

Baylor  
College of  
Medicine

SCHOOL OF  
MEDICINE

**Catalog**  
**Academic Year 2018-2019**



## **Catalog Academic Year 2018-2019**

### **Baylor College of Medicine's Mission, Vision and Values**

#### College's Mission

Baylor College of Medicine is a health sciences university that creates knowledge and applies science and discoveries to further education, healthcare and community service locally and globally.

#### College's Vision

Improving health through science, scholarship and innovation

#### College's Values

##### Respect

- ❖ Value others and treat them with courtesy, politeness and kindness
- ❖ Promote and support diversity, inclusion and equity
- ❖ Encourage civil dialogue that considers diverse opinions and ideas

##### Integrity

- ❖ Interact with honesty, consistency and transparency
- ❖ Operate in ways that demonstrate ethical behaviors
- ❖ Foster personal accountability to build trust

##### Innovation

- ❖ Cultivate creative ideas and unique talents across the organization
- ❖ Embrace a culture of continuous improvement
- ❖ Inspire the creation and application of new knowledge

##### Teamwork

- ❖ Sustain a culture that values collaboration
- ❖ Communicate openly to enhance understanding
- ❖ Establish effective partnerships

##### Excellence

- ❖ Promote the highest standards of safety, quality and service
- ❖ Strive to excel in every aspect of our mission
- ❖ Support an environment that inspires the best from our people

Baylor College of Medicine is committed to a safe and supportive learning and working environment for its learners, faculty and staff. College policy prohibits discrimination on the basis of race, color, age, religion, gender, gender identity or expression, sexual orientation, national origin, veteran status, disability or genetic information.

Harassment based on any of these classifications is a form of discrimination and also violates College policy (02.2.25, 02.2.26) and will not be tolerated. In some circumstances, such discriminatory harassment also may violate federal, state or local law.

Baylor College of Medicine fosters diversity among its students, trainees, faculty and staff as a prerequisite to accomplishing our institutional mission, and setting standards for excellence in training healthcare providers and biomedical scientists, promoting scientific innovation, and providing patient-centered care.



## **Catalog Academic Year 2018-2019**

Diversity, respect, and inclusiveness create an environment at Baylor that is conducive to academic excellence, and strengthens our institution by increasing talent, encouraging creativity, and ensuring a broader perspective. Diversity helps position Baylor to reduce disparities in health and healthcare access and to better address the needs of the community we serve. Baylor is committed to recruiting and retaining outstanding students, trainees, faculty and staff from diverse backgrounds by providing a welcoming, supportive learning environment for all members of the Baylor community.

### **School of Medicine's Mission and Vision**

#### Our Mission

BCM School of Medicine develops diverse, compassionate physician leaders and educators who provide expert patient-centered care to diverse populations, supported by evidence based practice and scientific innovation.

#### Our Vision

BCM School of Medicine serves as a model for innovation and excellence in medical education pedagogy. Through personalization of training, we empower our learners and faculty to:

- Care for a diverse community of patients
- Educate the next generation of physician leaders
- Pursue scientific discovery

#### Description of Program

Our 18-month Foundational Science curriculum includes early, one-on-one patient contact, state-of-the-art technological resources, and small group settings to learn skills that make them effective. With our integrated approach, first you learn the core scientific concepts that underlie medicine and apply these to each of the body's organ systems in their healthy state. Then you learn about pathology and pharmacology and carry these themes through each of their organ systems in their disease states. Early introduction to seeing patients provides meaning and context as you gain the foundational knowledge required to practice medicine. Our location in the Texas Medical Center, the world's largest medical complex, provides exceptional diversity of clinical settings and patient populations. You will have opportunities to care for patients with conditions rarely seen in other medical centers. Through interacting with patients from diverse cultural backgrounds, you will gain a deep understanding of how culture influences health practices and beliefs.

Students and faculty will adhere to the policies, procedures, and guidelines referenced within this Catalog.

Course Catalogs include an overview of BCM's health sciences mission and values (e.g., preamble), student handbooks (which detail expectations of students and obligations of the institution), course descriptions, and degree requirements for each academic year that are generated by, and specific to, each BCM school and its corresponding academic program(s).

Five years of archived catalogs are available online at [www.bcm.edu/registrar](http://www.bcm.edu/registrar)

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# Student Handbook

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2017 PRN Orientation Retreat Coordinators and Facilitators

## Table of Contents

This Student Handbook web site is designed to acquaint medical students with information on services, programs, policies and guidelines.

[Read a message from the Dean.](#)

### Student Responsibilities ➔

This section contains information about and links to policies, procedures, rules, and regulations that affect you. Students are responsible for all the information presented.

### Contacts ➔

Have questions? Find out who to contact for answers.

### Abbreviations ➔

A guide to abbreviations used throughout the Student Handbook.

### School of Medicine Principles ➔

Baylor College of Medicine is committed to creating an environment for students that is conducive to academic success and academic freedom commensurate with all applicable laws and regulations. This section of the handbook contains information related to student rights; diversity, inclusion and equity; notice of nondiscrimination; Title IX and gender discrimination; and FERPA.

### School of Medicine Organization and Governance ➔

This section contains information about the College’s and the School of Medicine’s leadership; student participation in committees including those related to curriculum, admissions, student services, student promotion and academic achievement; and policy related to student progression and adverse action.

### Academic Program ➔

View the [Standards](#) page for information on Requirements for the Degree of Doctor of Medicine, attendance and absences guidelines and more. View the [M.D. Curriculum](#) page for information on the Foundational Sciences and Clinical curriculum, electives, tracks, dual degrees, grading, transcripts, and more.

## Statement of Student Rights

Read about the [Statement of Student Rights](#) <<https://www.bcm.edu/education/academic-faculty-affairs/academic-policies/statement-student-rights>> and the Code of Conduct.

## Contact Information

- [Office of Student Affairs](#)  
<<https://www.bcm.edu/education/schools/medical-school/student-affairs/contact-us>>
- [General Contacts](#)
- [Where to Go and Who to See](#)
- [Academic Contacts](#)

## Accreditation

The School of Medicine is accredited by the Liaison Committee on Medical Education (LCME), the accrediting body for the educational program leading to the Doctor of Medicine degree.

[VIEW ALL BAYLOR ACCREDITATION INFORMATION.](#)

**Student Health and Wellness ➔**

This section contains information on services provided to support students physical and mental health, insurance, leave of absence, health requirements, reporting patient safety incidents at Baylor affiliated institutions, infection control, and blood borne pathogen guidelines.

**Student Life Services ➔**

This section contains information on services on campus such as food, mail, and parking and transportation as well as information on services for students with disabilities, campus security, tutoring and academic support, recreational facilities and programs, student lounge, Texas residency and tuition status, career development, and social media guidelines.

**Student Government, Student Societies and Organizations**

View the Student Organization Handbook <<https://media.bcm.edu/documents/2017/93/student-organization-handbook-2017-2018.pdf>> . Visit the Student Senate website to view of list of Student Societies and Organizations.

In addition to the policies and procedures presented in this handbook, all students are expected to abide by all policies of Baylor College of Medicine as published in the College’s Policy and Procedures Manual <<http://intranet.bcm.edu/index.cfm?fuseaction=Policies.Policies>> (Intranet Link). The Academic Policies website provides links to policies of particular relevance to students.

Services for Baylor College of Medicine are offered both by individual programs and by the College. Students are encouraged to visit the Office of Student Services website for updated listings of services provided by the College.

# Dean's Message

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Dear Students,

Welcome to Baylor College of Medicine, School of Medicine. You are among the nation’s best and brightest students and are now a part of the mission of Baylor College of Medicine to produce the top physicians and scientists in the world. Located in the Texas Medical Center, the opportunities available to you are truly limitless.

From the very beginning you will be exposed to more than study and classrooms. You will be introduced to direct patient care and asked to develop as critically thinking, compassionate professionals. As you progress your interests will diverge, however the Mission, Vision, and Values of the College will remain as the foundation of your training.

Your dedication to the study of medicine is invaluable to your patients, the College, and society. Your success is Baylor’s success.

I hope the information you receive in this [handbook](#) serves as a stepping stone for building a solid foundation of expectations as a student.

Jennifer Christner, M.D <<https://www.bcm.edu/people/view/jennifer-christner-m-d/2ddf5634-e533-11e4-8d53-005056b104be>>.

Dean, School of Medicine, Baylor College of Medicine



Jennifer Christner, M.D.

## Office of the Dean

Phone: (713) 798-8878

Email: [medschool@bcm.edu](mailto:medschool@bcm.edu)



# Contacts

[Baylor College of Medicine](#) > [Education](#) > [Schools](#) > [School of Medicine](#) > [M.D. Program](#) > [Student Handbook](#) > [Contacts](#)

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## Dean, School of Medicine

Phone: (713) 798-8878  
One Baylor Plaza, MS:BCM104  
Houston, TX 77030  
Email: [medschool@bcm.edu](mailto:medschool@bcm.edu)

## Student Handbook

[</education/schools/medical-school/md-program/student-handbook>](/education/schools/medical-school/md-program/student-handbook)

Looking for a topic in the handbook? See our table of contents for links to all handbook pages.

## Related Sites

See these sites for additional contacts.

- [Office of the Provosts Contacts](#)
- [Student Services - Academic Excellence](#)
- [Student Services - Administrative Support](#)
- [Student Services - Student Wellness](#)
- [Student Disability Services](#)
- [Student Grievances](#)
- [Diversity, Inclusion and Equity](#)
- [Title IX and Gender Discrimination](#)

## Living Our Values

Baylor College of Medicine is committed to the values of integrity, respect, teamwork, innovation, and excellence. Should you face situations that do not align with our values, resources are available to help you with interpersonal or personal challenges.

### Undergraduate Medical Education

- Admissions: (713) 798-4842
- Curriculum Office: (713) 798-7760
- Student Affairs: (713) 798-4600
- Standardized Patient Program: (713) 798-7232
- Evaluation, Assessment and Research (EAR): (713) 798-7760

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VIEW CONTACTS FOR EACH ACADEMIC YEAR.

## Other Offices

- [Financial Aid: \(713\) 798-4603](#)
- [Student Account Services: \(713\) 798-4322](#)
- [Student Services: \(713\) 798-8646](#)
- [Registrar: \(713\) 798-7766](#)
- [Student Benefits: \(713\) 798-1500](#)
- [Academic Success Center: \(713\) 798-7336 \(Baylor login required\) <<https://intranet.bcm.edu/?tmp=/education/erc/home>>](#)
- [Texas Medical Center Library: \(713\) 795-4200 <<https://library.tmc.edu>>](#)

FIND RESOURCES.

# Medical School Directory

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## Where To Go and Who To See

### TMC Safety Escort - (713) 795-0000

Admissions - Room N-104 (713) 798-4842

Medical Student Senate/Medical Student Organizations - Office of Student Affairs - Room M-210 (713) 798-4600

Cashier's Window, T-Hallway (713) 798-4920

**Counseling (Academic/Personal) - Joseph S. Kass, M.D., J.D., Associate Dean, Student Affairs (713) 798-3380**

**Counseling (Academic/Personal) - E. Lee Poythress, M.D., Assistant Dean, Student Affairs (713) 798-3373**

**Counseling (Academic/Personal) - Andrea Stolar, M.D., Assistant Dean, Student Affairs (713) 798-3695**

**Counseling - Karen Lawson, Ph.D., Student Wellness Coordinator** - contact for appointment at [student-help@bcm.edu](mailto:student-help@bcm.edu), [Mental Health Wellness Services](#)

Dean, School of Medicine - Jennifer Christner, M.D. M-220

Disabilities (Services for Students) - Elizabeth Hatfield, Interim Title IX Coordinator/Student Disability Coordinator (713) 798-5305

Academic Success Services - Reginald Toussant, M.Ed., Senior Project Manager, Student Affairs M306 (713) 798-4137

Electronic Residency Application Service (ERAS) - (713) 798-4600

Health - Family Medicine - 3701 Kirby, Suite 100 (713) 798-7700

Health - Occupational Health Programs Office - James Kelaheer, M.D., Director Baylor Clinic 1375 (713) 798-7880

Health - Mental Health Services (confidential and free) 24 hour answering service - Heather Goodman, M.D., Director Room HMCB-738 (713) 798-4881, (713) 798-4853

Health - Student Health Insurance, Benefits Division - McGovern Campus, Suite OW100 (713) 798-1500

Learning Communities - Dianne Ohnstad, Senior Academic Coordinator Room M-210-05 (713) 798-2197

Lost and Found - Baylor Security - 103H Service Bldg. (713) 798-3000

Mail - Mail Room - Room 050E (by Cafeteria) (713) 798-4804

National Resident Matching Program - Yvette Pinales, Senior Administrative Coordinator, Room M-210.05 (713) 798-2166

NICER (Non-credit Introduction to Clinical Experiences and Research) BCM Medical Students only - Jameisha Crooks, Administrative Coordinator I, Room M-210, (713) 798-3367

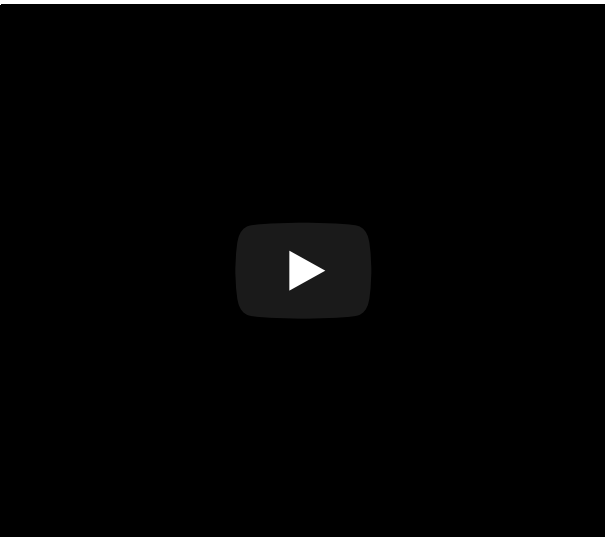
Parking Administration - [TMC web site](#) <http://www.texasmedicalcenter.org/parking/> . TMC Parking. (713) 791-6161

**Security/Police - Baylor Emergency - Call 8-811**

## Student Handbook

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credit: Greater Houston Partnership

## Life in Houston

</about-us/life-in-houston>

Explore the Life in Houston website for information about housing, dining, sporting events, parks and other recreational activities in and around Houston. Visit the [Perks and Discounts](#) <https://intranet.bcm.edu/?&tmp=/employeeediscounts/home> page on the College's Intranet for latest discounts available to you as a Baylor student. (Baylor login required)



Security/Police - TMC Police Officer - Garage #2 (713) 795-0000

Baylor Security - Room 103-H (713) 798-3000

MD Committee on Student Promotions and Academic Achievement - Jeffrey Bates, M.D., Chair

Publications - BCM Family - Room 176B (713) 798-4710

Publications - Student - John Rapp, M.Ed., Senior Director, Student Affairs, Room M-210.06 (713) 798-4517

Recreational Activities - Athletic Facility - Garage #6 8th floor (713) 798-5810

Recreational Activities - Office of Student Affairs - M-210 (713) 798-4600

Registrar - Latoya Whitaker, M.A., Registrar, Room M-210.04 (713) 798-3092

Room Reservations - Office of the Curriculum - Room M-220 (713) 798-7760

Office of Student Financial Aid - Hilda R. DeLeon, Director Room N-104 (713) 798-4603

Office of Student Financial Aid - Federal Work Study Program Room N-104 Room (713) 798-4603

Student Activities & Organizations - Office of Student Affairs - Room M-210 (713) 798-4600

Student Services Committee - Co-Chairs: Abdul Hafeez Diwan, MBBS (M.D.), Ph.D.; Frederick A. Pereira, Ph.D, and Ashley H. Mullen, B.A., M.S.

Student's Rights and Responsibilities - Office of Student Affairs - Room M-210.10 (713) 798-4600

Texas Residency for current students (Tuition Status) - Alvin Ferrer, Assistant Registrar, Room M-210.02. (713) 798-3372

Official Transcripts (Registrar) - Room M-210 (713) 798-7766

Veteran's Benefits - Office of the Registrar - Alvin Ferrer, Assistant Registrar, Room M-210.02. (713) 798-3372

# Contacts by Academic Year

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## Foundational Sciences

### 1st- and 2nd-Year Students

Course Directors - Foundational Sciences <<https://www.bcm.edu/education/schools/medical-school/md-program/curriculum/foundational-sciences-curriculum/foundational-sciences-course-descriptions>>

## Clinical Experiences

### 3rd- and 4th-Year Students

- APEX - Ebony Washington (713) 798-7760
- DDASH - Anthony Lam (713) 798-3762
- CABS - Business and Leadership - Coleen McCampbell (713) 798-1350
- CABS - Dermatology - Brittany Weams (713) 798-1058
- CABS - EBM - Jazmin Martinez (713) 798-4568
- CABS - Nutrition - Chelsea Punch (713) 798-3463
- Medicine/Medicine Sub-I - Arlene Back (713) 798-1906
- Surgery - Holly Shilstone (713) 798-6190   Sub-I Woods McCormack (713) 798-6078
- OB/GYN - Diane Jensen (832) 826-7373   Sub-I Tiara Gatewood (713) 798-6078
- Psychiatry - Brittany Platt (713) 798-3876
- Pediatrics - Pia Hughes (832) 822-3667
- Family and Community Medicine/Sub-I - Bridget Angel (713) 798-6590
- Neurology - Core TBD   Sub-I   Dr. Doris Kung (713) 798-5005 & Lashante Holden (713) 798-5942
- Emergency Medicine - Whitney Grant (713) 873-2630

## Group A Selectives:

- Orthopedic Surgery - Desi Griffen (713) 986-7396; [desig@bcm.edu](mailto:desig@bcm.edu) and Lane Carpio (713) 986-5664; [carpio@bcm.edu](mailto:carpio@bcm.edu)
- Ophthalmology - Julia McDonald (713) 798-4299; [Julia.McDonald@bcm.edu](mailto:Julia.McDonald@bcm.edu)
- Otorhinolaryngology - Chelsea McGill (713) 798-7217; [Chelsea.McGill@bcm.edu](mailto:Chelsea.McGill@bcm.edu)
- Urology - Carol Ann Vacek, (713) 798-3498; [cvacek@bcm.edu](mailto:cvacek@bcm.edu) and Caroline Hubbard (713) 798-7303; [eustice@bcm.edu](mailto:eustice@bcm.edu)

## Student Handbook ➡

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# Student Responsibilities

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As a student enrolled in the Baylor College of Medicine, you should be knowledgeable of the College’s policies, rules, regulations, and administrative procedures that affect you. The Student Handbook provides guidelines and policies for all Medical students. Students are responsible for all the information presented in this book.

