A Seif, PT, MHS***  
Clinical Instructor

***Laurie Woods, PT, MHS***  
Clinical Instructor

## **COMMUNICATION SCIENCES AND DISORDERS PROGRAM**

### ***Laurel Hays, MEd***

Assistant Professor  
Director of Clinical Education

### ***Amy Hull Dickson, MS***

Assistant Director of Clinical Education

### ***Michael VanLue, PhD***

Associate Professor

### ***Charles Ellis, Jr., Ph.D.***

Assistant Professor

### ***Danielle Ripich, Professor Emeritus***

President,  
University of New England

### ***Affiliated Research Faculty***

#### ***John E King, III, PhD***

Assistant Professor  
Director, Vestibular & Balance Program  
Otolaryngology

#### ***Ted A Meyer, MD, PhD***

Assistant Professor  
Director, Cochlear Implant Program  
Otolaryngology

#### ***Bonnie Martin-Harris, PhD***

Associate Professor  
Director, Evelyn Trammel Voice and  
Swallowing Institute  
Otolaryngology

#### ***Charlene Pope, PhD***

Assistant Professor  
College of Nursing

### ***Visiting Scholars***

#### ***Amy Finch, PhD***

Associate Professor  
Fort Hays State University, Kansas

#### ***Judy Martin, PhD***

Associate Professor  
Professor Emeritus  
University of South Carolina

### ***Adjunct Faculty***

#### ***Jennifer Allison, MS***

Clinical Instructor

#### ***Vickie Guerry, MS***

Clinical Instructor

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Clinical Assistant Professor  
Manager, Speech-Language Pathology Services

#### ***Valerie Kreil, MS***

Clinical Instructor  
Therapeutic Services  
Evelyn Trammell Institute

#### ***Julie Blair, MA***

Clinical Instructor

#### ***Ann W. Maggard, MHS***

Clinical Instructor

#### ***Martin Brodsky, Ph.D.***

Clinical Assistant Professor

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Clinical Instructor  
Manager, Adult Services

#### ***Starr Carr, MSR***

Clinical Instructor

#### ***Lisa McDade, MA***

Clinical Instructor

#### ***Audra K. Condon, MA, SP***

Clinical Instructor

#### ***Caroline B. Mitchell, MS***

Clinical Instructor

#### ***Christine Dukes, MA***

#### ***Shane Morey, MSP***

Clinical Instructor

**Linda Dunnege-Tolly, MS**  
Clinical Assistant Professor

**Mary Durkee, MS**  
Clinical Instructor

**Julie A. Grayson, MS**  
Clinical Instructor

**Gina Greene, MSP**  
Clinical Instructor

**Mary Hall, MSP**  
Clinical Instructor

Clinical Instructor

**Gale J. Singletary, MS**  
Clinical Instructor

**Nevitte Swink, MSP**  
Clinical Instructor  
Manager, Pediatric Services

**Kimberly A. Snyder, MA**  
Clinical Instructor

**Kristen D. Thayer, MS**  
Clinical Instructor

**Ronald G. Thayer, MS**  
Clinical Instructor

All teaching and supervisory faculty hold the Certificate of Clinical Competence in Speech-Language Pathology (CCC-SLP). Dr. Horner is Board-Certified in Adult Neurologic Disorders (BC-NCD/A) by the Academy of Neurologic Communication Sciences and Disorders. Dr. Martin-Harris is board certified in Swallowing and Swallowing Disorders by the American Speech-Language-Hearing Association (ASHA), and is a Fellow of ASHA.

Updated May 19, 2008

### **ADMINISTRATIVE STAFF**

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# MUSC

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Medical University of South Carolina  
College of Health Professions  
Department of Rehabilitation Sciences  
151-B Rutledge Avenue  
P.O. Box 250965  
Charleston, SC 29425  
Main phone: (843) 792-2961  
FAX: (843) 792-0170  
Website:

<http://www.musc.edu/bulletin/chp/rehab/index.html>

Program Websites:

<http://www.musc.edu/chp/pt>

<http://www.musc.edu/chp/ot>

<http://www.musc.edu/chp/csd>

### IMPORTANT OFFICES

#### Center for Academic Excellence

(843) 792-6390

Website: [www.musc.edu/cae](http://www.musc.edu/cae)

#### Counseling and Psychological Services (CAPS)

(843) 792-4930

CAPS Confidentiality: <http://www.musc.edu/caps/confid.html>

Website: <http://www.musc.edu/caps>

#### Disability Services, College of Health Professions

Jennifer Bailey, MEd, Director, Office of Student Affairs

CHP Building A, 103C

(843) 792-1601

[http://www.musc.edu/chp/chpstu\\_services/prospective/disability.htm](http://www.musc.edu/chp/chpstu_services/prospective/disability.htm)

#### Harper Student Center/Wellness Center

(843) 792-4334

(843) 792-8164 (Wellness Center)

Website <http://www.musc.edu/hsc/>

#### MUSC Library

(843) 792-2371

Website: [www.library.musc.edu](http://www.library.musc.edu)

#### MUSC Library Hours:

<http://www.library.musc.edu/>

About the Library/Library hours: <http://www.library.musc.edu/page.php?id=998>

**Office of Diversity**

(843) 792-2146

Website: [www.musc.edu/diversity](http://www.musc.edu/diversity)

**Office of Enrollment Management (OEM)**

(843) 792-5396

Website: [www.musc.edu/es](http://www.musc.edu/es)

**Office of Gender Equity**

<http://www.musc.edu/genderequity/>

(843) 792-8066

**Sexual Harrassment Policy**

<http://www.musc.edu/genderequity/policy/policymenu.shtml>

**Public Safety**

(843) 792-2261

(843) 792-4196 (emergency number only)

Website: [www.musc.edu/publicsafety](http://www.musc.edu/publicsafety)

**Student Financial Aid**

(843) 792-2536

Website: [www.musc.edu/financialmanagement](http://www.musc.edu/financialmanagement)

**Student Health Services**

<http://www.musc.edu/studenthealth/index.html>

30-A Bee Street

Office: 843-792-3664

**Student Programs**

(843) 792-0433

Website: [www.musc.edu/studentprograms](http://www.musc.edu/studentprograms)

**Major Websites, Student Policies***The Bulletin*

<http://colleges.musc.edu/academics/bulletin>

*Academic Policies and Information*

[http://colleges.musc.edu/academics/bulletin/acad\\_policies/index.html](http://colleges.musc.edu/academics/bulletin/acad_policies/index.html)

# Medical University of South Carolina

## The Bulletin

### Academic Policies and Information

[http://www.musc.edu/bulletin/acad\\_policies/index.html](http://www.musc.edu/bulletin/acad_policies/index.html)

The Medical University Bulletin is the document of authority for all students. Provisions contained herein may be amended, altered, or changed without prior notice when mandates from the South Carolina legislature or when conditions otherwise beyond the control of the University necessitate revision. The Bulletin should not therefore be relied upon as a contract but is intended solely as a guide for the student and is subject to change with the needs of the University.

Academic integrity relies upon an atmosphere among faculty, students, and administrative staff characterized by faithful adherence to standards which are conducive to the learning process. Policies and procedures are established and maintained to ensure that these standards are supported. Violation of these standards may result in sanctions against the student with appropriate entries placed on the student's academic record. Guidelines that describe rights and due process are provided under "Student Complaint Procedures" and within each college's section of this Bulletin.

The Medical University, pursuant to the English Fluency and Higher Education Act, requires all faculty members with teaching responsibilities whose first language is not English to possess adequate proficiency in spoken and written English. Should a student believe that an MUSC faculty member fails to meet the requirement of this Act, the complainant should meet with the designated official in the Dean's Office to discuss the nature and circumstances of the issue involving English fluency. The designated official will conduct an independent informal inquiry by calling witnesses and gathering whatever information is necessary to reach a determination concerning the merits of the allegations in an expeditious manner. The designated official will provide the Dean with a written report detailing his/her findings and advising the Dean on recommended actions. The Dean will be responsible for acting appropriately on the recommendations and will notify the Vice President for Academic Affairs and Provost of the complaint and its disposition for CHE reporting purposes. The complainant may appeal a Dean's decision or action to the Office of the Vice president for Academic Affairs and Provost.

Student academic records are established and maintained in total compliance with University, State, and Federal regulations governing enrollment, completion, and permanent archiving. Academic records considered to be official are maintained by Enrollment Services for all students at the Medical University. This office acts as custodian of these records. Access to student academic records is governed by federal and university policy intended to protect the privacy of students. In the interest of preserving student privacy to the fullest extent, the University will substitute another nine-digit number upon written request from the student for the routinely utilized social security number. However, students receiving government financial loans and grants and/or wishing to claim tuition credit for federal income tax purposes must disclose their social security number to the University to ensure accurate reporting.

In general, access to electronic computer student files is further guarded by a four-digit student-defined personal number used in combination with the institutional identifier. Web-based information is fully encrypted. In general, access by non-University persons

is allowed only upon prior written authorization by the student. However, MUSC routinely releases directory information at any time to anyone unless the student in writing requests Enrollment Services to prevent access to name, address (postal and e-mail), telephone number, digital images, dates of attendance, field of study, degrees received, and most recent previous educational institution attended. Students may examine their own official records either by viewing or receiving photocopies, under this provision: contents of the file may be viewed and/or hand-copied by the student except for confidential letters and recommendations written before January 1, 1975, and/or confidential letters and recommendations for which the students have waived their rights to inspect, and for parental financial information. Students may request contents of the file to be photocopied by Enrollment Services staff at the published fee (delivery within 45 days, by law), except for materials submitted in support of the admission process (e.g., transcripts from other institutions, DAT/MCAT/PCAT/GRE/SAT/etc. scores) and those contents which neither can be viewed nor hand-copied. Federal and state agencies may receive confidential information when it is needed in times of national emergency and when it is used to audit, review, and evaluate publicly supported educational programs. Students challenging content of records or provisions of access policy should contact Enrollment Services or the Family Educational Rights and Privacy Act Office, U. S. Department of Education, 330 "C" Street, Room 4511, Washington, DC 20202. For persons in the status of applicant, privacy of information is guarded carefully by the University even though State and Federal law do not apply in the same manner as for enrolled students.

It is the policy of the University to retain permanently in hard copy, on microfilm, or electronic form an academic record of each student which reflects the unabridged chronological academic history of that student as well as official memoranda pertaining to grades and academic achievements and evaluation. The only permanently archived student academic documents retained at MUSC are under the custodial care of the Office of Enrollment Services (OES) and will include the following:

1. MUSC transcript of academic record;
2. Final grade rosters as submitted by faculty;
3. Grade change authorizations;
4. Dean's letter, College of Medicine.

All admission materials for persons not matriculating will be destroyed one (1) year after the close of the applicant's filing cycle, except for the quantifiable data stored in the OES computer database (such as prerequisite analysis, entering GPA's, test scores, interview ratings, state/county of legal residence, gender, prior colleges attended, prior degrees earned, licensure, birth date/place, ethnicity, social security number, term/year/program for which admission was sought).

All admission materials for enrolled students will be destroyed five (5) years after graduation or last date of attendance, except for the quantifiable data stored in the OES computer database (See examples of data given immediately above).

All enrollment information other than the four types defined above will be destroyed five (5) years after graduation or last date of attendance, except for the quantifiable data stored in the OES computer database (such as residency reclassification, date and reason for withdrawal, last known address and telephone, national board scores, prior name[s], "hold" placed on the file, advisor assignment, course drops/adds, non-resident tuition waiver and reason, deceased, military status, class rank, graduation honors, honor society, and the like).

These records will be kept confidential, and the same policies and regulations will apply to access as those which apply to the records of current students. Once filmed or

electronically stored, all hard copy documents will be destroyed in a manner that ensures confidentiality of information.

Last Published: 01/26/2006 8:41 AM

## Academic Standards

[http://www.musc.edu/bulletin/acad\\_policies/academic\\_standards.html](http://www.musc.edu/bulletin/acad_policies/academic_standards.html)

Grades received, attendance, and personal and professional conduct form the basis on which students are judged with regard to satisfactory academic progress. Specific expected levels of satisfactory performance may vary among the colleges; these levels are described in each college section of this Bulletin. The academic progress of each student is reviewed at the end of each term by the appropriate standards committee within each college. Exceptions to the application of these standards for students experiencing unusual, unavoidable, and compelling circumstances beyond their control may be allowable under the provisions of the college standards committee and the dean of the college.

