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Monday, June 3, 2013

8:30-12:00  College of Dental Medicine Orientation – BSB 355
Dr. Tariq Javed, Associate Dean for Academic & Student Affairs

This will include brief introductions and presentations by:

8:30   Dr. Javed, Associate Dean for Academic and Student Affairs
8:50   Dr. Barry, Associate Dean for Clinical Affairs
9:00   Dr. Shaw, Associate Provost for Education and Student Life
9:10-10:10  Education and Student Life Orientation

10 Minute Break

10:20  Dr. Bacro, Regenerative Medicine and Cell Biology
10:30  Dr. Blumenthal, Student Health Services
10:40  Ms. Morris & Ms. Kinloch, Office of Enrollment Management

10 Minute Break

11:00-12:00  General Orientation
Dr. Javed, Associate Dean for Academic and Student Affairs
Dr. Hamil, Education Specialist

12:00-1:00  Lunch (Heavenly Ham, provided by Education and Student Life)

1:00-3:00  Dr. Adams, ADA $mart $tart Program

3:00   Mr. DuRant and Ms. Stuckey, Student Financial Aid
3:10   Student Accounting Office
3:20   Ms. Hoffius, Waring Library & Macaulay Museum of Dental History

3:30-5:00  Ms. Thompson, Composite Pictures - BSB 107

Tuesday, June 4, 2013

8:00-9:00  ASDA, DSAC, AAWD, OKU, SND, SGA, Frats, Honor Council & Intramurals – BSB 355

9:00-10:00  Mr. Poyer, Library and Learning Resources Center – 2nd Floor Education Center

10:00-11:30  Mr. Waddell, Scrub Fitting – MUSC Bookstore

11:30-12:30  Lunch (On Your Own) OR Voluntary Research Participation (Pizza Provided) – BSB 100

12:30-1:30  Dr. Brown & Ms. Cohen, Diversity Training – BSB 355

1:30-2:30  Dr. Smith, Gender Equity – BSB 355

2:30-3:30  Student Health Services – Report to 30 Bee St. if your requirements are incomplete

3:30-4:30  Freshmen/Faculty Meet & Greet – 4th Floor Student Lounge (Refreshments Served)

Classes begin Wednesday, June 5, 2012 at 8:00 a.m.
April 1, 2013

MEMORANDUM

TO: DMD 2017

FROM: Tariq Javed, DMD, MSD, MS
       Associate Dean for Academic and Student Affairs

SUBJECT: Class Composite

You will be photographed on the first day of orientation. Dress should be business attire. This picture will be used for your class composite, National and State Boards, as well as future applications for residencies.
ORIENTATION INFORMATION

Student Accounting - You may access and print copies of your bills via WebAdvisor after you have received your NetID.

If you are receiving financial aid, it should post to your account within 7 to 10 days before the start of the term. Please note: You can check this posting on WebAdvisor under View Term Bill.

Direct deposit refunds will be distributed during the first two weeks of the term. Those not signing up for direct deposit will have paper checks mailed to their permanent address during the first two weeks of the term. Please verify that your mailing address is correct with the Office of Enrollment Management.

ID Badges - Distributed by Jamie Hood as soon as Public Safety issues them. Your composite photo is used for your badge.

Parking - Students can visit Parking Management’s website for parking information. You will receive a “Temporary Parking Pass” in your orientation packet for the Hagood Parking Lot. Once you receive your ID badge, you can sign up for a permanent on-campus parking spot.

Student Health Services - Please check with Student Health Services (843-792-3664) to make sure your student health file is complete. Students do not need to go to Student Health Services unless they receive a post card indicating something is still missing in their file.

IMPORTANT: Health insurance is mandatory for all students. If you have outside health insurance and do not waive out of our health insurance on the website, you will be charged for Student Health Insurance. You must do this EACH semester you are in dental school (waive out or automatically be charged). All of these instructions are in your Health Packet sent from Student Health Services. Email notices are also sent to your MUSC email account. A hold will be placed on your records and financial aid, etc. if your health requirements are not kept up to date.

Students with disabilities who will require special accommodations during the orientation activities are encouraged to contact Jamie Hood at 843-792-2345.
April 1, 2013

MEMORANDUM

TO: DMD 2017

FROM: Tariq Javed, DMD, MSD, MS
Associate Dean for Academic and Student Affairs

SUBJECT: School Policies

Please sign and return the signature sheet on page 5 by May 24, 2013, stating that you have read and understand the enclosed Medical University of South Carolina, College of Dental Medicine School Policies. Included are the following policies: School Attendance, ASDA Fees, Infectious Disease and the National Boards.

You must return the enclosed documents listed below before you enter dental school in June 2013:

- Signature sheet
- Check for the ASDA Membership Dues ($525)
- Local and Permanent Address Memo
- Honor Code acknowledgement form
I have read and understand all policies of the Medical University of South Carolina’s College of Dental Medicine included in this Orientation Manual.

Name: __________________________________________

Signature: __________________________________________

Date: __________________________________________

Send to: MUSC
College of Dental Medicine
Academic and Student Affairs
173 Ashley Avenue
BSB 443
MSC 507
Charleston, SC 29425-5070
April 1, 2013

MEMORANDUM

TO: All College of Dental Medicine Students

FROM: Tariq Javed, DMD, MSD, MS
Associate Dean for Academic and Student Affairs

SUBJECT: Student Absences

There are two types of absences - official and unofficial. Official excuses are sent to course directors for appropriate reasons (such as illness or death in a family). Unofficial excuses are sent for other reasons and are at the discretion of course directors.

Absences should be reported to our office as soon as possible, but no later than 24 hours after the absence. Notices are sent for absences in didactic courses only. If you know that you will be absent in advance, please let us know as soon as possible. Please note that junior and senior students who are blocked or in clinics are required to notify Dr. Barry’s office, the schedulers, and the clinic they will be missing. All other absences should be cleared through the Office of Academic and Student Affairs.

If you have any questions, please see Mrs. Oliver or Mrs. Hood.
COLLEGE OF DENTAL MEDICINE

ATTENDANCE POLICY

The instruction in all courses will begin as scheduled. No student may receive credit for a course that has not completed registration within five (5) days of the last stated day for registration for each semester.

Attendance is required at all scheduled classes, seminars, and laboratories unless permission to be absent has been granted by the course director or the Associate Dean for Academic and Student Affairs.

In any course, the minimum attendance for which credit will be given, or which will admit the student to the final examination, is 75% of the time scheduled for instruction in the course. The margin of 25% absence is provided to accommodate only unavoidable absences due to illness, delayed registration or other approved causes, and it is not contemplated that this concession shall apply to other than exceptional cases.

Students entering a lecture, seminar or laboratory later than 15 minutes after the scheduled hour for instruction to begin will be recorded as absent for the entire period or for one hour if the class is more than one hour long. Students with excessive absences may not receive credit for a course.

STUDENTS MISSING CLASSES SHOULD REPORT THE REASON TO THE OFFICE OF ACADEMIC AND STUDENT AFFAIRS (792-2344) NO LATER THAN 24 HOURS AFTER THE ABSENCE. OFFICIAL EXCUSES WILL BE GIVEN FOR STUDENT ILLNESS OR DEATH IN A STUDENT'S FAMILY ONLY. VALIDITY OF OTHER EXCUSES WILL BE ASSESSED BY COURSE DIRECTORS WHOSE CLASSES HAVE BEEN MISSED.
April 1, 2013

MEMORANDUM

TO: DMD 2017

FROM: Tariq Javed, DMD, MSD, MS  
Associate Dean for Academic and Student Affairs

SUBJECT: ASDA Dues

The American Student Dental Association is the student dental organization for the College of Dental Medicine. Dean Sanders and I consider the membership in this organization an integral part of your educational process and the benefits far exceed the cost.

You are required to mail a check for the membership dues for your entire enrollment time here at the College of Dental Medicine before you enter dental school. Please mail the check to the Office of Academic and Student Affairs and make the check payable to ASDA in the amount of $525.00. This will cover your membership fee and the main cost of four yearbooks. The dues are subject to change at any time. If the fees change, you will be responsible for paying the additional assessment.
April 1, 2013

Fellow Classmates:

On behalf of the American Student Dental Association (ASDA), I would like to congratulate you on your acceptance to the Medical University of South Carolina. You have chosen to enter a challenging and rewarding career in dentistry and I want to thank you in advance for your hard work in support of our profession.

ASDA is the student affiliate of the American Dental Association, which is the premier advocating organization for dental health professionals across the country. You will enjoy numerous benefits and advantages as an ASDA member such as subscriptions to the Journal of the ADA, ADA News, ASDA News, and free life insurance. The most important benefit, however, is that ASDA is an organized voice for dental students to the ADA and to lawmakers. The significance of organized dentistry in the political arena has never been more paramount and I hope that you will make a personal commitment to learn about and support our efforts in this regard.

ASDA assumes the additional role of serving as the student governing body for the College of Dental Medicine. Our positive relationship with faculty and college administration allows us to serve as dental students’ voice to them. You will have the opportunity to become involved as one of five class representatives who will be elected amongst your classmates toward the end of the summer semester. These representatives will serve on the ASDA Executive Committee along with representatives and officers from the other three dental classes.

ASDA will be sponsoring a Freshman Welcome Party in June where you will have the opportunity to meet your fellow students and faculty in a relaxed and social setting. I encourage you to attend this event as you seek to successfully initiate your dental school career.

Our organization will seek to make the most out of your four years here at MUSC and we hope to excite you about future national leadership roles in organized dentistry. Please feel free to contact me with any questions you may have in regards to ASDA or life in dental school. Again, congratulations on your hard work and acceptance to MUSC College of Dental Medicine.

In Your Service,

Daniel Hall  
MUSC ASDA President  
halldw@musc.edu
April 1, 2013

MEMORANDUM

TO: DMD 2017

FROM: Tariq Javed, DMD, MSD, MS
Associate Dean for Academic and Student Affairs

SUBJECT: Policy on Hepatitis Vaccine

Hepatitis B is a communicable disease. Dentists are at risk for this disease, therefore we require all students to have the vaccine. You will be receiving information regarding the Hepatitis B Vaccine from MUSC Student Health Services. Please refer to the enclosed infectious disease policy statement for more information.
INFECTIONOUS DISEASE POLICY

The Center for Disease Control has guidelines on preventing transmission of the HIV and Hepatitis B Virus (HBV) to patients during exposure-prone procedures. All dental procedures involving patient care are considered exposure-prone procedures.

The policy of the Center for Disease Control is that anyone who performs exposure-prone procedures should know their HIV and HBV status, and if HIV or HBV positive they should not perform these procedures "unless they have sought counsel from an expert review panel and have been advised under what circumstances, if any, they may continue to perform these procedures."

It is the policy of the College of Dental Medicine that if a student, staff or faculty member has an infectious disease, he/she is to personally and immediately notify the Associate Dean for Academic and Student Affairs. The above person will not be allowed to see patients unless and until the expert panel reviews the matter and gives their decision.
April 1, 2013

MEMORANDUM

TO: All College of Dental Medicine Students

FROM: Tariq Javed, DMD, MSD, MS
Associate Dean for Academic and Student Affairs

SUBJECT: Controlled Substances

The Medical University of South Carolina’s policy on substance abuse can be found in the Student Handbook at:
http://www.musc.edu/studenthandbook/Policies/alcoholabuse.html

The University has excellent counseling services available to the students. I would hope that anyone with any problems would utilize these services. If you have a fellow student in difficulty please encourage him/her to seek help. Also, I am available to help any student who may need assistance, on a strictly confidential basis.

If a faculty member notifies me that he or she is suspicious of substance abuse, I can require that the student be tested for controlled substance use.