While every effort has been made to verify the accuracy of information, Baylor College of Medicine reserves the freedom to change, without notice, degree requirements, curriculum, courses, teaching personnel, rules, regulations, tuition, fees, and any other information published herein. This publication is not to be regarded as a contract.

Further information can be obtained from the [Office of Student Affairs](#).

In addition to the policies and procedures presented in this [handbook](#), all students are expected to abide by all policies of Baylor College of Medicine as published in the College's [Policy and Procedures Manual](#) <<http://intranet.bcm.edu/index.cfm?fuseaction=Policies.Policies>> . The [Academic Policies](#) <<https://www.bcm.edu/education/academic-faculty-affairs/academic-policies>> website provides links to policies of particular relevance to students.

Services for Baylor College of Medicine are offered both by individual programs and by the College. Students are encouraged to visit the [Office of Student Services website](#) for updated listings of services provided by the College.

## Requirements Regarding Official Communication/Publications

**Email is the official and primary method of communication at Baylor College of Medicine.** Students are responsible for checking their email on a minimal daily basis while school is in session, so that they stay informed of all official educational/administrative communication, which often include important deadlines.

Baylor College of Medicine will communicate by email important information about requirements and deadlines for completion of mandatory activities, as well as changes to relevant academic policies and procedures, by publishing this information in either the [Student Commons Newsletter](#) <<https://intranet.bcm.edu/index.cfm?tmp=/pa/oss-newsletter/>> or the Student Affairs Thursday Announcements (“official publications”).

Students are on notice that *NO* exceptions will be made to either the deadlines or adherence requirements communicated via BCM email or published in official publications. Lack of awareness of requirements, policies, procedures, and deadlines does not constitute an excuse for non-compliance with these requirements.

Adherence to policies, procedures and deadlines is considered a professional duty of the medical student and compliance will be reflected in the professionalism section of the Medical Student Performance Evaluation (MSPE). The School of Medicine reserves the right to impose additional penalties, including adverse action, against medical students for repeated non-responsiveness to official email requests and/or non-compliance with requirements, policies, procedures, and deadlines published in official publications.

See links below for additional information.

## Contact Information

- [Office of Student Affairs](#)
- [General Contacts](#)
- [Medical School Directory](#)
- [Contacts by Academic Year](#)

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- [Statement of Student Rights](#)
- [Code of Conduct <https://media.bcm.edu/documents/2015/94/bcm-code-of-conduct-final-june-2015.pdf>](https://media.bcm.edu/documents/2015/94/bcm-code-of-conduct-final-june-2015.pdf)
- [Baylor College of Medicine Mission, Vision and Values](#)
- [Policies and Procedures \(Baylor login required\) <https://intranet.bcm.edu/index.cfm?fuseaction=Policies.main>](https://intranet.bcm.edu/index.cfm?fuseaction=Policies.main)
- [Educator Conflict of Interest Policy - This policy applies to all Educators, Health Providers, and Learners at BCM. \(Baylor login required\) <https://intranet.bcm.edu/index.cfm?fuseaction=Policies.Display\\_Policy&policy\\_number=23.2.04>](https://intranet.bcm.edu/index.cfm?fuseaction=Policies.Display_Policy&policy_number=23.2.04)
- [Faculty Handbook](#)

# Background Check Policy

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Baylor College of Medicine seeks to ensure that all incoming and current students in programs that involve patient care or that lead to a role in a licensed professions meet both the high excellence and professionalism standard of Baylor and the profession for which they are being trained. Students and trainees at Baylor practice in confidential environments and bear responsibility for the health and safety of patients, which requires both ethical behavior and the exercise of sound judgment.

Baylor will notify all applicants that any criminal convictions (including deferred judgments) may impact their ability to become licensed following the completion of a Baylor academic program. Baylor will also perform criminal background checks to determine whether Applicants and Current Students are at risk of licensure restriction, and communicate the potential impact on future licensure and eligibility to matriculate or maintain enrollment at BCM.

Read more about the [Baylor Background Check Policy](#) <<https://media.bcm.edu/documents/2018/f9/23.1.00-background-checks-for-applicants-and-students-v1-web.pdf>> (login required).

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## Student Handbook

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## Contact Information

</education/schools/medical-school/md-program/student-handbook/contacts>

General contacts, office numbers, foundational sciences and clinical academic numbers.

# Falsification of Admission Application

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> [Falsification of Admission Application](#)

Occasionally candidates will make inaccurate statements or submit false material in connection with their application. In most cases these misrepresentations are discovered during the application process and the application is rejected.

- If the misrepresentation is discovered after the candidate is admitted the offer for admission is normally withdrawn.
- If misrepresentation is discovered after a student is registered the offer of admission normally will be revoked and the student will be required to leave the school.
- If the discovery is made after a degree has been awarded the degree normally will be rescinded.

The determination that the application is inaccurate or contains misrepresentation rests solely with the Admissions Office and will be resolved outside the student disciplinary process.

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## Contact Information

</migration/archived-pages/student-handbook/contact-us>

General contacts, office numbers, foundational sciences and clinical academic numbers.



# Non-Academic Performance

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A student may be placed on probation, suspended, or dismissed from Baylor College of Medicine for non-academic reasons such as: unethical or unprofessional acts; violations of the regulations concerning conduct of students at the Baylor College of Medicine; dishonesty; negligence; nonpayment of bills owed to the Baylor College of Medicine; criminal acts; failure to meet clinical responsibilities; and any other conduct not in keeping with the ethical standards of the College or the medical profession. Information regarding the possibility that a student is engaged in conduct inappropriate for one seeking to enter the medical profession shall be brought to the attention of a dean in Student Affairs or the dean, School of Medicine.

Conduct inappropriate to the profession of medicine may include but is not limited to dishonesty, willful destruction of property, substance abuse, violence or threat of violence, or serious breach of trust or confidence. Serious misconduct, misrepresentation, or failure in personal actions, or in meeting obligations that raise serious unresolved doubts about the integrity, character and faithfulness of the student in meeting the overall obligations of a medical career are all considered inappropriate behavior. If the student engages in illegal, unethical or behavior inappropriate to the medical profession outside the medical school community these issues may be considered and addressed under the following procedures.

If a student is engaged in conduct inappropriate to the medical profession, it shall be brought to the attention of a dean in the Office of Student Affairs or the dean, School of Medicine. A dean in conjunction with the course director and or other relevant faculty members when appropriate, will investigate and review the allegations. If allegations prove to be frivolous, lacking in credibility or/are personal in nature, the matter may be dismissed or handled informally.

If the allegations are deemed to be of a serious nature and the charges appear to be valid, then the dean may require the student to refrain from clinical activities or restrict contact with certain individuals and will convene an ad hoc Committee of three faculty members, some or all of whom may be from The Committee on Student Promotions and Academic Achievement (MDPC). This ad hoc Committee will investigate the allegations via interviews, evaluation of the record, and all pertinent information. The student will be informed of the charges and the committee will meet with the student to hear the student's response to the charges. At that meeting the student may be accompanied by an advisor, who may be a student, faculty member, or administrative official of the College, but that person may not directly participate in the proceedings.

Documentation of the charges and records pertaining to the investigation will be held in the office of the associate dean in Student Affairs. If the allegations are determined to be without merit the case will be dropped. If the charges brought before the committee are true and deemed serious in nature, the committee may recommend warning, probation, suspension or dismissal. This committee will forward its findings and recommendations to the MDPC. The MDPC will review the findings and the recommendations of the ad hoc Committee to take final action.

In the case of a student whose non-academic performance or behavior and conduct is unsatisfactory, the MDPC may:

1. Reprimand the student and require corrective action or restriction
2. Place the student on warning with remedial work required
3. Place the student on probation with restrictions, corrective actions, or remedial work required
4. Suspend the student
5. Dismiss the student from the College

Placement on warning, probation or suspension may continue until satisfactory performance has been demonstrated, remedial work has been completed, correction of deficiencies have been shown or appropriate professional evaluation, counseling and treatment has been sought and successfully completed to the committee's satisfaction. Students placed on probation or suspension for non-academic reasons may have to meet specific standards or have their activities restricted during the period of probation or suspension while he/she appeals the action depending on the nature of the offense.

Any student may be dismissed from enrollment in the College of Medicine if, in the opinion of the Committee

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## Contact Information

</migration/archived-pages/student-handbook/contact-us>

General contacts, office numbers, foundational sciences and clinical academic numbers.

of Student Promotions and Academic Achievement his or her knowledge, character or mental and physical fitness cast grave doubts upon his/her capabilities as a physician. Any student who exhibits personal characteristics which seem inappropriate to one seeking to become a physician is considered for dismissal regardless of academic performance.

A student who has been suspended or dismissed from the College of Medicine for academic or non-academic reasons has the right to an appeal.

# Tuition and Fee Assessment

[Baylor College of Medicine](#) > [Education](#) > [Schools](#) > [School of Medicine](#) > [M.D. Program](#) > [Student Handbook](#) > [Student Responsibilities](#)  
> [Tuition and Fee Assessment](#)

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## Traditional Students

All students who start and complete their program of study at Baylor College of Medicine are required to pay four years' tuition charges. This also applies to students who complete the program in less than four years. For students who meet degree requirements in less than four years, they are required to pay the difference between four years' tuition charges and the amount already paid since matriculation.

## Medical Research Pathway Students

This five-year program is for medical students who desire increased exposure to basic or clinical research. The student will spend a full year conducting basic or clinical research between years two and three of medical school. During years 1, 2, 4 and 5, students are charged as traditional first, second, third and fourth year medical students, respectively. During the research year, Medical Research Pathway students are paid a stipend and receive a scholarship which covers tuition and the Facility Fee. Students are responsible for the Education Resource Center Fee, Malpractice Insurance, Yearbook Fee, Student Activity Fee and personal health insurance.

## M.D./Ph.D. Students

Students complete two years of medical school prior to starting the Ph.D. portion of their program. After completing the Ph.D., these students return to medical school for one or more years. They are charged only for the semesters they attend, and are not required to pay four years of medical school tuition.

## M.D./M.B.A Students

### Students who enter the MBA portion of the program after attending two years and one and a half months of medical school

Students who begin their MBA degree after the second year in medical school will only be charged malpractice insurance for two months and a yearbook fee until Aug. 15 when they enter Rice. Students will pay malpractice insurance to Baylor for all months they are enrolled at Rice. Students will return to Baylor full-time from June 1 to Aug. 15 and be charged tuition of \$1,500 if they are a Texan and \$3,500 if they are not a Texan plus malpractice insurance for three months. Students return to Rice to complete their MBA from Aug. 16 to Dec. 31. Students return to Baylor Jan. 1 as 3rd year medical students and are charged half-year tuition and curriculum materials fee plus all spring fees and the yearbook fee. Standard 4th year tuition and fees apply the final year of medical school. See diagram for approximate attendance dates at both schools.

### Students who enter the MBA portion of the program after attending three years and one and a half months of medical school

Students who begin their MBA degree after the third year in medical school will only be charged malpractice insurance for two months and a yearbook fee until Aug. 15 when they enter Rice. Students will pay malpractice insurance to Baylor for all months they are enrolled at Rice. Students will return to Baylor full-time from June 1 to Aug. 15 and be charged tuition of \$1,500 if they are a Texan and \$3,500 if they are not a Texan plus malpractice insurance for three months. Students return to Rice to complete their MBA from Aug. 16 to Dec. 31. Students return to Baylor Jan. 1 as 4th year medical students and are charged half-year tuition and curriculum materials fee plus all spring fees, the graduation fee and yearbook fee. See [Joint M.D./M.B.A. Degree Program diagram](#) <https://media.bcm.edu/documents/2013/bc/mdmba-program-tuition-schedule.pdf> for approximate attendance dates at both schools.

## Student Account Services

[<https://www.bcm.edu/education/tuition-fees>](https://www.bcm.edu/education/tuition-fees)

Phone: (713) 798-4322  
Email: [SAS@bcm.edu](mailto:SAS@bcm.edu)  
Location by appointment:  
O'Quinn Medical Tower,  
6624 Fannin,  
St. 20th Floor  
Hours: 7:30 a.m. to 5 p.m., Monday - Friday

## Student Handbook

[</education/schools/medical-school/md-program/student-handbook>](/education/schools/medical-school/md-program/student-handbook)

Looking for a topic in the handbook? See our table of contents for links to all handbook pages.

## Contact Information

[</migration/archived-pages/student-handbook/contact-us>](/migration/archived-pages/student-handbook/contact-us)

General contacts, office numbers, foundational sciences and clinical academic numbers.

# M.D./M.P.H Students

Students in the MPH program can begin their year at UTSPH either in May or September following their 3rd year in medical school. Students who begin in May will be responsible for full tuition and fees to Baylor for their 3rd year in medical school. They will also be charged malpractice insurance for the months they are at UTSPH. After completing their year at UTSPH in April, they will become full-time students at Baylor and will be charged for malpractice insurance for two months until they begin their 4th year of medical school and are charged standard tuition and fees. Students who begin their year at UTSPH in September will remain full-time students at Baylor for two months following their 3rd year in medical school and will be charged malpractice insurance for two months. They will also be charged malpractice insurance for the months they are at UTSPH. Upon returning to Baylor in August they will be charged full tuition and fees for their 4th year in medical school. See [Joint M.D./M.P.H. Degree Program diagram](#)

[<https://media.bcm.edu/documents/2013/bc/mdmba-program-tuition-schedule.pdf>](https://media.bcm.edu/documents/2013/bc/mdmba-program-tuition-schedule.pdf) for approximate attendance dates at both schools.

## All Students

Medical students who repeat coursework or otherwise extend their enrollment beyond the four or two and one half year length of their respective programs will be charged tuition and fees for each additional semester of enrollment. Title IV Federal financial aid recipients who meet degree requirements prior to the end of the semester will be subject to the Return of Title IV Funds Policy. All other students will be subject to the Institution's Refund and Repayment Policy.

Students who return from an approved leave of absence, or otherwise begin attending after the start of a semester, will be charged tuition and fees for the number of months remaining in the semester. A month's charges will be assessed if the student returns/enters prior to the sixteenth of the month. Yearbook, graduation, documentation and curriculum resource (third year MS only) fees are not pro-rated, and graduation fees are only charged once for each program the student completes.

Students who go on an approved leave of absence during the academic year may continue their health insurance while on leave. Payment will be due before the student starts his/her LOA.

Students who withdraw, are dismissed or otherwise cease to be a student at Baylor College of Medicine are allowed to continue their health insurance for no more than three months. Payment must be made prior to the date the student ceases to be enrolled.

Students who withdraw, are dismissed or otherwise cease to be a student at Baylor College of Medicine must clear their financial account at the college prior to getting a signature of clearance from the Student Account Services Office. If the department has advised the student that the department is paying certain fees, the student is responsible for obtaining a charge source from the student's program before the clearance form will be signed by the Student Account Services Office. When a student is clearing his/her balance upon checkout, the student must pay their balance using cash, money order or credit card. Student Account Services does not accept checks from students as final payment for clearing a balance due when leaving the College.

Tuition and fees for all students are billed twice a year. A billing statement will be available on the Student Portal following each billing cycle. Partial tuition and fees are billed in July or August and the balance in January. Tuition and fee payments are due in-full on Sept. 1 and Feb. 1 following each billing cycle. Students are responsible for paying with cash, a negotiable check or valid credit card. **A \$50 late payment fee will be added to a student's account if he/she fails to pay all tuition and fees by the respective due date.**

Students and former students, who have not paid their tuition and fees when due, will have a **"Hold"** placed on their academic records. Currently enrolled students will not be allowed to register for future classes until the **"Hold"** is removed. All current and former students will be unable to receive verification of attendance and/or receive a transcript until the **"Hold"** is removed. All delinquent accounts are reported to the Dean's Office for further review.

[Financial Responsibilities, Financial Aid Eligibility, and Satisfactory Academic Progress Requirements for Students <http://intranet.bcm.edu/index.cfm?fuseaction=Policies.Display\\_Policy&Policy\\_Number=23.1.02>](http://intranet.bcm.edu/index.cfm?fuseaction=Policies.Display_Policy&Policy_Number=23.1.02) (Baylor login required)

# Conduct: Academic & Non-Academic

[Baylor College of Medicine](#) > [Education](#) > [Schools](#) > [School of Medicine](#) > [M.D. Program](#) > [Student Handbook](#) > [Student Responsibilities](#)  
> [Conduct: Academic & Non-Academic](#)

Baylor College of Medicine recognizes honesty and integrity as necessary to the academic functions of the College. The following rules are promulgated in the interest of protecting the validity of the College's grades and degrees, and to assist students in developing standards and attitudes appropriate to academic life and the practice of medicine. Violation of academic rules can result in dismissal from the College.

No student shall receive assistance not authorized by an instructor in the preparation of any assignment, laboratory exercise, report, or examination submitted as a requirement for an academic course or rotation.

No student shall knowingly give unauthorized assistance to another student in such preparation.

No person shall sell, give, lend, or otherwise furnish to any unauthorized person material which can be shown to contain the questions or answers to any examination scheduled to be given at any subsequent date, in any course of study offered by the College, excluding questions and answers from tests previously administered when supplied by the department.

Any persons taking, or attempting to take, steal, or otherwise procure in any unauthorized manner any material pertaining to the conduct of a class, including examinations, laboratory equipment, etc. shall be in violation of this regulation

## Non-Academic Rules

The rules of conduct listed below are intended for students; however, it is hoped that all persons within the BCM complex, faculty and students alike will adhere to these rules. Any student who feels that any person's conduct, behavior, etc., is not in keeping with appropriate and acceptable behavior the areas listed below, either in an academic or non-academic setting should notify a dean in the Office of Student Affairs or appropriate college official depending on the nature of the offense. Failure to meet these standards may result in probation, suspension or dismissal from the College and should be reported to a dean in the Office of Student Affairs.

Any student may be dismissed from enrollment in the College if, in the opinion of the faculty, his/her knowledge, character or mental or physical fitness cast grave doubts upon his/her potential capabilities as a physician. Any student who exhibits personal characteristics which seem inappropriate to one seeking to become a physician will be considered for dismissal regardless of academic performance.

Malicious damage or destruction of property belonging to the College or to the affiliated institutions is prohibited.

## Disorderly Assembly

No person shall assemble on campus for the purpose of causing a riot or destruction or disorderly diversion which interferes with the normal educational process and operation of the College. This does not deny any student(s) the right of peaceful assembly in accordance with College policy.

No person or group of persons shall obstruct the free movement of other persons about the campus, interfere with the use of College facilities, or prevent the normal operation of the College.

## Professional Conduct

Behavior which disrupts the academic pursuits, or infringes upon the privacy, rights, or privileges of other persons is prohibited.