Last Updated: 01/26/2006 10:24 AM

## Grading System

[http://www.musc.edu/bulletin/acad\\_policies/grading.html](http://www.musc.edu/bulletin/acad_policies/grading.html)

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 | T-score | Merit Grade |
|-----------|-------------|---------|-------------|
| 95        | 4.0         | 61      | 4.0         |
| 94        | 3.9         | 60      | 3.9         |
| 93        | 3.8         | 59      | 3.8         |
| 92        | 3.7         | 58      | 3.7         |
| 91        | 3.6         | 57      | 3.6         |
| 90        | 3.5         | 56      | 3.5         |
| 89        | 3.4         | 55      | 3.4         |
| 88        | 3.3         | 54      | 3.3         |
| 87        | 3.2         | 53      | 3.2         |

|           |     |           |     |
|-----------|-----|-----------|-----|
| 86        | 3.1 | 52        | 3.1 |
| 85        | 3.0 | 51        | 3.0 |
| 84        | 2.9 | 50        | 2.9 |
| 83        | 2.8 | 49        | 2.8 |
| 82        | 2.7 | 48        | 2.7 |
| 81        | 2.6 | 47        | 2.6 |
| 80        | 2.5 | 46        | 2.5 |
| 79        | 2.4 | 45        | 2.4 |
| 78        | 2.3 | 44        | 2.3 |
| 77        | 2.2 | 43        | 2.2 |
| 76        | 2.1 | 42        | 2.1 |
| 75        | 2.0 | 41        | 2.0 |
| 74        | 1.8 | 40        | 1.9 |
| 73        | 1.6 | 39        | 1.8 |
| 72        | 1.4 | 38        | 1.7 |
| 71        | 1.2 | 37        | 1.6 |
| 70        | 1.0 | 36        | 1.5 |
| < or = 69 | 0.0 | 35        | 1.4 |
|           |     | 34        | 1.3 |
|           |     | 33        | 1.2 |
|           |     | 32        | 1.1 |
|           |     | 31        | 1.0 |
|           |     | < or = 30 | 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.

Last Updated: Thu Jan 26, 2006 10:58 AM

### **Academic Review**

[http://www.musc.edu/bulletin/acad\\_policies/acad\\_review.html](http://www.musc.edu/bulletin/acad_policies/acad_review.html)

The Medical University of South Carolina, subject to all rights and remedies existing under the law as to due process and rights of appeal, reserves the right to discipline, suspend, and/or sever any student from the Medical University of South Carolina at any time when it appears that the student is physically, morally, psychologically, or academically unsuited to continue the studies necessary to complete the requirements

for the degree for which he/she is enrolled. This may occur upon review of the student's overall performance as well as of that within a single term.

Any complaint of a student concerning academic performance may proceed in two ways. A student having a complaint based on his/her performance in a specific department or course will attempt to resolve such complaint personally with the academic department involved. If the matter is not resolved to the satisfaction of the student and the student continues to feel that a wrong has occurred, the student may petition in writing the dean of his/her college. The decision of the dean is final.

A student complaint arising from an action of the progress committee should be addressed in writing to the college dean. A complaint must be received by the dean within ten calendar days following receipt of notice by the student of the action of the progress committee or such complaint will be waived. The dean may refer the matter to the progress committee or to an ad hoc committee for consideration and recommendation.

1. The chairman of the progress committee or ad hoc committee will provide the student with written notice of the hearing not less than seven calendar days prior to the hearing.
2. The student must present all relevant evidence at the hearing and may be accompanied by a faculty advisor of choice.
3. The recommendation of the committee will be submitted in writing to the dean.
4. The dean, after a review of the record and the recommendation of the committee, will render a decision and advise the student in writing.
5. The decision of the college dean will be final.

Last updated: 01/26/2006 11:05 AM

## **College of Health Professions**

### **Grading System**

<http://www.musc.edu/bulletin/chp/grading.html>

Merit grades are assigned on a continuous scale ranging from 0 to 4 points. For detailed information, refer to the Academic Policies and Information section of this bulletin. The following grading policies will also apply:

1. All courses taken will be recorded on the permanent record. All grades, except withdrawals, will be included in the computation of the overall GPA.
2. Variable course credit must be established prior to registration, approved by the department chairperson, and reported to the dean's office.
3. Withdrawal from any course must be approved by the department chairperson, the course instructor, and the dean.
4. Courses dropped during the drop/add period will not be recorded on the student's record. Students dropping courses after that period will normally receive a grade of WF (withdrew failing). A student may not withdraw from a course after the drop/add period and receive a grade of WP except with special permission of the instructor, department chairperson, and dean.

### **Absence from a Final Examination**

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 which the student is directly responsible, the death of an immediate family member, or other extenuating circumstances.

The student must contact the course instructor or director and the department chairperson before the examination or within 48 hours thereafter. The student must submit to the course instructor and the department chairperson 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.

Department chairpersons may submit all information to the dean's office for final written disposition. An excused absence entitles the student to a make up examination which will be scheduled by the instructor as soon as possible.

## **Reexamination**

### **Undergraduate and Graduate Programs**

In some programs, a student may request a reexamination for a final examination if all of the following apply:

- the student must be passing the course upon taking the final examination,
- the student makes a grade of "F" on the final examination, and
- the final course grade is an "F".

The request must be made in writing by the student to the course instructor and to the department chairperson on or before the first day of classes of the following semester. Joint approval of this request must be given in writing by the course instructor and the department chairperson.

Exception: For reexamination in a core course, the department chairperson must seek final approval from the dean's office. The final grade in the course may be no higher than 2.0. No more than two reexaminations will be allowed a student in any semester. Appeals due to unusual circumstances may be submitted to the dean of the college.

## **Course Exemption Policies**

Exemption of courses may be granted by either examination or by transfer of credit. Exemption requests must be made in writing by the student to the department chairperson by midterm preceding the academic semester in which the course is offered. For new students, exemptions may be approved by the department chairperson after review of the student's previous college work. The basis of the request should be specific, i.e., course name, number, credit, date, and institution, or documented experience. The department faculty makes an appropriate recommendation to the dean's office. Instructors should be consulted when appropriate.

Exemption Examinations may be given when appropriate. The course instructor will assign the cutoff passing score for exemption examinations. New students will have an opportunity to take exemption examinations during orientation week. Unit credit is not awarded based on an exemption examination. For more information contact the individual program.

Transfer Credit may be given for a course deemed to be equivalent to that of the College of Health Professions course being exempted. The transferred course should be equal or greater in credit hours and academic level. Refer to individual programs for specific policy regarding transfer credit.

## **Student Progress Guidelines**

All matters relating to academic standing and professional conduct are reviewed by the Program Director at the end of each semester. Students receiving recommendations for

withdrawal or dismissal will be notified in writing generally within one week of the end of the academic semester. Students receiving unsatisfactory recommendations for academic standing or professional conduct will be notified in writing as soon as possible after grade reports are available from the Office of Enrollment Management. Copies of recommendation letters will be kept on file in the program office and the Office of the Associate Dean for Academic Affairs in the Dean's Office.

The College of Health Professions reserves the right to discipline, suspend, and/or sever any student at any time when it appears that the student is physically, morally, psychologically, or academically unsuited to continue studies necessary to complete the requirements for the degree for which he/she is enrolled. Refer to the MUSC Academic Review section of this Bulletin for additional details.

The following apply to undergraduate and graduate curricula. Refer to individual program information for additional policies regarding student progress guidelines and core curricula.

### **Academic Standing**

1. A student who passes all courses and maintains both an academic semester and cumulative GPA of 2.0 undergraduate or 3.0 graduate or above is considered to be in satisfactory academic standing.
  
2. A student not currently on academic probation whose GPA is below 2.0 undergraduate or 3.0 graduate in any academic semester or whose cumulative GPA falls below 2.0 or 3.0 respectively will be placed on academic probation. The student will remain on academic probation until the academic semester and cumulative GPA are elevated to 2.0 or 3.0 respectively.
  - a. Students who achieve the stipulated GPA requirements will be reinstated in good academic standing.
  
  - b. A student may be dismissed if he/she remains on academic probation for two consecutive academic semesters.
  
  - c. The individual program may make modifications to this policy for part-time students. See individual program guidelines.
  
3. Students receiving failing grades (0.0 for undergraduate students and less than 2.0 for graduate students) in any two courses in a single academic semester will be dismissed.
  
4. If a student on academic probation earns a failing grade in any course, the student may be dismissed.
  
5. Failed courses should be retaken at MUSC, or with the approval of the Program Director, a substitute course may be taken from another institution. Failure to earn the equivalent of a 2.0 undergraduate or 3.0 graduate in the repeated course will warrant dismissal.
  
6. Upon satisfactory completion of repeated coursework and attainment of required GPA, the student will be reinstated to the established curriculum in good academic standing at the point of interruption or the equivalent.
  
7. Departments and programs reserve the right to impose more stringent requirements beyond these minimal provisions for the College as a whole. Students who fail to meet departmental regulations pertaining to academic standing will be placed on academic

probation or dismissed and are subject to the policies regarding progression within their respective department or program to regain or retain student status.

8. The Program Director determines the conditions of probation. In addition to specifying the grade point average, the Program Director may require completion of specific courses, may limit the number of hours for which the student registers, and may exclude the student from taking certain courses while on probation.

### **Core Coursework**

1. For programs with an identified core curriculum, a student may be dismissed if sequential, prerequisite, core or professional coursework in his/her approved program falls below a cumulative GPA of 2.0 undergraduate or 3.0 graduate.

2. If a student earns a failing grade in a course identified as a sequential, prerequisite, core or professional course, the following options may apply:

a. the student may be dismissed.

b. the student may be placed on academic probation and may remain under the advisement of the program and take courses for which the failed course is not a prerequisite.

### **Non-Core Coursework**

If a student earns a failing grade in a course not identified as a sequential, prerequisite, core or professional course, the student will be placed on academic probation during the following semester.

1. If the GPA in the academic semester following a failing grade is 2.0 undergraduate or 3.0 graduate or above, academic probation may be removed, provided the cumulative GPA is 2.0 or 3.0 respectively.
2. If the GPA in the academic semester following a failing grade is below 2.0 undergraduate or 3.0 graduate, withdrawal or dismissal may be recommended.
3. The course (or an approved equivalent) in which the failing grade was earned must be retaken when recommended by the program director. If the grade is below a 2.0 undergraduate or 3.0 graduate on the repeated course, the student may be dismissed.

### **Clinical Probation and Dismissal**

Since patient well-being is a major concern of the College and University, action will be taken when a student's clinical practice poses a potential threat to patient health, welfare, or safety. Students, therefore, are subject to department and program specific regulations governing clinical practice and may be placed on clinical probation and/or dismissed for unsatisfactory clinical behavior. Refer to program and department publications for specific regulations.

Last updated: 01/30/2006 9:34 AM

## **Graduation Requirements**

[http://www.musc.edu/bulletin/chp/grad\\_req.html](http://www.musc.edu/bulletin/chp/grad_req.html)

## Graduate Degrees

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.

### College of Health Professions Department of Rehabilitation Sciences

#### **POLICY** **ATTENDANCE**

Requirements for attendance are formulated by the College of Health Professions and are adhered to by the Department of Rehabilitation Sciences. The attendance policy is stated in the *Bulletin of the Medical University of South Carolina*.

**Policy:** Programs expect all students to participate in all scheduled learning activities. These activities are scheduled throughout the week, in the evening, and in some instances, on weekends. Given the variety of learning activities (classroom, lab, clinic, and community), students may expect a varied schedule each semester.

#### **Policy Guidelines:**

1. A course syllabus will state whether students will be graded on attendance and participation.
2. Students are expected to notify faculty in advance if you cannot attend, and the reasons why.
3. Unless there is an emergency, students may lose grade points due to absence from class.
4. Students are responsible for making up any work that is missed.
5. Faculty may require a doctor's excuse.
6. Faculty may use their discretion in extenuating circumstances.

## Conduct Standards

Students at the Medical University of South Carolina are expected to be knowledgeable of the policies and procedures set forth in the University Bulletin and the Student Handbook (Web site: [http://www.musc.edu/studenthandbook/Web\\_handbook/hbook\\_index.html](http://www.musc.edu/studenthandbook/Web_handbook/hbook_index.html)). Further, students engaged in research at the University are responsible for maintaining the integrity of all research projects in accordance with the policies, rules, and guidelines of the University, outlined in the Medical University Faculty Handbook (Web site: <http://www.musc.edu/facsen/>). In addition, if a student produces tangible products from these research endeavors, s/he must comply with the Intellectual Property policy of MUSC as described in Section 10.3 of the Faculty Handbook (Web site: <http://www.musc.edu/facsen/>).

## Identification

A validated MUSC identification card must be worn at all times while on campus, including registration periods, and may be required by faculty for admission to classes. A student may be prohibited from registering and/or from attending class without a validated identification card. The Office of Public Safety issues all identification cards.