Patients who come to the College of Dental Medicine for dental care should be assured that the person rendering treatment is competent and alert.
MUSC Student Policy for Substance Abuse Prevention and Intervention

This policy is applicable to all students enrolled in credit courses in a degree-granting program at the Medical University of South Carolina (MUSC).

MUSC expects students to adhere to the policies contained herein regarding the consumption and serving of alcoholic beverages on University property and at University events as defined in the Medical University of South Carolina Alcoholic Beverage Serving Policy. MUSC also expects students who are of legal drinking age in the state of South Carolina (i.e., 21 years of age or older) to act responsibly on the occasions when they choose to consume alcoholic beverages.

The University adheres to the provisions of the Drug-Free Workplace Act of 1988 and as such intends to maintain a substance free workplace. See MUSC’s Human Resources Management Drug-Free Workplace Policy for additional information. Individuals impaired by the use of alcohol and drugs are harmful to themselves, the University’s mission, the treatment of patients, and the well being of co-workers, students, and visitors.

The University prohibits the illegal use or the abusive use of alcohol or other legal drugs on University property or at events that 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. Students are expected to use only those prescription medications that are prescribed for them within the confines of a provider/patient relationship. Students are prohibited from using prescription medications not prescribed for them.

MUSC recognizes that alcohol and other drug abuse is a preventable and treatable condition and acknowledges that, as an institution dedicated to the healing arts, we have the responsibility to facilitate prevention activities and offer treatment to students who suffer from alcohol and other drug abuse.

MUSC encourages all impaired students to seek help voluntarily and favors the earliest possible intervention. MUSC will make treatment and referral services available to students.

The entire “MUSC Student Policy for Substance Abuse Prevention and Intervention” is published and distributed in the MUSC Student Handbook on the web at:
http://www.musc.edu/studenthandbook/Policies/alcoholabuse.html
GRADING POLICY

The College of Dental Medicine’s general grading policy is consistent with policy as stated on The Bulletin web site at http://www.musc.edu/bulletin.

The Policy of the College of Dental Medicine at present is as follows:

All numerical grades received in courses in the College of Dental Medicine will count in the computation of cumulative GPA and class rank of the student.

This includes:

1. Initial grades earned in courses
2. Grades received following re-examination
3. Grades following repeat of a course

Any grade from 0.0 to 4.0 can be given in any of the situations listed above.

At one time, when a student was allowed to repeat a course and get a new grade, a grade of 1.0 was the only grade allowed. Now that the 0.0 stays on the transcript, any grade of 0.0 to 4.0 can be given by the course director. The student is registered in the course again the following semester and awarded the new grade.
COLLEGE OF DENTAL MEDICINE

GUIDELINES FOR STUDENT PROGRESS
FRESHMAN YEAR

1. A student who fails one or two major courses during the freshman year must make up each course with a passing grade by the end of the following summer session in order to be promoted to the sophomore year. Failure to do so will result in recommendation for dismissal.

2. A student who has failed three or more major courses at the end of the freshman year will be recommended for dismissal.

3. Any student whose cumulative GPA is below 1.6 at the end of the summer session will be recommended for dismissal.

4. In accordance with University student policies, any student who exhibits characteristics that seem inappropriate for one seeking to become a Doctor of Dental Medicine will be considered for dismissal regardless of academic performance (refer to the "Academic Policies and Information" section for the College of Dental Medicine in The Bulletin at: http://www.musc.edu/bulletin/dental/acad_policies). The Academic Performance Committee will make such consideration.

5. The Academic Performance Committee will act as seems appropriate to the individual at hand in conditions not covered by these specific guidelines.

For the purpose of considering the academic performance of dental students with reference to the Guidelines of the Academic Performance Committee, cumulative and semester GPA's will be calculated on the basis of courses taken by those students while enrolled in the College of Dental Medicine.
1. A student who fails one or two major courses during the sophomore year must make up each course with a passing grade by the end of the following summer session in order to be promoted to the junior year.

   Failure to do so will result in recommendation for dismissal.

2. A student who has failed three or more major courses at the end of the sophomore year will be recommended for dismissal.

3. Any student whose cumulative GPA is below 1.8, including all recorded grades at the end of the sophomore year, will be recommended for dismissal.

4. Any student who has repeated the freshman year will not be given permission to repeat the sophomore year.

5. In accordance with University student policies, any student who exhibits characteristics that seem inappropriate for one seeking to become a Doctor of Dental Medicine will be considered for dismissal regardless of academic performance (refer to the "Academic Policies and Information" section of The Bulletin for the College of Dental Medicine at: http://www.musc.edu/bulletin/dental/acad_policies). The Academic Performance Committee will make such consideration.

6. The Academic Performance Committee will act as seems appropriate to the individual at hand in conditions not covered by these specific guidelines.
COLLEGE OF DENTAL MEDICINE

GUIDELINES FOR STUDENT PROGRESS
JUNIOR YEAR

1. A student who fails one or two major courses (two hours or more) during the junior year must make up each course passing grade by the end of the following Summer session in order to be promoted to the senior year. Failure to do so will result in recommendation for dismissal.

2. A student who fails three or more major courses during the junior year will be recommended for dismissal.

3. A student who has a GPA below 2.0, including all recorded grades, at the end of the junior year will be recommended for dismissal.

4. All students must complete all junior clinical requirements by the end of the junior clinical year with a minimum clinical GPA of 2.0. Students who fail two or more clinical courses in the junior clinical year will be recommended for dismissal.

5. The Academic Performance Committee will make recommendation when a student fails one clinical course during the junior clinical year. The junior year will include one ten-week summer session, two semesters, and one five-week summer session (during May).

6. Any student who has repeated a year previously will not be allowed to repeat the junior year.

7. No student will be allowed to enter their senior year unless they have passed Part I of the National Board.

8. In accordance with University student policies, any student who exhibits characteristics that seem inappropriate for one seeking to become a Doctor of Dental Medicine will be considered for dismissal regardless of academic performance (refer to the "Academic Policies and Information" section of The Bulletin). The Academic Performance Committee will make such considerations.

9. The Academic Performance Committee will act as seems appropriate to the individual at hand in conditions not covered by these specific guidelines.
COLLEGE OF DENTAL MEDICINE

GUIDELINES FOR STUDENT PROGRESS
SENIOR YEAR

1. To be recommended to the Dean of the College of Dental Medicine for graduation, a student must meet the following requirements:

a) finish all block assignments and other clinical requirements satisfactorily,

b) have a cumulative GPA of 2.0 or above,

c) pass all required courses in the College of Dental Medicine curriculum including selected electives,

d) pass required comprehensive clinical examinations,

e) meet all obligations to the College of Dental Medicine (financial, etc.), and

f) pass Part I and Part II of the National Board.

2. In accordance with University student policies, any student who exhibits characteristics that seem inappropriate for one seeking to become a Doctor of Dental Medicine will be considered for dismissal regardless of academic performance (refer to the "Academic Policies and Information" section of The Bulletin). The Academic Performance Committee will make such considerations.

3. The Academic Performance Committee will act as seems appropriate to the individual at hand in conditions not covered by these specific guidelines.
NATIONAL BOARD DENTAL EXAMINATION POLICY

It is the policy of the College of Dental Medicine that no student will be allowed to enter their senior year unless they have passed Part I of the National Board Dental Examination.

Also, no student will be allowed to graduate until they have passed both parts of the National Board Dental Examinations.
April 1, 2013

MEMORANDUM

TO: All College of Dental Medicine Students

FROM: Mark Barry, DDS
Associate Dean for Clinical Affairs

SUBJECT: Opening of Lockers

Dental Maintenance personnel spend an inordinate amount of time each week opening lockers for students who forgot to bring their keys.

There will be a $10.00 cost for replacement of lost keys.

This policy has been approved by the Office of Clinical Affairs and will take place immediately. Thank you for your cooperation.

cc: Dr. Sanders
Dr. Javed
George Prescott
April 1, 2013

MEMORANDUM

TO: DMD 2017

FROM: Tariq Javed, DMD, MSD, MS
      Associate Dean for Academic and Student Affairs

SUBJECT: Saving Natural Extracted Teeth

You will need to acquire many extracted human teeth for use in several of your upcoming dental courses. These teeth will be used for practice prior to your performing work on real patients. The teeth used in course work should be essentially intact with no cavities or restorative materials, although you will benefit by keeping all reasonably intact teeth - especially in Dental Morphology, which will be offered to you in August.

Acquiring an adequate supply of teeth is not an easy task. We suggest that you find as many dentists as you can to save extracted teeth for you. Visit them, introduce yourself and tell them you are about to enter dental school. Oral surgeons are particularly good sources because they remove many teeth, but general dentists can also be very good providers. You will find that most dentists will not be surprised at your request because most of them likewise had to collect teeth when they were in dental school.

You should provide a pint or quart jar with a secure lid for each dentist. Fill each jar about 1/3 full with a solution of 50% Lysol to 50% water before delivering it to the dentist. The jar should have your name and local telephone number affixed. Due to the increased concern about infectious disease transmission, do not handle any teeth until they are further disinfected by a special protocol here at the College of Dental Medicine. We shall inform you of this protocol in June.

Check with the dentists periodically to see if they have some teeth for you. When you pick up the teeth, drop off a fresh container. You cannot acquire too many teeth and your efforts to collect them should continue until you reach your fourth year because they will be needed each year of your education.

For further details, you may contact Dr. Mullen (Mo) Coover at coover@musc.edu.
**IMPORTANT NOTICE**

TRANSCRIPTS

If you have not done so, please make arrangements with your college(s) to have an official copy of your final transcript(s) showing the degree awarded mailed to the Registrar’s Office. We would appreciate it if you would take care of this before matriculating here. Your file will not be complete until these transcripts are received. Thank you.

Sandra Morris
Registrar
Office of Enrollment Management
Medical University of South Carolina
45 Courtenay Dr., MSC 203
Charleston, SC 29425-2030

Phone: 843.792.3281
FAX: 843.792.6356
MAIL THIS PAGE TO OUR OFFICE PRIOR TO ATTENDING ORIENTATION

April 1, 2013

MEMORANDUM

TO: DMD 2017

FROM: Tariq Javed, DMD, MSD, MS
Associate Dean for Academic and Student Affairs

SUBJECT: Local and Permanent Address

We need your local and permanent address for our records. Please complete this form and return it to Jamie Hood (BSB-443) no later than Wednesday, June 5, 2013.

Our office should be notified of any address or phone number changes.

Name: ____________________________________________________________

Emergency Contact: _______________________________________________

Local Address: ____________________________________________________

Phone Number: ____________________________________________________

 Permanent Address: _______________________________________________

Name changes should also be reported to this office.
DISASTER PREPAREDNESS AND RESPONSE GUIDELINES FOR MUSC STUDENTS

In the event that a natural or manmade disaster (hurricanes, tornadoes, flooding, earthquakes, fires, chemical spills, explosions) poses a threat to student health or safety, students should follow the instructions of 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. Such decisions will be made and publicized as far in advance of a predicted event (generally, at least 24 hours in advance in the case of an approaching hurricane), or as soon after a sudden, unanticipated event, as is humanly possible.

The MUSC Office of Public Relations will publicize this information through the deans' offices, local television and radio stations, the internal MUSC Broadcast Message system, and the MUSC dial-in information number. The Vice President for Academic Affairs and Provost will also decide, in consultation with key academic leaders and department heads, when to resume scheduled classes and clinical rotations, and will notify the MUSC Office of Public Relations to publicize this information as expeditiously as possible through the same communication channels.