No student shall push, strike, physically assault, haze or threaten any member of the faculty, staff, or student

## Student Handbook ➔

</education/schools/medical-school/md-program/student-handbook>

Looking for a topic in the handbook? See our table of contents for links to all handbook pages.

## Contact Information ➔

</migration/archived-pages/student-handbook/contact-us>

General contacts, office numbers, pre-clerkship and clinical academic numbers.

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body or any visitor to the College community.

Drunken misbehavior on College property, at functions sponsored by the College or any recognized College organization is prohibited.

No student shall enter or attempt to enter any College sponsored event without required credentials for admission.

Conduct which is lewd, indecent, or obscene, or which is patently offensive to the prevailing standards of an academic community is prohibited.

No student shall interfere with, or fail to cooperate with, any properly identified College faculty or staff personnel while these persons are in the performance of their duties.

Dress shall be primarily a matter of individual judgment, but within acceptable standards of good taste. Students are expected to be neat and clean. Students not meeting clinical department standards of dress may be denied access to patients and may thereby jeopardize their grade and satisfactory completion of the rotation or elective. In the clinical setting, students should dress in a fashion such that their patients accept them as physicians.

The use, possession, or distribution of narcotics, amphetamines, barbiturates, marijuana, hallucinogens, and any other dangerous or controlled drugs, not prescribed by a properly licensed physician, is prohibited.

## Falsification of College Records

Students must complete all College records honestly.

No student shall alter, counterfeit, forge, falsify or cause to be altered, counterfeit, forge, falsify any record, form, or document used by the College.

## Violation of Federal, State or Local Law

When violation of any federal, state or local law by a student indicates that the student's continued presence on campus creates a substantial likelihood of danger to the educational process of the College community, the College may institute disciplinary action.

## Fire and Explosion Safety

No student shall tamper with fire safety equipment.

No student shall set or cause to be set any unauthorized fire in or on College property.

The possession or use of fire arms, fire works, or explosives on College property is strictly forbidden.

No student shall make or cause to be made a false fire alarm.

## Gambling

Gambling is prohibited on College property.

## Alcohol Consumption

Consumption of alcoholic beverages is prohibited on College property. Information regarding substance and alcohol abuse is available in the Student Health and Wellness section of this Handbook.

## Property

No person shall take, attempt to take, or keep in his or her possession, items of College property or items belonging to students, faculty, staff or student groups without proper authorization.

## Unauthorized Entry or Use of College Facilities

No student shall make unauthorized entry into any College building, office or other facility, nor shall any



person remain without authorization in any building after normal closing hours.

No person shall make unauthorized use of any College facility. Upon appropriate notice by College officials, authorization for the use of College facilities may be withdrawn or otherwise restricted.

# Abbreviations

[Baylor College of Medicine](#) > [Education](#) > [Schools](#) > [School of Medicine](#) > [M.D. Program](#) > [Student Handbook](#) > [Abbreviations](#)

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## Abbreviations used in the School of Medicine Student Handbook

Abbreviation	Definition
AAMC	Association of American Medical Colleges
ACCME	Accreditation Council for Continuing Medical Education
ACGME	Accreditation Council for Graduate Medical Education
AMA	American Medical Association
BCM	Baylor College of Medicine
CME	Continuing Medical Education
FERPA	Family Educational Rights and Privacy Act of 1974
GME	Graduate Medical Education
HLC	Higher Learning Commission
LCME	Liaison Committee on Medical Education
MD	Doctor of Medicine Degree
MDPC	Committee on Student Promotions and Academic Achievement
MSPE	Medical Student Performance Evaluation
SACSCOC	Southern Association of Colleges and Schools Commission on Colleges
SOM	School of Medicine
SPRINT	Student Professionalism Response Intervention Team

## Contact Information

- [Office of Student Affairs](#)
- [General Contacts](#)
- [Medical School Directory](#)
- [Contacts by Academic Year](#)

Abbreviation	Definition
UME	Undergraduate Medical Education

# Principles

[Baylor College of Medicine](#) > [Education](#) > [Schools](#) > [School of Medicine](#) > [M.D. Program](#) > [Student Handbook](#) > [Principles](#)

Baylor College of Medicine is committed to creating an environment for students that is conducive to academic success and academic freedom commensurate with all applicable laws and regulations. The links below will take you to information on policies, statements and guidelines, as well as offices and resources designated to support this commitment.

- [Statement of Student Rights](#)
- [Commitment to Diversity, Inclusion and Equity](#)
- [Office of Institutional Diversity, Inclusion and Equity](#)
- [Diversity and Inclusion Policy](#) <[https://intranet.bcm.edu/index.cfm?fuseaction=Policies.Display\\_Policy&Policy\\_Number=02.2.40](https://intranet.bcm.edu/index.cfm?fuseaction=Policies.Display_Policy&Policy_Number=02.2.40)>
- [Title IX and Gender Discrimination](#)
- [Notice of Nondiscrimination](#)
- [Learner Mistreatment Policy \(Baylor Login Required\)](#) <[https://intranet.bcm.edu/index.cfm?fuseaction=Policies.Display\\_Policy&Policy\\_Number=23.2.02](https://intranet.bcm.edu/index.cfm?fuseaction=Policies.Display_Policy&Policy_Number=23.2.02)>
- [Student Appeals and Grievances Policy \(Baylor Login Required\)](#) <[https://intranet.bcm.edu/index.cfm?fuseaction=Policies.Display\\_Policy&Policy\\_Number=23.1.08](https://intranet.bcm.edu/index.cfm?fuseaction=Policies.Display_Policy&Policy_Number=23.1.08)>
- [Respectful and Professional Learning Environment Policy: Standards for Student Conduct and College Oversight \(Baylor Login Required\)](#) <[https://intranet.bcm.edu/index.cfm?fuseaction=Policies.Display\\_Policy&Policy\\_Number=23.2.01](https://intranet.bcm.edu/index.cfm?fuseaction=Policies.Display_Policy&Policy_Number=23.2.01)>

**Notice of Nondiscrimination:** Baylor College of Medicine is committed to a safe and supportive learning and working environment for its learners, faculty and staff. College policy prohibits discrimination on the basis of race, color, age, religion, gender, gender identity or expression, sexual orientation, national origin, veteran status, disability or genetic information. Harassment based on any of these classifications is a form of discrimination and also violates College policy (02.2.25, 02.2.26) and will not be tolerated. In some circumstances, such discriminatory harassment also may violate federal, state or local law.

**Privacy:** Baylor College of Medicine and the Office of the Registrar make every effort to ensure that all information remains confidential in accordance with the [Family Educational Rights and Privacy Act](#) <<https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>>. Our annual [Notification of the Family Education Rights and Privacy Act](#) <<https://media.bcm.edu/documents/2017/14/2017-2018-notification-of-family-education-rights-and-privacy-act.pdf>> outlines student's rights under FERPA as well as directory information at Baylor.

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Student Handbook 

</education/schools/medical-school/md-program/student-handbook>

Looking for a topic in the handbook? See our table of contents for links to all handbook pages.

Contacts 

</education/schools/medical-school/md-program/student-handbook/contacts>

Find general contacts, office locations and numbers, foundational sciences and clinical academic numbers.

Living Our Values

Baylor College of Medicine is committed to the values of integrity, respect, teamwork, innovation, and excellence. Should you face situations that do not align with our values, resources are available to help you with interpersonal or personal challenges.

FIND RESOURCES.

# Release of Information

[Baylor College of Medicine](#) > [Education](#) > [Schools](#) > [School of Medicine](#) > [M.D. Program](#) > [Student Handbook](#) > [Principles](#) > [Release of Information](#)

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Baylor College of Medicine adheres to the [Family Educational Rights and Privacy Act, or FERPA](#) [<https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>](https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html), which affords students over 18 years of age certain rights with respect to their student records.

- The right to inspect and review the student’s education record.
- The right to request the amendment of the student’s education record that the student believes are inaccurate or misleading.
- The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent (directory information).
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by Baylor College of Medicine to comply with the requirements of FERPA.

Students may request in writing that Baylor College of Medicine withhold their directory information from inquiring educational sources. Directory Information includes but is not limited to:

Name, local address and telephone number, major field of study, dates of attendance, class schedules, degrees granted and graduation dates, class standing, Baylor e-mail address.

Official Grades may only be transmitted from Baylor College of Medicine to another institution through an official transcript issued by the Office of the Registrar.

If a student requests a letter of recommendation, the individual faculty member may state only the official letter grade received in the course and a narrative. Official letter grades are Honors, High Pass, Pass, Marginal Pass and Fail. Departments and faculty of Baylor may not transmit any numerical grade to another institution or individual faculty member.

Departments may discuss grades with individual students and release an individual sealed, confidential report to each student. Departments may post or release general information about course grades including: mean scores and grade distributions; however, Federal Law prohibits the general posting or group release of individual grade information which in any way identifies individual students including the use of a code.

Read the [BCM Student Notification of Family Education Rights and Privacy Act \(FERPA\)](#) [<https://media.bcm.edu/documents/2018/bc/2018-2019-notification-of-family-education-rights-and-privacy-act.pdf>](https://media.bcm.edu/documents/2018/bc/2018-2019-notification-of-family-education-rights-and-privacy-act.pdf).

Read about the [BCM Student Records Policy](#) [<https://intranet.bcm.edu/index.cfm?fuseaction=Policies.Display\\_Policy&Policy\\_Number=23.1.06>](https://intranet.bcm.edu/index.cfm?fuseaction=Policies.Display_Policy&Policy_Number=23.1.06) (login required).

## Student Handbook

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## Contact Information

[</education/schools/medical-school/md-program/student-handbook/contacts>](/education/schools/medical-school/md-program/student-handbook/contacts)

General contacts, office numbers, foundational sciences and clinical academic numbers.

# Organization and Governance

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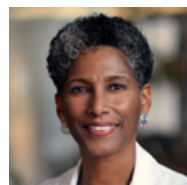
## Executive Offices



### Office of the President

Dr. Paul Klotman is the President, Chief Executive Officer and Executive Dean of Baylor College of Medicine. The President has responsibility for all decision-making that affects the academic policies and administrative operations of the School, and for reporting directly to the Board of Trustees.

Serving under the President’s authority are the Department Chairs and Center and Institute Directors, the Deans, Associate Deans and Assistant Deans, and the Executive Leadership Team.



### Office of the Provost

Baylor College of Medicine’s Provost and SVP of Academic and Faculty Affairs, Dr. Alicia Monroe, serves as the College’s chief academic officer . Working closely with the president and the deans of each of the four schools at Baylor, the Office of the Provost provides centralized infrastructure to leverage resources across the institution, design and apply research for evidence-based approaches, and ensure a highly efficient, effective organization in which all our initiatives are aligned with our mission, vision and values.

The Office of the Provost provides oversight to meet the needs of students and faculty across the College.



### Dean, School of Medicine

Dr. Jennifer Christner serves as the dean of the School of Medicine. This position reports to the Provost and SVP of Academic and Faculty Affairs of the College with general oversight responsibility for the offices of Admissions, Student Affairs, Curriculum, Graduate Medical Education and Continuing Medical Education.

This position is responsible for the academic programs of the School of Medicine, including the M.D. Degree program, Dual degree programs, Graduate Medical Education programs, Continuing Medical Education programs and Baccalaureate/M.D. programs.

## Student Handbook

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## Contacts

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Find general contacts, office locations and numbers, foundational sciences and clinical academic numbers.

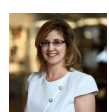


# UME Leadership

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## Dean, School of Medicine



JENNIFER CHRISTNER, M.D. ➔

Dean

Email:   jennifer.christner@bcm.edu

Quality Improvement in Medical Education; Medical Education Research; Adolescent Medicine

Student Handbook ➔

</education/schools/medical-school/md-program/student-handbook>

Looking for a topic in the handbook? See our table of contents for links to all handbook pages.

## Office of Curriculum



Associate Dean, Curriculum ➔

Nadia Ismail, M.D., M.P.H., M.Ed.

Contacts ➔

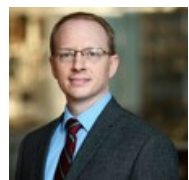
</education/schools/medical-school/md-program/student-handbook/contacts>

Find general contacts, office locations and numbers, foundational sciences and clinical academic numbers.



Associate Dean, Foundational Sciences ➔

J. Clay Goodman, M.D.



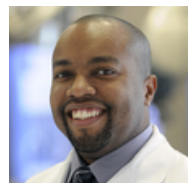
Assistant Dean, Evaluation, Assessment and Education Research ➔

Joel Purkiss, Ph.D.




Assistant Dean, Interprofessional Education ➔

Anne Gill, D.Ph., M.S., R.N.



Medical Director, Simulation and Standardized Patient Program ➔

M. Tyson Pillow, M.D., M.Ed.



Director, Simulation and Standardized Patient Program ➔

Kelly Poszywak, M.S.



Director, Foundational Sciences ➔

David R. Rowley, Ph.D.



Director, Clinical Sciences ➔

Stacey Rubin Rose, M.D.

## Office of Student Affairs



**Associate Dean, Student Affairs** ➔

Joseph Kass, M.D., J.D., F.A.A.H.



**Assistant Dean, Student Affairs** ➔

Edward Lee Poythress, M.D.



**Assistant Dean, Student Affairs** ➔

Andrea Gail Stolar, M.D.



**Sr. Director, Student Affairs** ➔

John Rapp, M.Ed.

**Sr. Administrative Coordinator**

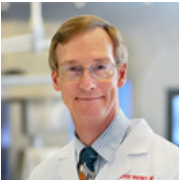
Yvette R. Pinales



**Sr. Administrative Coordinator** ➔

Dianne Ohnstad, B.B.A.

Dual Degree Programs



**M.D./M.B.A. Program Director** ➔

Stephen Whitney, M.D., M.B.A.



**M.D./J.D. Program Director** ➔

Susan Raine, M.D., J.D., L.L.M.



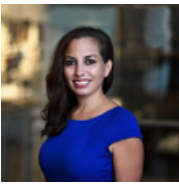
**M.D./M.P.H. Program Director** ➔

Julieana Nichols, M.D., M.P.H.



**Director, Medical Scientist Training Program** ➔

Sharon Plan, M.D., Ph.D.



**Medical Scientist Training Program Administrative Operations Director** ➔

Krista Defalco, M.H.A., M.B.A.

# Committees with Student Involvement

[Baylor College of Medicine](#) > [Education](#) > [Schools](#) > [School of Medicine](#) > [M.D. Program](#) > [Student Handbook](#) > [Organization and Governance](#) > [Committees with Student Involvement](#)

The following Committees have student members: Curriculum, Admissions and Student Services. Students are encouraged to participate.

Students on [At Risk Status](#), [Academic Probation](#) or on [Suspension](#) <<https://media.bcm.edu/documents/2019/bc/mdpc-narrative-accompanying-mdpc-chart.pdf>> may not serve on these official college committees.

Read more about all [Baylor Standing Committees](#) <[https://intranet.bcm.edu/index.cfm?fuseaction=apps.committee\\_list](https://intranet.bcm.edu/index.cfm?fuseaction=apps.committee_list)> (BCM login required).

## Curriculum Committee

The Curriculum Committee has the integrated institutional authority to oversee and direct the overall design, management and evaluation of a coherent and coordinated curriculum for the medical education program. In collaboration and partnership with the Curriculum Office deans, it ensures faculty, medical student, and administrative participation; utilizes expertise in curricular design, pedagogy, and evaluation methods; and leverages empowerment, from bylaws to work in the best interests of the institution without regard for parochial or political influences or departmental pressures.

[Read more <https://www.bcm.edu/education/schools/medical-school/md-program/curriculum/curriculum-committee>](https://www.bcm.edu/education/schools/medical-school/md-program/curriculum/curriculum-committee) about the Curriculum Committee.

## Admissions Committee

The Admissions Committee seeks those applicants possessing the academic and personal qualities conducive to furthering the high standards and ethics, of the profession of medicine. The committee recognizes that these goals are fully realized when the richness and diversity of our society is reflected in the graduating classes of the College. Accordingly, the committee seeks to attain a student of the highest caliber which reflects the educational, cultural, and ethnic diversity of our society. Medical students are eligible to assist in committee activities in recruiting, meeting and interviewing applicants selected, and upper classmen are full voting members of the Admissions Committee.

## Student Services Committee

Students from all the schools at Baylor College of Medicine serve on committees that help ensure that resources and initiatives are meeting the needs of the students they are designed to support.

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[Student Handbook](#) 

</education/schools/medical-school/md-program/student-handbook>

Looking for a topic in the handbook? See our table of contents for links to all handbook pages.

[Contacts](#) 

</education/schools/medical-school/md-program/student-handbook/contacts>

Find general contacts, office locations and numbers, foundational sciences and clinical academic numbers.

[VIEW THE STUDENT ENGAGEMENT SITE.](#)

# Academic Programs

[Baylor College of Medicine](#) > [Education](#) > [Schools](#) > [School of Medicine](#) > [M.D. Program](#) > [Student Handbook](#) > [Academic Programs](#)

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## Standards

- [Requirements for the degree of Doctor of Medicine and Core Competency Graduation Goals](#)
- [Compact between Teachers, Learners, and Educational Staff](#)
- [Criteria for Academic Advancement](#)
- [Attendance/Participation and Absences](#)
- [Leave of Absence/Change in Status](#)
- [Medical Student Professionalism](#)
- [Technical Standards <<https://www.bcm.edu/education/academic-faculty-affairs/student-services/student-disability-services/technical-standards>>](#)

## M.D. Program Curriculum

</education/schools/medical-school/md-program/student-handbook/academic-program/curriculum>

Information about the Foundational Sciences and Clinical curriculum, electives, specialized pathways, dual degrees, grading, transcripts and more.

## Student Handbook

</education/schools/medical-school/md-program/student-handbook>

Looking for a topic in the handbook? See our table of contents for links to all handbook pages.

## Contacts

</education/schools/medical-school/md-program/student-handbook/contacts>

Find general contacts, office locations and numbers, foundational sciences and clinical academic numbers.

## Academic Schedules and Calendars

<[https://intranet.bcm.edu/?tmp=/mdprog/content\\_and\\_schedule](https://intranet.bcm.edu/?tmp=/mdprog/content_and_schedule)>

Current students can view the curriculum schedule and additional content on the Baylor Intranet (login required).

# Requirements for the Degree Doctor of Medicine

Baylor College of Medicine > Education > Schools > School of Medicine > M.D. Program > Student Handbook > Academic Programs > Requirements for the Degree Doctor of Medicine

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The degree Doctor of Medicine is awarded by the president of the College, with approval from the faculty, to those students who satisfactorily complete the medical academic course of study, demonstrate the intellectual and personal skills to function as a physician and manifest an ability to adhere to a high moral and ethical standard of behavior fitting for the noble profession of medicine.