It is each student's responsibility to keep his or her identification and/or social security number confidential. It is unethical to seek the identification and/or social security number of any other student.

## University Property

Students are held financially responsible for breakage and damage of University property.

## Disaster Preparedness and Response Guidelines

In the event that a natural or man-made disaster (hurricanes, tornadoes, flooding, earthquakes, fires, chemical spills, explosions) poses a threat to student health or safety, students should follow the instructions of the University, city, county, and state authorities. When such events disrupt or have the potential to disrupt scheduled classes and clinical rotations, the Vice President for Academic Affairs and Provost, in consultation with key academic leaders and department heads, will decide whether to cancel or delay starting times of scheduled classes and clinical rotations and will notify the MUSC Office of Public Relations to coordinate and make the appropriate announcements.

The responsibility to know the University's guidelines and to be prepared for a disaster rests solely with the student. The entire "Disaster Preparedness and Response Guidelines" is published and distributed in the MUSC Student Handbook and on the Web at [http://www.musc.edu/studenthandbook/Web\\_handbook/hbook\\_index.html](http://www.musc.edu/studenthandbook/Web_handbook/hbook_index.html).

## Student Policy for Alcohol and Other Drug Abuse Prevention and Intervention

The Medical University of South Carolina recognizes that substance abuse and addiction are preventable and treatable diseases, and encourages students to seek help through Counseling and Psychological Services or another appropriate facility for any alcohol or other drug abuse problem.

The University prohibits the illegal use or the abusive use of alcohol or other legal drugs on University property or at events which utilize the University's name. In accordance with state and federal laws, MUSC also strictly prohibits the use, possession, manufacture, sale, or distribution of illegal drugs or drug paraphernalia by any MUSC student.

The entire "Student Policy for Alcohol and Other Drug Abuse Prevention and Intervention" is published and distributed in the MUSC Student Handbook and on the Web at [http://www.musc.edu/studenthandbook/Web\\_handbook/hbook\\_index.html](http://www.musc.edu/studenthandbook/Web_handbook/hbook_index.html).

### **Sexual Harassment Policy for Students, Residents, and Trainees**

It is the policy of the Medical University of South Carolina to prohibit any form of sexual harassment. The offender will be subject to disciplinary action, up to and including dismissal. This policy is in keeping with federal and state guidelines. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or written pictorial material of a sexual nature constitute sexual harassment under the following conditions:

1. Submission to such conduct is made explicitly or implicitly a term or condition of progress;
2. Submission to or rejection of such conduct by an individual is used as the basis for progress decisions affecting such
3. Submission to or rejection of such conduct by an individual is used as the basis for progress decisions affecting such individuals;
4. Such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating, hostile, or offensive learning environment.

The entire "Sexual Harassment Policy for Students, Residents, and Trainees" is published and distributed in the MUSC Student Handbook and on the Web at [http://www.musc.edu/studenthandbook/Web\\_handbook/hbook\\_index.html](http://www.musc.edu/studenthandbook/Web_handbook/hbook_index.html).

### **Conduct Review**

The Medical University of South Carolina ultimately delegates the governance, implementation and maintenance of college honor policies to the students of each college. While there will be ample faculty and administrative support where necessary, the students are to be independently responsible for the reporting, investigation and hearing of all alleged cases of misconduct, honor policy violations and breaches of ethics. The University permits and encourages the drafting, amending and implementation of dynamic individual college honor policies. However, each college honor policy must incorporate and not contradict the College Honor Policy Criteria outlined herein.

Students will participate in the honor policies on both the university and college level through the University Honor Council and the individual college honor councils. The American public has charged health care professionals and researchers with the responsibility of the ethical practice of their respective professions. Similarly, the administration and faculty at the Medical University charge the students with the responsibility for the ethical pursuit of their academic degrees.

Last updated: 01/26/2006 11:13 AM

**Medical University of South Carolina**  
**College of Health Professions**  
**HONOR CODE**

[http://colleges.musc.edu/academics/bulletin/acad\\_policies/honorcode.html](http://colleges.musc.edu/academics/bulletin/acad_policies/honorcode.html)

**The Bulletin**  
**Medical University of South Carolina**



Academic Services > Bulletin > Academic Policies > University Honor Code

### **The University Honor Code**

Professional education is in part the acquisition of knowledge from textbooks, laboratories, research, and clinical experience through the combined efforts of students, administration, and faculty. This education is not the only kind, nor is it necessarily the most important. Total development of the student into a professional must include the display of high moral character expected of this status. In governing their actions, students must look to their own judgment. Individuals of professionally acceptable moral character are those who have established high ethical standards for themselves and who consistently abide by them.

When entering the Medical University of South Carolina (MUSC), students become part of a much larger professional community, extending far beyond the boundaries of this campus. It is a community whose foundation is healing but whose bricks and mortar are compassion, honesty, trust and integrity. Even though sources of ethical principles may differ, students must aspire to reach certain standards of behavior.

The student Honor Code at MUSC provides the framework in which each student may practice exacting principles of character in order to achieve the highest standards of self-development. Accordingly, college honor councils are entrusted primarily with demonstrating to the students who have lapses of integrity the precise nature of their mistakes and only secondarily to mete punishment. In their deliberations, honor councils will adjudicate cases based on the premise that students can and should develop a character befitting their roles as professionals.

Students at MUSC are expected to achieve and display high standards of character. Thus, students are responsible for monitoring activities that support the goal of self-development. This responsibility assumes the student body can deal with violations of honor and misconduct as justly as the administration. This privilege of the honor councils to judge their own cases is at the same time their greatest obligation. The close relationship students enjoy with the faculty enables the honor councils to meet the needs of individual students and MUSC equitably. Faculty and students are in the process of education and share a common objective. All have a fundamental investment in the enterprise of academic work, and all must share the responsibility for ensuring its integrity.

The health care professions require men and women of impeccable character who can live private and professional lives that exemplify high standards of moral conduct. An atmosphere in which the individual can adequately develop professional skills and moral standards can be achieved with an Honor Code. For this reason, students and faculty regard a breach of the Honor Code as a serious offense. A violation of the Honor Code is an affront to each of us independently as well as collectively.

The central purpose of the Honor Code is to sustain and protect an environment of

mutual respect and trust in which students can enjoy the freedom to develop their intellectual and personal potential. Essential to the community of trust is the acceptance of individual responsibility. The foundation of the Honor Code depends entirely upon the willingness of every individual to live up to the standards set by the student body, the individual colleges, MUSC, and each of the professions the students are entering. If the students are to enjoy the benefits of the community of trust and integrity, which the Honor Code fosters, they must hold themselves to the basic principles of honesty and agree never to lie, cheat, steal, or tolerate those who do. Accordingly, students or faculty who believe that a breach of the Honor Code has occurred are obligated to report the suspected breach to their college honor council.

A positive commitment to promote an atmosphere of trust is established when an Honor Code is adopted. Under it students are expected to tell the truth, to live honestly, to advance on individual merit, and to demonstrate deep respect for others in the academic, clinical, and research communities. The Honor Code does not intend merely to prevent students from lying, cheating, and stealing or simply to punish those who violate this Honor Code, nor to place restrictions that might conflict with personal values on students. Rather, the acceptance of the Honor Code assures that the integrity of students is unquestioned and accepted by all in the academic, clinical, and research communities.

Acceptance of the Honor Code bestows upon students the responsibility to respect and protect the integrity of MUSC and also assures that the integrity of students is unquestioned and accepted by all in the academic, clinical, and research communities. The Honor Code presumes the absolute honesty of each individual and as a result, students live with the freedom of knowing that: 1) their integrity, intentions, work, and word are unquestioned; 2) their personal property and academic work is respected and free from theft; and 3) classroom, clinical, and research environments for learning and evaluation are honorable. Trust in these beliefs is established, maintained, and protected by students rather than by faculty.

The honor councils subscribe to the following concepts to attempt to adjudicate cases fairly for the accused, MUSC, and all others concerned:

1. Presumption of innocence — The accused is presumed innocent until proven guilty based upon a preponderance of the evidence.
2. Expediency — All charges will be investigated and resolved as quickly as possible within the guidelines of a thorough investigation and ample opportunity for the accused to prepare a defense.
3. Confidentiality — Information pertaining to honor council hearings or any matters under investigation are confidential. Only those persons involved in a particular case or with a legitimate need to know will be informed.

### **Purpose of the Honor Councils**

Paradoxically, the goal of the honor councils is to render themselves unnecessary. Insofar as they can instill high standards of character within the student body and promote professional ethics, they will for the most part become obsolete. This goal cannot be obtained without the personal involvement of students, administrators, mentors, and faculty. The system requires that students develop academically and morally while being supported by the advice, criticism, enthusiasm, and example of peers, faculty, and mentors.

Each college at MUSC has its own honor council composed of elected members from that college. These honor councils are responsible for educating everyone in their respective colleges on the meaning and importance of the Honor Code, investigating reported infractions within the college and participating in hearings in an unbiased

manner.

The presidents of each college's honor council serve as that college's representative on the University Honor Council. The Student Government Association's Vice President of Academic Affairs serves as Chair of the University Honor Council and organizes meetings at least once each semester. The University Honor Council allows sharing of ideas and insights gained from experiences around MUSC so that the individual colleges' honor councils can better perform their duties. The University Honor Council meets at the end of each semester to report and discuss any violations that have occurred during that semester. The presidents of the individual honor councils are to bring a report of all charges, decisions, and sanctions. All names are to be removed from these documents to ensure confidentiality. The Chair of the University Honor Council will compile these reports, remove any reference to college or program, and present this information to the Student Government Association. Any charges, decisions, and sanctions will be posted in the Minutes of the Student Government Association General Meeting and on the University-Wide- Honor Code's website. A student with a not guilty verdict can request to have his or her name included in this report. This forum also allows for reporting violations, decisions, and sanctions while maintaining the privacy of the convicted student.

### Scope

The honor council in each college functions to discharge the responsibility entrusted by students and faculty to discourage dishonesty and, within their purview, recognize dishonest practices that directly bear upon students and their relationships with their fellows, faculty, patients, college, and MUSC. Every student enrolled at MUSC is expected to abide by the Honor Code.

The Honor Code applies to all activities and all behaviors pertaining to the academic, research, and clinical work of every student enrolled at MUSC, as well as any conduct within the MUSC community which undermines either the trust of one's fellow students or the spirit of the Honor Code. All academic assignments, all laboratory work, all research, all examinations, and all clinical work are encompassed, as is the professional character and conduct of students enrolled at MUSC.

This Honor Code cannot anticipate every offense. Any unethical behavior not specifically mentioned in this code is a violation. Specific incidents must be considered with regard to the context in which they occur, the alleged infraction, as well as the magnitude of the alleged offense.

Violations of the Honor Code include, but are not limited to, the following acts that violate academic integrity:

1. Lying: Lying is the statement of an untruth with the intent to mislead fellow students, faculty, patients, hospital staff, or administrative officials. Lying includes "lies of omission" or failure to divulge voluntarily the whole and complete truth. Fabrication or falsification of information (verbal or written) in any academic or clinical exercise is in violation of the Honor Code. Lying also includes any false testimony presented during Preliminary or Formal Hearings.
2. Cheating: All tests, quizzes, written work, laboratory work, research, and examinations at the Medical University of South Carolina are conducted under the Honor Code. Cheating is defined as using or attempting to use unauthorized assistance, devices, material, or study aids in or prior to examinations or any other academic work; or cheating or attempting to prevent others from using authorized assistance, material or study aids.

- a. Plagiarism: using the ideas, information, work, or writings of another person and accepting credit for the work as one's own without proper acknowledgment on any paper, test, essay, lab work, research, or similar course activity.
  - b. Altering records: misrepresenting or tampering with transcripts, academic records, research data, or computer programs; obtaining or using another's ID code, social security number, or electronic password.
  - c. Knowingly using, buying, selling, transporting, or soliciting, any or all of or in part of the contents of an examination or other assignment not authorized for release, including the use of previously administered exams without the permission of the instructor.
3. Stealing: Possession of MUSC property or another individual's private property without permission or knowledge.
4. Any of the following also constitute a violation of the Honor Code, but this list should not be interpreted as all-inclusive.
- a. Facilitating academic dishonesty: colluding with another in the violation of any provision of this code.
  - b. Breach of appropriate standards of behavior in the presence of patients.
  - c. Breach of confidentiality with respect to information about patients.
  - d. The use of pressure, threat, abuse, bribery, or other practices that results in harassment.
  - e. The failure to report any violation of this Honor Code or the withholding of evidence pertinent to any case under investigation.
5. Unauthorized entry or presence in any office, laboratory, clinic, or other location is a violation of the Honor Code. Likewise, the abuse or destruction of any instruments, equipment, supplies, property, or books constitutes an offense of the Honor Code.

