

- b. treat all persons encountered in a professional capacity with equality regardless of race, religion, sex, handicap, sexual orientation, or socioeconomic status; and
  - c. assume an appropriate and equitable share of duties among peers and colleagues.
3. The student will show evidence of responsibility to duty. He or she will:
    - a. effectively and promptly undertake duties, follow through until their completion, and notify appropriate persons in authority of problems;
    - b. be punctual and present at rounds, conferences, and all academic and clinical obligations;
    - c. notify course and clinical clerkship directors (or other appropriate persons) of absence or inability to attend to duties;
    - d. see assigned patients regularly and, with appropriate supervision, assume responsibility for their care; and
    - e. ensure that he or she can be promptly located at all times when on duty.
  4. The student will be trustworthy. He or she will:
    - a. be truthful and intellectually honest in all communications;
    - b. accept responsibility and establish priorities for meeting multiple professional demands and for completing work necessary for the optimal care of patients;
    - c. accurately discern when supervision or advice is needed before acting; and
    - d. maintain confidentiality of all patient information.
  5. The student will maintain a professional demeanor. He or she will:
    - a. maintain appropriate standards of personal appearance, attire, and hygiene for the patient population served;
    - b. maintain emotional stability and equilibrium under the pressures of emergencies, fatigue, professional stress, or personal problems; and
    - c. be responsible in the use of alcohol and prescription drugs and avoid their effects while on duty.
  6. The student will possess those individual characteristics required for the practice of medicine. He or she will:
    - a. be capable of making logical diagnostic and therapeutic judgments;
    - b. communicate effectively with patients, supervisors, and peers;
    - c. establish appropriate professional relationships with faculty, colleagues, and patients; and
    - d. show evidence of the ability to be perceptive, introspective, and insightful in professional relationships.

are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the University to amend a record should write the University official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the University decides not to amend the record as requested, the University will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the University discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. The University may disclose Directory Information without prior written consent, unless the student has submitted a written request to the Office of the University Registrar not to release Directory Information pertaining to him or her. Students are notified annually, both in the academic bulletins and via email, of their rights under FERPA and are provided with instructions on how to request a "Confidentiality Indicator" on their academic record which prevents the disclosure of Directory Information. A Confidentiality Indicator will be placed on the release of Directory Information filed with the University Registrar, which will remain in effect until the student files a written request to remove it. A request not to disclose Directory Information applies to the entire category of such information and cannot be selective with regard to specific items defined as Directory Information. Similarly, a request not to disclose Directory Information applies to all individuals and cannot be selective with regard to specific individuals or organizations.

- The University discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the University has contracted as its agent to provide a service instead of using University employees or officials (such as an attorney, auditor, service provider or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
- A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the University.
- To officials of other institutions in which the student seeks or intends to enroll provided that the student had previously requested a release of his/her record;
- To authorized representatives of the U.S. Department of Education, U.S. Department of Defense (Solomon Amendment), U.S. Attorney General, the Comptroller General of the United States, state education authorities, organizations conducting studies for or on behalf of the University, and accrediting organizations; to the Department of Homeland Security (DHS) and its Immigration and Customs

## Notification of Student Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.

A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records

Enforcement Bureau (ICE) in order to comply with the requirements of SEVIS.

- In connection with a student's application for, and receipt of, financial aid;
- To comply with a judicial order or lawfully issued subpoena;
- To parents of dependent students as defined by the Internal Revenue Code, Section 152;
- To appropriate parties in a health or safety emergency; or
- To the alleged victim of any crime of violence of the results of any disciplinary proceedings conducted by the University.
- The University may disclose the result of a disciplinary proceeding to a parent or guardian so long as the student is under the age of 21 at the time of the incident and the proceeding has resulted in a violation of University drug or alcohol policies, or any federal, state, or local law.
- To students currently registered in a particular class, the names and email addresses of others on the roster may be disclosed in order to participate in class discussion.