The responsibility to know the University's guidelines and to be prepared for a disaster rests solely with student. The entire MUSC Severe Weather Plan is available online at:

http://academicdepartments.musc.edu/vpfa/operations/riskmanagement/weather/index.htm
# Medical University of South Carolina University Calendar 2008 - 2013

The academic calendar is approved by the Deans of the colleges within the university. However, beginning and ending dates of some classes and final examinations may vary within programs of study, to accommodate special curricular needs. The dates shown for registration, state and federal holidays, and commencement are valid throughout the university.

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<th><strong>Fall 2009</strong></th>
<th><strong>Fall 2010</strong></th>
<th><strong>Fall 2011</strong></th>
<th><strong>Fall 2012</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Labor Day (campus closed)</td>
<td>Sep 1</td>
<td>Sep 7</td>
<td>Sep 6</td>
<td>Sep 5</td>
</tr>
<tr>
<td>Last Day for Drop/Add</td>
<td>Sep 2</td>
<td>Sep 8</td>
<td>Sep 7</td>
<td>Sep 6</td>
</tr>
<tr>
<td>Election Day (no classes scheduled)</td>
<td>Nov 4</td>
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<tr>
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<td>Classes End</td>
<td>Dec 9</td>
<td>Dec 11</td>
<td>Dec 13</td>
<td>Dec 9</td>
</tr>
<tr>
<td>Final Examinations</td>
<td>Dec 11-17</td>
<td>Dec 14-19</td>
<td>Dec 15-21</td>
<td>Dec 12-17</td>
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<td>Jan 6</td>
<td>Jan 5</td>
<td>Jan 5</td>
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<tr>
<td>Dr. Martin Luther King Day (campus closed)</td>
<td>Jan 19</td>
<td>Jan 18</td>
<td>Jan 17</td>
<td>Jan 16</td>
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<tr>
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<td>Jan 19</td>
<td>Jan 19</td>
<td>Jan 18</td>
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<td>Mar 7-15</td>
<td>Mar 6-14</td>
<td>Mar 12-20</td>
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<td>Apr 29-May 5</td>
<td>April 27-May 3</td>
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<td>May 15</td>
<td>May 21</td>
<td>May 20</td>
<td>May 18</td>
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<td>May 15, 8 am-12 n</td>
<td>May 21, 8 am-12 n</td>
<td>May 20, 8 am-12 n</td>
<td>May 18, 8 am-12 n</td>
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<th><strong>Summer 2013</strong></th>
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<tr>
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<td>May 11-Aug 18</td>
<td>May 10-Aug 21</td>
<td>May 9-Aug 20</td>
<td>May 7-Aug 18</td>
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<td>Confederate Memorial Day (campus open)</td>
<td>May 11</td>
<td>May 10</td>
<td>May 10</td>
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<td>Jun 1</td>
<td>Jun 7</td>
<td>Jun 6</td>
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<td>Jul 3</td>
<td>Jul 5</td>
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* Beginning and ending dates of summer semester courses may vary within these dates.
### Medical University of South Carolina
### University Calendar 2013 - 2018

The academic calendar is approved by the Deans of the colleges within the university. However, beginning and ending dates of some classes and final examinations may vary within programs of study, to accommodate special curricular needs. The dates shown for registration, state and federal holidays, and commencement are valid throughout the university.

<table>
<thead>
<tr>
<th>Event</th>
<th>Fall 2013</th>
<th>Fall 2014</th>
<th>Fall 2015</th>
<th>Fall 2016</th>
<th>Fall 2017</th>
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<td>Aug 18</td>
<td>Aug 24</td>
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<td>Sep 4</td>
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<td>Sep 2</td>
<td>Sep 8</td>
<td>Sep 6</td>
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<td>Election Day (no classes scheduled)</td>
<td>-</td>
<td>Nov 4</td>
<td>-</td>
<td>Nov 1</td>
<td>-</td>
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<tr>
<td>Research Day (no classes or tests scheduled)</td>
<td>Nov 8</td>
<td>Nov 14</td>
<td>Nov 13</td>
<td>Nov 11</td>
<td>Nov 10</td>
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<td>Classes End</td>
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<td>Dec 10</td>
<td>Dec 11</td>
<td>Dec 13</td>
<td>Dec 12</td>
</tr>
<tr>
<td>Final Examinations</td>
<td>Dec 12-18</td>
<td>Dec 12-18</td>
<td>Dec 14-19</td>
<td>Dec 15-21</td>
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<table>
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<th>Spring 2016</th>
<th>Spring 2017</th>
<th>Spring 2018</th>
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<td>Jan 6</td>
<td>Jan 5</td>
<td>Jan 4</td>
<td>Jan 3</td>
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<tr>
<td>Dr. Martin Luther King Day (campus closed)</td>
<td>Jan 20</td>
<td>Jan 19</td>
<td>Jan 18</td>
<td>Jan 16</td>
<td>Jan 15</td>
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<tr>
<td>Last Day for Drop/Add</td>
<td>Jan 21</td>
<td>Jan 20</td>
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<td>Apr 28</td>
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<td>Apr 30-May 6</td>
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<td>Apr 28-May 4</td>
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<td>May 16</td>
<td>May 15</td>
<td>May 20</td>
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<td>May 18</td>
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<td>May 20, 8 am-12 n</td>
<td>May 19, 8 am-12 n</td>
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<table>
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<th>Summer 2015</th>
<th>Summer 2016</th>
<th>Summer 2017</th>
<th>Summer 2018</th>
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<tbody>
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<td>Summer Semester*</td>
<td>May 12-Aug 16</td>
<td>May 11-Aug 18</td>
<td>May 9-Aug 20</td>
<td>May 8-Aug 19</td>
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<td>May 10</td>
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<tr>
<td>Memorial Day (campus closed)</td>
<td>May 26</td>
<td>May 25</td>
<td>May 30</td>
<td>May 29</td>
<td>May 28</td>
</tr>
<tr>
<td>Orientation/Registration†</td>
<td>Jun 2</td>
<td>Jun 1</td>
<td>Jun 6</td>
<td>Jun 5</td>
<td>Jun 4</td>
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<tr>
<td>Independence Day (campus closed)</td>
<td>Jul 4</td>
<td>Jul 3</td>
<td>Jul 4</td>
<td>Jul 4</td>
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<tr>
<td>Classes End</td>
<td>Aug 12</td>
<td>Aug 13</td>
<td>Aug 16</td>
<td>Aug 15</td>
<td>Aug 14</td>
</tr>
</tbody>
</table>

* Beginning and ending dates of summer semester courses may vary within these dates.
† For courses beginning before the first Monday in June, registration occurs within department offices.
# College of Dental Medicine
## Internal Calendar

### Summer Semester 2013

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 3 &amp; 4</td>
<td>Freshman Orientation</td>
</tr>
<tr>
<td>June 3</td>
<td>Senior clinics begin</td>
</tr>
<tr>
<td>June 4</td>
<td>Senior classes start</td>
</tr>
<tr>
<td>June 5</td>
<td>Freshman classes start</td>
</tr>
<tr>
<td>May 29 - June 7</td>
<td>Juniors take NB Part I</td>
</tr>
<tr>
<td>June 10</td>
<td>Junior classes start</td>
</tr>
<tr>
<td>June 14</td>
<td>White Coat Ceremony - No clinics in PM</td>
</tr>
<tr>
<td>June 17</td>
<td>Junior clinics begin</td>
</tr>
<tr>
<td>August 13</td>
<td>Classes and Clinics End</td>
</tr>
<tr>
<td>August 15 - 17</td>
<td>Final Exams (Tentative)</td>
</tr>
</tbody>
</table>

### Fall Semester 2013

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 20</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>August 23 &amp; 24</td>
<td>Dental Access Day (DAD)</td>
</tr>
<tr>
<td>Aug 30 - Sept 6</td>
<td>Seniors take NB Part II (Tentative)</td>
</tr>
<tr>
<td>Sept. 2</td>
<td>Labor Day - School Closed</td>
</tr>
<tr>
<td>Nov. 8</td>
<td>Research Day</td>
</tr>
<tr>
<td>Nov. 28 &amp; 29</td>
<td>Thanksgiving (Campus Closed)</td>
</tr>
<tr>
<td>Dec. 10</td>
<td>Classes and Clinics End (Fr/Soph/Jr - Tentative)</td>
</tr>
<tr>
<td>Dec. 11</td>
<td>Clinics end for seniors (Tentative)</td>
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<tr>
<td>Dec. 12 &amp; 13</td>
<td>Technical Assessment II</td>
</tr>
<tr>
<td>Dec. 12 - 18</td>
<td>Final Exams - No classes or clinics</td>
</tr>
</tbody>
</table>

**Dates subject to change**
<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
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<tbody>
<tr>
<td>8:00 to 8:50</td>
<td>Gross and Neuroanatomy Cell-621</td>
<td>Introduction to Dentistry Pros 901</td>
<td>Gross and Neuroanatomy CELL-621</td>
<td>Gross and Neuroanatomy CELL-621</td>
<td>Gross and Neuroanatomy CELL-621</td>
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<tr>
<td>9:00 to 9:50</td>
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<td>10:00 to 10:50</td>
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<td>11:00 to 11:50</td>
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<tr>
<td>Noon</td>
<td></td>
<td></td>
<td>Introduction to Dentistry Pros 901</td>
<td>Anatomy Open Study Time</td>
<td>Anatomy Open Study Time</td>
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<tr>
<td>1:00 to 1:50</td>
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<td></td>
<td>Gross and Neuroanatomy CELL-621</td>
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<tr>
<td>2:00 to 2:50</td>
<td></td>
<td></td>
<td>Introduction to Dentistry Pros 901</td>
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<tr>
<td>3:00 to 3:50</td>
<td>Anatomy Open Study Time</td>
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<td>Anatomy Open Study Time</td>
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<tr>
<td>4:00 to 4:50</td>
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Dental Gross and Neuroanatomy
Summer 2013

Center for Anatomical Studies and Education
Department of Regenerative Medicine and Cell Biology

Welcome to the Dental Gross and Neuroanatomy course (CELL 621). Please find below information related to the course. A detailed handout for the course will be given to you during orientation on your first day on campus, Monday June 3rd. The first anatomy lecture will be on Wednesday June 5th, at 8:00 am in BSB 502. While you can purchase the items you need for the course (listed below) at the MUSC bookstore on campus, you are certainly most welcome to purchase them elsewhere if you want before you arrive at MUSC. The following are the items you will need for the course:

1. Required Books:
   - Text for Gross Anatomy: *Gray’s Anatomy for Students*, 2nd Ed, by Drake, Vogl and Mitchell, Churchill and Livingstone
   - Dissection manual: *Grant’s Dissector*, 15th ed. by E.K. Sauerland, Lippincott Williams and Wilkins

2. Dissecting Kit: including forceps, probe, scalpel and scissors (available at MUSC bookstore for about $15.00)

3. Personal Protective Equipment (OSHA Required): non-latex gloves and ¾ length white coat. Eye protection will be provided during the first laboratory.

4. Note the date of the final exam: the final written exam will be on the first day of final exams days as indicated on the MUSC academic calendar, meaning on Thursday Aug 15th, 2013.

Looking forward to working with you this summer,

Thierry Bacro, Ph.D
Course Director
INSTRUMENT RENTAL PROGRAM

In 1993 the College of Dental Medicine instituted a student fee/instrument rental program. The purpose of the program was threefold:

1. To reduce the spiraling cost of student owned instruments

2. To meet OSHA infection control standards

3. To assure our patients that the proper instrumentation and sterilization procedures are being used in their dental care

This program includes preclinical and clinical dental fees, the cost of laboratory and clinical supplies, and the cost of leasing instruments for four years.

Freshmen pay $4,400.00 to lease instruments.*

The instrument fee is broken down into two payments:
  Fall and Spring semester

If a student withdraws or is dismissed prior to completion of the four years, a pro-rated portion of the payments made will be returned to the student.