### **Membership and Elections**

Each college has an honor council. The honor councils for the Colleges of Dental Medicine, Medicine, and Pharmacy consist of two representatives from each class, at least two faculty representatives, and an honor council faculty advisor. The honor council for the College of Nursing consists of four representatives from each class, at least two faculty representatives, and an honor council advisor. The honor councils for the Colleges of Graduate Studies and Health Professions consist of one representative from each program, at least two faculty representatives, and an honor council faculty advisor. Each college will publish specific guidelines for the election of honor council representatives.

### **Student representatives**

Student members serve as members of the honor council until the end of their time on campus. Upon departure, a new student member from the same class or program shall be selected by student elections.

### **Faculty representatives**

Faculty members serve a one-year term, and may be reappointed. The faculty representatives are voting members and can vote in the Formal Hearings. The dean

appoints faculty representatives.

### **Faculty advisors**

Every three years, at the end of the spring semester, the honor council elects, by simple majority, an Honor Council Faculty Advisor who serves a three-year term. Faculty advisors must be full-time faculty members in the college for which they serve. They may serve multiple and consecutive terms. If the advisor is presently serving as a faculty representative when elected, the dean appoints a replacement faculty representative. If the faculty advisor is not able to perform the necessary duties, a faculty representative will temporarily fill the required position. Faculty advisors are not voting members, but they ensure due process and provide guidance and continuity from year to year.

### **Resignation**

An honor council member who misses hearings or meetings without a professional excuse, is unable to maintain a cumulative GPA of at least 2.0 for the preceding grading period, is placed on professional or academic probation, or is found guilty of violating the Honor Code will be asked to resign. Further, members can be removed from the honor council by a two-thirds majority vote of the honor council. In the case of resignation by a member of the honor council, the class or college of the resigning member promptly selects a new representative from the same class or program.

### **Officers**

The honor council officers are a president, vice president, secretary, and faculty advisor. These officers are elected by a simple majority of the current honor council members.

### **Honor Council President**

This student must have at least one year of experience on the honor council. The president also serves as a representative on the University Honor Council. The president arranges for and presides at all hearings and meetings, of the college honor council, and performs all duties common to this office. The president does not vote during the deliberations in Formal Hearings to decide guilt or innocence. The president can, however, cast the deciding vote on sanctions in the event of a tie.

The president administers the following oath to new members:

I do solemnly promise to uphold the policies of the honor council and to perform the duties of my office to the best of my ability.

### **Honor Council Vice President**

The vice president assumes the duties of the president in the event of his or her absence.

### **Secretary**

The secretary assists the president in matters relevant to the function of the honor council. The secretary also notifies those concerned of the time and place of hearings and meetings and records minutes of all honor council meetings. Further, the secretary maintains detailed minutes of hearings, both Preliminary and Formal, before the honor council. These minutes will be kept as the official record as they contain the date of the hearings, participants, charges, testimony, findings, verdicts, recommendations, and penalties. The dean assists the honor council in maintaining a secure, permanent location for all confidential records.

### **Faculty Advisor**

The faculty advisor attends all subcommittee meetings and hearings in an advisory

capacity and serves as a resource for honor council members. The faculty advisor does not vote in proceedings, but may voice his or her opinion.

The term of each student officer is one academic school year. Officers may serve two or more consecutive terms, if so elected.

### **Meetings**

Following the election of student representatives and appointment of faculty representatives by the dean, the Honor Council President calls a meeting of the student and faculty representatives. This mandatory meeting is held to organize and elect council officers.

The president calls a meeting of the honor council at the beginning of the fall semester, soon after student elections to introduce and induct the new representatives and familiarize them with the functions of the honor council.

The president may call additional meetings at any time. Two-thirds of the members constitute a quorum.

### **Formal Charges**

Any individual(s) who has reason to believe that an Honor Code violation has occurred must make a formal charge before the honor council can take any action. The individual(s) making the formal charge must submit a statement in writing to include the following:

1. Name of the person believed to have violated the Honor Code.
2. Description of the alleged violation.
3. Time and date of the alleged violation.
4. Time and date the individual making the charge became fully aware of the circumstances of the violation.
5. Signature of the individual making the formal charge.

The formal written charge is confidential and therefore should be sealed and hand-delivered to the Honor Council President or through an honor council member or through the accused student's dean's office. Once the Honor Council President receives the formal charges, the Honor Council President initiates an investigation of the charges. The accuser shall remain anonymous to the accused until the Notification Conference.

At no time after submitting a formal written charge should the accuser discuss any aspect of the charges with anyone not directly involved, nor should any honor council member mention the charges. After the Formal Hearing, honor council members may refer any inquiries on charges, decisions, or sanctions to the Minutes of the Student Government Association General Meeting and the University-Wide Honor Code website at <http://www.musc.edu/honorcode/honorcode.html>.

### **Due Process**

Once the president of the honor council receives the formal charges, he or she notifies the Honor Council Faculty Advisor and appoints two representatives from the honor council. The representatives are responsible for collecting evidence, interviewing witnesses, and presenting findings during the Preliminary and, if necessary, Formal Hearings. Within two working days of receiving the formal charges, the president notifies the accused student of the alleged violation in writing, his or her rights, and the date of the Notification Conference. If the charge relates to scientific integrity, however, MUSC policy on scientific integrity must be followed, which (in compliance with federal law) requires sequestering of the data before any notification takes place.

All charges will be heard at the Notification Conference. Every effort will be made for a timely investigation. Confidentiality is important during this process, and representatives will remind each witness that discussions are confidential.

In the event that an accused student is enrolled in a joint degree program, the formal charges are to be delivered to the Honor Council President or dean's office of the portion of the program that the student is currently working on. The representatives and Honor Council Faculty Advisor are to be from that college. A joint council will be arranged to include members from both colleges.

1. **Rights of the Accused**

2. The accused student must be informed in writing of any charges within two working days after the Honor Council President receives the formal charges and at least two working days before the case is heard at the Notification Conference and must be provided with a copy of the Honor Code. If the accused student or anyone involved in the investigation has questions about the process he or she should contact only the Honor Council President, Honor Council Faculty Advisor, or dean of the respective college.
2. The accused student has the option of being excused from any tests, assignments, or examinations for a period extending from 48 hours prior to the Notification Conference until 48 hours following notification of the final decision of the honor council.
3. At the discretion of the dean, the accused may be removed from classes and clinical work during the time that a Preliminary and/or Formal Hearing is taking place if there is a clear and present danger to patients, faculty, or other students. The dean may also grant permission to continue classes and clinical work after a final decision has been reached if notified in writing that the case is being appealed. Under no circumstances may a student graduate until the case and all appeals have been resolved.
4. Honor council hearings are not courts of law, and as such no legal counsel will be allowed in the hearing. Each accused student does have the right to be accompanied by an advisor (faculty, family member, or other). The honor council officers must approve any additional advisors. Advisors may actively participate and speak on behalf of the accused student throughout the Formal Hearing.
5. The accused will be given reasonable and adequate time for the preparation of a defense. The accused will have prior access to and notice of evidence to be presented to the honor council at the Formal Hearing and have the right to call witnesses in his or her defense.
6. The accused has the right to an expedient resolution of the charges, and every effort should be made to resolve such matters quickly. However, the time requirements should be considered guidelines only. Due to the nature of MUSC's environment, unavoidable delays may occur. Such delays do not take precedence over the process itself and are not grounds for dismissal of the charges. Only gross and inexcusable delays, which are solely the fault of the honor council, may serve as grounds for dismissal. A request for dismissal should be made (in writing) to the dean.
7. The accused student has the right to confront his or her accusers and to cross-examine any witnesses at the honor council hearing.
8. The accused student has the right to examine any evidence prior to the Formal Hearing, including the transcript of the Notification Conference. These materials cannot leave the dean's office but may be examined under supervision in the dean's office or may be copied, at the student's own expense, by personnel of the dean's office. The accused student must sign a statement that all information taken out of the dean's office is confidential and is only for his/her eyes and that of his/her advisor.
9. The accused may decline to discuss any and all aspects of the charges. The

decision to do so will not be construed as an admission of guilt. Failure to enter a plea, failure to participate in the hearing process, or disruption of the hearing process by the accused or his/her advisor will not alter the proceedings. A plea of not guilty is entered for the student, and the process continues with or without the student and his/her advisor present.

10. All records of prior social or academic infractions having no direct bearing on the present charges are excluded from evidence. These records are only used in the deliberations for appropriate penalties or sanctions.
11. The accused has the right, in the event of a not guilty verdict, to request that this finding be made public. The student must make a written request to the president (within five official school days) to include his or her name in the report to the University Honor Council and Student Government Association.
12. In the event an accused student should withdraw from MUSC after a charge has been made against him/her and before the hearing, the hearing will not be held. If the hearing is not held, the charges will be permanently filed with the appropriate college's dean's office and the University Honor Council. The charge must be cleared up by the honor councils before the student is readmitted to MUSC.

### **The Notification Conference**

Members of the Notification Conference are the Honor Council Faculty Advisor as chair, the two honor council members as representatives, and the president of the class or program of the accused student. If a first year student is accused before the election of the class president, the sophomore class president will substitute. The members of the Notification Conference do not have a vote in the Formal Hearing. This structure allows the accused student to have a fair and objective hearing based solely on the evidence presented.

The purpose of the Notification Conference is to determine whether the charges against the accused student have sufficient factual support and represent sufficiently serious misconduct to warrant a Formal Hearing before the honor council. The Notification Conference will be taped and transcribed in a non-identifying manner (i.e., deleting all direct name references) by the dean's office of that college. The investigating council members will gather relevant evidence and present their findings during the Notification Conference in a timely manner after the initial complaint. The accused student may be present at this meeting but will not be required to enter a plea, as the purpose of the Notification Conference is not to establish guilt or innocence but to determine whether sufficient evidence exists to pursue a Formal Hearing before the honor council.

Following presentation of evidence, the members at the Notification Conference vote. The accused will not be present during the voting. If the vote is unanimous against pursuing a Formal Hearing, all pertinent evidence will be destroyed, and the case will be dismissed. If any member feels the case presents sufficient doubt of the accused student's compliance with the Honor Code, the case will proceed to the honor council for a Formal Hearing. If the case is to be pursued, the Honor Council President must inform the accused student in writing within three business days of the Notification Conference. The notification includes a concise summary of the charges and a reminder that failure to appear at the hearing will cause the hearing to proceed in the student's absence. The student will also be given a list of University Honor Council members to provide the accused the opportunity to identify potential personal conflicts. In addition, the dean must be advised in writing of any action to proceed. The Formal Hearing by the honor council must take place within ten working days of the student's notification of the results of the Notification Conference. The time limits may be extended if there are unanticipated problems and/or by mutual agreement of all parties.

### **Procession of Formal Hearing**

A. Quorum — A quorum of the honor council is two-thirds of the voting members. A quorum is required in order to begin a hearing. In Formal Hearings involving students enrolled in joint degree programs, a quorum requires at least one-third representation from each college involved. Honor council members must be present for the entire hearing in order to vote. An honor council member may disqualify himself or herself from hearing a case if he or she feels that circumstances exist that prevent his or her objectivity. In addition, the honor council, by a simple majority vote, may disqualify a member for other grounds (e.g., relation by blood or marriage to the accused). In order to make quorum, the University Honor Council President may select from other college Honor Councils. However, a simple majority of the Honor Council members must be from the college of the accused.

B. Records — An official record is kept of all proceedings of honor council hearings. Upon completion of any hearing, all recorded or transcribed records are delivered to the dean's office of that college for confidentiality and safekeeping.

C. President's Responsibilities — The president presides over the hearing, rules in issues of admissibility of evidence, decides appropriateness of questioning, schedules events, and all other matters necessitating judicial resolve. The Honor Council President convenes the hearing, instructs all participants in their respective roles, and charges all participants with strict confidentiality. The president administers the following pledge to all persons presenting testimony during the Formal Hearing:

I, \_\_\_\_\_, will tell the truth in relation to the inquiry about which I am to give testimony. I further affirm that all matters relative to this hearing shall be held in strictest confidence.