A student must satisfactorily complete each of the required courses in the [foundational sciences curriculum](#) by earning a passing grade and receiving all applicable credits in the first year and second year.

To begin the [clinical curriculum](#) a student must have a passing grade in all foundational sciences courses and must pass the NBME Comprehensive Basic Science Examination. During the clinical curriculum a student must satisfactorily complete each of the core clinical clerkships, sub-internships, and selectives by earning a passing grade.

In addition, a student is required to pass CABS, DDASH, [USMLE Step 1](#), [USMLE Step 2 CK](#), [USMLE Step 2 CS](#) and Apex prior to graduation. Students are required to earn 16 elective credits.

Apply for Step 1, Step 2 CK and Step 2 CS through NBME on NLES (NBME Licensing Examination Services).  
<https://www.usmle.org/apply/>

Student Handbook

</education/schools/medical-school/md-program/student-handbook>

Looking for a topic in the handbook? See our table of contents for links to all handbook pages.

Contact Information

</education/schools/medical-school/md-program/student-handbook/contacts>

General contacts, office numbers, foundational sciences and clinical academic numbers.

## Core Competency Graduation Goals

- Core Competency Graduation Goals <https://media.bcm.edu/documents/2016/94/ccgg-final.pdf>

## Graduation Requirements by Year

- Graduation Requirements 2020 Graduates <https://media.bcm.edu/documents/2019/3d/bcm-class-of-2020-md-graduation-requirements-6.6.19.pdf>
- Graduation Requirements 2021 Graduates <https://media.bcm.edu/documents/2019/a6/bcm-class-of-2021-md-graduation-requirements-6.6.19.pdf>
- Graduation Requirements 2022 Graduates <https://media.bcm.edu/documents/2018/7b/bcm-class-of-2022-md-graduation-requirements.pdf>
- Graduation Requirements 2023 Graduates <https://media.bcm.edu/documents/2019/84/bcm-class-of-2023-md-graduation-requirements-7.1.19.pdf>

# Attendance/Participation and Absences

Baylor College of Medicine > Education > Schools > School of Medicine > M.D. Program > Student Handbook > Academic Programs > Attendance/Participation and Absences

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During all phases of training (Foundational and Clinical), students may be excused for necessary health care services to maintain their physical and mental well-being (such as preventive health services, care for chronic illnesses, physical therapy and counseling / psychological services).

Students must communicate planned absences to the course coordinator, course director or other supervisors as outlined in the guidelines for Foundational Sciences Curriculum, Clinical Curriculum and Clinical Rotation Absence Guidelines sections below. Students need not disclose the specific type of healthcare that is being sought. A student’s decision to seek healthcare during a foundational or clinical course should have no impact on his or her performance evaluation or grade for the course.

## Foundational Sciences Curriculum

Medical students are expected to remain in academic residence during the published academic terms (i.e., reside in the Houston vicinity). Personal time away from Baylor College of Medicine School of Medicine, within the timeframe of required academic activities without prior approval, is considered a breach of professionalism. As described in the Student Handbook, personal time away during an academic term will require prior approval from the Dean of the Medical School or designee and will not be granted without cause (e.g., emergencies, natural disaster, and illness). **Requests for planned absences, within a term, must be submitted for consideration no later than two weeks prior to the start of the term.**

Furthermore, while a student is actively enrolled in the School of Medicine, attendance and participation in SOM courses takes precedence over all other obligations including but not limited to enrollment in courses outside the SOM (both online and in person) and SOM committee participation.

Foundational sciences courses entail a variety of educational experiences, each with its own attendance requirement. Unless otherwise specified in a Course Overview Document, attendance at lectures is recommended and expected but not is not mandatory. However, streaming services of individual classes is not an enumerated right. Technical difficulties or system failures may occur, and it is the responsibility of the student to become familiar with that content if they choose not to attend a lecture session.

Educational experiences such as laboratories, active learning sessions, team-based learning sessions, live patient sessions (even when occurring in a large lecture hall), clinical preceptorship experiences, and other small group learning activities require in person attendance. Active learning sessions – such as those involving patients or faculty panels, may change on short notice that is not predictable. It is the expectation that students, unless they have already received prior approval to be absent, will be available for any rearranging of sessions in a course within their academic residence.

Course directors may factor satisfactory attendance in deriving a student’s final course grade and may limit absences. The criteria for satisfactory attendance and the impact of attendance on a student’s final course grade are specified in the Course Overview Document of each course.

Revised April 18, 2019.

## Clinical Curriculum

Students who register for Clinical Rotations (Clerkships, Sub-Internships, Selectives, and Electives) are expected to honor their commitment to the course. **A student desiring to change their schedule must adhere to the add/drop policy.** <https://media.bcm.edu/documents/2020/63/add-drop-policy-2-12-20.pdf> **(outlined under academic policies).** Clinical Rotation (including research) may be added four weeks prior to the start of the rotation. Clinical rotations must be dropped six weeks prior to the start of the rotation. Students must complete the requisite form, which must be submitted to the Office of the Registrar prior to the start of the rotation.

Student Handbook

</education/schools/medical-school/md-program/student-handbook>

Looking for a topic in the handbook? See our table of contents for links to all handbook pages.

Contact Information

</education/schools/medical-school/md-program/student-handbook/contacts>

General contacts, office numbers, foundational sciences and clinical academic numbers.

## Calendars

- Official Baylor College of Medicine Holidays  
[https://intranet.bcm.edu  
/?fuseaction=home.showpage&tmp=hr/holiday](https://intranet.bcm.edu/?fuseaction=home.showpage&tmp=hr/holiday)
- Academic Calendars



**Attendance and full participation during all aspects of Clinical Rotations, Electives, DDASH, APEX and any other clinical year(s) required course are expected and considered an important part of the student's responsibility and education. Furthermore, attendance and participation are both important components in the evaluation of student performance.**

Students form an integral part of the hospital or office team and are accorded real roles based on the expectation that they will be there to fulfill their educational and patient care responsibilities. For this reason, it is expected that absences from clinical rotations will be minimal and only for legitimate reasons that are described below (Clinical Rotation Absence Guidelines).

**All students are required to be present on the first day of a Clinical Rotation.** Participation in the orientation session of a new Clinical Rotation is mandatory since important information regarding Clinical Rotation expectations and procedures is covered on the first day. Course expectations and attendance requirements for all Clinical Rotations are determined and recorded by the department. In addition, students are expected to remain available to discharge clinical responsibilities until 5 p.m. of the final day of the applicable quarter, term, month or two-week selective.

In addition to following the Guidelines on Clinical Rotation Absences, the student must provide a written physician's note to the Office of Student Affairs for medical absences. This letter should not contain Private Medical Information.

Religious Holiday and Activity Absence Guidelines

Students will not be scheduled to perform clinical duties on official Baylor College of Medicine holidays <https://intranet.bcm.edu/?fuseaction=home.showpage&tmp=hr/holiday> .

## Clinical Rotation Absence Guidelines - Clerkships, Sub-Internships, Selectives, and Electives (revised Aug. 4, 2017)

**An excused absence** is one in which the student has a legitimate reason for being absent and he/she obtains appropriate permission, **in advance**, from the course director for the days in question.

Students must inform the course coordinator, the course director, and the appropriate attending physician or chief resident on the team to which they are assigned for any scheduled absences and any absence arising from an emergency situation unless physically unable to communicate. Failure to communicate an absence as directed may be considered an unexcused absence and may be grounds for failure of the rotation.

Reasons for excused absenteeism may include:

Medical illness experienced by the student (physician note required on the 3rd day of illness)

Personal crisis (e.g., death or illness of immediate family member)

Child birth (maternity and paternity policy of the College takes precedence)

Presentation at professional meetings (up to two days with attendance up to department's discretion)

Residency Interviews

**Absences NOT covered** by the categories above (such as attending a wedding or graduation of a friend or family member) may or may not be granted following review by the course director. It is likely that students will be required to make up any time for such absences.

**An unexcused absence** is any absence in which the student fails to gain prior permission or falls outside of the guidelines outlined above for excused absences. **Unexcused absences are grounds for failure of a clinical rotation and should be reported to the Dean of Student Affairs.**

**NOTE:** Frequent absences, regardless of the reason, may be used as one component in calculating a student's overall grade, and may result in grades of marginal pass or fail. Misrepresenting absences or absence requests is a breach of professionalism and is grounds for failure.

Students who miss more than the minimum allowed absences may still pass the rotation if: a) performance on days attended is satisfactory; **AND**, b) students make-up the excess days missed in a manner acceptable to the course director. Make-up time will not exceed the number of days missed.

**Excused Absences and Remediation**

Each clinical rotation allows a limited number of excused absences based on the length of rotation. Refer to the table below to determine the number of excused absences allowed before remediation is required.

Excused Absences and Remediation

Clinical rotation	Excused absences	Resulting consequences
1 week	0.5 days	No remediation
	1 day	Remediation required
	>1 days	Repeat the rotation or sub-rotation
2 weeks	1 day	No make-up time
	2 days	Remediation required
	>2 days	Repeat the rotation or sub-rotation
4 weeks	1-2 days	No make-up time
	3-4 days	Remediation required
	>4 days	Repeat the rotation or sub-rotation

# M.D. Program Curriculum

[Baylor College of Medicine](#) > [Education](#) > [Schools](#) > [School of Medicine](#) > [M.D. Program](#) > [Student Handbook](#) > [Academic Programs](#) > [M.D. Program Curriculum](#)

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## Foundational Sciences

The foundational sciences curriculum extends from August of the first year to December of the second year. It is divided into three phases - Fall I, Spring and Fall II.

## Clinical Curriculum

The Clinical Curriculum begins in January of the second year and all Core Clinical Clerkships are required and must be taken by December of the fourth year.

## Elective Program

The electives listing give students the opportunity to select approximately 25 percent of their medical curriculum, and thereby places a major share of the responsibility for determining the direction of the educational effort directly on the student. To provide the student with wide latitude in designing their elective program, the faculty offers approximately 225 courses.

## Exams, Grading, Adding/Dropping Courses, Satisfactory Academic Progress and Academic Promotion

Policies, procedures and guidelines related to examinations, grading, adding and dropping courses, clinical rotation scheduling, Satisfactory Academic Progress and academic promotion.

## Pathways

Baylor College of Medicine has developed pathways to help students explore their interests and customize their education to match their career goals.

## Curriculum Committee

The Curriculum Committee has the integrated institutional authority to oversee and direct the overall design, management and evaluation of a coherent and coordinated curriculum for the medical education program, which is codified by decanal mandate.

## Dual Degrees

View options for pursuing a dual degree while in the M.D. program at Baylor College of Medicine.

## Student Handbook

</education/schools/medical-school/md-program/student-handbook>

Looking for a topic in the handbook? See our table of contents for links to all handbook pages.

## Contacts

</education/schools/medical-school/md-program/student-handbook/contacts>

Find general contacts, office locations and numbers, foundational sciences and clinical academic numbers.

## Academic Schedules/Calendars

<[https://intranet.bcm.edu/?tmp=/mdprog/content\\_and\\_schedule](https://intranet.bcm.edu/?tmp=/mdprog/content_and_schedule)>

Current students can view the curriculum schedule and additional content on the Baylor Intranet (login required).

# Foundational Sciences Curriculum

[Baylor College of Medicine](#) > [Education](#) > [Schools](#) > [School of Medicine](#) > [M.D. Program](#) > [Student Handbook](#) > [Academic Programs](#) > [M.D. Program Curriculum](#) > [Foundational Sciences Curriculum](#)

The foundational sciences curriculum extends from August of the first year to December of the second year. It is divided into three phases - Fall I, Spring and Fall II.

**MS1 Terms 1 & 2** includes Foundations Basic to the Science of Medicine, which runs from 8 a.m. to noon daily for five months. This course contains integrated material from the traditional disciplines of Biochemistry, Genetics, Molecular Biology, Physiology, Gross and Microscopic Anatomy. The topic areas covered, in order of presentation, are: Core Concepts; Cardiovascular, Respiratory, Renal, Gastrointestinal, Metabolism, Nutrition, Endocrine, and Reproduction.

The modules deploy a variety of learning venues, which include didactic lectures, laboratories, case conferences, and small group problem solving sessions. Learning materials consist of textbooks supplemented by syllabi, journal articles, and designated web sites. A single final grade for Foundations Basic to the Science of Medicine is rendered to the Registrar and appears on the transcript.

**MS1 Terms 3, 4 & 5** occurs from January to June and is divided into three successive teaching terms, separated by exams and some vacation time. Principles of Pathology and Immunology, and Pharmacology courses are offered in Term 3. Head and Neck Anatomy is also offered in Term 3 and bridges Gross Anatomy from Terms 1 and 2, and precedes the Nervous System course, which occupies Terms 4 and 5. The Nervous System course has contributions from anatomy, physiology, pharmacology, pathology, and pathophysiology. Components of the Infectious Disease course are taught in Terms 4 and 5 and include microbiology, virology, pathology, pharmacology, and pathophysiology. The Behavioral Science course in Terms 4 and 5 includes psychosocial development, psychiatry, and psychopharmacology. The Bioethics course occurs in Term 4. The individual courses have formative and summative examinations, and a final grade in each course is rendered to the Registrar.

**MS2 Terms 1 & 2** encompasses the period between August and December of the second year, and consists entirely of organ-based modular teaching. The major contributors to these courses (which are depicted on the below chart) are pathophysiology, pathology, and pharmacology. PPS 3 occurs in the afternoon in Fall 2, and is a continuation of PPS 1 and PPS 2 with greater focus on hospitalized patients with abnormalities on the physical examination. In Term 1 of Fall 2, IPS is replaced by Patient Safety and in Term 2 of Fall 2, a course designed to facilitate readiness for the clinical clerkships called Transitions to Clinical Rotations occurs.

**Grading System:** All Foundational Sciences courses in Terms 1-5 are graded only P\*/F\* - Pass/Fail. PPS courses are graded on a more granular (clinical performance) scale including: Honors/High Pass/Pass /Marginal Pass/Fail.

During the Foundational Sciences curriculum students are allowed to apply for electives for credit as outlined in the [Graduation Requirements](#). These, as well as the rules governing electives, are all listed in the [Electives Catalog](#)  [<https://www.bcm.edu/departments/osa/web\\_electives/index.cfm>](https://www.bcm.edu/departments/osa/web_electives/index.cfm) .

Students in good standing may take as many electives as their schedule allows, the course director permits, and the registrar determines space is allowed. However, students will only receive graduation credit for electives as outlined in the details of the Graduation Requirements. Foundational Sciences electives are graded on a pass/fail basis only.

Foundational Sciences students cannot enroll in any elective which is scheduled to meet at the same time as a required foundational sciences course for which the student is enrolled.

NOTE: Withdrawal from all foundational sciences electives requires the instructor's written approval on the official withdrawal form available in the [Office of the Registrar](#)  [<https://www.bcm.edu/education/registrar>](https://www.bcm.edu/education/registrar) and on the Elective Program website. **Failure to withdraw from an elective will result in the recording of a 'Fail' in the elective.**

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## Foundational Sciences Course Descriptions

[</education/schools/medical-school/md-program/curriculum/foundational-sciences-curriculum/foundational-sciences-course-descriptions>](/education/schools/medical-school/md-program/curriculum/foundational-sciences-curriculum/foundational-sciences-course-descriptions)

See the course descriptions for directors, and credit information for all Foundational Sciences courses.

## Foundational Sciences Electives

[<https://www.bcm.edu/departments/osa/web\\_electives/departmentlist.cfm?ctype=%21%23P%20%20%0A>](https://www.bcm.edu/departments/osa/web_electives/departmentlist.cfm?ctype=%21%23P%20%20%0A)

Find electives available in the Foundational Sciences curriculum.

## Requirements

[</education/schools/medical-school/md-program/student-handbook/academic-program/requirements-for-degree-doctor-of-medicine>](/education/schools/medical-school/md-program/student-handbook/academic-program/requirements-for-degree-doctor-of-medicine)

View the Requirements for the Degree Doctor of Medicine and the Core Competency Graduation Goals.

## Student Handbook

[</education/schools/medical-school/md-program/student-handbook>](/education/schools/medical-school/md-program/student-handbook)

Looking for a topic in the handbook? See our table of contents for links to all handbook pages.

# Advancement to the Clinical Curriculum

Students must have passing grades in all foundational sciences courses and must make a passing grade on the NBME Comprehensive Basic Science Examination before they will be allowed to begin core clinical clerkships.

# Clinical Curriculum

[Baylor College of Medicine](#) > [Education](#) > [Schools](#) > [School of Medicine](#) > [M.D. Program](#) > [Student Handbook](#) > [Academic Programs](#) > [M.D. Program Curriculum](#) > [Clinical Curriculum](#)

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## Advancing to the Clinical Curriculum

Students must have passing grades in all foundational sciences courses and must make a passing grade on the NBME Comprehensive Basic Science Examination before they will be allowed to begin core clinical clerkships.

## Clinical Curriculum Structure

The Clinical Curriculum begins in January of the second year and all Core Clinical Clerkships are required and must be taken by December of the fourth year.

- Family Medicine must be completed by the end of June of the third year.
- A student must receive a passing grade in all core clinical clerkships, sub-internships and electives to be considered for graduation.
- All Core Clinical Clerkships must be taken at Baylor College of Medicine.

## Clerkships and Selectives

See information on [Core Clerkships](#) and [Selectives](#).

## Sub-Internships

**Note:** Students (starting with the class that entered in the academic year 2012-2013) are required to select and pass one Sub-Internship (prerequisites: (1) successfully completed a minimum of six months of core rotations; (2) successfully completed the corresponding clerkship prior to starting the Sub-Internship). The Sub-Internship must be completed a minimum of eight weeks prior to graduation from Baylor College of Medicine.

View a [list of approved sub-internship courses](#).

## Electives

Students are required to earn elective credits to complete the curriculum. For specific elective requirements for each class, please review the [Requirements for the Degree Doctor of Medicine](#).

View [Clinical Electives](#) [https://www.bcm.edu/departments/osa/web\\_electives/departmentlist.cfm?ctype=%21%23%20%20%20%20%0A](https://www.bcm.edu/departments/osa/web_electives/departmentlist.cfm?ctype=%21%23%20%20%20%20%0A).

View [Non-Clinical and Research Electives](#) [https://www.bcm.edu/departments/osa/web\\_electives/index.cfm](https://www.bcm.edu/departments/osa/web_electives/index.cfm).

## Clinical Half-Day

Throughout the entire clinical curriculum, students are released from rotation duties for one-half day per week to participate in other required activities (CABS or DDASH).

## Requirements

</education/schools/medical-school/md-program/student-handbook/academic-program/requirements-for-degree-doctor-of-medicine>

View requirements for Degree Doctor of Medicine and Core Competency Graduation Goals.