*Subject to change
Schedule of Academic Charges for 2012-2013

Medical University of South Carolina

Charges are effective fall 2012 for each semester unless otherwise noted and are subject to change at any time by the MUSC Board of Trustees or by circumstances beyond the control of the University.

<table>
<thead>
<tr>
<th></th>
<th>EACH TERM</th>
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<td>Part-Time (per s.h.)</td>
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<td>7,973</td>
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<td>870</td>
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<td>7,847</td>
<td>11,155</td>
<td>N/A</td>
<td>N/A</td>
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</table>

**Medicine**

| First, Second, Fourth Year        | 16,694 | 29,926 | N/A | N/A | N/A | N/A |
| Third Year                        | 20,815 | 34,473 | N/A | N/A | N/A | N/A |
| Summer 2013                       | N/A    | N/A    | N/A | N/A | N/A | N/A |

**Nursing**

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<td>12,150</td>
<td>N/A</td>
<td>647</td>
<td>1,124</td>
<td>N/A</td>
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<td>Graduate and Ph.D.</td>
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<td>N/A</td>
<td>795</td>
<td>985</td>
<td>N/A</td>
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**Pharmacy - SCCP**

| Semester                          | 9,781  | 14,652 | 12,415 | 815 | 1,221 | 1,035 |
| Summer 2013                       | 2,884  | 4,223  | 3,605  | 815 | 1,221 | 1,035 |

*all tuition and fee increases are subject to change due to the joint SCCP program with USC. The USC tuition and fees have not been determined yet.

Fees shown are per term unless otherwise indicated.

**Program Fees**

**Dental Medicine**

**Student Disability Insurance (annual)**

| First and Second Year students     | $80.00 |
| Third and Fourth Year students     | $120.00 |

**Instruments (annual)**

| First through Fourth Year students | $4,500.00 |

**Clinical and Lab Support Fee (annual)**

| $7,700.00 |

**Gross anatomy (First Year students only)**

| $950.00 |

**Histology Lab (First Year students only)**

| $200.00 |

**Dental Informatics fee (annual)**

| $6,200.00 |

**Master of Science in Dentistry (annual)**

| $8,500.00 |

**Graduate Studies**

**Responsible Conduct of Research Fee (full-time and part-time) (annual)**

| $100.00 |

*(does not apply to MSCR or Nursing PhD programs)*

**Histology Fee**

| In State | $1,221.00 |
| Out of State | $3,246.00 |

**Anatomy Fee**

| $200.00 |

**Health Professions (all are per semester)**

**Cardiovascular Perfusion**

| $750.00 |

**Nurse Anesthesia**

| $1,355.00 |

**Physician Assistant (full-time)**

| $700.00 |

**Physician Assistant (part-time)**

| $192.00 |

**Master in Healthcare Administration, Residential (full-time)**

| $539.00 |

**Master in Healthcare Administration, Residential (part-time)**

| $413.00 |

**Master in Healthcare Administration Executive (full-time)**

| $490.00 |

**Master in Healthcare Administration Executive (part-time)**

<p>| $475.00 |</p>
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<th>Fee</th>
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<td>Doctorate in Health Administration</td>
<td>$214.00</td>
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<tr>
<td>Doctorate in Health Administration - Information Systems</td>
<td>$214.00</td>
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<tr>
<td>Doctorate in Health Administration - Interprofessional</td>
<td>$214.00</td>
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<tr>
<td>Doctorate in Physical Therapy</td>
<td>$550.00</td>
</tr>
<tr>
<td>Doctorate in Health and Rehabilitation Science (full-time)</td>
<td>$150.00</td>
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<td>Doctorate in Health and Rehabilitation Science (part-time)</td>
<td>$250.00</td>
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<tr>
<td>Occupational Therapy and MSRS</td>
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<tr>
<td>Gross anatomy (First Year students only)</td>
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<td>Student Disability Insurance (annual)</td>
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<td>Syllabi Fee - (First and Second Year students) (annual)</td>
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<td>Examination and Technical Support Fee (annual)</td>
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<td>Fourth Year Students</td>
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<td>Physical Diagnosis Fee (First Year students) (annual)</td>
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<td>Radiation Safety Badge Fee (Third and Fourth Year students) (annual)</td>
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<td>Composite Fee (Fourth Year students) (annual)</td>
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<td>Online Program Fee (additional fee per credit hour)</td>
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<td>Record reviewing fee</td>
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<td>Record faxing fee</td>
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• Medical Supplies

• MUSC Gifts and Apparel
The Need For Good Vision in Dental School

Dentistry is an exacting profession requiring extremely good hand/eye coordination, exceptional manual dexterity and a high aptitude for spatial relations. To realize one's potential in these areas, good vision is requisite. It is recommended each incoming student for the College of Dental Medicine obtain a comprehensive eye/vision examination from a competent source. The incoming student should tell the examiner that he/she will need optimized vision at average to close reading distances. Hard eye protection (glasses, face/eye shields, etc.) is required during manual teaching exercises, and during patient care and this should also be considered by the eye/vision examiner.

Many dental students and practicing dentists find it helpful to use various forms of quality magnification when performing dental procedures. Several reputable companies provide such assistance and the student will have this made available early in the curriculum.
University Honor Code

Preamble:

The Medical University of South Carolina (MUSC) strives for the total development of the student into a professional. When entering MUSC, students become part of a much larger professional community and therefore are expected to uphold the moral integrity and ethical standards of their profession. This transition includes consistently abiding by moral character and honorable principles.

The University Honor Code provides the framework in which each student may further develop principles of character and integrity. Each College's Honor Council's primary goal is to educate students on the precise nature of their mistakes and only secondarily to discipline them for those mistakes. In their deliberations, Honor Councils will adjudicate cases based on the principle that students should be accountable for their actions and decisions.

Students are responsible for holding themselves and their peers accountable to the University Honor Code. The close relationship students enjoy with the faculty enables the Honor Councils to meet the needs of individual students and MUSC equitably. All have a fundamental investment in the enterprise of academic work, and all must share the responsibility for ensuring its integrity.

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. The foundation of the Honor Code depends entirely upon the willingness of every individual to adhere to the basic principles of honesty and agree never to lie, cheat, steal, or tolerate those who do. Students or faculty who believe that a breach of the Honor Code has occurred are obligated to report the suspected breach to their College's Honor Council. A breach of the Honor Code is a serious offense. Such a violation is an affront to each of us independently as well as collectively.

The adoption of the Honor Code leads to an atmosphere of trust where students are expected to tell the truth, live honestly, advance on individual merit, and demonstrate deep respect for others in the academic, clinical, and research communities. 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.

The Honor Code presumes the absolute honesty of each individual. 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 in 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:

The goal of each Honor Council is to instill and maintain a culture of honor and integrity by promoting high standards of character within the student body and promoting professional ethics. This goal cannot be obtained without the personal involvement and commitment of students, administrators, mentors, and faculty. The Honor Council is considered separate from any court of law and therefore shall have no bearing on legal or criminal proceedings.

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: intentionally or unintentionally 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 purposeful or malicious abuse or destruction of any instruments, equipment, supplies, property, or books constitutes an offense of the Honor Code.

6. Inappropriate use of technology on the MUSC network, as articulated in all MUSC policies that govern the use of information technology, including but not limited to the MUSC Computer Use Policy.

   a. Inappropriate use of a program template (e.g., Word, Excel, PowerPoint, etc.) as a component of course exams or class assignments that was not original work generated by the student. This includes use of templates generated for previous classes/exams or templates generated by another classmate unless prior approval is obtained from the course instructor.

   b. Unauthorized sharing or use of copyrighted works (which can include but may not be limited to: PowerPoint presentations, music, or other copyrighted material)
Membership and Elections:

Each college has an honor council. The honor councils for the Colleges of Dental Medicine, Medicine, Nursing, 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: Elected students serve their college's Honor Council until the term of their membership is concluded, which shall be determined by each individual college. Upon departure, a new student member from the same class or program shall be selected by student elections.

Faculty/Administrative 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 to 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's 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.

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 faculty advisor serves as a resource for an accuser when unsure if a violation has occurred.

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. However, it is understood that there is potential for interaction between the accuser and the accused before formal charges are submitted. 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.

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 2 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.

Rights of the Accused:

1. 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 administrative hearings and as such, attorneys are not permitted in the hearing to represent the accused. 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 advise the accused but shall have no interaction with other members of the Council.

5. The accused shall be allowed to present witnesses during the hearing. The witness's names, affiliations (friend, brother etc.) and reasons for appearing must be submitted to the Honor Council prior to the scheduled hearing date. The number of character witnesses is requested to be held to four at the most so that hearing can be conducted in a timely and functional manner.
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 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.

8. The accused student has the right to confront his or her accusers and to cross-examine any witnesses at the honor council hearing.

9. 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.

10. 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.

11. 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.

12. 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.

13. 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 Council before the student is readmitted to MUSC.

The Notification Conference:

Members of the Preliminary Hearing 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 Honor Council Faculty Advisor does not vote in these proceedings. 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. 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 investigators 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 investigators, 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 investigators, accused, and witnesses to clarify uncertainties.

4. Closing Statements -- The investigators 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. The president will notify the accuser in confidence of the verdict and sanctions following the formal 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 that does not remain on the student's transcript.
2. Verbal or written reprimand that remains on the student's transcript. (Honor Council can recommend the length of time the reprimand remains in the student's file.)
3. Re-submission of class work or re-taking of a different form of an examination. If found guilty of an infraction involving cheating or plagiarism, the Honor Council can recommend that the student be asked to re-submit a class assignment or re-take an examination under the guidelines set forth by the student's academic department and college.
4. Recommendation that the student participate in sessions at Counseling and Psychological Services or the Center for Academic Excellence.
5. Probation: Any probation rendered by the Honor Council will be noted on the student's transcript. If the terms of the probation have been met, this notation will be removed. 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.

6. 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. A failure recommended by the Honor Council will be designated "XF" on the student's transcript, which will be changed to an "F" upon successful completion of the student's program or at the discretion of the dean based on recommendations of the Honor Council.

7. Suspension: Any suspension rendered by the Honor Council will be noted on the student's transcript. This notation will be removed upon the student's graduation. It may be removed before graduation at the discretion of the dean based on recommendations of the Honor Council. The student will be suspended for a minimum of one academic semester, or full clinical rotation, or the equivalent. The conditions for readmission will be stated in the order of suspension and must at least require the repetition of the academic semester, or full clinical rotation, or the equivalent, in which the violation(s) occurred.

8. Expulsion: Permanent dismissal from the college and/or MUSC. This will be entered permanently on the student's transcript.

9. The Honor Council may make recommendations regarding the student's eligibility to hold current and/or future elected or appointed offices on campus.

10. 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.

When the student has met the terms of his or her sanctions or meets the criteria for completion of his or her academic program, the dean of the college will notify the Office of Enrollment Management in writing within fifteen days that the transcript notation is to be removed. It is the responsibility of the student to notify the dean when terms of the sanctions have been met, and to ensure that the notation has been removed.

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 working days 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 the 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. Publication should be administered after all appeals processes have been exhausted. The publication to university students and staff is detailed below:

College-wide publication: When a student is found guilty of an Honor Code violation an email will be sent by the Dean’s office of the particular student notifying the faculty of the following: Charge, Guilty Verdict and Applied Sanctions. The student's name shall not be disclosed.

University-wide publication: When a student is found guilty of an Honor Code violation an email will be sent by the Honor Council President to the students of their respective college notifying them of the following: Charge, Guilty Verdict and Applied Sanctions. The student's name shall not be disclosed.

Students found not guilty of all Honor Code violations shall have the right to request an email publication delivered to faculty or peers notifying them of the findings.