D. Procedure — The honor council and the accused will remain present throughout the hearing.

1. The president will read aloud a statement of the charges against the accused.
2. Plea — The accused replies to the charges by pleading guilty or not guilty of violating the honor code. If the accused student pleads guilty, the honor council can choose to hear witness testimony prior to proceeding with its deliberations for an appropriate sanction. The accused is given the opportunity to make any statements in mitigation or explanation to the council before deliberations. If the plea is not guilty, the formal hearing on guilt or innocence shall proceed.
3. Presentation of Evidence — The two investigating honor council members (who will not vote upon the guilt or innocence of the accused) will present all of the information gathered in their investigation followed by an opening statement by the accused. After opening statements are concluded, the representatives will call witnesses to support their case. After testimony and cross-examination, the defendant will call his/her witnesses to rebut. Witnesses will be called one at a time, sworn in, and leave the room after answering questions. The representatives, the accused or his or her advisor, and the members of the honor council (in that order) may all question witnesses. Following the accused student's presentation of evidence, the voting members of the honor council may ask questions of the representatives, accused, and witnesses to clarify uncertainties.
4. Closing Statements — The representatives will make a summary statement of the evidence presented, after which the accused may make a closing statement.
5. Deliberations — After closing statements, the honor council will retire to discuss and decide the case. These discussions will not be recorded. The honor council will vote by secret ballot upon the guilt or innocence of the defendant, and the verdict shall be based on a preponderance of the evidence. A three-fourths vote is required for a guilty verdict. If the vote results in a verdict for acquittal, the case will be closed, and the records of the proceedings will be destroyed in

the presence of witnesses. If the acquitted party is involved in a related case involving another student, the name of the acquitted party will be deleted from the official record of the related case. If the verdict is guilty, the honor council will, after further discussion, decide upon a sanction befitting the severity and circumstances of the violation. Sanctions will be decided by a simple majority vote.

6. Reading of the Decision — The president will reconvene all participants in the hearing (excluding accusers and witnesses) and will read aloud the decision and sanction to the accused. The president will also inform the student found guilty of the option to appeal to the dean of the appropriate college. The president will then adjourn the hearing.
7. Recommendations to the Dean — If a student is found guilty by the honor council, the Honor Council President will forward all records of the investigation and hearing, the decision, and the sanction to the dean of the college for appropriate action.

## Sanctions

Within two business days of the conclusion of the Formal Hearing, the Honor Council President will deliver to the convicted student a written description of the decisions regarding each charge and the sanctions.

The following actions may be taken against a student who is found guilty of a violation of the Honor Code:

1. Verbal or written reprimand.
2. Probation: Any probation rendered by the honor council will be entered into the student's academic record but be removed upon the student's graduation, or before, based on the discretion of the dean and recommendations of the honor council. This penalty can have bearing on future sanctions if other Honor Code violations are committed. Furthermore, any party receiving a copy of the student's transcript before graduation or the lifting of the probation will have record of this probation.
3. Failure of Course: The honor council may recommend to the dean of the college, subject to his or her final authority, that a student be given a failing grade in a course connected to the Honor Code violation.
4. Suspension: The student will be suspended for a minimum of one academic semester, and this will be entered permanently on the student's transcript. The conditions for readmission will be stated in the order of suspension and must at least require the repetition of the academic semester in which the violation(s) occurred.
5. Expulsion: Permanent dismissal from the college and/or MUSC. This will be entered permanently on the student's transcript.
6. A combination of the above sanctions or any other penalty deemed appropriate by majority vote of the honor council based on the severity of the infraction, past performance of the student, the student's attitude, and the student's potential for future performance.

## Appeal

In the absence of an appeal, the decision of the honor council stands. The student may submit in writing an appeal to the dean of his/her respective college. In the case of multiple degree students, the student selects only one dean to receive the appeal. An appeal should be submitted within 10 workdays after completion of Formal Hearing.

The dean will notify the Honor Council President and the accused student in writing as to the final decision of the appeal in a timely manner. In the event an appeal is upheld and the sanction(s) altered by the dean, the dean will communicate the basis and reasoning of the final decision and /or sanction(s) to the honor council and the

convicted student.

The dean has the power to reduce (but not increase) the penalty. The decision of the dean is final.

### **Official Record**

An official record of all Preliminary and Formal Hearings will be made. The Honor Council Secretary is responsible for delivering these records to the dean's office for safekeeping.

The Honor Council Secretary must destroy by appropriate means any honor council record pertaining to a specific individual upon that person's graduation from MUSC. Following a not guilty verdict, the official records will be destroyed in the presence of witnesses. A summary of the case (with the student's name deleted) may be kept by the dean, College Honor Council, and University Honor Council for future reference.

The posting, or publishing, of all charges and sanctions discussed in a Formal Hearing is the duty of the University Honor Council Chair via the Student Government Association. These reports will be made at the next meeting of the Student Government Association once the case is closed and will not make reference to any individual or college.

### **Notification**

By being an enrolled student of MUSC, you acknowledge that you are held accountable to all aspects of the current Honor Code.

### **Distribution**

The Honor Code shall be available on the MUSC webpage at [www.musc.edu/honorcode.html](http://www.musc.edu/honorcode.html), each college's Dean's Office, and the Student Programs Office. Upon acceptance for admission to MUSC, each student will be sent a copy of the University Honor Code by his or her college along with the following statement which the student must sign before registration has been completed:

I, the undersigned, signify that I have read the Honor Code and hereby pledge my support. I understand what is expected of me as a student of the Medical University of South Carolina and realize that the University Honor Council will not accept a plea of ignorance.

Signed \_\_\_\_\_

The signed pledge will be collected by the appropriate dean's office and be kept for the length of the student's enrollment in that college.

At the beginning of the academic year, the entering class will hold a meeting at which an honor council member will review the Honor Code. A full explanation of all provisions will be made, and any questions answered.

### **Bills and Amendments**

A faculty member or student through any honor council member may propose amendments to the Honor Code. All bills must be submitted in writing. Bills are ratified in the following order:

1. An affirmative vote by three-fourths of the College Honor Council members must be obtained in order to continue the ratification process.
2. The proposed amendment(s) will require an affirmative vote by a simple majority of the members of three of the other five honor councils to proceed.

3. The bill is then voted on by the Student Government Association body in which a majority of votes must favor the bill in order to continue ratification.
4. The bill is then presented to the deans of the six colleges at their monthly meeting. A majority of the deans must approve the bill in order to obtain an amendment status to the University Honor Code. In the event that a dean is not able to attend this meeting, that dean must submit a letter of decision for the bill(s) to the University Honor Council.

A quorum must be present in the first three voting bodies mentioned above in order to ratify a bill at that level. A quorum is two-thirds of the voting members of the respective body. The ratification should be thorough yet expedient in obtaining an acceptance or rejection of the bill.

Last updated: 01/26/2006 11:32 AM

The represents the Honor Code for the Medical University of South Carolina. Please read it carefully.

As written in the Honor Code for the Medical University of South Carolina, **the College must have on file a signed pledge from each matriculated student.** You will be given a form to sign and turn in on the day of Orientation. Your registration is not considered complete until we have received this document.

I, the undersigned, signify that I have read the University Honor Code and hereby pledge my support. I understand what is expected of me as a student of the Medical University of South Carolina and realize that the University Honor Council will not accept a plea of ignorance.

Signature: \_\_\_\_\_  
Print your name: \_\_\_\_\_  
Program: \_\_\_\_\_  
Date: \_\_\_\_\_

Rehabilitation Sciences

Dr. Lisa Saladin, Interim Chair  
Dr. David Morrisette, Physical Therapy Program Director  
Dr. Maralynne Mitcham, Occupational Therapy Program Director  
Mrs. Susan Johnson, Student Services Coordinator

**POLICY**  
**EXEMPTION FROM COURSE WORK**

**Policy:** Individual students may be exempted from specific graduate courses if they can provide evidence that they have achieved satisfactory work in an **equivalent course**, at an **equivalent academic level**. Transfer credit—and exemption from a Department of Rehabilitation Sciences graduate course—will be allowed pending adherence to the requirements below.

**Procedures:**

1. If a student has taken a course prior to admission that potentially exempts the student from one that is part of the interdisciplinary or program curricula, the student is required to submit a written request to the respective Program Director *six (6) weeks prior to the day classes begin for the semester* in which the course in question is being taught. (Students receive notice of this requirement in the Departmental and Program Handbook.)
2. When requesting an exemption, the student should include provide the requisite information to the Student Services Coordinator:
  - a. Name of the accredited institution of higher learning
  - b. Course number
  - c. Course description
  - d. Grade report
3. The faculty member (course coordinator) will review the submitted materials for *equivalency*:
  - a. To exempt a *post-baccalaureate* course at MUSC, the student must have achieved a **grade of B** in a course with equivalent content *at the post-baccalaureate* level;
  - b. The faculty member (course coordinator) may require a syllabus or other supportive documentation.
4. The instructional faculty member (course coordinator) and Program Director have discretionary authority regarding any course exemption request, **except**:
  - a. The equivalency requirement must be met;
  - b. Performance must be at a grade level of “B” or better.

Ref: MUSC Bulletin, Academic Policies and Information, “Work Completed Elsewhere” (p. 3-3).

Ref: MUSC Bulletin, College of Health Professions, “Course Exemption Policies” (p. 7-6): “Exemption requests must be made in writing...The transferred course should be equal or greater in credit hours and academic level.”

**Policy: July 27, 2004**

College of Health Professions  
Department of Rehabilitation Sciences

**POLICY**  
**FINAL EXAMINATIONS**

Policy: The policy of the Department is that cumulative final exams are given during final examination week. More than one examination might fall on the same day but at different times. Mid-term examinations and other assessment dates are at the discretion of course faculty.

**Policy Guidelines:**

Students are expected to remain in residence at the Medical University of South Carolina through the final examination period. Please plan accordingly.

The Student Services Coordinator, in consultation with program directors will, ordinarily, post final examination schedules within the first month of class. These are subject to change.

Any requests to take an examination at a time other than the scheduled time must be presented, in writing, to the course director **at least two weeks** prior to the exam date.

Vacations, weddings, and other personal activities are **not** considered valid reasons for missing an examination or altering an examination schedule.

Students who miss an examination due to illness or family emergency must notify the course director as soon as it becomes evident that they will be unable to take the exam and must have a physician's note.

Policies concerning absence from a final examination are discussed in the Bulletin of the Medical University of South Carolina: [www.musc.edu/es/bulletin](http://www.musc.edu/es/bulletin)

**POLICY**  
**GRADE APPEALS BY STUDENTS**

**Policy:** The student has a right to appeal to the Dean of the College any decision of a Program Director (per agreed-upon consultation with the Departmental Academic Progress Committee). The MUSC Bulletin states:

**Procedure:**

“Any complaint of a student concerning academic performance may proceed in two ways. A student having a complaint based on his/her performance in a specific department or course will attempt to resolve such complaint personally with the academic department involved. If the matter is not resolved to the satisfaction of the student and the student continues to feel that a wrong has occurred, the student may petition in writing the dean of his/her college. The decision of the dean is final.

“A student complaint arising from an action of the progress committee should be addressed in writing to the college dean. A complaint must be received by the dean **within ten calendar days** following receipt of notice by the student of the action of the progress committee or such complaint will be waived.\* The dean may refer the matter to the progress committee or to an ad hoc committee for consideration and recommendation.” (Bulletin, p. 3-7)

\*Typically, within ten calendar days after posting of an official course grade on the Office of Enrollment Services at the end of each semester.

Policy: 5/16/05

**ACADEMIC HONORS AND AWARDS**

**HONOR SOCIETY**

Dr. Benjamin F. Lawson, Founding Dean and now Dean Emeritus, established the College of Health Professions Honor Society in 1980 as a way to recognize all students who have demonstrated outstanding achievement. Dr. Maralynne D. Mitcham is the current president of the Honor Society.

Membership in the honor society is awarded to all recipients of the Dean's Award (program graduate with the highest final grade point average above a 3.8), program award recipients, and all graduates earning a grade point average of 3.8 or higher at the undergraduate level and 3.9 or higher at the graduate level.

Members of the honor society are privileged to wear yellow honor cords with their academic regalia during the college's Hooding Ceremony and at the university's Commencement Exercises.

**Policy: 5/16/05**

**POLICY**  
**PROBATION**

**Policy:** Any student who is placed on academic probation in any semester will be required to attend the Center for Academic Excellence to help assure optimal academic performance in subsequent semesters.

**Procedures:**

1. At the end of each semester, the Student Services Coordinator will advise each program director of all students' academic standing (semester GPA and cumulative GPA).
2. Any student placed on probation will receive a letter from the Office of Student Services, Department of Rehabilitation Sciences, and will be expected to meet with his/her academic advisor *and* program director.
3. Students on probation will contact the Center for Academic Excellence for assistance, and will authorize the Center to notify the respective program director of meeting dates and times.