## Duty Hour Policy

[https://intranet.bcm.edu/index.cfm?fuseaction=Policies.Display\\_Policy&Policy\\_Number=28.1.04](https://intranet.bcm.edu/index.cfm?fuseaction=Policies.Display_Policy&Policy_Number=28.1.04)

View the Baylor College of Medicine Duty Hours Policy. (Baylor login required)

## Clinical Rotation Scheduling

<https://media.bcm.edu/documents/2018/58/core-rotation-scheduling-guidelines.pdf>

View guidelines for scheduling clinical rotations.

## Alternative Educational Site Request Procedure

[https://intranet.bcm.edu/index.cfm?fuseaction=Policies.Display\\_Policy&Policy\\_Number=28.1.10](https://intranet.bcm.edu/index.cfm?fuseaction=Policies.Display_Policy&Policy_Number=28.1.10)

View the Baylor College of Medicine Alternative Educational Site Request Procedure. (Baylor login required)

## Compact

<https://www.bcm.edu/education/academic-faculty-affairs/academic-policies/compact>

View Compact Between Teachers, Learners and Educational Staff.

## Student Handbook

</education/schools/medical-school/md-program/student-handbook>

Looking for a topic in the handbook? See our table of

[Check out our pathways](#), specialized tracks that span the four years of medical school and include both classroom, clinical and/or research activities in the specific areas of interest.

# Exams, Grading, Satisfactory Academic Progress and Criteria for Academic Advancement

Baylor College of Medicine > Education > Schools > School of Medicine > M.D. Program > Student Handbook > Academic Programs > M.D. Program Curriculum > Exams, Grading, Satisfactory Academic Progress and Criteria for Academic Advancement

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- [Examinations](#)
- [Grading Policy <https://media.bcm.edu/documents/2016/d9/grading-policy-final-7-14-16.pdf>](https://media.bcm.edu/documents/2016/d9/grading-policy-final-7-14-16.pdf)
- [Grade Verification and Grade Appeal](#)
- [Adding or Dropping Courses in Medical School <https://media.bcm.edu/documents/2015/a8/add-drop-policy-01-12-14.pdf>](https://media.bcm.edu/documents/2015/a8/add-drop-policy-01-12-14.pdf)
- [Clinical Rotation Scheduling Guidelines <https://media.bcm.edu/documents/2018/58/core-rotation-scheduling-guidelines.pdf>](https://media.bcm.edu/documents/2018/58/core-rotation-scheduling-guidelines.pdf)
- [Transcripts](#)
- [Criteria for Academic Advancement](#)
- [Defining and Awarding Course Credit](#)
- [USMLE Licence Exam \(Step 1, Step 2CK, Step 2CS\) Guidelines <https://media.bcm.edu/documents/2016/40/mdpc-usmle-guidelines-approved.pdf>](https://media.bcm.edu/documents/2016/40/mdpc-usmle-guidelines-approved.pdf)
- [Academic Performance for Financial Aid Eligibility](#)

## Student Handbook

</migration/archived-pages/student-handbook/table-of-contents>

Looking for a topic in the handbook? See our table of contents for links to all handbook pages.

## Contact Information

</migration/archived-pages/student-handbook/contact-us>

General contacts, office numbers, foundational sciences and clinical academic numbers.

## Satisfactory Academic Progress

<https://www.bcm.edu/education/schools/medical-school/md-program/student-handbook/academic-program/curriculum/examinations-and-grades/criteria-promotion>

All medical students enrolled at the Baylor College of Medicine are considered to be making satisfactory academic progress unless otherwise determined by their respective Committee on Student Promotions and Academic Achievement. Satisfactory academic progress in the various health professions education programs is an eligibility criteria for all students who receive Title IV student financial assistance.

Students on [At Risk Status, Academic Probation or on Suspension <https://media.bcm.edu/documents/2019/bc/mdpc-narrative-accompanying-mdpc-chart.pdf>](https://media.bcm.edu/documents/2019/bc/mdpc-narrative-accompanying-mdpc-chart.pdf) may not serve on official college committees. While on At Risk Status, Academic Probation or on Suspension it is highly recommended that a student closely evaluate their extra-curricular activities and their impact on academic performance.

## Withdrawal from the College

A student who wishes to withdraw must personally meet with a dean in Student Affairs and submit a letter indicating his/her withdrawal.

The official academic record of a student, who does not officially withdraw from the College, will not be released until the student has obtained required departmental signatures on the clearance process (checkout) form and finalizes the procedure in the Office of the Registrar.

## Reinstatement

A student who wishes to be re-admitted to Baylor College of Medicine should apply to the Office of Admissions in the same way as any new applicant. The Office of Admissions shall have available to it the student's entire permanent record at Baylor College of Medicine. The committee may request any additional information which might help them in their decision. This might include documentation of additional academic and work experience, medical and psychiatric data, etc.

This procedure is applicable to the following:



- Students dismissed for academic reasons
- Students dismissed for nonacademic reasons
- Students who have withdrawn from Baylor College of Medicine

# Examinations

[Baylor College of Medicine](#) > [Education](#) > [Schools](#) > [School of Medicine](#) > [M.D. Program](#) > [Student Handbook](#) > [Academic Programs](#) > [M.D. Program Curriculum](#) > [Exams, Grading, Satisfactory Academic Progress and Criteria for Academic Advancement](#) > [Examinations](#)

All web-based **Medical School Clinical National Board Subject Examinations** <http://www.nbme.org/schools/Subject-Exams/Subjects/Exams.html> (NBME) are managed by the Office of Evaluation, Assessment and Education Research. All students must provide their own laptop in order to take these examinations, as well as the Comprehensive Basic Science Exam given at the end of Foundational Sciences classes during the second year of medical school.

The Office of the Curriculum is responsible for the management of all Foundational Sciences examinations. [View Foundational Sciences examination schedule](#)  
<https://media.bcm.edu/documents/2019/af/foundational-sciences-exam-calendar-19-20.pdf>.

[View the NBME Clinical Exam Schedule](#)  
<https://media.bcm.edu/documents/2019/27/2019-2020-medical-school-clinical-national-board-subject-exam-schedule.pdf>  
.

The [Simulation Program](#) is responsible for the management of all simulation activities and exams.

Students are expected to complete and pass all medical school exams as defined in individual courses and clerkships.

For foundational sciences exams, students will not be permitted to bring backpacks, notes, purses, bags, electronic devices (including cell phones, smart watches, or calculators) or medical equipment into the exam testing area unless otherwise indicated by exam proctor prior to exam. Students should leave these items at home or in the lockers assigned to them by Student Affairs. For clinical exams, students are required to bring laptops, as the exams are administered electronically. Other items will not be permitted in the examination area. For Simulation exams and activities, no personal items (except stethoscopes) or outside notes will be allowed into the exam room.

Students are required to act with integrity while taking all medical school examinations. Contents of all exams are considered confidential and are not to be shared with other students through verbal or written communications. In addition, the use of outside materials (i.e. written materials, electronic devices) is strictly forbidden on all exams (except in specific cases, in which the students will be notified by the exam proctor ahead of exam). Failure to adhere to these policies could result in corrective actions up to and including dismissal from Baylor College of Medicine.

## Exam Absence

Students are required to sit for examinations as scheduled. Unauthorized absences will result in a grade of Fail for the examination.

If a student is ill, he/she will be required to have the student's own personal physician submit a written report of the illness, without including private health information, to a dean in the Office of Student Affairs to be granted an authorized absence. In cases of emergencies (e.g., death of immediate family member) or a conflict with religious holiday a dean in the Office of Student Affairs must be notified and may authorize absence from the examination. The dean in the Office of Student Affairs will notify the applicable curricular faculty and/or clerkship directors of any emergency or excused absences.

Students who have an excused absence from a foundational sciences or clinical course examination for any reason are required to notify the Office of Student Affairs and to find out the date and time of the make-up examination. Dates and times of make-up examinations are determined by the Office of Student Affairs/The Office of the Curriculum.

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Student Handbook

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Students who will be absent from a Simulation exam or activity must immediately contact a dean in the Office of Student Affairs who will notify the Simulation Program manager, as well as the course/clerkship director and course coordinator to determine the appropriate course of action.

The Office of Student Affairs will provide the student with a written summary of the plan and any action items.

## Exam Tardiness

Students should report to the exam area in advance of the scheduled exam, as communicated in email prior to the exam by the exam proctor.

Students who are late for pre-clerkship exams should quietly enter the exam testing area and check in with the proctor at the front of the room. If a student is late, he/she will be required to sign an Exam Observation Form. Should the student be late two or more times, he/she will be reported to a dean in the Office of Student Affairs and the PACE Committee.

Students who arrive late for clinical exams (CBSE and NBME Shelf Exams) will not be permitted to enter the exam testing area and will need to report to a dean of Student Affairs. The student will be responsible for rescheduling the exam with the dean.

Students who are late for required Simulation activities and exams may not be permitted to take the exam and may be required to pay a rescheduling fee. The rescheduled date will be determined by the course director and Simulation Program manager. The student will be required to pay the rescheduling fee at the time of the make up exam.

## Exam Accommodations

Read about [requesting accommodations](#).

## Foundational Sciences Curriculum

Examinations in all foundational sciences courses are given officially only at the conclusion of each term. Course directors are responsible for informing students in writing at the beginning of the course the relevant weight to be given to various examinations and evaluation procedures used to determine the final grade. The number of hours of examination in a course is usually proportional to the amount of time given to the course in the curriculum.

In general, multiple choice examinations will follow the format of the National Board of Medical Examiners. Narrative evaluations may be submitted by course directors for foundational sciences courses but are not obligatory.

At the conclusion of the foundational sciences curriculum, all students are required to take the web based Comprehensive Basic Science Examination (CBSE) developed by the National Board of Medical Examiners. A passing grade is required on this examination before a student can begin core clinical clerkships.

Students failing to receive a passing grade are offered a make-up examination usually administered in February of a student's second year. The repercussions for failure to pass the Comprehensive Examination a second time is left to the discretion of the Committee on Student Promotions and Academic Achievement, but may result in a student repeating a substantial part of the foundational sciences curriculum.

## Core Clinical Clerkships and Electives

A grade and narrative summary are rendered by the faculty for all academic work on the [Core Clinical Clerkships](#) and full-time clinical electives. Departmental examinations, oral examinations and clinical skills examinations may be required at the discretion of the department and the course director.

National Board Subject Examinations are required in the Core Clerkships of Medicine, Surgery, Pediatrics, Obstetrics and Gynecology, Psychiatry, Neurology and Family Medicine (Family Medicine began in the 2015-2016 academic year) are administered by the Office Evaluation, Assessment, and Education Research. Subject examinations are given at the conclusion of the clerkship.

The weight given to the National Board Subject Examination in determining the final grade is at the discretion of the department. However, a passing grade is required of each student before a final grade for the course can be entered on the student's transcript. All make-up and repeat examinations of the National Board Subject Examinations for course work taken during the first three years of enrollment must be completed by June of the year prior to the students' graduation.

Any grade of Fail, Incomplete, or Deferred rendered during the students last year of enrollment must, in any event, be cleared of all course requirements by April of the year of graduation. This policy has been established by the Committee on Student Promotions and Academic Achievement, so that all Incomplete and Deferred grades would be cleared by July of the student's senior year. It also allows these grades to be included on transcripts and dean's letters required for residency applications. There are no exceptions to these policies.

National Board Subject Examinations are given on the last day of the respective rotation. All students are required to take the web based examination at the conclusion of the rotation. Examinations can be changed only with the permission of a dean in the Office of Student Affairs. The student is responsible for scheduling the make-up examination with a dean in the Office of Student Affairs. **At the time of the make-up examination, the student must be officially enrolled at Baylor.**

*Revised Nov. 15, 2017*

# Transcripts (Official Grades)

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## Foundational Sciences Curriculum

All final grades appear on official college transcripts. In the foundational sciences curriculum, final grades are not available on the Student Portal until the course is completed, the term examination is taken and grades are approved by the Promotions Committee. Clinical core/selective and elective grades are posted on the Student Portal, as they are submitted to the Office of the Registrar.

When a completed course has been failed, the grade of (F) becomes part of the student's official transcript. Performance and subsequent work for the same course will appear on the transcript when work is satisfactorily completed. A transcript will reflect all remedial and repeat grades. If a course is failed and a student takes a remedial examination the highest grade that can be achieved is a pass. If a course is repeated in its entirety, then any grade may be achieved.

Example:  
XXXX F  
XXXX (Remedial) P

XXXX F  
XXXX (Repeat) H  
or  
XXXX F  
XXXX (Remedial) F  
XXXX (Repeat) H

## Clinical Curriculum

In Core Clinical Clerkships a final grade is not rendered until a student has successfully completed all course requirements and achieved a passing score on the National Board Subject Examination. If all course requirements have not been met, a grade of "I" (Incomplete) will appear on the transcript.

If all course requirements have been completed, but performance on one or more components was unsatisfactory (eg. a student’s score on the National Board Examination was a Failure), a grade of Deferred “D” will appear on the transcript.

A student who fails a NBME clinical subject exam on a repeat attempt will be required to repeat the core rotation. He/she will receive a grade of Fail, which appears on the official transcript. If a student fails the NBME clinical subject exam on the third attempt, they are subject to dismissal.

All outstanding grades must be cleared before graduating.

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# Criteria for Academic Advancement

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## Committee on Student Promotions and Academic Achievement

The MDPC is the standing committee of the School of Medicine (SOM) of Baylor College of Medicine charged with monitoring medical student performance in and progression through the SOM curriculum and ensuring that all students graduating from the SOM meet the academic and professionalism standards required for the degree Doctor of Medicine (MD). The MDPC is composed of voting members, faculty members representing both the Foundational Sciences curriculum and the Clinical Sciences curriculum, as well as non-voting (*ex officio*) members, deans from the Office of Student Affairs and the Office of Curriculum. The MDPC is responsible for ensuring that every student satisfactorily completes each required element of the SOM curriculum, meets all requirements for promotion from one year of study to the next year of study, and ultimately satisfies all the requirements for the degree Doctor of Medicine prior to graduation. The MDPC reviews the academic progress and professional development of each student at multiple time points from matriculation to graduation. Grades, examination scores, narrative summaries, and professional conduct and development are assessed to ensure each student’s successful progresses through the curriculum.

### Get important information

[<https://media.bcm.edu/documents/2019/bc/mdpc-narrative-accompanying-mdpc-chart.pdf>](https://media.bcm.edu/documents/2019/bc/mdpc-narrative-accompanying-mdpc-chart.pdf) in regard to:

- MDPC Task Responsibilities
- BCM Student Progression and Adverse Action Policy
- At Risk and Adverse Action Determination (Academic Probation, Suspension, Dismissal)

## Student Handbook

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# Academic Standards of Progress for Financial Aid Eligibility

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All medical students enrolled at Baylor College of Medicine are considered to be making satisfactory progress unless otherwise determined by the Committee on Student Promotions and Academic Achievement.

This policy has been developed to ensure that the BCM Student Financial Aid Program meets or exceeds the requirements set forth by federal regulations governing Academic Standards of Progress for Financial Aid Eligibility for students who receive Title IV funding.

## Scope

This policy applies to those students receiving Title IV financial aid. The policy may also serve as a guide to regulate non-Title IV or private funding.

## General Requirements

### Time Limits on Financial Aid Eligibility

A student will be permitted a time limit of 150 percent the length of the standard required length of study as a full-time student to complete the program for which he or she is enrolled.

- Program name: **Doctor of Medicine/Research Track**. Standard: 60 Months. Maximum: 90 Months
- Program name: **Doctor of Medicine/Joint Doctorate GSBS**. Standard: 96 Months. Maximum: 144 Months
- Program name: **Doctor of Medicine/Joint Masters**. Standard: 63 Months. Maximum: 95 Months
- Program name: **Doctor of Medicine/Joint Doctorate**. Standard: 84 Months. Maximum: 126 Months

Transfer students completing only the Clinical Phase of training at Baylor College of Medicine will be permitted a time limit of 150 percent the length of the standard required length of study to complete the clinical phase.

Program name: **Clinical Phase - Doctor of Medicine**. Standard: 24 Months. Maximum: 36 Months

There is no lightened-load program at Baylor College of Medicine. Students in joint degree programs are considered less than half-time, but are progressing at a full-time pace while enrolled in the other program.

Students electing a leave of absence for academic or personal reasons will be measured for financial aid eligibility based on the timeline during their full-time academic enrollment only.

A student failing to meet completion of the program by the maximum permitted time will be suspended from financial aid eligibility.

## Completion of Course Requirements

**Each student will be evaluated for Academic Progress at 5 points during their academic career:**

- January, upon completion of Fall 1
- July, upon completion of Spring 1
- January, upon completion of Fall 2
- June 30, upon completion of the MS2 year
- June 30, MS3 students with incomplete requirement

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General contacts, office numbers, pre-clerkship and clinical academic numbers.

# Grade Requirements

Baylor College of Medicine's School of Medicine does not measure academic progress by means of a cumulative grade point average. The student is required to complete all required courses in the curriculum with a passing grade in order to graduate. Therefore, grade performance as a measure of satisfactory academic progress for financial aid eligibility must be reviewed in the context of each course for which the student registers. The standards of academic progress are based on the guidelines used by the Committee on Student Promotion and Academic Achievement, who determine whether a student is making Satisfactory Academic Progress. The following standards for financial aid eligibility have been established:

## Medical Students

A student’s academic progress for financial aid purposes will be reviewed in accordance with the guidelines used by Committee on Student Promotion and Academic Achievement. Any student required to remediate or repeat coursework will be reviewed by the Office of Student Financial Aid at the end of Fall 1, Spring 1 and Fall 2. Third and fourth year students will be reviewed on advice from the Committee on Student Promotion and Academic Achievement. If a student has not achieved satisfactory academic progress, the Office of Student Financial Aid will be notified by written notification from an associate dean in Student Affairs.

# Appeals of Financial Aid Probation or Suspension

A student placed on probation or suspension may submit a written appeal to the Financial Aid Subcommittee of the Student Services Committee (a) reasons why he/she did not achieve minimum academic standards and (b) reasons why his/her aid eligibility should not be terminated or should be reinstated if the aid has been terminated. Each appeal will be considered on its own merit. Individual cases will not be considered as a precedent. The financial aid process will be on hold and funding will not be provided for the individual student during the process of an appeal of suspension.

The Financial Aid Subcommittee will review the appeal within three weeks of its receipt and determine if exceptional circumstances exist. The Office of Student Financial Aid will be advised in writing of the decision within one week of the appeal's consideration. A student wishing to appeal the Financial Aid Committee to the Dean of Medical Education may do so in accordance with these procedures:

- A written appeal must be sent to the Dean, School of Medicine within two weeks of the Financial Aid Subcommittee's decision.
- The Dean, School of Medicine will review the student’s appeal and communicate his decision to the Financial Aid Subcommittee.
- The Financial Aid Subcommittee will notify the student in writing of a final decision within one week.