Attached in each email shall be a disclaimer stating the following:

**Disclaimer** Please be aware that all violation(s) and sanction(s) reported above were handled by the individual college Honor Council. The specific sanctions address the pertinent facts and issues of each case. Please understand that facts and details of the case are not published, and only the Honor Council was able to review the case in its entirety.

**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/, and 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______________________________
Print Name____________________________

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.
MAIL THIS PAGE TO OUR OFFICE
PRIOR TO ATTENDING ORIENTATION

Please sign and send to:

Medical University of South Carolina
College of Dental Medicine
173 Ashley Avenue, BSB-443
Charleston, SC 29425-0507

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Signed

Print Name

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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.
Medical University of South Carolina
Off-Campus Housing

Services Include:
Property Listings
Rentals/Sales
  - Apartments
  - Condos
  - Houses
  - Rooms
  - Short-Term
Roommate Search
Charleston Area Information

Getting Started
Begin your housing search 6-8 weeks before classes begin to avoid paying rent before you are ready to move.

Visit the Off-Campus Housing website at www.musc.edu/housing for very useful information such as:
  - Rental Checklist
  - Utilities/Services, Parking, Transportation, etc.
  - Landlord and Tenant Act
  - Rental & Roommate Contracts

Call or email Off-Campus Housing for the current new student username and password to access property listings (your acceptance will be verified prior to receiving this information).

Allow yourself at least two consecutive business days in Charleston to actively seek housing. Special MUSC hotel rates are available while searching for housing – from our website, click on “Getting Started” then “Need a Hotel Room?”

Stop by the Off-Campus Housing Office for personalized assistance.

Additional Resources:
  - Free Home Security Survey
  - Crime Statistics

Office of Off-Campus Housing
Harper Student Center, 45 Courtenay Dr., SW 213
Charleston, SC 29425
Phone: 843-792-0394 Email: housing@musc.edu
Office Hours: Monday-Friday, 8:30am-5:00 pm
http://www.musc.edu/housing
dents are permitted to park in the President and employee garage 4:30 p.m. to 8:30 a.m. day through Friday and 24 hours on Saturdays, Sundays and major holidays under the provisions of the student after-hours parking program. Students must present their ID when exiting the lot.

The student after-hours program is not designed to coincide with any particular student schedule to replace a personal parking arrangement.

Students nor employees are authorized to park in patient parking locations at any time except when they are here as patients themselves.

Contact the Office of Parking Management or send an email to parkit@musc.edu.

12-2013 Student Registration Schedule

Online registration will be from 8:00 a.m.-5:00 n. each day beginning on Monday, March 26 through Wednesday, March 28.

12-2013 Parking Semester:

Summer Semester: May 21—Aug 22
Fall Semester: Aug 23—Dec 31
Spring Semester: Jan 1—May 20

Office of Parking Management
91 President Street
MSC 191
Charleston, SC 29425—1910
Phone: 843-792-3665
Fax: 843-792-6195

Office Hours
Monday - Friday
8:00 am - 5:00 pm
STUDENT PARKING SERVICES
2012 – 2013 ACADEMIC YEAR

MUSC Office of Parking Management (OPM) strives to maximize existing parking resources for the benefit of MUSC’s students, employees, and patients. Nevertheless, we know we will not be able to meet everyone’s needs. The information contained within this brochure was anized by OPM in an effort to explore the numerous parking and transportation options available to you as a student of MUSC.

Returning students are able to apply for reserved parking assignments during student parking registration held each year in the spring (see schedule on reverse). Returning students and new students who have not made parking arrangements who are interested in changing their arrangements should consider the following parking options and campus conditions.

-Campus Reserved Student Parking

- The on-campus student parking rate is $90 per semester.
- There are 550 assignments in A-Lot (The Bee Street Garage).
- 6 assignments are available in N-Lot (Cannon & Courtenay)
- 7 assignments are available in O-Lot (compact cars only) (Cannon & Wescott West)
- 4 assignments are available in P-Lot (Cannon & Westcott, East)

-Campus Reserved Student Parking

- The off-campus student parking rate is $75 per semester.
- There are 43 assignments in AA-Lot (19 Hagood Avenue).
- 30 assignments available in BB-Lot (162 Lockwood Drive)

The Hagood Commuter Parking System

- Parking in the Hagood Commuter Parking System is free but it is not guaranteed. It is a first-come, first-served parking option.
- Everyone who parks in the Hagood system must register with the Office of Parking Management to obtain an MUSC Hagood hang tag. The university’s transportation department provides transportation to campus.
  http://musc.edu/housing/transportation.htm
- There are 800 spaces on Fishburne Street across from the Riley Ball Park, 50 spaces on Spring Street between the Best Western and Crosby’s Seafood Market, and 175 spaces on Line Street at Hagood Ave.
- The lots fill up early. If space availability presents a conflict with your schedule please consider different parking arrangements available in the MUSC parking system.

Additional Parking Options

You are encouraged to:
- Form a car pool (http://carpool.musc.edu)
- Consider riding your bike if you live in the area.
- Ride CARTA. MUSC employees and students can ride any CARTA bus including the CARTA EXPRESS free with their MUSC ID badge. You can check out CARTA and CARTA Express routes and schedules via their website http://www.ridetcarta.com/home/default.aspx.
- Apply for an assignment in an MUSC student parking location.

Private Parking Locations

There are private parking facilities near MUSC. A list of these facilities is available online, and at the Office of Parking Management.
http://www.musc.edu/vpfa/operations/Parking/privatefacilities.htm.

Parking Enforcement

Students are encouraged to read the MUSC Parking and Traffic Regulations document for a better understanding of the parking system and to ensure a trouble-free parking experience. The special emphasis placed on the following points relate to the Hagood Parking System.

- MUSC leases the Fishburne Street Lot from City of Charleston and no ‘creative’ parking allowed under our contract. This means parking at the ends of rows, on sidewalks, or in grassy areas.
- Each space is identified by a concrete stop at the head of the space. If there is no wheel stop, it is not a parking space.
- EXCEPTION: Parking is allowed along the line on the east side of the parking lot where there are no wheel stops.

Parking Citation Appeals

MUSC participates in the City of Charleston parking enforcement system. This means that parking citations issued on the MUSC campus are issued by MUSC parking enforcement officers but the parking citations are processed and collected through the city’s citation management system and payment of parking citations is made to the city. Appeals of parking citations written by MUSC officers on the MUSC campus are heard by MUSC hearing officer at the Office of Parking Management. Hearing times are Tuesdays and Thursdays from 3:30 p.m. to 4:30 p.m.; T days from 8:00 a.m. to 9:00 a.m.; and by appointment if necessary.
Student Arrest Policy

I. RATIONALE:

An MUSC student is a representative of our University and his or her profession whether engaged in academic, research, or purely social pursuits, on or off of MUSC's campus. As stated in the MUSC Honor Code, "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." The protection of vulnerable patient populations is of utmost importance to the Medical University and the clinical sites where our students complete clinical requirements for completion of their academic program. The Medical University must be informed and be prepared to take appropriate punitive or corrective action when students are involved in inappropriate conduct or activities involving moral turpitude that could tarnish MUSC's reputation through illegal acts.

II. POLICY:

Should a student be arrested or formally charged with any infraction of the law other than minor traffic violations and misdemeanors, the offending student shall report such violation or charges to his or her respective Dean within two university/college business days of the offense. The Dean will determine an appropriate corrective or punitive action and grant the student an opportunity to be heard. After consultation of the Dean with the Provost, the decision of the Dean will be final.

III. GUIDELINES AND PROCEDURES:

1. Upon reporting of the arrest by the student or learning about an arrest from other sources, the Dean or his or her designee will consider the seriousness of the possible infraction and notify the student in writing of the actions to be taken.

2. The MUSC Student Policy for Substance Abuse Prevention and Intervention should be adhered to for cases involving a misdemeanor or other crime involving the use, possession, manufacture, sale, or distribution of alcohol or any other drug. This policy covers the reporting, treatment, and possible punitive procedures to be used in these cases.

3. If violations fall into the scope of the Student Honor Code or the University Sexual Harassment Policy, those policies may also apply and should be consulted prior to a final decision.

4. Depending on the severity of the charge, the Dean may require special conditions of the student for continuation of his/her program of study, or may suspend the student until a final resolution of the charges are made.

5. Should the student plead guilty, nolo contendere, or be convicted of a felony or an offense involving moral turpitude, the Dean may expel the student from the College.

6. Students who fail to report violations or charges will also be subject to conditional study, suspension or expulsion as will students whose violation or charges are reported to the University through other legitimate sources.

7. If deemed appropriate, the Dean may also set conditions for reinstatement of students who are expelled or suspended.
IV. ACCESS

The Arrest Policy will be available from the Office of the Provost and Vice President for Academic Affairs and Provost. It will be distributed digitally and by hardcopy to all units reporting to the Provost, and be maintained on the Provost website www.musc.edu/academic. The policy will also appear in the Medical University Bulletin (on the Medical University website) and the MUSC Student Handbook. The Vice President for Academic Affairs and Provost will be responsible for monitoring and maintaining the policy. The policy will be reviewed for revision as needed. This memorandum is a public document and has no restriction for distribution.
Standards of Conduct for Treatment of Trainees
(Students, Residents and Fellows)

GOALS
The Medical University of South Carolina is committed to maintaining an academic and clinical environment in which faculty, fellows, residents, students, and staff work together to further education and research and to provide quality patient care in the community in which MUSC is located, whether in the classroom, the laboratory, or clinical settings. MUSC’s goal is to educate health care providers and scientists achieve high standards of professionalism and practice in an environment where effective, humane and compassionate patient care can be offered to all patients.

PHILOSOPHY
MUSC recognizes that each member of the University community should be treated civilly, which entails mutual acceptance among autonomous individuals without regard to their race, color, religion, gender, sexual orientation, national or ethnic origin, age, disability or any other factor irrelevant to participation in the activities of the University. The concept of educational pluralism embraces the idea that diversity in background, outlook and interest among faculty, fellows, residents, staff and students advances the University’s objectives. Appreciation and understanding of “pluralism” (diversity) is a vital aspect of health professional and graduate training.

POLICY
MUSC strives to impart the values of professional and collegial attitudes and behaviors in interactions among members of the University community. MUSC prohibits attitudes and behaviors toward students, residents and fellows that are unfavorable to the development of mutual respect. Such prohibited behaviors may include, but are not limited to

1) Discrimination and Harassment
   a) Denying the opportunity for training or rewards because of age, race, religious affiliation or any attribute other than merit or performance;
   b) Any conduct directly intended to insult or stigmatize;
   c) Exclusion from any reasonable educational opportunity for any reason other than performance or merit;
   d) Requesting performance of personal services such as babysitting or shopping;
   e) Differential treatment based upon any attribute other than performance or merit that reduces educational opportunities;
   f) Grading or evaluating based upon any attribute other than performance and/or merit;
   g) Any inappropriate physical treatment, such as hitting, slapping or kicking, or threatening such treatment;
   h) Requesting performance of menial tasks with the intent to humiliate
   i) Creation of a hostile work place/environment by words or conduct

2) Harassment of a Sexual Nature
   a) Denying the opportunity for training or rewards because of gender;
   b) Requesting sexual favors in exchange for grades or other awards;
   c) Making unwanted sexual advances or inappropriate verbal comments of a sexual nature;
   d) Displaying sexually suggestive or pornographic materials; or
   e) Grading or evaluating based upon gender rather than performance or merit.

In addition, sexual relationships between a trainee and a supervisor even when consensual are not acceptable regardless of the degree of supervision in any given situation. The supervisory role for that particular trainee should be discontinued. A new supervisor should be appointed to evaluate that trainee.