Date: 5/16/05

College of Health Professions  
Department of Rehabilitation Sciences

**POLICY**  
**GRADUATION REQUIREMENTS**

Requirements for graduation are formulated by the College of Health Professions and are strictly adhered to by all educational programs in the Department of Rehabilitation Sciences. Graduation requirements are found in the Bulletin of the Medical University of South Carolina. Candidates for graduation must:

Satisfy all requirements in the specified curriculum and be in satisfactory academic standing with a **cumulative GPA of 3.0 or above**. Master of Science in Rehabilitation Sciences and Doctor of Physical Therapy candidates must have completed all required courses and prerequisites.

Be enrolled in the program for the time period specified by the professional accrediting body, if applicable;

Be recommended for graduation by the faculty of the specific program and the general faculty;

Participate in exit interviews conducted by the Dean's office and program faculty.

Satisfy all financial obligations to the MUSC; and participate in a financial aid exit interview if receiving financial aid.

**NOTE:**

**Each program might have additional requirements, e.g., passing comprehensive examinations in designated subjects, to satisfy graduation requirements.**

Date: 5/16/05



**CARDIOPULMONARY RESUSCITATION REQUIREMENT**

Competence in adult and infant CPR is required for rehabilitation sciences students. All students must be certified and remain current during the entire period they are enrolled at the Medical University of South Carolina (MUSC). **Students should be certified through the American Heart Association by completing the Basic Life Support (BLS) for Healthcare Providers Course.** Certification is valid for two years; therefore, re-certification while in the program might be necessary.

Date: 5/16/05

**POLICY**  
**COLLABORATIVE WORKS OF AUTHORSHIP**

**Policy:** 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.

**Policy Guidelines:**

1. Original data must not be removed from the university.
2. Data should be de-identified and kept 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.<sup>1</sup>
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.

Date: May 7, 2004

## DEPARTMENT PROCEDURES

Students are expected to learn and use the following department procedures.

**Use of Labs and Classrooms:** The building is open to students for learning activities from 7:00 am until 10:00 pm, seven (7) days/week. After regular hours, students must use ID/access cards to access use laboratories in Building B (2<sup>nd</sup> and 3<sup>rd</sup> floors).

Students are strongly advised 1) to work in pairs, 2) to avoid working in the building alone after hours, 3) to keep a cell phone handy, and 4) to call Public Safety 2-2261 or 2-4196 to request an escort to the parking lot.

**Appointments with Faculty:** These may be made with the faculty member directly.

**Books, Equipment, and Supplies on Loan:** Any materials the student wants to take out of the Department must be signed out with the office staff or a faculty member.

**Bulletin Boards:** This area is to be utilized for the sharing of knowledge, notification of pertinent class information and/or to promote public relations. Outdated information will be removed periodically.

**Classroom/Laboratories:** These rooms should be kept neat, clean, and free from debris and personal articles. Materials and equipment must be returned to their original places; safety precautions must be adhered to and equipment in need of repair must be reported immediately.

**E-mail:** Faculty frequently use e-mail to communicate with students to disseminate information, set up meetings, and answer questions. Students are expected to check messages **daily**.

**Faculty Mailboxes:** You may leave appropriate information in mail slots located on the third floor of building B next to the open work area.

**Emergency Information:** Formal cancellation of MUSC classes is made by the President's Office and is announced on the radio and television or you can call 792-MUSC for information. Go to [www.musc.edu](http://www.musc.edu) for details requiring evacuation during hurricane season.

**Identification Badges:** Wear *at all times*. Your badge is your access key.

**Office Hours:** Department offices (B-3<sup>rd</sup>) are open from 7:30 am until 5:00 p.m., Monday through Friday.

**Photocopying:** Personal photocopying of homework assignments and personal business is prohibited. Any use of departmental photocopy (Xerox) machines must be authorized by a faculty member, and should be related to departmental business. Requests must be approved, in writing, by a faculty member.

**Student Lockers:** Lockers are provided for each student in the Department of Rehabilitation Sciences. They are located on the second floor of Building B. Locker numbers will be assigned the day of orientation only after you provide your Student Services Coordinator with a combination key. Use only the locker assigned to you. Each student is responsible for providing a lock. The Department of Rehabilitation Sciences is **not** responsible for any items stolen from these lockers. **Please do not place any self-adhesive, non-removable items such as stickers, labels, on the locker doors.** Do not leave food in your locker for extended periods of time. After you have graduated, any items left in the locker will be removed and discarded.

**Student Mailboxes:** Currently the student mailboxes are located on the second floor. They are for faculty and staff to use to communicate with students and **should be checked regularly.**

**Supply Cabinet/Workroom:** This is available to the faculty and staff only.

**Telephones:** Use of departmental phones for long distance is prohibited, except in an emergency. Departmental phones may be used for business purposes, with permission from a faculty or staff member.

NOTE:

After-hours use of the labs is a privilege, and depends on students' adherence to policies regarding safety, access hours, proper use of equipment, etc.

Notify faculty members if you notice equipment failure or other problems.

In an emergency, contact Public Safety 2-4196.

May 7, 2006

## **DISABILITY**

If you have, or think you might have, a physical (motor or sensory) or cognitive impairment that is substantially limiting your ability to achieve the standards of the educational program,

- It is your responsibility as a graduate student to seek a disability determination and to request reasonable accommodations;
- Your inquiry is confidential, but the program director and program faculty will be notified if you receive accommodations for a disability;
- A dialogue among the student, the Disability Officer, and the program director are essential if we are to make appropriate and reasonable accommodations on a case-by-case basis;
- With or without accommodations, all students must be *qualified* to progress through their respective program of study and to receive a degree.

### **College of Health Professions Disability Services Website**

[http://www.musc.edu/chp/chpstu\\_services/prospective/disability.htm](http://www.musc.edu/chp/chpstu_services/prospective/disability.htm)

#### **Contact:**

Jennifer Bailey, M.Ed.  
Director of Student Affairs  
College of Health Professions  
E-mail: [baileyje@musc.edu](mailto:baileyje@musc.edu)  
Phone: 843-792-3326  
Office: Building A, Room 103, Student Services Office

#### **Important:**

- ❑ **Go to Student Health if you think you have been injured while at the university; complete an incident report.**
- ❑ **Extended illness or condition of student (not a “disability”); see policy below, with minimum skills requirements attached.**

**College of Health Professions  
Disability Services Website**

[http://www.musc.edu/chp/chpstu\\_services/prospective/disability.htm](http://www.musc.edu/chp/chpstu_services/prospective/disability.htm)

**Disability Services**

The College of Health Professions is dedicated to providing equal opportunity and access for every student. Accommodations will be made in response to the specific disability and on a case by case basis.

If you would like to request an accommodation please see Jennifer Bailey in the Student Services Center or contact the Office of Enrollment Management to request the university accommodation form. Once the accommodation 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.

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 and these are included in the admission application and on this page. By submitting the admission application you certify they you have read, understand, and are able to meet the standards.

**Technical Standards/ Minimum Skills Required**

[Minimum Skills required for all MUSC Programs](#)

[Additional Standards for the Anesthesia for Nurses Program](#)

[Additional Standards for the Communication Sciences and Disorders Program](#)

[Additional Standards for the Occupational Therapy Program](#)

[Additional Standards for the Physician Assistant Program](#)

[Additional Standards for the Physical Therapy Program](#)

**Documentation Criteria and Information**

[Learning Disabilities](#)

[Attention Deficit Disorders](#)

[Psychiatric Disabilities](#)

[Physical/Sensory Disabilities](#)

Added: 5/10/07

Department of Rehabilitation Sciences  
**Rehabilitation Sciences Labs**  
**REQUIREMENTS FOR ALL LABS**

**USING MATS AND EQUIPMENT**

- ❑ Do observe **maximum** of three people on the low mats at any one time, because low mats have a weight limit.
- ❑ Do use chairs for taking notes or for discussion/observation activities.
- ❑ Do turn off or unplug all electrical equipment after use (at the end of each class).
- ❑ Do not sit or lie on tables at any time, unless you are engaged in practicing practical skills that require them.
- ❑ Do not stand on the tables.
- ❑ Do not place shoes on any vinyl mat surface at any time.
- ❑ Do not place sharp objects, book bags, drinks, stools or other foreign objects on mat tables at any time.

**STRAIGHTENING LABS**

- ❑ Do straighten up after each class.
- ❑ Do move tables and chairs into neat, organized positions.
- ❑ Do place all pillows, sheets, equipment back in the cupboards or storage room after use regardless of whether you need them again that week.
- ❑ Do use wastebaskets and trash bins for water bottles, or other debris; or, remove them from the room.

**CARING FOR TECHNOLOGY**

- ❑ Do turn off the computers/technology at the end of each use—the LCD should be *off*; the screen should be *blank*.
- ❑ Do get instruction from your faculty member about *how to use* equipment; if you are not sure, please ask.
- ❑ Do report technology problems immediately; use the “hotline” number provided.

**CLEANING LABS**

- ❑ Do wipe mats and tables *at the end of each class* with disinfectant.

**FOOD AND DRINK**

- ❑ Do not bring food into the labs, e.g., candy, snacks, pizza, etc.
- ❑ Do not bring glass into the lab.
- ❑ Drinks in plastic or aluminum bottles/containers are allowed.

**TAKING RESPONSIBILITY**

- ❑ Caring for equipment and supplies in the labs is an individual and a shared responsibility.
- ❑ Any student who does not share responsibility or demonstrate compliance with these essential rules will risk losing professional development grades that semester.
- ❑ Faculty members have agreed to oversee compliance.
- ❑ Labs will remain open evenings and weekends for students’ use, contingent upon compliance with these rules.

Lab Notice: 1/10/05

## **DRESS CODE**

The “Regulations Governing Academic Standing and Personal Conduct for Students Enrolled in the College of Health Professions” states:

“Students are expected to behave at all times in a manner which will maintain the good name of MUSC and its’ constituent colleges and to dress and conduct themselves in a manner which meets standards of professionals in the field of health care”.

### **POLICIES RELEVANT TO DRESS CODE**

**Name Badges:** Due to security reasons, students must have ID badges with them at all times while on campus.

**Classroom:** Overall appearance in the classroom needs to be neat, clean, comfortable, and appropriate for your professional image.

**Laboratory:** There are times when students will need to dress according to the subject matter. This may involve wearing leotards, bathing suits, safety goggles, shorts, pants, protective clothing and the like. Faculty will advise students accordingly. Students are expected to adhere to laboratory dress policies.

**Lab Attire:** Students in lab attire should practice skills only in designated laboratory areas.

**Clinical Observations:** Professional dress will be required during patient observations; lab coats will also be worn as appropriate.

**Clinical Practicums:** The clinical facility’s dress code will determine what you wear. It is the student’s responsibility to check with each facility for the appropriate dress code. This may include lab coats, name tags, and uniforms. If no code exists, you will dress appropriately and safely for that facility, as outlined in your Clinical Education Handbook.

**NOTE:**

If a revised College Dress Policy is disseminated during the year, it will supersede the existing policy.

May 7, 2006

## College of Health Professions

### **EMERGENCY LOAN GUIDELINES**

Students in need of an Emergency Loan must first meet with Dr. David Ward, Associate Dean for Planning, and explain the details of their need. If the loan is approved by Dr. Ward, the CHP Emergency Loan Request Form and the Dean's Loan Fund Promissory Note must be completed. The request is then forwarded to the Dean's Office for approval by the Business Office. If the loan is approved at this level, it is then forwarded to Student Accounting for processing. It may be five to seven working days before a check is ready for the student.

1. No student will generally receive more than one emergency loan during their course of study.
2. The amount generally will not exceed \$500.00.
3. The request must be for an emergency situation (example: death in the family and airfare needed to go home for the funeral)
4. The CHP Emergency Loan Request Form must be completed with the details of the emergency situation noted.
5. A Dean's Loan Fund Promissory Note must be completed and signed.

NUMBER \_\_\_\_\_

**MEDICAL UNIVERSITY OF SOUTH CAROLINA**  
**College of Health Professions**  
**151 Rutledge Avenue**  
**Charleston, SC 29425**

DATE \_\_\_\_\_

**DEAN'S LOAN FUND PROMISSORY NOTE**

FOR VALUE RECEIVED, I promise to pay to the order of the Medical University of South Carolina College of Health Professions **Dean's Loan Fund** the sum of \$\_\_\_\_\_, with no interest, due upon receipt of my next financial aid check or on or before the first day of \_\_\_\_\_ 200\_\_ semester if I do not receive financial aid. I understand that this promissory note supersedes any other agreement or approval, whether oral or written.

I understand that should I fail to meet my payment obligation as outlined in this promissory note, my academic records may be placed on hold, and my account may be turned over for collection by an outside collection agency. I further understand that I will be responsible for all costs and fees associated with any collection activity and that my delinquency may be reported to a credit reporting agency.