# Reinstatement

A student shall be reinstated for financial aid eligibility at such time as he or she successfully remediates any deficiency in meeting eligibility requirements as set forth in this policy. The Office of Student Financial Aid will confirm with the Registrar the ruling made by the Committee on Student Promotions and Academic Achievement indicating whether the student has met the minimum requirements for reinstatement.

# Enforcement

The Office of the Dean of Medicine shall have the primary responsibility for enforcing this policy. The Office of the Registrar and the Office of Student Financial Aid and other offices that maintain student information relevant to the enforcement shall provide information, when requested by the dean of Medicine.



# Credit Hour Policy

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This policy generally defines credit hours as well as specific credit hour requirements for degree programs. Baylor College of Medicine (BCM) is a private, health-sciences university composed of four schools offering graduate level programs in the health sciences. Because each school has unique programs featuring differing methods of instruction, this policy is intended to offer guidance on how academic credit is awarded. In addition, the policy provides overall guidance on the number of credits required for the Doctor of Medicine degree.

Read more about the [Credit Hour Policy](https://intranet.bcm.edu/index.cfm?fuseaction=Policies.Display_Policy&Policy_Number=23.1.11) [<https://intranet.bcm.edu/index.cfm?fuseaction=Policies.Display\\_Policy&Policy\\_Number=23.1.11>](https://intranet.bcm.edu/index.cfm?fuseaction=Policies.Display_Policy&Policy_Number=23.1.11) (login required).

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# Student Health and Wellness

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Taking care of oneself is a prerequisite to success. Baylor College of Medicine students have many options to participate in individualized or group wellness programs, activities and events.

The Student Wellness website provides resources related to the following areas of student wellness: [Emotional/Mental](#), [Physical](#), Financial, Social, Intellectual, Environmental, and Spiritual.

[FIND STUDENT WELLNESS RESOURCES.](#)

[Student Handbook](#) 

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## Student Health

### Health Requirements and Services

Before registration, all students must complete the Student Health Assessment, and show proof of immunizations/serologic confirmation required by the Texas Education Code and Baylor College of Medicine. Students who have not fulfilled all immunization requirements will not be allowed to register for/attend classes.

- Tetanus/Diphtheria
- Measles (Rubeola)
- Hepatitis B
- Tuberculosis\* (PPD/Mantoux)
- Rubella
- Mumps
- Polio
- Varicella (Chicken Pox)
- Meningitis
- [Influenza Vaccination Policy \(Intranet login required\) <https://intranet.bcm.edu/index.cfm?fuseaction=Policies.Display\\_Policy&Policy\\_Number=18.1.04>](#)

\*If positive, a chest x-ray is required.

Health care services are offered by primary care providers chosen by the student. The [Occupational Health Program](#) consults with students in regard to safety and health related issues pertinent to all health care professionals and conducts TB testing annually.

## Training

The Office of Environmental Safety requires that all students view the annually updated OSHA Bloodborne Pathogens Training Film and be trained to prevent transmission of tuberculosis. Students may consult with a dean in the Office of Student Affairs in regard to all available health care service options in the Texas Medical Center.

The Office of Corporate Compliance Programs requires that all BCM students, visiting students and observers complete the on-line training in regard to The Health Insurance Portability and Accountability Act of 1996.

## Insurance

See the [Insurance hand book page](#) for information on health, dental, long term disability and malpractice insurance.

## Personal Responsibility

Learning and practicing medicine has always involved exposure to infectious agents. Personal risks can be minimized by intelligent attention to immunizations, standard precautions and other preventable measures. Each student must take personal responsibility for being aware of his/her status and taking proper precautions.

Baylor College of Medicine subscribes to the American Association of Medical Colleges statement of responsibility in treating patients with HIV: medical students, residents, and faculty have a fundamental responsibility to provide care to all patients assigned to them regardless of diagnosis. Failure to accept responsibility violates a basic tenant of the medical profession to place the patients interest and welfare first.

## Reporting Patient Safety Incidents at Baylor Affiliated Institutions

Read about [Reporting Patient Safety Incidents at Baylor Affiliated Institutions](#)  
<<https://media.bcm.edu/documents/2019/a6/guide-to-reporting-patient-safety-incidents-students-10.19.18.pdf>> .

## Infection Control

Students exposed to or with infectious or communicable illnesses including chicken pox, diarrheal illness, measles, tuberculosis, group A strep infection or draining lesions on the hands must see their primary care physician or consult a physician in the Family Medicine department.

In addition, students with such circumstances should consult with the infection control office in the institution where the infection occurred or where the student is doing a clerkship about the advisability of working with patients to be sure that he or she is following the local regulations. When caring for patients with TB, students should adhere to local regulations. Precautions may include wearing appropriate masks, or custom fitted masks.

## Blood Borne Pathogens Guidelines

revised October 6, 2018

### Protocol for Needle Stick Injuries and Exposure to Blood or Bodily Fluids

Baylor College of Medicine students (“Students”) are expected to provide the appropriate level of care to all patients while following standard precautions to prevent the spread of infectious diseases due to exposure to human blood or bodily fluid.

### Standard Precautions

All Students must follow standard precautions at all times which are based on the assumption that all blood, body fluids or other potentially infectious materials, secretions, excretions other than sweat, non-intact skin, and mucous membranes may be infectious. The Occupational Safety and Health Administration (OSHA) defines occupational exposure as reasonably anticipated skin, eye, mucous membrane, or parenteral contact with human blood or other potentially infectious materials (OPIM) that may result from the performance of an individual’s work duties. Standard precautions for preventing occupational exposure incidents are set forth in OSHA’s Bloodborne Pathogen (BBP) Standard.

The BBP Standard requires employers to develop and implement a written Exposure Control Plan which prescribes the use of engineering controls, safe work practices, PPE, training and medical surveillance to eliminate or reduce occupational exposure to blood and OPIM. A current version of Baylor’s Exposure Control Plan is available through the Office of Environmental Safety. See [Biological Safety](#)  
<[https://intranet.bcm.edu/?fuseaction=home.showpage&tmp=/research/enviro\\_safety/biosafety/main](https://intranet.bcm.edu/?fuseaction=home.showpage&tmp=/research/enviro_safety/biosafety/main)> (Baylor login required).

Additional information can be found at the Baylor Office of Occupational Health or within the CDC’s 2007

**Exposure**

An exposure is a percutaneous injury (puncture by needle or sharp object), contact with mucus membrane or skin contact (especially when the exposed skin is chapped, abraded or afflicted with dermatitis or the contact is prolonged) involving blood, tissues, or other potentially infectious bodily fluids.

**Immediate Response to Exposure**

The immediate response to any exposures should be to clean the wound or area of exposure based on the type of exposure. For a percutaneous injury or non-intact skin exposure, remove any foreign objects embedded in the wound and wash wound with soap and running water. For a mucous membrane exposure, irrigate with sterile saline or sterile water for 15 minutes. For an intact skin exposure, thoroughly clean and wash exposed intact skin.

Notification and Reporting Protocol

[<https://media.bcm.edu/documents/2018/09/needlestick-pamphlet-1018-draft-3.pdf>](https://media.bcm.edu/documents/2018/09/needlestick-pamphlet-1018-draft-3.pdf)

In the event of an exposure, the Student is excused from their current activity for treatment, but may have to make up time lost to meet curricular requirements. Students should immediately inform their supervisor and should notify the BCM Occupational Health Program (“OHP”) at (713) 798-7880. Students will be provided with all OHP and associated hospital’s and clinic’s contact information during orientation. For treatment and source patient blood testing based on the location at the time of exposure:

Students at BCM should contact the OHP. Students at Ben Taub Hospital should contact the OHP or the Ben Taub Nursing Office if after hours. Students at Saint Luke’s Episcopal Hospital should contact the Saint Luke’s Occupational Health Clinic or the Saint Luke’s Emergency room if after hours. Students at Texas Children’s Hospital should contact the Texas Children’s Employee Health Clinic or Texas Children’s Employee Health on Call if after hours. Students at the Veteran’s Affairs Medical Center should contact the Veteran’s Affairs Emergency Room.

The OHP will provide instructions in the event of an exposure should a student not know the procedure. Students should request assistance from hospital or clinical staff as needed for treatment and identification of source patient information and history. Students are required to complete hospital/clinic specific incident reports, located at any nursing station at the facility, in addition to a Baylor incident report for all exposures.

Depending on where the exposure occurred, Students should arrange with the office as detailed above to obtain patient blood draw results for HPB, HPC, HIV and any other tests. All Student blood draws are done through the OHP except when the incident occurs at the Veteran’s Affairs Medical Center where the test should be done at the Veteran’s Affairs Emergency Room. Students should evaluate possible treatment options including immunoglobulin therapy for Hepatitis and anti-HIV therapy from HIV exposure. The potential benefit of prophylactic intervention for all of these types of infections is time dependent and should be initiated in the initial hours after exposure, particularly with HIV.

**Counseling and Follow-Up**

Students are required to discuss their exposure with the infection control officer in the institution where the incident occurred. Additionally, post-exposure counseling and a follow up should be arranged with the OHP.

**Disclosure of History of Infection and Infection**

Students with a history of infection with a blood borne pathogen which include, but are not limited to, hepatitis B virus (HBV), hepatitis C (HCV) and human immunodeficiency virus (HIV) or who develop an infection with a blood borne pathogen are required to report the infection to the OHP. Failure to report an infection will be considered a breach of professional behavior and may result in sanctions or even dismissal from Baylor.

**Education Limitations**

In consultation with the OHP, the student will know that there may be limitations that his/her disease may put on medical career options. Medical students may be referred to the senior associate dean or assistant dean of student affairs for additional counseling. The OHP will advise the student on their career options and limitations and issues related to appropriate practice. Depending on the nature and severity of the student’s infection, the OHP may determine that specific clinical duties or rotations may not be feasible. OHP will provide career counseling to assist students in choosing specialties most appropriate to their specific situation. Students should also be aware that some specialties with high-risk procedures will not be deemed an appropriate choice for residency training. Baylor will attempt to provide reasonable alternative experiences to ensure the student meets curricular requirements. However, patient safety is paramount and, therefore, in certain situations students infected with blood borne pathogens may not be able to meet the curricular requirements to advance and/or graduate from their Baylor program.

**Financial Outcomes**

Costs associated with testing are covered by the hospital or clinic where the incident occurred as long as the student follows the reporting procedures of that facility and Baylor. Costs associated with services

recommended and provided by OHP (i.e. counseling, testing, and medication) as they relate to an exposure are covered by OHP. OHP will provide counseling regarding their responsibility for expenses in some circumstances in the course of evaluation or follow up, and also with respect to informing them that they are not eligible for worker's compensation benefits because they are not an employee of the hospital, clinic or Baylor.

## Medical Licensure

Medical Licensure requirements are published in the Directory of Residency Training Programs. Specific requirements for licensure in a particular state may be obtained by visiting the state's board of medical examiners web site <http://www.fsmb.org/policy/contacts> .

Visit the National Board of Medical Examiners <http://www.nbme.org> web site for Medical Licensure requirements information.

# Student Insurance

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## Health and Dental

Baylor College of Medicine believes student wellness is essential to academic progress and requires that all individuals enrolled in any Baylor academic program maintain medical coverage through the program or are enrolled in alternative coverage that meets the coverage requirements established by the College. The program ensures students have access to health and dental insurance to cover the costs of routine care and/or unexpected illness or injury.

The [2020-2021 Health Care Program for Students](#)

<https://media.bcm.edu/documents/2020/ca/2020-2021-medical-student-handbook-update.pdf> document provides an overview of the program, including such information as the enrollment requirements, cost of coverage, how to access information about what is covered, not covered, and out-of-pocket expenses. There is also information about how to apply for a waiver of coverage under this program should you have coverage under another group health care program. Please take a few minutes to review this important information.

## Long-Term Disability for Medical Students

See the [Long-Term Disability Information](#) document

<https://media.bcm.edu/documents/2016/ec/bcm-medical-student-ltd-insurance-student-handbook-updated-20160512.pdf> for information.

## Malpractice

Students are covered by malpractice insurance while enrolled as a student performing duties on a core rotation or approved elective either at Baylor College of Medicine or elsewhere. The activity must be within the course and scope of your training for the malpractice coverage to apply. If you are uncertain about the status of an activity, you should consult with a dean in the Office of Student Affairs and the Office of Risk Management.

Activities aside from the above are not covered by Baylor College of Medicine malpractice insurance. Outside health care activities are not only risky from a malpractice standpoint, but are, in some instances, illegal. As such, they may lead to criminal prosecution, could prevent the granting of a license, and may result in dismissal from the College.

On any occasion where it could possibly be construed that there has been a deviation from ideal medical care, the patient has sustained a serious complication, or there is mention of litigation by the patient or family members, the student should immediately notify the Office of Risk Management at (713) 798-4509 and the chair of the department to which he or she is assigned. The chair of the department will evaluate the incident and if, in his or her opinion the incident was significant, instruct the individual to complete the Professional Liability Incident Report form furnished by the Office of Risk Management.

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General contacts, office numbers, foundational sciences and clinical sciences academic numbers.

# Leave of Absence/Change in Status Request

Baylor College of Medicine > Education > Schools > School of Medicine > M.D. Program > Student Handbook > Student Health and Wellness > Leave of Absence/Change in Status Request

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Students are expected to complete the course of study for the Degree Doctor of Medicine within four years. The College recognizes that some students may pursue additional educational opportunities or have other circumstances that prevent completion of the requirements in four years. Permissions and arrangements for any Leave of Absence (LOA), must be secured for any student who will require more than four years from matriculation to complete the course of study. A LOA may be granted for academic, medical, personal, or professional development (e.g. dual degree programs).

An administrative Leave of Absence (LOA) not to exceed one calendar year may be granted by a dean in the Office of Student Affairs. The reason for a leave must be stated in the LOA request form and supporting documentation attached. Reasons for taking an administrative LOA include, but are not limited to, educational endeavors at another institution of higher learning, financial distress of a student necessitating full-time employment, and illness in the family. If additional time for a LOA desired, it must be requested in writing with supporting documentation provided. The request will then be subject to review and approval by the SOM Promotions Committee.

Medical LOA may be granted by a dean in Student Affairs for periods not to exceed one calendar year based upon documentation of medical necessity. Return to active student status from medical LOA must be supported by a physician's letter. The Health Service Coordinator/ Wellness Intervention Team may assist with collecting and reviewing medical documentation. If additional leave of absence is recommended, it should be requested in writing, with supporting documentation and will be subject to review and approval by the SOM Promotions Committee.

All deferred and incomplete grades must be resolved prior to administrative LOA. Students may not be on LOA at the time they take a USMLE examination. Being officially enrolled is a prerequisite for a student to be certified as eligible to take Step 1, 2CS and 2CK.

Students on LOA are not officially enrolled at Baylor College of Medicine, may not avail themselves of the benefits/resources, including student health and malpractice insurance, and financial aid or scholarship disbursements associated with enrollment. Students may elect to continue their Student Health Insurance and are advised to contact BCM benefits for costs. (Students in official BCM dual degree or enrichment programs (MRP) remain enrolled at Baylor College of Medicine and thus retain their benefits.)

Read more about [Student Continuation of Insurance while on Leave of Absence.](#) <<https://media.bcm.edu/documents/2015/38/student-continuation-of-payment-while-on-loa-form.pdf>>

Students on LOA may not represent themselves as officially enrolled at Baylor College of Medicine. Violation of this guideline while on LOA will jeopardize a student's return to official enrollment. Students must review and abide by the [Student Leave of Absence Policy](#) <[https://intranet.bcm.edu/index.cfm?fuseaction=Policies.Display\\_Policy&policy\\_number=23.1.12](https://intranet.bcm.edu/index.cfm?fuseaction=Policies.Display_Policy&policy_number=23.1.12)> (login required).

## To request a LOA:

Student must complete the [Student Leave of Absence/Change of Status form](#) <<https://media.bcm.edu/documents/2019/9f/student-loa-request-student-affair.pdf>> and meet with a dean in the Office of Student Affairs.

## If LOA request is approved:

Official Student Clearance Process form is issued from the dean's office two weeks prior to the official LOA date. At that time the last class day of attendance is determined.

Student obtains signatures from the following offices, which signifies the completion of each clearance process (financial/education/administrative responsibilities):

Benefits Office

Student Account Services

Student Handbook

</education/schools/medical-school/md-program/student-handbook>

Looking for a topic in the handbook? See our table of contents for links to all handbook pages.

Contact Information

</education/schools/medical-school/md-program/student-handbook/contacts>

General contacts, office numbers, foundational sciences and clinical academic numbers.

Student Financial Aid

Academic Success Center

Security Office

Learning Community Advisor

Office of the Registrar

The Office of the Registrar certifies that the clearance process has been finalized.

All students on LOA must meet with a dean of Student Affairs three months prior to their anticipated return to school date.



# Substance and Alcohol Abuse Policy

[Baylor College of Medicine](#) > [Education](#) > [Schools](#) > [School of Medicine](#) > [M.D. Program](#) > [Student Handbook](#) > [Student Health and Wellness](#) > [Substance and Alcohol Abuse Policy](#)

Creating a healthy and safe work environment is a top priority of Baylor College of Medicine. This substance and alcohol abuse policy has been established to help keep Baylor Persons healthy, productive, and free from injury. Compliance with this policy is a condition to continued employment, enrollment, or association, as applicable, of all Baylor persons.

The term Baylor College of Medicine premises includes any and all property owned or leased by Baylor College of Medicine, hospitals, clinics, and any other practice site affiliated with Baylor College of Medicine, and any vehicle engaged in Baylor College of Medicine operations.

The term Prohibited Substance includes illegal drugs, controlled substances being misused, and prescription and over-the-counter drugs with abuse potential being taken in amounts not in accordance with the prescribed or recommended dosage.

Read more about the [BCM Substance Abuse and Alcohol Policy](#) <[https://intranet.bcm.edu/index.cfm?fuseaction=Policies.Display\\_Policy&Policy\\_Number=02.5.34](https://intranet.bcm.edu/index.cfm?fuseaction=Policies.Display_Policy&Policy_Number=02.5.34)> (login required).

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Student Handbook 

</education/schools/medical-school/md-program/student-handbook>

Looking for a topic in the handbook? See our table of contents for links to all handbook pages.

Contact Information 

</education/schools/medical-school/md-program/student-handbook/contacts>

General contacts, office numbers, foundational sciences and clinical academic numbers.

## Find Help

Are you struggling with drugs or alcohol or just need some help with emotional and mental health? Baylor offers resources to help you.