3) Other Forms of Inappropriate Treatment
   a) Public belittling
   b) A consistent pattern of neglect or lack of communication
   c) Taking credit for another individual’s work
Ongoing Education about Standards of Conduct

Part of a teacher’s responsibility is to maintain a positive atmosphere for learning. In health professional and graduate education, an equally important role for teachers is to emphasize appropriate values, including an attitude of caring. One of the effective ways in which teachers can emphasize this attitude of caring and promote a positive learning environment is to show an attitude of respect toward trainees. Such an attitude can be demonstrated by providing support and encouragement to trainees and showing an interest in their educational development. Inappropriate treatment of students represents the opposite of a supportive and caring approach to teaching.

Educating the MUSC community concerning appropriate treatment serves several purposes. First, it promotes a positive environment for learning, characterized by attitudes of mutual respect and collegiality. Second, it informs persons who believe that they have been treated inappropriately that avenues for seeking redress are available. Third, it alerts potential offenders to the University’s policy about and responses to allegations of inappropriate treatment.

Methods of communicating the appropriate treatment policy to specific groups are as follows:

1) Trainees

A section on appropriate treatment will be included in the University Bulletin. Each year, this topic will be included in the agenda for the orientation of students. Reference to this topic will be made in the course policies for all preclinical courses, clinical rotations, and graduate courses. A university web site containing the policy and the contact information will be available.

2) Faculty

Each year each Dean’s office will remind Associate Deans, department chairs and faculties of the policy. During orientation, Deans’ Offices are responsible for making available the contact information about the policy. The Deans’ Offices will designate a resource person whom trainees can contact for guidance about the policy.

3) Health Professionals

An informative written message will be sent each year from the Provost’s Office to the office of the Administrator for Clinical Services to explain the policy. In turn, the clinical directors will convey the policy to the nursing and health professional staff to ensure that they know and understand the policy. A copy will be available on the Clinical Service’s Intranet web site with contact information.

Response Process

The following procedures will be used to respond to complaints about perceived mistreatment, but are not to be used in cases of sexual harassment. MUSC has determined that all complaints that include allegations of gender inequity or sexual harassment involving faculty or trainees must be resolved according to the policies established by the MUSC Office of Gender Equity, without exception. If a trainee, mediator or faculty member is unsure of whether the complaint should be referred to the MUSC Office of Gender Equity, they should contact that Office for advice. In cases that do not involve elements of sexual harassment or gender inequity, the following will apply:

1) Introduction

When an allegation of inappropriate treatment occurs, the parties directly involved should try to resolve the matter themselves, since most incidents are amenable to resolution in this manner. In some situations, however, this informal approach might be hindered by various factors, including reluctance of the complainant to approach the respondent, intransigence of the respondent, or differing perceptions of the
incident by the parties involved. In such cases, a more formal process is available for resolving the matter. This formal process can be initiated by requesting formal conduct standard mediation. This process is designed to be fair to both the complainant and the respondent and to be perceived by both parties as effective, impartial and unlikely to result in retaliation.

Participation in this process, or agreement to participate in this process, is in no way an indication of one’s desire or intention to set aside one’s right to due process under the law. MUSC respects each person’s right to due process. MUSC will direct all behavior that may be criminal in nature to the proper governmental authority.

2) The Conduct Standard Mediators

The professional staff of the student Counseling and Psychological Services (CAPS) will serve in the primary role as conduct standard mediators. Additional trained mediators as selected by CAPS may also perform mediation as needed. The role of the mediator is to mediate between the conflicting parties and strive for reconciliation. Either the complainant or the respondent may contact CAPS staff in their role as conduct standard mediators to seek assistance in resolving the conflict and should do so as soon as possible. The conduct standard mediator will encourage the parties to work out the problem between them, and will also be available as facilitator for this process. Mediators will receive mediation training.

If mediation is successful, both parties will sign a written mediation agreement. The original agreement will be kept in a confidential file in the CAPS office. Copies of the signed agreement will be given to both parties.

3) The Conflict-Resolution Council

It is anticipated that mediation will result in the resolution of most cases. However, if a reasonable effort does not yield a solution, the complainant has the option to refer the matter to a Conflict Resolution Council. The Council becomes involved in a given case only after the mediator has made reasonable efforts to resolve it. The respondent does not have the right to prevent the Council from meeting. The complainant may stop the process at any time. The purposes of the Council include the following:

a) Ascertain the facts by interviewing other individuals with relevant knowledge review any documentary evidence or take other actions deemed necessary to establish the facts of the matter.

b) Mediate between the parties

c) Strive for reconciliation

The Council will assess the evidence as objectively as possible to protect the rights of the respondent and complainant.

The Conflict Resolution Council will be a university-wide committee appointed as needed by the Provost. It will consist of at least three faculty members from the colleges not involved in the conflict. The Deans of those colleges will recommend the faculty for the Council. The Council will also contain at least three trainees not involved in the conflict as selected by the Provost from the University Honor Council and or House Staff Council. The Provost will name a chair for the Council.

Any member with a conflict of interest should not be selected to participate in the Council for that particular case. Before the Council meets, Council members will submit a signed written disclosure indicating they are free from conflict. Neither CAPS nor any other participating mediator is involved in the Conflict Resolution Council process.
4) Council Procedures

The Chair of the Council is responsible for notifying the parties concerning the time and place of the Council meeting. The complainant and the respondent both have an opportunity to speak and to bring witnesses to speak. The order of speakers is as follows: (1) the complainant; (2) witness for the complainant; (3) the respondent; and (4) witnesses for the respondent. Unless the Council deems otherwise, speakers will be present only when they are called to give information in order to protect the confidentiality of the parties involved. Both the respondent and the complainant can be harmed by breaches of confidentiality. In some situations the Council might be justified in communicating ordinarily confidential information to other university officials, provided there is a legitimate “need to know.” The complainant and respondent will not bring lawyers to council meetings, as advocates, advisors, or observers, as this process is administrative and academic rather than judicial.

It is in the interest of the respondent to meet with the Council, in an attempt to seek an appropriate resolution. If the respondent refuses to attend the Council meeting, the Council will still meet and consider the case.

At the conclusion of the Council’s deliberations, a letter will be sent from the Council to the Provost with a copy to the respective Dean, summarizing the findings of the Council. A copy will be provided to the complainant and respondent. The Provost, in consultation with the Dean, will then decide if any further action is warranted.

The Council chair should maintain essential records of the proceedings and forward for storage to the Provost’s Office.

5) Protection from Retaliation

Retaliation against a complainant, a respondent or witnesses for exercising their rights under this policy and complaint resolution process is strictly prohibited. Retaliation is grounds for disciplinary action, up to and including dismissal or termination of employment.

6) Relation to Other University and Hospital Policies

This policy is intended to complement, supplement and clarify existing and future departmental, college and University policies aimed at informally resolving miscommunications or disputes between trainees and faculty members or supervisors. However, this policy regarding Standards of Conduct for Treatment of Trainees (Students, Residents and Fellows) shall be controlling.
COLLEGE OF DENTAL MEDICINE
MEDICAL UNIVERSITY OF SOUTH CAROLINA

Clinic Dress Code Policy

ASEPSIS, SAFETY, and a NEAT CLEAN PROFESSIONAL IMAGE are the rationale for a DRESS CODE in the College of Dental Medicine clinics and classrooms. A proper professional image is a critical factor in a patient's selection of any health care provider. Remember that patients being treated at the College are assigned to students and do not have the privilege of choosing the individuals who treat them. Thus, it is the responsibility of each student, faculty, and staff member to maintain proper dress and personal appearance in all professional contacts.

CLINIC ATTIRE (ALL CLINICS)

Yellow cloth or disposable paper clinic gowns are to be worn by all students, faculty, and staff while treating patients. This gown provides a protective barrier against contamination of the skin and street clothes. Impervious gowns are to be worn when the potential for significant splatter (blood and other bodily fluids) is present.

Yellow cloth or disposable paper clinic gowns are ONLY to be worn within the clinic areas. They are not to be worn in non-clinical areas such as classrooms, sim-lab, outside the building, etc.

Each student shall wear their clean, class-designated scrubs at all times in clinics. Scrub pants should have the drawstrings tied at the waist and, except for hands and arms no bare skin should be exposed below the neck. This pertains to time spent treating the students' patients, as well as any lab work that is done in the clinics.

Except for ears, no visible jewelry for body piercing is allowed.

Open toe shoes are not appropriate. Clean closed toe shoes and socks must be worn in the clinics.

Long hair must be fixed out of the face and field of operation in such a manner so as not to require adjustment during the treatment of patients.

Inappropriate attire or appearance will result in being asked to leave the clinic area until the deficiency is corrected and may affect the grading of the student's clinical performance.

CLASSROOM ATTIRE

Acceptable dress should also be exercised in the classroom, as well as anywhere within the College of Dental Medicine. Hats, t-shirts, open toe shoes, and bare midriffs are inappropriate and unacceptable and should not be worn in the CDM building.

LAB ATTIRE

Students working in the laboratory are to wear long pants and closed toe shoes with socks for professional and safety reasons. Hats, shorts, and open toe shoes are not acceptable in any of the CDM labs.

Thank you for your cooperation in the matter.

Revised 3/28/08
Competencies for the New Dentist/Graduate of the  
College of Dental Medicine, MUSC  
February 22, 2010

Introduction:

a. Competencies are written statements describing the levels of knowledge, skills, and values expected of graduates. The following competency statements are formulated to describe the performance expectations of the CDM-MUSC Graduates/New Dentists. The competency statements address four broad components and not discipline specific issues. The components are I. Ethics and Professionalism, II. Clinical Assessment, Diagnosis, and Treatment Planning, III. Treatment and IV. Practice Management.

b. The document is influenced by the ADEA “Competencies for the New Dentist”, and address Professional/Practice competencies and patient care competencies. Competencies are abilities essential to beginning the practice of dentistry, and apply to the management and treatment of the child, adolescent, adult, geriatric, and medically compromised patient.

c. When the MUSC New Dentist/Graduate is expected to actually perform the treatment, the terms “perform”, “provide”, “restore” or “treat” are used. The terms “manage” or “refer” are used when the Graduate may oversee treatment or refer the patient to another dental/health care provider.