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(print name)

\_\_\_\_\_  
(social security number)

\_\_\_\_\_  
(address)

\_\_\_\_\_  
(address)

\_\_\_\_\_  
(phone number)

\_\_\_\_\_  
(CHP program)

\_\_\_\_\_  
(anticipated graduation date)

**CHP EMERGENCY LOAN REQUEST FORM**

Student's Name: \_\_\_\_\_ SSN: \_\_\_\_\_

Date of Request: \_\_\_\_\_

Is this your first emergency loan request? Yes \_\_\_\_ No \_\_\_\_

Amount of Request: \_\_\_\_\_ (*Should not exceed \$500*)

**Please describe in detail the emergency situation:**

My signature certifies that all the above information is true and accurate:

\_\_\_\_\_  
Student's Signature:

\_\_\_\_\_  
Date:

|   |   |
|---|---|
| Approval Amount \$ _____<br>Approved by:<br>_____ | Approval Amount \$ _____<br>Approved by:<br>_____ |
| CHP Office of Student Affairs                     | CHP Business Office                               |

## **ESSENTIAL COURSE INFORMATION**

### **SYLLABUS ADDENDUM**

#### **COLLABORATION WITH FACULTY**

- ❑ We want our learning/teaching experiences to be collaborative, enriched, and successful.
- ❑ Your feedback to faculty *during the semester* is especially useful to solving problems, and resolving miscommunications, so please make the effort to meet with your Faculty Advisor as soon as your issues and concerns arise.

#### **CENTER FOR ACADEMIC EXCELLENCE (CAE)**

- ❑ CAE is free of charge, and provides opportunities to improve your learning strategies.
- ❑ The CAE is available to assist you with time management, study skills, test-taking, writing, and tutoring.
- ❑ Using the CAE has no effect on your course grades.

#### **COUNSELING AND PSYCHOLOGICAL SERVICES (CAPS)**

- ❑ CAPS is free of charge to all MUSC students, and provides opportunities for personal growth.
- ❑ For example, if you are troubled, worried, losing sleep, having trouble concentrating in class, getting low grades, depressed, having interpersonal difficulties at home or at school, misusing alcohol or other substances, please consult CAPS.
- ❑ Your accessing CAPS services does not affect your course grades.

#### **ACADEMIC HONESTY**

- ❑ Academic misconduct guidelines and the Honor Code are firmly upheld.
- ❑ Students are referred to the *Academic Dishonesty Guidelines* in the Student Policies and Procedures Handbook, and the *Honor Code* on the MUSC website: <http://www.musc.edu/honorcode>.
- ❑ Plagiarism—involves using the ideas or words of others without attribution—merely changing a word or two in someone else’s sentence *is paraphrase plagiarism*; lifting a phrase of four words or more without using quotations and a citation is *verbatim plagiarism*. When using terms, phrases, or ideas of other writers, you are required to use quotation marks and full citations (author, year, and page number).
- ❑ A finding of academic dishonesty by the Honor Council can be grounds for probation or dismissal from the University.

#### **HEALTH RECORDS**

- ❑ If your health immunizations and other health records (e.g., CPR certification, etc.) are *not up-to-date*, a *hold* will be placed on your course registration.
- ❑ You will *not* be allowed to attend classes or other academic/clinical activities *if you are not registered*.

#### **TUITION**

- ❑ If your tuition is *not paid*, a *hold* will be placed on your registration.
- ❑ You will *not* be allowed to attend classes or other academic/clinical activities *if you are not registered*.

### **CLASS ATTENDANCE (PROFESSIONAL DEVELOPMENT)**

- ❑ Your faculty instructor will write an attendance policy in the syllabus.
- ❑ Class attendance and participation are expected of graduate students in the health professions (Department of Rehabilitation Sciences).
- ❑ Please notify respective faculty instructor, at least two hours prior to class, either by email or voice mail if you are unable to attend a class session, or cannot complete an assignment on time because of illness or other emergency.
- ❑ If you are absent, you may be asked to provide appropriate documentation for your absence (e.g. doctor's note, funeral notice).
- ❑ Personal travel / social absences should be discussed with your faculty instructor in advance so that you understand the need for "make-up" or remedial work, or the potential for grade-point penalties.

### **CLASS POLICIES**

- ❑ Cell phones are *not permitted* during class times.
- ❑ Reading emails, surfing the Net, and instant messaging during lectures or labs is prohibited.
- ❑ Distracting conversations or disruptive conduct during class is also not permitted.
- ❑ Please observe and respect the adult learning environment.

### **DRESS CODE**

- ❑ Students are expected to dress *appropriately* at all times. Refer to Student Handbook for details.
- ❑ Low-slung jeans, bare midriffs, low-cut blouses and the like are not acceptable at any time.
- ❑ Participation in some activities, e.g., physical therapy laboratories, requires students to "dress-down"; in this situation, students should change into their campus clothes when leaving the laboratory setting.
- ❑ At no time should students practice skills outside the lab area.

### **EMAIL ETIQUETTE**

Email etiquette goes a long way to 1) get the attention of your reader, 2) convey professional courtesy, and 3) set the tone for future conversations.

- ❑ Greet the person, and sign off with your name;
- ❑ Be polite and constructive;
- ❑ Don't "vent" or argue in an email message.

### **CONTACT US**

- ❑ Generally, your first step is to ask a faculty member, or your Faculty Advisor. Your Program Director, and the Chair of the Department are always available to assist you.

December 14, 2004

## Medical University of South Carolina

### Occupational Safety and Health Programs

#### Mission

The purpose of this Division is to provide a safe environment for all Medical University of South Carolina patients, students, employees and visitors. The Division is committed to ensuring regulatory compliance and customer satisfaction

See Website for Details:

<http://www.musc.edu/fanda/risk/oshp/index.html>

[Student BBP](#)

#### MUSC Student Bloodborne Pathogen Protocol

- [College of Dental Medicine](#)
- [MCB/CMH](#)
- [MUSC Student](#)
- [Non-MUSC Student](#)

Downloaded: 5/10/07

**POLICY**  
**EXTENDED ILLNESS OR CONDITION OF A STUDENT**

**Date of Policy: December 15, 2005**

**Policy:**

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.

**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 in the Bulletin and in the Rehabilitation Sciences Student Handbook.

**Definitions:**

For the purposes of this policy,

- ❑ 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**";
- ❑ "Academic penalty" means a lower or failed grade associated with incomplete or missed assignments or examinations, inability to perform essential laboratory or clinical tasks, inability to attain supervised clinical hours and/or failure to progress from the affected semester to the following semester;
- ❑ "PROGRAM" includes the Chair, Program Director, Student Services Coordinator, Fieldwork Coordinator, faculty instructors, clinical instructors/supervisors, and all others affiliated with the academic/clinical curricula, and other University personnel who act in direct or indirect supervisory relationships with the student;

- “University Officials” include, for example, the Dean, the Associate Dean for Student Services, the Assistant Provost for Student Affairs, the University Counsel, the Office of Enrollment Services, and the Director of Student Health Services.

**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.

**Attachments:**

- *Release Form Related to Physician’s Certification of Student’s Activity Limitation(s)*
- *Physician’s Certification of Student’s Activity Limitation(s)*

**RELEASE FORM**  
**Related to Physician's Certification of Student's Activity Limitation(s)**

I, the undersigned student, have read and understand the policy entitled *Policy Related to Temporary Illness or Condition of a Student*.

\_\_\_\_\_  
initial

I agree to release the *Physician's Certification of Student's Activity Limitations* to the PROGRAM .

\_\_\_\_\_  
initial

I agree that I will obtain a revised, and newly-dated *Physician's Certification* if the need arises. Otherwise, I will resume regular activities on the date stated in the *Physician's Certification*.

\_\_\_\_\_  
initial

I understand that I have a responsibility to discuss my activity limitations with my Program Director, and to keep him/her abreast of any challenges or difficulties that might arise, including but not limited to my academic progress.

\_\_\_\_\_  
initial

\_\_\_\_\_  
Student's name : PRINT

\_\_\_\_\_  
Student's signature

\_\_\_\_\_  
Date

- File *the original* in the Office of the Departmental Student Services Coordinator (Susan Johnson).
- File one copy with the Program Director of your educational program.



## Medical University of South Carolina

Department of Rehabilitation Sciences

College of Health Professions

### *Communication Sciences and Disorders Program*

#### *Minimum Skills/ Eligibility Requirements*

In order to acquire the knowledge and skills requisite to the practice of speech-language pathology to function in a broad variety of clinical situations, and to render a wide spectrum of patient care, individuals must have skills and attributes in five areas: sensory-observational, communication, motor, intellectual-cognitive, and behavioral-social. These skills enable a student to meet graduation and professional requirements as measured by state licensure and national certification.

#### **Sensory / Observational Skills**

A student must possess adequate hearing, vision and other sensory skills to:

- Recognize disorders of speech fluency
- Recognize abnormal articulation
- Recognize abnormal voice, resonance, and respiration characteristics
- Recognize oral and written language disorders in the areas of semantics, pragmatics, syntax, morphology, and phonology
- Recognize signs of hearing disorders
- Recognize signs of swallowing disorders
- Recognize signs of cognitive disorders
- Recognize signs of abnormal social interaction related to communication disorders
- Identify and use alternative modalities of communication (e.g., sign language or assistive devices)
- Visualize anatomic structures
- Visualize and discriminate findings on radiographic studies and other imaging tests
- Discriminate text, numbers, tables and graphs associated with diagnostic instruments and tests

#### **Communication Skills**

A student must possess adequate communication skills to:

- Communicate proficiently in both oral and written English, as well as, possess reading and writing skills sufficient to meet curricular and clinical demands
- Communicate professionally and intelligibly with patients, colleagues, other healthcare professionals, community or professional groups
- Communicate professionally and legibly on patient documentation, reports, and scholarly papers required as part of course work.
- Perceive non-verbal communication

#### **Motor Skills**

A student must possess adequate motor skills to:

- Manipulate testing and treatment materials
- Manipulate patient utilized equipment (e.g. prostheses, bed controls, etc.)
- Use a computer keyboard to operate diagnostic equipment and instrumentation
- Provide general and emergency treatment to patients
- Access transportation to all clinical and academic placements
- Perform moderately taxing continuous physical work to include prolonged sitting and/or standing

#### **Intellectual and Cognitive Skills**

A student must possess adequate intellectual and cognitive skills to:

- Comprehend, retain, integrate, synthesize, and apply information sufficient to meet curricular and clinical demands
- Identify significant findings from history, evaluation, and data to formulate a diagnosis and develop a treatment plan
- Problem solve, reason, and make sound clinical judgments in patient assessment, diagnostic planning, and therapeutic planning
- Identify and communicate the limits of their knowledge to others when appropriate
- Follow detailed written and verbal instruction

### **Behavioral and Social Attributes**

A student must possess adequate behavioral and social attributes to:

- Develop mature, empathic, and effective relationships with patients
- Exhibit compassion, integrity, concern for others, interpersonal skills, and motivation
- Recognize and show respect for individuals with disabilities and for individuals of different ages, genders, race, religions, sexual orientation, and cultural and socioeconomic backgrounds
- Adapt to changing and demanding environments while maintaining his/her emotional health
- Manage the use of time effectively and systematize actions to complete professional and technical tasks within realistic time constraints
- Accept appropriate suggestions and constructive criticism and if necessary, respond by modification of behavior
- Conduct oneself in an ethical and legal manner, upholding the ASHA Code of Ethics, the MUSC Student Honor Code, and university and federal privacy policies
- Maintain general good health and self care in order not to jeopardized the health and safety of self and individuals with whom one interacts in the academic and clinical settings

Upon admission, an otherwise-qualified student who discloses a disability (with certification) is assured of reasonable accommodation. These accommodations include: opportunities for individual and group counseling; peer counseling; linkages with community services; faculty advisory committees that are aware of disabled students and their needs; career counseling; assistance with job searches and interview skills; and, of course, the more familiar accommodations of extended test-taking time, and other enabling services. Students seeking accommodation initiate their request in the Office of Student Affairs, College of Health Professions.

revised 12/1/04: lh

***Occupational Therapy Educational Program  
Minimal Skills/Eligibility Requirements***

Applicants to the program must possess aptitude, abilities, and skills in the areas of observation, communication, sensory and motor functions, intellectual/cognitive skills, and behavioral/social attributes.