#### Release of Directory Information

In accordance with section 99.7 of the Family Educational Rights and Privacy Act (FERPA), the University of South Carolina provides students annual notification of their FERPA rights. The University of South Carolina has designated certain items as Directory Information. At the University of South Carolina, these items are as follows:

- Name
- Dates of Attendance
- Campus
- College or School
- Classification
- Primary Program of Study
- Full-time or Part-time Status
- Degree(s) Awarded Including Dates
- Honors and Award Including Dean's and President's List
- University Email Address
- City, State, and Zip Code Associated with a Student's Permanent Address

The University may disclose Directory Information without prior written consent, unless the student has submitted a written request to the Office of the University Registrar not to release Directory Information pertaining to him or her. Students are notified annually, both in the academic bulletins and via email, of their rights under FERPA and are provided with instructions on how to request a "Confidentiality Indicator" on their academic record which prevents the disclosure of Directory Information. A Confidentiality Indicator will be placed on the release of Directory Information filed with the University Registrar, which will remain in effect until the student files a written request to remove it. A request not to disclose Directory Information applies to the entire category of such information and cannot be selective with regard to specific items defined as Directory Information. Similarly, a request not to disclose Directory Information applies to all individuals and cannot be selective with regard to specific individuals or organizations.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University of South Carolina to comply with the requirements of FERPA.

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

## Transcripts and Other Documents

All transcripts must be requested in writing from the Office of the University Registrar. A fee of \$12 is charged for each transcript copy requested, unless the transcript is for use with a current application to The Graduate School. <http://registrar.sc.edu/html/transcripts/default.stm>.

No transcript will be issued to/for a student who is indebted to the University.

With the exception of copies made for internal University use, no copy of a student's record will be released to anyone (including the State Department of Education) without the student's written consent.

## Medical Licensure

Each state has its own licensing board with its own medical licensure requirements. Consequently, although the Doctor of Medicine program at the University of South Carolina School of Medicine is fully accredited by the Liaison Committee on Medical Education (LCME), thereby making its graduates eligible for professional licensure in the state of South Carolina, students must complete the process and requirements for professional licensure in the state of their residency. For students who are not living and completing residency in South Carolina, the following link provides information regarding medical licensure specific to individual states throughout the U.S.

<https://www.fsmb.org/contact-a-state-medical-board> (<https://www.fsmb.org/contact-a-state-medical-board/>)

If a current student is considering relocating to another state after being admitted into the Doctor of Medicine program, the student must contact the Director of Enrollment Services to discuss how the move may impact their ability to participate in academic courses and clinical rotations in a different state.

## Medical Student Performance Evaluation

The Medical Student Performance Evaluation (MSPE) is a comprehensive assessment of a student's performance in achieving the educational objectives of the University of South Carolina School of Medicine-Columbia's medical school curriculum. It is neither a letter of recommendation nor the school's prediction of the student's future performance in a residency program. The MSPE is prepared by faculty and staff in the Offices of Undergraduate Medical Education, Student Affairs, and Academic Affairs and transmitted to post-graduate programs to which the student is applying. Students will have the opportunity to select their preferred MSPE writer from a small pool of faculty.

The MSPE, as an institutional assessment, is considered a component of the student's academic record, and thus students at the University of South Carolina School of Medicine-Columbia have the option to review the MSPE in its entirety prior to its transmission. The student is permitted to correct factual errors in the MSPE but not to revise any evaluative statements. The student may, however, appeal to the Associate Dean for Undergraduate Medical Education for changes to evaluative statements. The Associate Dean for Undergraduate Medical Education has the final authority as to the content of the MSPE.

The MSPE is required for fellowship applications and for re-applicants going back through the Match, and it will be resubmitted in its entirety for graduates who request/require its resubmission. Once submitted to residency programs, the MSPE becomes a permanent part of the medical student record and will not be updated or changed to reflect activities or accomplishments during residency.

## Appeals Regarding University Records

To ensure that records are not inaccurate or misleading, an appropriate hearing board provides students the opportunity to challenge the content of University records, and a procedure for requesting correction or deletion of any inaccurate, misleading, or otherwise inappropriate data contained therein. Such requests should be made through the petitions committees of the individual campuses.