<table>
<thead>
<tr>
<th>COMPETENCY</th>
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<td>I Ethics and Professionalism</td>
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| 1. **Ethics**  
Provide empathetic care for all patients including members of diverse and underserved populations. |
| 2. Utilize ethical principles and critical thinking skills in professional decision making. |
| 3. Base decisions about dental treatment on knowledge and information of current scientific literature, research and principles in an evidenced based practice. |
| 4. **Professionalism**  
As a lifelong learner continually assess, self evaluate and improve one’s level of skills and knowledge related to patient treatment. |
<p>| 5. Continuously analyze and review the outcomes of patient treatment provided to improve comprehensive patient care. |
| 6. Practice within the scope of competence, refer as indicated and work within an interprofessional team in the overall health care of patients. |</p>
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<th><strong>Communication</strong></th>
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<td></td>
<td>Communicate in an effective and timely manner with peers, other professionals, dental auxiliaries, laboratory technicians and patients/parents/guardians with the end result of successful patient care in a diverse population.</td>
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<td><strong>Community Service</strong></td>
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<td>Provide leadership and participate in the activities to improve the oral health of individuals, families and groups in the community through diagnosis, treatment and education.</td>
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<td><strong>Clinical Assessment Diagnosis &amp; Treatment Planning</strong></td>
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<td>7</td>
<td>Establish rapport and identify patients’ chief complaints, expectations and obtain medical, dental, psychosocial and behavioral histories.</td>
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<td>8</td>
<td><strong>Examination of the Patient</strong></td>
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<td>Perform a comprehensive examination of the dentition, periodontium and orofacial complex to evaluate the health/ disease status.</td>
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<td>9</td>
<td>Select, obtain and interpret clinical, radiographic and other diagnostic procedures and obtain medical and dental consultations when appropriate.</td>
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<td>10</td>
<td><strong>Diagnosis</strong></td>
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<td>Collate, interpret and analyze the obtained patient data to formulate a provisional, differential and definitive diagnosis and recognize the signs of abuse and related pathology.</td>
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<td>11</td>
<td>Recognize the normal range of clinical findings and significant deviations that require monitoring, treatment or management.</td>
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<td>12</td>
<td><strong>Treatment Planning</strong></td>
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<td>Develop and implement a sequenced treatment plan or alternate plans that incorporate the patient’s goals, capabilities and conditions.</td>
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<td>13</td>
<td>Discuss etiologies, treatment alternatives and prognosis with patients and educate them so they can participate in the management of their care.</td>
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<td>14</td>
<td>Obtain informed consent from patient, parent or guardian.</td>
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<td>15</td>
<td><strong>Treatment</strong></td>
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<td>16</td>
<td><strong>General and Emergency</strong></td>
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<td></td>
<td>Anticipate, diagnose and provide initial treatment and follow-up management for medical emergencies in a dental office to include basic life support.</td>
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<td>18.</td>
<td>Select and administer or prescribe pharmacological agents/drugs in the treatment of dental patients and manage complications arising from their use.</td>
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<td>19.</td>
<td>Provide control and management of pain and anxiety for patients in discomfort and psychosomatic distress.</td>
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<tr>
<td>20.</td>
<td>Recognize, treat and manage dental emergencies including acute pain, trauma, hemorrhage and infection of the orofacial complex and dentition.</td>
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</table>
| 21. | **Preventive Dentistry and Public Health**  
Provide community and patient education in prevention of dental and orofacial complex diseases and disorders. Manage preventive oral health procedures. |
| 22. | **Periodontal Therapy**  
Recognize, examine, and diagnose periodontal diseases. |
| 23. | Treat uncomplicated periodontal disease. |
| 24. | Manage a comprehensive maintenance plan during and following the completion of active phase of periodontal treatment. |
| 25. | **Endodontic Therapy**  
Recognize, examine and diagnose the diseases of pulpal and periradicular origin in dentitions of patients of all ages. |
| 26. | Perform uncomplicated endodontic procedures and provide emergency treatment in management of acute pain and discomfort. |
| 27. | **Surgical Therapy**  
Manage patients and perform uncomplicated oral surgical procedures. |
| 28. | **Occlusion**  
Examine and recognize patients with occlusal and temperomandibular joint disorders. |
| 29. | **Orthodontics**  
Recognize, examine and diagnose malocclusion and space management needs. |
| 30. | **Restorative Therapy**  
Restore defective teeth using scientifically documented materials and techniques and restore partial or complete edentulism with uncomplicated fixed or removable prosthesis or treatment plan for implant restorations. |
| 31. | **Patient Management**  
Recognize the manifestations of systemic disease and its effect on dental care in formulating a diagnosis, treatment or referral for the management of such patients. |
| 32. | Assess, and recognize and manage the oral health care of the infant, child, adolescent and adult considering the unique needs of women, geriatric and special needs patients. |
33. Utilize standard infection control guidelines for all clinical procedures.

IV Practice Management

34. Evaluate different models of practice management and demonstrate the skills to function as the leader of the oral health care team to include meeting the requirements of all regulatory agencies.

V Information Technology

35. Evaluate and apply contemporary and emerging information technology as it relates to patient care and practice management.
The James B. Edwards College of Dental Medicine’s D.M.D. program is fully accredited by the Commission on Dental Accreditation of the American Dental Association. If a student wishes to contact the Commission on Dental Accreditation for any reason, their contact information is as follows:

Commission on Dental Accreditation
American Dental Association
211 East Chicago Ave.
Chicago, IL 60611
(312) 440-4653
www.ada.org

A copy of the Accreditation Standards is available in the Office of Academic and Student Affairs.
April 1, 2013

MEMORANDUM

TO: All Dental Students

FROM: Tariq Javed, D.M.D., M.S.D., M.S.
       Associate Dean for Academic and Student Affairs

SUBJECT: Student Accommodations

The James B. Edwards College of Dental Medicine is committed to providing a positive learning environment to all of its students. Should a student need to request an accommodation for a disability, the College’s Disabilities Coordinator should be contacted in the Office of Academic and Student Affairs Office where accommodations will be determined on an individualized basis. Your Disabilities Coordinator is Mrs. Jamie Hood.

All students seeking accommodation for a disability must complete the process of obtaining a determination of eligibility and a Letter of Accommodation listing approved accommodations before they receive accommodations from faculty members. This process assists the University to make consistent, principled decisions with regard to student accommodations and provides guidance to students and faculty alike on the proper course of action with respect to disability accommodation.

Students are advised of the following information pursuant to the Student Handbook.

Student Responsibilities:

1. **Eligibility**: In order to receive accommodations or services a student must identify him/herself to the College Coordinator and provide documentation from an appropriate professional source (e.g. M.D., psychologist, learning specialist, and neurologist) which establishes the existence of a disability and verifies the need for accommodations or auxiliary aids.

2. **Who to Contact**: New students who have indicated a disability at the time of acceptance will be contacted by the College Coordinator in their degree-granting unit. A student attempting to access disability services for the first time should begin by contacting the appropriate College Coordinator. It is the student’s responsibility
to schedule an “intake” meeting with the appropriate College Coordinator as soon as they arrive on campus.

Please note: Students should NOT seek academic accommodations from faculty until they have completed intake with their College Coordinator in the Academic Affairs Office.

For more information on how to request an accommodation, visit http://academicdepartments.musc.edu/ada/accommodation_req.htm.
Guidelines for Special Accommodations for Students with Documented Disabilities Protected Under Section 504 of the Rehabilitation Action of 1973 and Americans with Disabilities Act

The information provided below is intended as guidance only for faculty members within the James B. Edwards College of Dental Medicine. Individual situations will be deliberated on and resolved on a case-by-case basis with sensitivity to the applicable federal and university guidelines. Information pertaining to individuals requiring accommodations is considered confidential under the Federal Education Rights and Privacy Act (FERPA) and should be protected as such. Questions should be directed to the Office of Academic and Student Affairs.

Process Overview:

Student requests accommodation

↓

Need for accommodation documented and affirmed by medical professional (e.g. Director of CAPS or Student Health Services)
Recommendation(s) for accommodation sent to Office of Academic and Student Affairs.

↓

Letter of Accommodation (L.O.A) prepared.

↓

With student consent, accommodation recommendations communicated to course director(s)

↓

Recommended accommodation provided (e.g. additional time for exam)

Additional Information:

1. Student must meet with the instructor at least one week in advance to make him/her aware of needed accommodation.

2. If a student receives additional time for testing and if another class (or part of a class) will be missed due to the accommodation, the student must notify the instructor of the class to be missed in advance of the absence and is responsible for making up missed content. (e.g. If a student will miss part of histology because s/he is finishing a test in physiology,

14 November 2012
the student is responsible for notifying the histology instructor and should arrange to get notes from a classmate).

3. In situations requiring reduced distraction testing environments, the Office of Academic and Student Affairs will arrange a separate space/room for this accommodation. **NOTE:** the faculty member should request this accommodation **at least one week in advance.**

4. No proctors will be provided by the Office of Academic and Student Affairs in situations requiring reduced distraction testing environments. Students are expected to abide by the expectations outlined in the MUSC Honor Code. Individual faculty members may schedule and provide their own proctors if/when needed.

14 November 2012
Student Health Services

MUSC Annual Requirements

- Annual Tuberculin (TB) testing and evaluation or TB symptom updates will be done on all students.
- Annual Influenza Vaccine

MUSC Pre-Admission Requirements

During your stay at the Medical University of South Carolina, you will be offered the privileges of Student Health Services. In order for your medical record to be kept in an organized and chronological fashion, a file will be started for you at the time of your initial registration. This information is confidential and intended only for the use of Student Health Services while you are a student. The information will not be issued to any unauthorized person without your knowledge and written consent and will in no way affect your admission status. (Providing past medical history information on the medical history form is voluntary, but it is essential for the caregiver to be aware of any significant past medical problems, drug reactions, allergies, etc.)

Immunization Documentation

THE FOLLOWING INFORMATION IS REQUIRED BY ALL MUSC STUDENTS (full time, part time, web-based, or visiting students). MUSC EMPLOYEES OR FORMER MUSC STUDENTS ARE NOT EXEMPT FROM THESE PREREQUISITES. This confidential information is kept in a secure medical record located at Student Health Services. These prerequisites must be met and all of the forms must be complete, with the MUSC Immunization Record form completed and certified by a licensed physician or nurse and received in this office before you will be allowed to attend classes.

1. Medical History Form
2. You are required to have the following prior to enrollment:

A) TUBERCULIN SKIN TEST - Two intradermal PPD (MANTOUX 5 TU) within 3 months of MUSC enrollment. For Fall 2010 both PPDs must be done on or after 05/15/2010. TB skin test results must be documented in number of "mm" of induration. If 1st PPD is non-reactive or intermediate, proceed to 2nd PPD 7 – 10 days after 1st PPD. See TB screening form for further information.

If you have a history of a Previously Positive TB Skin Test, a Chest X-Ray (done after the TB skin test was documented as positive) is required.

B) MEASLES (Rubella - Red Measles), MUMPS, & RUBELLA (German Measles): Requirements based on DATE OF BIRTH

Students born ON OR AFTER 01/01/57 are required to have: Two MMR Vaccines on or after the age of 12 months AND both after 12/31/67

Students born ON OR BEFORE 12/31/56 are required to have: One MMR Vaccine after 12/31/67

In lieu of Vaccination Documentation, Positive IGG Antibody Titers (blood tests proving immunity) to Measles, Mumps and Rubella are required. Copies of the lab reports must be attached to the MUSC
Immunization Record.

C) TETANUS - last booster on or after 06/01/2000

NOTE: If your last Tetanus booster was before 6/01/2000, it is recommended that you have a 
Tetanus/Diphtheria/Pertussis (Tdap) Vaccine (available as of 9/2005) for your 2010 booster. A Tetanus 
Toxoid (TT) or Tetanus Toxoid/Diphtheria (Td) is acceptable but not recommended as your 2010 booster.

D) VARICELLA (Chicken Pox) -

Positive Varicella IgG Antibody Titer or Two Varicella (Varivax) Vaccines. A Positive Varicella IgG 
Antibody Titer is required (BLOOD TEST proving immunity). A copy of the lab report must be attached 
to the MUSC Immunization Record. If your Varicella IgG Antibody Titer is negative or equivocal 
(borderline), vaccination for Varicella (Chicken Pox) is required.

REMINIDER! All immunizations must be documented in English, verified and signed or stamped by a 
Physician, Nurse, or Health Care Facility on the MUSC Immunization Record as indicated. All signatures 
must be legible! If proof of immunity is by a blood titer, a copy of the lab report must be attached to the 
MUSC Immunization Record.

NOTE: INITIALS, ABBREVIATIONS, OR PARENTAL SIGNATURES ARE NOT 
ACCEPTABLE!