**Observational Skills**

- Observe and interpret client behavior, movement, and occupational performance
- Observe a client from varying distances and recognize verbal and non-verbal signals

**Communication Skills**

- Elicit information from clients and/or significant others in a timely manner
- Relate effectively, objectively, and compassionately with clients and/or significant others
- Communicate clearly in speech and writing to clients, significant others, other healthcare professionals, and community and professional groups
- Listen and accurately perceive what is being communicated
- Participate in group meetings
- Complete forms in a timely manner
- Demonstrate computer literacy
- Direct/supervise supportive personnel

**Sensory and Motor Functions**

- Demonstrate sufficient sensory and motor abilities to elicit information from client assessment
- Demonstrate sufficient strength and balance to transfer, move, and assist clients in occupational performance without injury to the client or self, or the ability to instruct others in performance of these tasks
- Demonstrate gross and fine motor coordination skills necessary to perform therapeutic activities, or the ability to instruct others in performance of these tasks

**Intellectual/Cognitive Skills**

- Engage in the clinical reasoning process in a timely manner
- Analyze, synthesize, and interpret data from a variety of sources in a timely manner
- Engage in problem solving in an efficient and timely manner
- Engage in evidence-based clinical practice
- Respond to feedback in an appropriate manner

**Behavioral/Social Attributes**

- Exercise sound judgment
- Follow detailed written and verbal instructions
- Recognize and respond appropriately to individuals of all ages, genders, races, religions, and cultural and socioeconomic backgrounds
- Adapt to changing environments
- Demonstrate ethical and legal behavior
- Demonstrate a commitment to life-long learning

These abilities may be accomplished through direct student response, through the use of prosthetic devices, or through personal assistance (e.g. readers, signers, notetakers, etc.) The responsibility for the purchase of prosthetic devices serving a student in meeting the above required abilities remains

with the student and/or the agency supporting the student. The University will assist with providing notetakers, readers, signers, and other attending services.

Upon admission, an otherwise-qualified student who discloses a disability (with certification) is assured of reasonable accommodation. These accommodations include: opportunities for individual and group counseling; peer counseling; linkages with community services; faculty advisory committees that are aware of disabled students and their needs; career counseling; assistance with job searches and interview skills; and, of course, the more familiar accommodations of extended test-taking time, and other enabling services. Students seeking accommodation initiate their request in the Office of Student Affairs, College of Health Professions.

Revised 11/29/04: jkb

***Physical Therapy Educational Program  
Minimum Skills/ Eligibility Requirements***  
(Technical Standards)

Applicants to the Physical Therapy program must possess aptitude, abilities and skills in the areas of observation, communication, sensory and motor function, intellectual/cognitive skills and behavioral/social attributes.

**Sensory/Observational Skills**

- Observe demonstrations and participate in lecture and laboratory settings as required in the curriculum
- Observe patients accurately both at a distance and close at hand
- Obtain medical history directly from the patient or guardian
- Such observation necessitates the functional use of vision, hearing, and other sensory modalities

**Communication Skills**

- Communicate in English effectively, in oral and written form with faculty, peers, patients and other health care team members
- Ability to complete reading assignments, writing assignments, search and evaluate the literature, and maintain written records
- These skills must be performed in the didactic environment, as well as the clinical environment.

**Motor Skills**

- Possess sufficient motor function to elicit information from patients by palpation, auscultation, percussion and other evaluative procedures
- Ability to execute motor movements reasonably required to provide general physical therapy including coordination, speed and agility to assist and safely guard patients who are walking, exercising or performing other therapeutic activities
- Possess the physical strength to perform cardiopulmonary resuscitation
- Possess the physical strength to lift and transfer patients or the ability to direct someone to perform these tasks
- Possess coordination of both gross and fine motor movements and equilibrium and an adequate level of manual dexterity

**Intellectual and Cognitive Skills**

- Ability to measure, calculate, reason, analyze and synthesize data
- Engage in problem solving and diagnosis, including obtaining, interpreting and documenting data
- Demonstrate the ability to make proper assessments, sound judgments, appropriately prioritize therapeutic interventions and measure and record patient care outcomes
- Ability to use the computer for searching, recording, storing and retrieving information
- Ability to comprehend 3-D relationships and spatial relationships of anatomic structures

**Behavioral and Social Attributes**

- Ability to use their intellectual capacity, exercise good judgment and promptly complete all duties related to diagnosis and care of patients under potentially stressful circumstances.
- Demonstrate attributes of empathy, integrity, ethical standards, interpersonal skills, motivation and interest, not only for admission, but also throughout their careers as physical therapists

Upon admission, an otherwise-qualified student who discloses a disability (with certification) is assured of reasonable accommodation. These accommodations include: opportunities for individual

and group counseling; peer counseling; linkages with community services; faculty advisory committees that are aware of disabled students and their needs; career counseling; assistance with job searches and interview skills; and, of course, the more familiar accommodations of extended test-taking time, and other enabling services. Students seeking accommodation initiate their request in the Office of Student Affairs, College of Health Professions.

revised 12/1/04: db

**POLICY**

**FACULTY/STUDENT/CLINICIAN RELATIONSHIP POLICY**

1. It is unacceptable for any member of the Department of Rehabilitation Sciences academic faculty to date or meet individually with a Rehabilitation Sciences' 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 Rehabilitation Sciences' 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 Rehabilitation Sciences' 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 Rehabilitation Sciences' 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 Rehabilitation Sciences' faculty to recruit students for occasional assistance with baby-sitting, yard work, moving, providing that they are reasonably compensated for their work.
6. It is acceptable for Rehabilitation Sciences' faculty to participate in group events, such as sports events, parties, etc., after school hours.

**Policy reviewed: 5/10/07**

College of Health Professions  
Department of Rehabilitation Sciences

**POLICY**  
**HIPAA STUDENT POLICY**

Policy: To assure compliance with university policy, all incoming Rehabilitation Sciences students are required to complete on-line training regarding privacy of medical records per the Health Insurance Portability and Accountability Act (HIPAA). HIPAA's Privacy Rule defines "protected health information" (PHI), identifies 18 types of data that are considered "individually identifiable information," stipulates the conditions under which patient records may (or may not) be used or released for treatment or research purposes, stresses the importance of notifying patients of their rights, and explains the penalties for failure to safeguard PHI.

Procedures:

1. When students undergo program orientation, the College and Department will notify students of their HIPAA training requirement.
2. Students will be required to complete on-line HIPAA training **by the end of the first semester.**
3. The Privacy Officer (Mr. Michael Wheeler) will maintain an official record of students who have completed on-line training.
4. College administrative personnel:
  - a. will contact the Privacy Officer for verification of completion,
  - b. will generate certificates of completion for students,
  - c. will save a copy of this certificate in each student's clinical file, and
  - d. will notify any student who has failed to complete the required training.
5. Students who fail to complete training will not be allowed to engage in laboratory activities or supervised clinical practice.

Date: August 12, 2004

**POLICY**  
**INFORMATION TECHNOLOGY (IT) SECURITY**

**Policy:** All students, staff and faculty members must demonstrate completion of an information technology (IT) security policy educational module to assure respect for the confidentiality of student, faculty, patient and other information accessed via the MUSC intranet.

Failure to demonstrate completion of this educational module might lead to delay or suspension of your registration for academic course work.

**Procedure:**

1. College or Department administrative personnel will provide a web-link to a MUSC website.
2. The training program takes 10-15 minutes to complete.
3. A copy of your certificate of completion will be retained in the Department.

Policy/MUSC: Spring 2005

**POLICY**  
**SAVING IDENTIFIABLE STUDENT WORK**

**Policy:** Student examination results and other measures of performance that contribute to a final grade will be retained on file electronically or in paper form by the program of enrollment for one additional semester. (Approved by OEM, May, 2004)

**Policy Specific to Department of Rehabilitation Sciences:**

All assignments, examinations and other paperwork supporting any student's grade will be saved for one additional semester after the formal recording of the final course grade, and thereafter destroyed (shredded or burned). For example, if the grade is submitted at the end of Fall semester, other identifiable documents will be destroyed at the completion of the Spring semester, with exceptions listed below.

If a student appeals a final course grade within ten calendar days following receipt of notice by the student of a final grade (or any other formal action by the departmental academic progress committee) pertinent faculty member will be notified of the appeal and will be required to save supportive documents until the appeal is resolved.

**Procedure:** In support of this policy, faculty in the Department of Rehabilitation Sciences will:

- Record all official grades via the Office of Enrollment Management (via Web Advisor) at the close of each semester.
- Retain select exemplars of formative assessments, examinations, term papers and other measures of performance for accreditation and/or teaching purposes; these shall be de-identified unless students give explicit written permission for their identifiable work to be used for teaching purposes.
- Retain other, select paper records at the discretion of Program Directors in the departmental secure files of the Student Services Coordinator (e.g., admission records, academic records, letters, etc.).
- Retain clinical education / fieldwork records at the discretion of clinical education / fieldwork coordinators and affiliated administrative offices until the student graduates from the Medical University of South Carolina.
- Destroy all other identifiable student examination results and other measures of performance that contribute to a final grade after one additional semester subsequent to the formal recording of the final course grade.

Policy: May 7, 2004  
REVIWED: 5/10/07

<sup>1</sup> National Institutes of Health. (2003). Protecting Personal Health Information in Research: Understanding the HIPAA Privacy Rule. NIH Publication Number 03-5388. Available on Web site <http://privacyruleandresearch.nih.gov> and <http://www.hhs.gov/ocr/hipaa> .

## Medical University of South Carolina

### **SEXUAL HARASSMENT POLICY FOR STUDENTS, RESIDENTS, AND TRAINEES**

**Approved by Board of Trustees: April 11, 1997**

#### **Policy**

- A. It is the policy of the Medical University of South Carolina to prohibit any form of sexual harassment. The offender shall be subject to disciplinary action, up to and including dismissal. This policy is in keeping with federal and state guidelines.
  
- B. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct, or written or pictorial material of a sexual nature constitute sexual harassment when:
  - 1. Submission to such conduct is made explicitly or implicitly a term or condition of progress;
  - 2. Submission to or rejection of such conduct by an individual is used as the basis for progress decisions affecting such individuals; or
  - 3. Such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating, hostile, or offensive learning environment.

#### **Office of Gender Equity**

<http://www.musc.edu/genderequity/>

(843) 792-8066

#### **Sexual Harrassment Policy**

<http://www.musc.edu/genderequity/policy/policymenu.shtml>

5/10/07

College of Health Professions  
Department of Rehabilitation Sciences

**SCHOLARSHIP INFORMATION**

For current information, see this College of Health Professions website:

[http://www.musc.edu/chp/chpstu\\_services/prospective/scholarships.htm](http://www.musc.edu/chp/chpstu_services/prospective/scholarships.htm)

**Department of Rehabilitation Sciences  
Scholarship Committee**

**Lisa Saladin, PT, Ph.D., Interim Chair**

Nancy Carson, MHS, OTR/L

Michael VanLue, Ph.D.

Susan Johnson, Student Services Coordinator

College of Health Professions  
Department of Rehabilitation Sciences

**POLICY**  
**STUDENT EMPLOYMENT**

**Policy:** It is the policy of the Department of Rehabilitation Sciences that no student will accept remuneration for services rendered as professional services.

**Purpose:** The purpose of this policy is to assure that all students are aware of, and adhere to ethical and legal requirements, while also protecting clients, family members, guardians, caretakers, employers, supervisors, and others who might wish to employ a student.

**Explanation:** It is unethical and illegal for a student (a) to hold himself or herself out to the public as a professional or as “prepared” or “capable” of providing skilled services to children or adults in need of therapy services, or to parents and other family members, former or current clinical supervisors, and/or to potential employers of any type, or (b) to receive pay for services that relate to any professional services. Similarly, it is unethical for a student (a) to provide services of a professional nature for free, or (b) to provide professional services without supervision.

Employment for general services, e.g., babysitting or caretaking, is acceptable as long as the pay is commensurate with such general services. The student is advised to seek the advice of his/her clinical education coordinator/ program director when job opportunities involve current or former clients, or arise from contacts made during supervised practical experiences.

**AGREEMENT/PERMISSION**  
**REGARDING EMPLOYMENT “RELATED TO” GRADUATE EDUCATION**  
**IN REHABILITATION SCIENCES**

I \_\_\_\_\_ have agreed to provide general services to  
(student)  
\_\_\_\_\_, whom I have told that I am not a  
(private employer)

licensed professional. I have not, and will not, present myself as a professional eligible to provide professional services, and the services I have been requested to perform do not require the knowledge or skills of a licensed professional. Any pay that I may receive is commensurate with the provision of general babysitting, caregiving, or comparable unskilled services.

\_\_\_\_\_  
Signature of student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of employer

\_\_\_\_\_  
Date

**NOTE: A signed copy will be provided to: the employer, and the student’s educational file (Department of Rehabilitation Sciences).**

Reviewed: 5/10/07

**—END—**