EMOTIONAL AND MENTAL HEALTH SERVICES

# Student Life Services

[Baylor College of Medicine](#) > [Education](#) > [Schools](#) > [School of Medicine](#) > [M.D. Program](#) > [Student Handbook](#) > [Student Life Services](#)

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## Services for Students with Disabilities

Baylor College of Medicine/St. Luke's Medical Center is committed to providing equal educational access for qualified students with disabilities in accordance with state and federal laws including the Americans with Disabilities Act of 1990, as amended in 2008, and Section 504 of the Rehabilitation Act of 1973.

[VIEW STUDENT DISABILITY SERVICES.](#)

## Student Handbook

[</education/schools/medical-school/md-program/student-handbook>](/education/schools/medical-school/md-program/student-handbook)

Looking for a topic in the handbook? See our table of contents for links to all handbook pages.

## Contact Information

[</education/schools/medical-school/md-program/student-handbook/contacts>](/education/schools/medical-school/md-program/student-handbook/contacts)

General contacts, office numbers, foundational sciences and clinical academic numbers.

## Employment

Students may undertake limited employment.

## Student Travel (Baylor Funded)

Travel for representatives of student organizations must be budgeted in advance for authorization during the current fiscal year. Prior to traveling, the Pre-Trip Authorization Form (PTA) must be obtained from the Office of Students Affairs, completed and receive final approval by the appropriate department administrator (as outlined in the Baylor Travel Policy). Travel expenses will not be reimbursed by the college, if the PTA has not been completed and approved prior to your travel.

**[Baylor College of Medicine Travel Policy <http://intranet.bcm.edu/index.cfm?fuseaction=Policies.Display\\_Policy&policy\\_number=13.1.0>](http://intranet.bcm.edu/index.cfm?fuseaction=Policies.Display_Policy&policy_number=13.1.0)** (Baylor Login Required)

## Food Services

### Morrison Cafe

Serving the main Baylor Campus cafeteria located at E-Hallway, beneath Rayzor Lounge.

**Location:** Cullen Building, 108A  
**Hours of Operation:** Monday-Friday, 7 a.m. to 2 p.m.  
**Daily Menu:** (713) 798-4624  
**Phone:** (713) 798-2233

**Catering**  
[Online Catering Menu](#)  
[<http://www.pavilioncatering.catertrax.com/>](http://www.pavilioncatering.catertrax.com/) Catering Request Form [<https://intranet.bcm.edu/downloads/announcements/MorrisonCateringRequestForm.pdf>](https://intranet.bcm.edu/downloads/announcements/MorrisonCateringRequestForm.pdf)

**Coffee Corner - Alkek Building, Third Floor**

## Tutoring and Academic Support

- [Student Affairs - Tutoring](#)
- [Student Affairs - Academic Advising and Counseling](#)
- [Student Services - Academic Excellence](#)

## Career Development

- [Student Affairs - Career Advising and Counseling](#)
- [Career Development Center](#)

## Social Media Guidelines

[<https://intranet.bcm.edu/?tmp=/pa/socialmedia>](https://intranet.bcm.edu/?tmp=/pa/socialmedia)

Before creating or participating in social media, be familiar with social media guidelines, based on existing Baylor policies.

- Coffee Corner 7 a.m. - 6 p.m. (Monday -Thursday)
- Coffee Corner 7 a.m. - 4:30 p.m. (Friday)

Vending Machines

Vending machines are available in the cafeteria in the Texas Medical Center Hospitals; Ben Taub, Methodist, and St. Luke's. The cafeterias at Methodist and St. Luke's are all open to all students.

Other Eating Options

The John P. McGovern Texas Medical Center Commons offers a wide variety of eating establishments.

Mail Services

Baylor College of Medicine will not reimburse a student for packages lost or stolen from the mail rooms, even if the item is received by the College via certified/registered mail. Students must have all mail/ packages sent to their homes.

BCM Mail Services is located in the Anderson Bldg. Basement - 050E of the College and coordinates all incoming, intracampus, and outgoing mail for the College.

There is no post office on campus; however, mail and other parcels may be weighed in the Mail Services in order to ascertain correct postage. Stamps are also sold there. Mail receptacles for stamped and intracampus mail are located in the Mail Services Office and in the Office of Student Affairs. The nearest United States Post Office is located at 7205 Almeda, (713) 741-5537, about 1 1/2 miles from the campus.

Mail Services lobby hours are 9 a.m. to 2:30 p.m., Monday through Friday.

*Mail dropped off by 2:30 p.m. goes out the same day.* The zip code for the College is 77030.

Parking and Transportation

Texas Medical Center, Inc. coordinates all traffic movement and parking within the TMC. [Read more.](#)

**Students may not park in the Ben Taub Hospital garage.**

Campus Security and Public Safety

Baylor College of Medicine is located in the Texas Medical Center, the largest medical center in the world, TMC provides security for all parking facilities, its own buildings, the streets and the public areas not part of member institutions, like Baylor College of Medicine.

Texas Medical Center Services

TMC employs security personnel and contracts with other law enforcement agencies including the Houston Police Department.

Student Escorts within the TMC Campus

The Texas Medical Center Police Department is available 24/7 for those students who have a legitimate fear that would prevent a student from feeling safe while crossing the TMC campus.

Safety Escorts: The purpose of this escort is to provide a measure of safety for those students that are uncomfortable, fearful or uneasy about walking alone on campus. The Safety Escort is not intended to replace existing transportation services such as the Campus Shuttles, for inclement weather or to discourage individuals from walking in groups, but a safety option for those that have a genuine concern for their personal safety.

**For a Safety Escort call (713) 795-0000**

METRO for Shuttle Service

From 4:30 a.m. until 12:30 a.m., TMC contracts with METRO for shuttle service to and from its parking lots and throughout the medical center area. Their lots are patrolled by TMC security and staffed by “parking ambassadors” who can assist students with any difficulties. In addition, TMC and Baylor have installed “blue lights,” emergency intercoms, throughout the complex.

**Baylor College of Medicine Services**

The Baylor Security Office <<http://intranet.bcm.edu/?tmp=/security/home>> (Baylor login required) is responsible for:

Monitoring the campus complex, which includes the medical student lounge.

Providing after-hour escort, upon request.

24/7 monitoring of cameras on the interior of the first floor, main campus, and the exterior of the main campus building. Closed circuit cameras are recorded.

Maintaining a closed campus. During working hours, security staff mans major entrances and exists. After hours, all exterior doors are secured and controlled remotely. Any exterior door used for entrance has a recorded camera that enables entrants to show ID before being admitted to the College.

Minors (less than 18 years old) must receive proper authorization to enter any Baylor facility.

**Other Institutions**

Baylor College of Medicine affiliated institutions require all students enrolled in clinical/research experiences be issued an ID badge. All institutions cooperate with TMC for security coverage for the TMC campus. Alerts are communicated to institutions electronically. In emergency situations, all institutions have standard communication devices to communicate with TMC and each other.

**Right to Know**

In accordance with the [Student Right-to-Know and Campus Security Act](#) <<http://www2.ed.gov/admins/lead/safety/campus.html#handbook>> , campus crime statistics are available for review [online](#) and in the Office of Student Affairs, Admissions Office and Graduate School.

The Human Resources Office of BCM, Suite OW100-McGovern Campus, coordinates all BCM programs pertaining to safety, accident control, and fire safety. **BCM policy requires everyone to wear their ID while within the campus complex.** Lost or stolen ID’s should be reported to the Security Office and may be replaced in the Badging Office.

Recreational Facilities and Programs

Baylor College of Medicine sponsors recreational programs for its students, faculty, and staff. The [Wellness Center](#) <[http://intranet.bcm.edu/?tmp=/admin\\_services/wellness\\_ctr/main](http://intranet.bcm.edu/?tmp=/admin_services/wellness_ctr/main)> (located on the roof of Garage # 6) contains a basketball court, a racquetball court, a weight room, and a dance/aerobics room with cardiovascular fitness equipment (exercycles, treadmills, rowing machine and stair climbers).

**Hours:**  
Monday - Friday - 5 a.m. to 9 p.m.  
Saturday & Sunday - 10 a.m. to 6 p.m.

**Membership Form** <<https://media.bcm.edu/documents/2013/0c/membership-form.pdf>>

Access is by College issued proximity card. Memberships for students cost \$180 per year (July-June) and may be purchased in the Wellness Center. In addition, students, faculty, and staff have access to softball, football, volleyball, and basketball leagues. More information regarding recreational activities can be obtained from the Office of Student Affairs, or from an officer of the Medical School Council.

Texas Residency - Tuition Status

Read here <<https://www.bcm.edu/education/registrar/services/tuition-status-texas-residency>> for information in regard to Texas residency, as it pertains to tuition status.

Student Lounge

Managed by the Office of Student Services the Student Lounge is located in room M206 of the Michael DeBakey Building. Access to the facility is restricted to Medical, Health Professions and Graduate students only and is monitored by Baylor Security (8-3000). Amenities include:

- Sitting/quiet area
- Large screen HD TV
- Cafe tables
- Kitchen with microwave ovens, Keurigs and refrigerators
- Game tables
- Foosball tables
- Pool table

# Parking and Transportation

[Baylor College of Medicine](#) > [Education](#) > [Schools](#) > [School of Medicine](#) > [M.D. Program](#) > [Student Handbook](#) > [Student Life Services](#) > [Parking and Transportation](#)

Texas Medical Center, Inc. coordinates all traffic movement and parking within the TMC. All vehicles parked regularly on the campus must be registered with TMC. Further information is available from the [TMC website - Parking page](#) <<http://www.texasmedicalcenter.org/parking/>> or by phone (713) 791-6161.

Baylor College of Medicine parking and transportation specific information is available from:

Student remote parking is available in the South Extension Lot, which services Main Baylor, Ben Taub, Texas Children's Hospital and Houston Methodist Hospital, as well as the Smithland's Lot, which services Smith, Scurlock, Medical Towers, Herman, Texas Children's Hospital, Houston Methodist Hospital and St. Luke's. The cost is \$75 per month (plus tax). Payment is made directly to TMC.

Students who have a TMC parking contract ("Alternate Lot Privileges") and park in any remote lot may also park in Garage 4, 6 or 7 (at no charge) after 6 p.m. on weekdays, weekends and designated TMC holidays. You must exit the garage by 8 a.m. the following morning or by 8 a.m., Monday. Students will have to pay \$12 if they fail to exit a garage by 8 a.m., Monday through Friday.

Onsite garage parking is offered (based on availability) by TMC, please call (713) 791-6161 - Option 1 for pricing. All pricing is subject to tax.

Another option for students is Off-Peak (POP) parking in Garages 1, 2, 4, 6, 7, 10 (4:30 p.m. - 8 a.m., all day on weekends and designated TMC holidays). The cost is \$95 per month (plus tax).

Shuttle buses are available to transport persons parking in the South Extension Lot and Smithland's Lots to and from the Medical Center. The shuttle buses operate with the following frequency:

- 4:30 a.m. - 10 a.m. (every 4 to 10 minutes)
- 10 a.m. - 2 p.m. (every 22 minutes)
- 2 p.m. - 8 p.m. (every 4-10 minutes)
- 8 p.m. - Midnight (every 20 minutes)
- No service: Midnight to 4:30 a.m.

## After Hours Parking - E Lot Only

After hours and weekend parking in Lot E is available (free of charge) to all students effective July 1, 2014 according to the following schedule:

Monday-Friday: 9 p.m. - 7 a.m. the following morning  
Weekends: Saturday 4 p.m. - Monday 7 a.m.

Access (based on availability) is granted by showing one's student ID badge (via remote camera) to the security officer on duty. The front row (next to the Cullen Building) is reserved at all times for faculty parking. Cars parked in the lots outside of the above scheduled hours will be towed at the owner's expense.

## After Hours Parking - Garage 6 Only

Another option for students is Off-Peak (POP) parking in Garages 6 (4:30 p.m. - 8 a.m., all day on weekends and designated TMC holidays). The cost is \$25 per month (plus tax).

Lot D is not available for student after hours parking.

## Metro

[METROBus](#) <<http://www.ridemetro.org/Pages/Bus.aspx>> and [METRORail](#)

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Student Handbook 

</education/schools/medical-school/md-program/student-handbook>

Looking for a topic in the handbook? See our table of contents for links to all handbook pages.

Contact Information 

</education/schools/medical-school/md-program/student-handbook/contacts>

General contacts, office numbers, pre-clerkship and clinical academic numbers.

[<http://www.ridemetro.org/Pages/Rail.aspx>](http://www.ridemetro.org/Pages/Rail.aspx) service is available to all Baylor College of Medicine students (certified as currently/officially enrolled) through the Q card program, which gives unlimited discounted access to all METRO services, including bus, TMC trolley and rail service. When riding METRO, students must have their BCM Student ID in their possession and should present both the Q card and their Student ID if asked for identification by a METRO police office while riding on METRO.

Q cards can be obtained only at the downtown METRO office (1900 Main St.). Be sure to have an enrollment verification letter from the Registrar's Office and your student ID.

All remote parkers, including the Smith Lands, have been issued a TMC METRORail [<http://www.ridemetro.org/Pages/Rail.aspx>](http://www.ridemetro.org/Pages/Rail.aspx) pass, which is valid for travel between the Smith Lands and one of the METRO stops in the medical center.



# Learning Communities

[Baylor College of Medicine](#) > [Education](#) > [Schools](#) > [School of Medicine](#) > [M.D. Program](#) > [Current Students](#) > [Student Affairs](#) > [Learning Communities](#)

The six Learning Communities (known as Squads) are networks of clinical faculty advisors for medical students. Advisors follow assigned students longitudinally beginning in the first-year through the final year, which culminates in the awarding of the Doctor of Medicine degree.

All students receive individual academic and professional guidance through one-on-one sessions with advisors twice a year throughout medical school. These meetings provide an opportunity to shape and review individualized education plans and discussion of personal and professional challenges and goals. As students progress in their education and identify their desired specialty, advisors help to identify other Baylor faculty members, who can provide focused mentorship, which helps students progress toward their career goals.

Director, [Eric Lee, M.D.](#)

Director, [Connie Tran, M.D.](#)

Director, [D'Juanna White Satcher, M.D.](#)

Director, [Milena Suarez, M.D.](#)

Director, [Irvin Sulapas, M.D.](#)

Director, [Jennifer Okoh, M.D.](#)

## Office of Student Affairs

**DeBakey Bldg. M210**  
Houston, TX 77030

## Contact Us

Phone: (713) 798-4600

Fax: (713) 798-1518

Email: [stuaff@bcm.edu](mailto:stuaff@bcm.edu)

## Hours

Hours: 8 a.m. to 5 p.m.  
Monday - Friday

## Resources

- [Student Handbook](#)
- [Statement of Student Rights](#)
- [Office of Student Services](#)
- [Office of the Registrar](#)
- [Office of Student Financial Aid](#)
- [Medical Student Senate](#)
- [Student Organizations](#)
- [Follow Student Affairs on Facebook](#)  
<<https://www.facebook.com/pages/Baylor-College-of-Medicine-Office-of-Student-Affairs/1472621359681452>>

## Baylor Login Required

- [Student Portal](#) <<https://cams.bcm.edu/estudent/login.asp>>
- [Education Resource Center](#)  
<<http://intranet.bcm.edu/?tmp=/education/erc/home>>
- [M.D. Program](#) <<https://intranet.bcm.edu/index.cfm?fuseaction=home.showpage&tmp=mdprog/home>>
- [Baylor Wellness Center](#) <[http://intranet.bcm.edu/?tmp=/finance/wellness\\_ctr/main](http://intranet.bcm.edu/?tmp=/finance/wellness_ctr/main)>

SHARE 



School of Medicine  
Office of Curriculum  
2018-2019 Course Catalog



School of Medicine  
2019-2020 Course Catalog

# Foundational Sciences Course Descriptions

\* Course credits pertain to 2018-2019 academic year.

## **Age-Related Topics (ARTS): MBART-MAIN**

The goals of this course are to provide an introduction to both pediatric and geriatric clinical medicine by highlighting the similarities and differences in basic principles of pathophysiology as they pertain to patients at either end of the age spectrum.

Credits: 1.25

Course Co-Directors: Shweta Parmekar and [Anita Major, M.D.](#)

## **APEX: MCAPX-MAIN**

The goal of this course is to effect the transition of a knowledgeable fourth-year graduating student to a professional physician in training. The course allows students to personalize the educational experience to meet their personal interests and needs. It offers a unique, practical and interactive focus on solidifying students' medical school experiences while developing and fine-tuning skills that will help them enter their internship and residency with confidence.

Credits: 2.0

Course Director: [Uma Ayyala, M.D.](#)

## **Behavioral Science: MBBES-MAIN**

The goals of this course are to increase the learner's understanding of the biological, psychological, social and cultural processes that influence normative development across the lifespan; and to increase the learner's understanding of mental illnesses including diagnosis, psychopharmacology and psychotherapy. Along with the increased knowledge in course content, secondary goals are to provide avenues for enhanced awareness about the implications of personal bias and application of these principles in clinical encounters. This course is designed to create a foundation of knowledge that will be used in the Psychiatry clerkship.

Credits: 3.25

Course Director: [Sindhu Idicula, M.D.](#)



School of Medicine  
2019-2020 Course Catalog

**CABS-Business and Leadership in Medicine: MCBLM-MAIN**

The goals for the course are for the learner to understand the importance of business and leadership knowledge and skills in medical practice; be able to explain the ethical implications of attention to business issues in patient care; develop and demonstrate competence in analyzing the impact of a patient's insurance on their care; be able to describe the key elements of successful practice management; be able to discuss the legal and regulatory environment of office and hospital practice; and be able to explain how governmental policies concerning health and healthcare delivery are developed and implemented.

Credits: 0.75

Course Director: [Stephen Whitney, M.D., M.B.A.](#)

**CABS-Dermatology: MCDRM-MAIN**

The goals of this course are to provide the fundamentals for understanding the pathophysiology of common dermatologic diseases; provide an understanding and knowledge of the pertinent history, clinical exam findings, and diagnostic clinical testing/strategies utilized for dermatologic diseases; and to reinforce the application of and integration of clinical findings to diagnostic differentials and treatment for dermatologic diseases to prepare the learner to transition from the classroom to the clinical setting.

Credits: 0.75

Course Co-Directors: [Soo Jung Kim, M.D., Ph.D.](#) and [Ikue Shimizu, M.D., B.A.](#)

**CABS-Evidence-Based Medicine (EBM): MCEBM-MAIN**

The goals of this course are to develop skills in applying the medical literature to patient care; set a pattern for life-long learning; promote evidence-based decision-making on rotations and in clinical practice; and to practice team problem-solving in a 'safe' environment. Students will be introduced to the basic biostatistics and epidemiology used in the medical literature and practice applying them to patient care.