If your immunization records do not meet the MUSC requirements for Rubeola (Measles), Mumps, Rubella 
(German Measles), or Varicella (Chicken Pox), Tetanus, or TB Skin Testing, and you are unable to obtain 
these prerequisite requirements at your local Health Department or the physician of your choice, you may 
obtain the prerequisite immunizations prior to Registration Day for Rubeola, Mumps, Rubella, and/or 
Varicella at MUSC Student Health Services for a fee after providing documented serologic evidence of 
susceptibility (blood tests for Rubeola IgG, Mumps IgG, Rubella IgG, and/or Varicella IgG Titers which 
are negative, equivocal, or borderline). TB Skin Testing and Tetanus/Diphtheria/Pertussis boosters are 
generally available at any healthcare facility. MUSC Student Health Services administers Tdap, MMR 
Vaccines, and Varicella Vaccines every Monday - Thursday from 8:00 AM - 11:00 AM. TB testing must 
be done by an outside health care facility and documented on the Tuberculosis Screening form provided in 
this packet. There will be no exceptions to these times due to our regular patient schedule. No 
appointment is required. Although MUSC Student Health Services does not do IgG Antibody Titers, this 
office will give you a physician's order to enable you to have these blood tests done at the facility of your 
choice.

Please remember that students who do not have the prerequisite immunization requirements completed 
prior to Registration Day will not be allowed to attend classes.

Health Insurance

MUSC students are subject to the University's mandatory health insurance coverage requirement. All 
students must have health insurance coverage as a condition of enrollment, and must either enroll in the 
MUSC plan, or obtain a waiver based on other acceptable health insurance plan coverage.

Please call Student Health Services at 843.792.3664 for more information.
MUSC Computer Use Policy

(This policy was approved by the MUSC President's Council on July 29, 2009.)

Executive Summary

The University recognizes its legal and social obligations to respect the privacy of the authorized users of its computing and network resources. However, users must recognize that the confidentiality of their electronic communications cannot be guaranteed by the University. Moreover, the University reserves the right to audit or monitor any uses of its computing and network resources when necessary to ensure compliance with University policy, and with federal, state and local law.

The University network provides its authorized users with access to many classes of sensitive information. Users must maintain the confidentiality and integrity of the information they access, and must not use sensitive information for any purpose not explicitly authorized.

The University's computing and network resources exist to support the University's missions of teaching, research, patient care and public service. Incidental personal use of these resources by authorized users is permitted only to the extent that such use is lawful and ethical, does not conflict with the University's missions, does not interfere with other authorized users, and does not cause additional expense to the University.

I. Introduction

The policy statements which follow serve primarily to aid in the interpretation of, and in a few cases to augment, the University's general policies on the appropriate use of University facilities, and the University's general ethics policies for faculty, students, and staff. At a minimum, faculty should refer to the Faculty
Handbook, students to the MUSC Bulletin, and staff to the Medical University of South Carolina Human Resources Management Policy Manual for Non-Faculty Personnel ("the Personnel Manual"). The University's Intellectual Property Policy, which applies to faculty, students, and staff, may be found in the Faculty Handbook.

This policy applies equally to all organizational entities that comprise the MUSC enterprise ("the University"). This includes the University's academic division, the Medical University Hospital Authority, University Medical Associates, and all other entities understood to be part of the MUSC enterprise.

II. Privacy and Confidentiality

In general, information stored on computers and the content of electronic communications are considered confidential, unless the owner or sender intentionally makes that information available to other groups or individuals. In particular, personal files on the University’s computers (for example, files stored in a user’s home directory, or on a personal computer) should be considered private to the same degree as personal files in University-assigned space in an office, lab, or desk area. Private communications via computer (for example, through electronic mail) have the same privacy protection as private communications via telephone.

Nonetheless, one should exercise caution when committing sensitive information to storage or transmission on any electronic media, because the confidentiality of electronic media cannot be guaranteed. Confidential or sensitive information should not be sent through e-mail or exposed to public networks such as the Internet unless adequately secured against unauthorized access.

Routine maintenance can result in the contents of files and messages being seen by system or network administrators; however, network and system administrators are expected to treat the contents of electronic files and communications as private and confidential. Any inspection of electronic files or messages, and any action based upon such inspection, will be governed by all applicable US and SC laws and by this and other
relevant University policies. Note also that under the Freedom of Information Act, the files of University employees (paper or electronic) may be considered public documents, and may be subject to inspection under the FOIA, through formal University-administered procedures. The content of electronic files and communications may also be subject to subpoena in other legal proceedings.

Moreover, the University reserves the right to monitor user activities on all University computer systems, and to monitor communications utilizing the University network, to ensure compliance with University policy, and with federal, state and local law. Monitoring shall be performed only by individuals who are specifically authorized, and only the minimum data necessary to meet institutional requirements shall be collected. Data collected through monitoring shall be made accessible only to authorized individuals, who are responsible for maintaining its confidentiality.

The following notice is understood to apply to all University-owned computer systems, and to all communications utilizing the University network:

This system is for the use of authorized users only. Individuals using this computer system without authority or in excess of their authority are subject to having all their activities on this system monitored and recorded by system personnel. In the course of monitoring individuals improperly using this system, or in the course of system maintenance, the activities of authorized user may also be monitored. Anyone using this system expressly consents to such monitoring, and is advised that if such monitoring reveals possible evidence of illegal activity or violation of University regulations, system personnel may provide the evidence of such monitoring to University authorities and/or law enforcement officials.

III. Property Rights

The ownership of the contents of electronic files and messages is a function of applicable US laws, State laws, and University and
departmental policies. University contracts with third parties (for example, software license contracts and research and sponsored program contracts) may also apply.

The University's Intellectual Property Policy (see the Faculty Handbook) applies to all Inventions and Copyrightable Works produced by employees and trainees, including such works as may be embodied in electronic files.

IV. Academic Freedom

Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions not only in the classroom, but on the campus as a whole. The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the academic community -- faculty, staff, and students. System and network administrators are expected to respect the University's academic freedom policies.

No file stored on a University computer system should be removed by a system administrator without the file owner's permission unless the file's presence interferes with the operation of the system.

No posting to a University-sponsored electronic forum should be removed by a system administrator unless it violates US law, State law or University policy.

The following principles apply to University-supported electronic forums which support the free exchange of ideas among faculty and students (for example, Usenet news and Internet mailing lists):

1. The same standards of intellectual and academic freedom developed for faculty and student publication in traditional media apply to publication on electronic forums. Note that there are electronic forums and other materials on the Internet and elsewhere that some members of the
University community may find offensive. The University cannot restrict the availability of such material, but the display of offensive material in any publicly accessible area, including but not limited to publicly accessible computer screens and printers, may violate other University policies on unacceptable behavior (for example, harassment or discrimination). Similarly, any use of University computing or network facilities to post offensive materials to electronic forums on the Internet and elsewhere may violate these University policies.

2. The authors of all postings submitted to electronic forums for distribution outside the University should include a disclaimer stating that the opinions expressed therein are not necessarily those of the University.

V. Responsibilities of Users

All faculty, staff, and students who use University-supported computer and network systems share in the responsibility for upholding the rights of their fellow users. Meeting this responsibility requires adherence to certain rules, outlined below, which apply to all University systems.

A. Appropriate and reasonable use

1. Computer and network access account should be used only for authorized purposes. Personal use of University computing and network resources is restricted by State law. Section 8-13-700(A) of the South Carolina Ethics Code reads as follows:

No public official, public member, or public employee may knowingly use his official office, membership or employment to obtain an economic interest for himself, a member of his immediate family, an individual with whom he is associated, or a business with which he is associated. This prohibition does not extend to the incidental use of public materials, personnel, or equipment, subject to or available for a public official's, public member's, or public employee's
use which does not result in additional public expense.

2. Users should refrain from interfering with other users (for example, consuming gratuitously large amounts of limited system resources such as disk space, CPU time, network bandwidth or printer supplies.)

B. Privacy and Confidentiality

1. Accounts on University computer systems, and connections to the University network, provide access to many classes of sensitive information. Users must maintain the confidentiality of any sensitive information they access, and must not use any sensitive information for any purpose for which they are not explicitly authorized.
2. Accessing another user's files without permission is prohibited.
3. Accessing any information on a University information system without authorization is prohibited.
4. Disruption or unauthorized monitoring or interception of electronic communications is prohibited.
5. Use of any patient or other human subjects information for any research-related activity without Institutional Review Board (IRB) approval is prohibited.

These prohibitions apply even in the event of flaws or failures in any of the technical or procedural safeguards intended to protect the files, information or messages.

C. Accountability

1. Misrepresenting or willfully concealing your identity at any point on the MUSC network is prohibited.

D. Security

1. All MUSC faculty, staff and students share in the responsibility for protecting MUSC's information systems against threats to availability, integrity and
confidentiality. The owners, administrators, and users of all MUSC systems, and all MUSC data, are required to understand and meet their assigned security responsibilities, as defined in this policy, and all other applicable University policies.

2. The users of all systems must maintain adequate passwords on their accounts. Passwords to individual user accounts must be kept in strictest confidence, and may not be shared with others. System administrators should never ask users to reveal their passwords for any reason, and users should never reveal their passwords to (anyone claiming to be) a system administrator.

3. The users of all systems must comply with a system administrator’s request to change passwords. Users should choose their own passwords, and if an initial password must be assigned by a system administrator, the user should be required to change it upon first use.

4. The users of all systems are responsible for understanding the system’s default levels of protection applied to files and messages, and for supplementing that protection if necessary for sensitive information.

5. MUSC faculty, staff, and students are accountable for the security of any computer or other device that they connect to MUSC’s campus network. No device may be connected to MUSC’s network unless the owner of the device first ensures that it has been configured, and will be maintained and operated, in accordance with all applicable MUSC information security policies and standards.

6. Users should refrain from storing sensitive MUSC data on end-user computing, storage and communication devices, including but not limited to desktop computers, laptops, tablets, PDAs, thumb drives, memory cards, or communication devices such as cell phones or smart phones. If there is an unavoidable business need to store sensitive MUSC data on an end-user device, then the user(s) of the device must comply with all applicable MUSC data protection policies and standards, including the use of MUSC-
approved encryption technologies.

7. MUSC faculty, staff and students are required to report any security incident that affects any MUSC information system or any MUSC data. Any user who discovers an information security breach, or who discovers a significant vulnerability that could lead to a breach or a compromise, is required to follow the procedures defined in the Incident Response Policy.

8. All facilities for incoming remote access to computer systems and communication servers which are directly or indirectly connected to the University's campus-wide data communications network must provide adequate protection of other networked systems against unauthorized access. An audit trail of all remote access activity must be maintained by any facility which provides remote access, and audit trail records must be accessible by authorized University officials.

E. Copyright and Intellectual Property

1. Copyrighted material and software must be used with respect for the legal rights of its copyright holder(s).

2. It is the user's responsibility to recognize, attribute, and honor the intellectual property present on or accessible through University computer and communication systems.

F. Licensed (Commercial) Software

1. The user is responsible for understanding and adhering to the licensing terms for all licensed software which he or she knowingly uses.

2. The making of unauthorized copies of licensed software, even when the software is not protected against copying, is prohibited.

In addition to the above general rules, there are more specific rules which apply to many individual University systems. It is the user's responsibility to ascertain and follow these system-specific
rules. For example, all MUSC patient care systems have very specific rules protecting the confidentiality of patient information, and external wide-area networks which you can access through MUSC's campus network often have somewhat restrictive "appropriate use" policies.

VI. Sanctions

Violations of the MUSC Computer Use Policy by faculty, students, and staff are treated as violations of the applicable University ethics policies. Specific procedures for dealing with infractions (for example, disciplinary action and appeals processes) are detailed in the Faculty Handbook, the MUSC Bulletin, and the Personnel Manual.

Violations of public law which involve University computer and communication systems may be subject to prosecution by local, state or federal authorities.

University faculty, students, or staff who knowingly violate copyright and/or license terms (for example, by making or using an unauthorized copy of a copyrighted or licensed software product) may be personally liable for their actions.