## Policy on Registration/Records/Diploma Holds

### Registration Hold

Every student is expected to discharge all obligations to the University as promptly as possible. Students who fail to meet their obligations to the University will not be permitted to register for classes.

### Transcript and Diploma Holds

No student or individual duly authorized by the student shall be issued a copy of the student's transcript or receive verification, oral or written, of information contained therein, or be issued a diploma if the student is indebted to the University, the School of Medicine or any affiliated training institutions or agencies and/or if a student is in arrears or default on student loans, and/or if a student fails to participate in required assessment activities. However, requests for verification of enrollment will be fulfilled in circumstances required for student loans as required for use of Title V funds.

## Evaluating the Curriculum

A realistic medical curriculum must be flexible, capable of withstanding continuous monitoring, and capable of adjustment to accommodate current changes in medical education brought about by changes in the needs of society. The Curriculum Committee, therefore, with the assistance of special subcommittees and with faculty and student input, continually monitors the curriculum in order to ensure that the goals and objectives of the curriculum and the School of Medicine are achieved.

## Academic Workload Policy for Students in the Preclinical Curriculum

The University of South Carolina School of Medicine-Columbia recognizes that the time spent in acquiring knowledge is critical to achieving a solid and sound medical education. However, in order to ensure that the learning objectives and intended learning outcomes are not complicated by scheduled contact hours in the preclinical educational experience, this policy places limitations on the weekly academic workload.

Educational engagement hours (i.e., didactic and self-directed learning) for medical students in the preclinical curriculum are not to exceed an average of 20 hours of required educational activity per week when averaged over the total semester's weekly class schedule. An additional 10 hours of scheduled group activity (e.g. laboratories, small group case-based sessions, problem based learning) is allowed per week.

The academic workload expectations for each course (i.e. the assigned period of contact hours allotted to a course each week) will correspond

to the number of assigned credit hours. Each self-directed learning hour is given the same weight as a didactic hour when calculating a course's contact hours.

The monitoring of all scheduled educational activities, and thus the student academic workload, resides with the Curriculum Committee with input from respective subcommittees and assistance from the Office of Curricular Affairs. - Approved 12-10-2015

## Class Attendance

### Absences

Enrollment in the School of Medicine obligates students to complete all assigned course work promptly and to attend classes on a punctual and regular basis. Absences, whether excused or unexcused, do not absolve the student of these responsibilities.

### Grade Penalties for Excessive Absences

Students are expected to attend all regular class sessions. The course or clerkship director has the prerogative to exact a grade penalty for excessive absences. Unsatisfactory class attendance may be considered adequate reason for the instructor to refer to the Student Promotions Committee for consideration in the promotion process.

### Notification of the Office of Student and Career Services

Any student who finds it necessary to be absent from a quiz, examination, or other required academic experience due to an emergency situation, illness, or hospitalization, is required to notify the Office of Student and Career Services and the affected course/clerkship director(s) of the reason for the absence prior to the absence or as soon as possible thereafter. Notification should be in the form of a phone call, voice message, or email to both the Office of Student and Career Services and the course/clerkship director(s). When requested, the student will provide written verification of the reason for the absence from the treating physician or other professional to the assistant dean for student affairs. Within the guidelines of University of South Carolina policy, the course/clerkship director will determine whether or not an absence from class shall be excused. Under these guideline, absences from examinations, structured laboratory assignments, or other academic requirements may be made up at the discretion of the course or clerkship director.

### Lack of Notification

Any student who does not provide appropriate notification to the Office of Student and Career Services and/or who does not provide written verification of the reason for the absence when requested to do so may forfeit the opportunity to make up missed examinations and/or other academic experiences.

### Inclement Weather Policies for M-I and M-II Students

School of Medicine M-I and M-II classes are canceled when University of South Carolina classes are canceled in times of inclement weather. School of Medicine M-I and M-II classes begin on a delayed schedule when University of South Carolina classes begin on a delayed schedule in times of inclement weather.

### Inclement Weather and Holiday Policies for M-III and M-IV Students

The inclement weather and holiday policies that have been developed and approved for M-III and M-IV students are discussed in the Student Handbook to Clinical Rotations and in the Clerkship Director Handbook,