Credits: 0.75

Course Director: [Cara Foldes, M.D.](#)

Associate Course Directors: [John Coverdale, M.D.](#) and [Aanand Naik, M.D.](#)



School of Medicine  
2019-2020 Course Catalog

**CABS-Nutrition: MCNUT-MAIN**

The goals of this course are to integrate basic concepts of nutrition relevant to pathophysiology encountered in common clinical settings in which nutrition plays an especially important role, including that encountered in patients with gastrointestinal, hepatic, endocrine, renal and cardiac disease; and to understand the potential role of nutritional guidance or intervention in reducing the incidence or severity of common medical disorders.

Credits: 0.75

Course Director: [Craig Jensen, M.D.](#)

**Cardiology: MBCAR-MAIN**

The goals of this course are to provide introduction to clinical cardiology including the heart as a pump, electrocardiography and treatment of cardiac rhythm disorders, heart sounds, heart failure, acute coronary syndromes, sudden cardiac death, cardiomyopathies, pericarditis, valvular heart disease and congenital heart disease. The pathophysiology, prevention and management of atherosclerosis, ischemic heart disease, valvular disease, cardiac arrhythmias as well as prevention and treatment of hypertension and other cardiovascular risk factors as well as treatment of various prevalent heart diseases such as heart failure and coronary artery disease will be considered.

Credits: 2.25

Course Director: [Gabriel Habib, M.D.](#)

**Critical Thinking and Problem Solving: MBCTP-MAIN**

The goal of the course is to ensure pre-clinical students develop a system for critical thinking and medical problem solving using integrated, patient-based cases. Students will work through cases using a team-based approach. Students will build a problem solving framework that focuses on asking appropriate questions, acquiring accurate information, analyzing the evidence and articulating a rational argument. Additionally, in order to develop life-long learning skills needed to be an exemplary student/doctor, students will identify and apply self-regulated learning strategies to include metacognitive awareness and self-reflection throughout the course.



School of Medicine  
2019-2020 Course Catalog

Credits: 3.0

Course Director: [Sarah Bezek, M.D.](#)

**Determinants, Disparities, and Social/Population Health (DDASH): MCDSH-MAIN**

The over-arching goals of DDASH is to prepare learners to care for patients and specific populations by introducing students to major social determinants -- social class, race, gender, poverty, social networks/support, community cohesion, the occupational and neighborhood environments -- that affect population health and health inequities. This lens will be used to interrogate various population health issues that intersect with social determinants (e.g. chronic disease, homelessness, refugee populations, addiction, etc.) to prepare students for the challenge of combatting health inequity. Students will be exposed to foundational principles in providing culturally humble, psycho-socially engaged, structurally competent medical care. Finally, in examining these concepts, we develop core professional attributes (e.g. integrity, respect, compassion, justice, empathy) necessary to provide effective care in a complex social environment.

Credits: 2.50

Course Director: [Malvika Juneja, M.D.](#)

**Endocrinology: MBEND-MAIN**

The goals of this course are to provide the fundamentals for understanding the pathophysiology of common endocrine disorders; provide an understanding and knowledge of the pertinent history, clinical exam findings, and diagnostic clinical testing/strategies utilized for common endocrine disorders; provide an understanding and knowledge of the principles of endocrinology and treatment strategies; and to reinforce the application of and integration of clinical findings to diagnostic differentials and treatment for endocrine disorders to prepare the learner to transition from the classroom to the clinical setting.

Credits: 1.50

Course Director: [Nalini Ram, M.B.B.S.](#)

**Ethics: MBETH-MAIN**

The goals of this course are to provide opportunities for students to master core knowledge of ethics in clinical practice and to master reasoning skills of ethics in clinical practice



School of Medicine  
2019-2020 Course Catalog

Credits: 1.25

Course Director: [Christi Guerrini, J.D., M.P.H.](#)

**Foundations Basic to the Science of Medicine (FBSM): MBFBS-MAIN**

The goals of this course are to increase students' knowledge of basic biomedical sciences and ability to integrate and apply these foundational sciences to the practice of medicine. By the end of this course, students will be sufficiently literate to interpret an article in a major medical journal, learn to integrate basic science concepts across traditional scientific disciplines (biochemistry, bioenergetics, biostatistics, cell biology, embryology, genetics, gross anatomy, histology, nutrition, pharmacology, physiology), and apply basic science to clinical pathophysiology, diagnostics, and therapeutics. Students will also develop attitudes and behaviors appropriate to the medical profession, and will recognize how to foster the lifelong learning required for maintaining scientific and clinical competence throughout their careers.

Credits: 19.75

Course Director: [Sandra Haudek, Ph.D.](#)

Associate Directors: [J. Clay Goodman, M.D.](#) and [Ram Reddy, Ph.D.](#)

**Gastroenterology (GI): MBGST-MAIN**

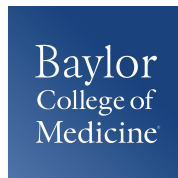
The goal of this course is to increase knowledge of the gastrointestinal system and common disease processes that can affect its function. These include disorders of the luminal gastrointestinal tract – esophagus, stomach, small intestine and colon – as well as the liver, pancreas and gall bladder.

Credits: 2.0

Course Director: [Milena Gould Suarez, M.D.](#)

**General Pharmacology: MBPHR-MAIN**

The goal of this course is to increase students' general knowledge of pharmacology and particularly pharmacodynamics, pharmacokinetics, adrenergic drugs, and cholinergic drugs. Antimicrobial drugs are introduced as a prelude to the Infectious Diseases course. Students will be able to describe drug uptake, distribution, action and elimination; have integrated their knowledge of the autonomic nervous system with the drugs and receptors that function in the adrenergic and cholinergic components of the autonomic nervous



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system; list the stages of the drug discovery and approval process; and properly write a drug prescription, taking into account knowledge of young, adult and senior patient populations.

Credit: 1.75

Course Director: [Ram Reddy, Ph.D.](#)

**Genetics: MBGNT-MAIN**

The over-arching goal of this course is to introduce the students to the discipline and practice of medical genetics for the prenatal, pediatric, and adult patient by identifying genetic disorders related to connective tissue, dysmorphology, neurology, cardiovascular problems, skeletal dysplasias, hearing problems and cancer ; by interpreting molecular and cytogenetic tests used to diagnose genetic conditions and by understanding the ethical implications of genetic disorders and their impact on patients and their families. This course is designed to create a foundation of knowledge for the genetic basis of diseases as it pertains to all specialties of medicine and to empower the student to be able to use genetic knowledge in the specialty of their choice.

Credits: 1.25

Course Director: [Shweta Dhar, M.D.](#)

**Genitourinary/Gynecology (GU/GYN): MBGUG-MAIN**

The goal of this course is to introduce the student to the discipline of Obstetrics/Gynecology and Urology. Topics covered include pregnancy, breast cancer, birth control, infertility in addition to the pathology of the male and female reproductive systems and urinary system.

Credits: 1.00

Course Co-Directors: [Jennifer Bercaw-Pratt, M.D.](#) and [Jennifer Taylor, M.D., M.P.H.](#)

**Head and Neck Anatomy: MBHNA-MAIN**

The goals of this course are careful dissection and understanding of the head and neck with emphasis on the skull and cranial cavity, orbit, ear, facial nerve and parotid gland, muscles of the face and scalp, function of the suprahyoid and infratemporal regions, pharynx, nasal cavity and sinuses, and larynx. Furthermore, there is an introduction to radiology and embryology of the face and neck. The cranial nerves are carefully defined in terms of innervations, motor and sensory functions, and autonomic pathways. Microanatomy of the eye





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and ear, including the retina and the organ of Corti, are presented to future physicians. General Sensory processing and basic ophthalmologic and ENT surgical procedures of interest are also included. This course functions as a prerequisite to the subsequent Nervous System course.

Credits: 3.00

Course Director: [Ming Zhang, Ph.D.](#)

**Hematology/Oncology: MBHMO-MAIN**

The goals of this course are to provide an understanding of the pathophysiology of the regulation and function of blood cells and hemostasis; provide an understanding and knowledge of the principles of transfusion medicine; provide an understanding and knowledge of the principles of cancer medicine and treatment strategies; and to understand the actions and complications of the major categories of cancer therapeutic agents. As many specific cancers are taught in their appropriate systems courses, this course can be summarized as the details of hematology and the principles of oncology.

Credits: 2.5

Course Co-Directors: [Mark Udden, M.D.](#) and [Andrea N. Marcogliese, M.D.](#)

**Immunologic/Pathologic Basis of Disease: MBIPD-MAIN**

The goals of this course are to prepare the students to approach the study of diseases and apply those principles to clinical diagnosis. This approach will be through both Immunology and the principles of General (systemic) Pathology. The normal and deranged immune system will be covered in relationship to the pathology of inflammation, autoimmunity, infections, tumors and autoimmune disorders. The fundamental cellular and tissue responses to injury, hemodynamic disorders, neoplasia and infection are covered.

Credits: 4.25

Course Director: [Christine Roth, M.D.](#)

**Infectious Diseases: MBIND-MAIN**

The goals of this course are to provide an introduction to the basic principles and clinical aspects of infectious diseases including bacteria, viruses, fungi and parasites; introduce pathophysiology, diagnosis and management of different infectious diseases as well as aspects of prevention; and to further expand the concepts of differential diagnosis in infectious diseases.



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Credits: 6.25

Course Director: [Shital Patel, M.D.](#)

**Introduction to Radiology/Laboratory Medicine: MBRLM-MAIN**

The goals of this course are to understand the role of Laboratory Medicine in the practice of medicine; understand there is always utility as well as limitations in laboratory tests; and to understand the different imaging modalities, appearance of abnormalities on imaging studies, and indications for ordering different radiology studies.

Credits: 1.50

Course Co-Directors: [Karla Sepulveda, M.D.](#) and [Andrea N. Marcogliese, M.D.](#)

**Nervous System: MBNRS-MAIN**

The goal of this course is to provide an intense and thorough encounter with the nervous system so that students are prepared for their clinical clerkships, and for further scientific and clinical mastery of this discipline. Clinically relevant neuroanatomy and neurophysiology are covered in such a way that students will master clinical localization and pathophysiology. Specific disease states are introduced with consideration of pathophysiology, diagnostics and therapeutics to foster understanding of clinical neuroscience and to prepare students for the Neurology clerkship. The major focus is clinical localization and differential diagnosis of neurological disorders so that diagnostic and therapeutic plans can be formulated.

Credits: 6.25

Course Director [J. Clay Goodman, M.D.](#)

Course Associate Director: [Ming Zhang, M.D., Ph.D.](#)

**Patient Safety: MBPSA-MAIN**

The goal of this course is to prepare learners with the foundational knowledge necessary to understand the context, key principles and competencies associated with the discipline of patient safety in the delivery of healthcare services. Additionally, students will learn to recognize weaknesses in our medical system that can lead to patient safety events and will be empowered to promote a culture of safety in the clinical environment.

Credits: 0.50

Course Director: [Cara Lye, M.D.](#)



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**Patient, Physician and Society (PPS) 1-2: MBPP1-MAIN, MBPP2-MAIN**

The goals of this course are to provide students with basic interviewing, physical examination and medical communication skills; allow students to correlate anatomy and physiology with normal physical exam findings in ambulatory patients; reinforce the fundamental values of medical professionalism; and to help students view the broader context of health care using the relationship-centered care and integrated interviewing models.

Credits: MBPP1 (3.00) MBPP2 (3.50)

Course Director: [Alicia Kowalchuk, D.O.](#)

**Patient, Physician and Society (PPS) 3: MBPP3-MAIN**

This course teaches students the foundational clinical skills necessary for entering clerkships. The goals of this course are to continue to develop patient-centered interviewing skills to obtain a complete history; correlate pathophysiology learned in the morning classes with abnormal physical findings on hospitalized patients; and to inculcate altruistic and compassionate patient care.

Credits: 2.75

Course Director: [Anita Kusnoor, M.D.](#)

**Renal: MBRNL-MAIN**

The goals of this course are to provide an introduction to clinical nephrology: specifically the pathophysiology, diagnosis, treatment, and management of abnormalities in electrolytes and acid base, glomerulonephritis, kidney histology, acute kidney injury and chronic kidney disease, in adults and children. The learner will learn how dialysis and transplantation has shaped public policy. Utilizing common clinical scenarios and case-based group activity facilitate the transition from classroom to bedside.

Credits: 1.75

Course Director: [Rajeev Raghavan, M.D.](#)

**Respiratory: MBRSP-MAIN**

The goal of this course is to provide the fundamentals for understanding the pathophysiology of common respiratory diseases. By the end of the course, students will be able to: correlate history,, clinical exam findings, and diagnostic clinical testing/strategies in order to form a differential diagnosis for common



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respiratory diseases; evaluate pathological images to diagnose respiratory disorders; and summarize pharmacological and non-pharmacological management options for common respiratory disorders.

Credits: 1.75

Course Director: [Kanta Velamuri, M.B.B.S.](#)

**Transition to Clinical Rotations: MBITC-MAIN**

The goal of this course is to facilitate the transition of second-year Baylor medical students from the basic sciences to the clinical years. The goal is to provide basic skills and information to allow students to readily participate in patient care. At the end of the course, second-year students will be able to describe effective studying strategies for clinical rotations; demonstrate how to glove and gown using sterile technique; maintain sterile environment in the OR; navigate the EMR to find pertinent information; manage commonly described interpersonal and intrateam stressors on the wards; understand what is expected on a typical day on the wards for a given clerkship and how to succeed as a ward clerk; compose a SOAP note; and to discriminate between appropriate and inappropriate types of public disclosure concerning clinical experiences.

Credits: 0.75

Course Co-Directors: [Meghan McClure, M.D.](#) and [Katie Scally, M.D.](#)

**Transitional Research and Population Health: MBTRP-MAIN**

The goal of this course is to apply knowledge in population health, translational research and implementation science through active learning. The course will develop medical student's ability to understand how health data and research informs the delivery of care.

Credits: 3.25

Course Director: [Jessica Davila, Ph.D.](#)



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## Clinical Course Descriptions

\* Course credits pertain to 2018-2019 academic year.

### **Emergency Medicine: MCERM-MAIN**

The Emergency Medicine course is a two-week rotation that is designed to give students exposure to the field of Emergency Medicine and the emergent approach and stabilization to the undifferentiated patient. This course will take place in the Ben Taub General Hospital Emergency Room, which sees approximately 100,000 patients a year and is also a Level 1 Trauma Center. As part of this rotation, students will learn the emergency medicine approach to common chief complaints. Commonly, the student will be the first provider to take a full history and physical from a patient and from this form a differential and a therapeutic plan to present to the senior resident and the attending. In addition, students will have the ability to perform common Emergency Medicine procedures: bag-valve mask ventilation, FAST ultrasound, laceration repairs, incision and drainage, splinting and IV insertion. Supplanting the clinical experience, the students will also have three hours of active learning didactics a week. The students will also attend the Emergency Medicine grand rounds.

Credits: 2.0

Course Director: [Navdeep Sekhon, M.D.](#)

### **Family and Community Medicine Clerkship: MCFAM-MAIN**

The Family and Community Medicine Clerkship introduces students to the role and identity of the family physician in today's healthcare system and demonstrates the family medicine approach to the comprehensive care of common health problems. Students will spend the majority of Clerkship time in the office of a family physician preceptor, where they will learn to conduct different types of ambulatory visits and to diagnose and manage common conditions seen by family physicians. Additional learning opportunities are provided through seminars and self-directed activities including videos, case studies, and recommended readings.

Credits: 4.0

Clerkship Director: [William Huang, M.D.](#)



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**Medicine Clerkship: MCMED-MAIN**

Core Medicine is a clinical rotation designed to develop students' skills in the diagnosis and management of illness in adults. Each student will have a unique experience in medicine, but all students will rotate to the same core hospitals and undertake the same curriculum. Learning is often self-directed and based on the individual patients seen during the clinical experience. Students will learn a great deal about physical diagnosis, laboratory evaluation and differential diagnosis of important disorders. Students will also be expected to learn fundamental aspects of therapy that will help develop their competency in the assessment and treatment of common adult illnesses.

Credits: 8.0

Clerkship Director: [Andrew Caruso, M.D.](#)

**Neurology Clerkship: MCNEU-MAIN**

The required Clerkship in Neurology is a four-week rotation designed to apply the skills of localizing pathology within the neuraxis to evaluate and diagnose patients with neurological diseases and discuss management issues. Students will spend the majority of their time at one hospital in the inpatient services and have the opportunity to evaluate patients in the ambulatory setting as well. Students will learn through didactic lectures, team based learning sessions, supervised direct patient interaction, and clinical instruction.

Credits: 4.0

Clerkship Director: [Doris Kung, D.O.](#)

**Obstetrics/Gynecology (OB/GYN) Clerkship: MCOBG-MAIN**

The OB/GYN Clerkship is designed to provide medical students with the knowledge and skills necessary to compassionately care for women of all ages. The student will be exposed to the breadth of obstetrics and gynecology, while focusing on skills unique to the field including pelvic examinations, vaginal delivery techniques, and exposure to the surgical environment. The clerkship goal is for the student to develop core clinical knowledge essential for providing comprehensive and advocacy for all aspects of women's health.

Credits: 8.0

Clerkship Director: [Jocelyn Greely, M.D.](#)



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**Pediatrics Clerkship: MCPED-MAIN**

The Pediatric Clerkship is designed to provide students with high-quality, effective clinical experiences in which students can develop a basic knowledge of growth and development (physical, physiologic and psychosocial) and of its clinical application from birth through adolescence.

This 8-week clerkship is divided into four 2-week subrotations: Community Pediatrics, Neonatology, Pediatric Emergency Medicine, and Pediatric Hospital Medicine. By rotating in both inpatient and outpatient settings, students will develop strategies for pediatric health promotion, develop pediatric-specific clinical examination and problem-solving skills, acquire an understanding of the approach of pediatricians to the health care of children, and acquire the knowledge necessary for the diagnosis and management of common pediatric acute and chronic illnesses.

Credits: 8.0

Clerkship Director: [Elaine Fielder, M.D.](#)

**Psychiatry Clerkship: MCPSY-MAIN**

The Medical Student Clerkship in Psychiatry is an eight-week rotation required of all medical students for graduation. The Psychiatry Clerkship strives to educate students in the diagnosis and treatment of mental illness as well as the spectrum of normal and abnormal behavior through the lifespan. Students will be given an appreciation of mental health and mental illness in all areas of healthcare, and we hope that students will strive to be a psychologically informed physician. Students will learn in various settings on the rotation including direct patient care, didactic lectures, syllabus material, clinical teaching on rounds, observation of patient interviews by other clinicians, and required text readings.

Credits: 8.0

Clerkship Director: [Ye Beverly Du, M.D., M.P.H.](#)

**Surgery Clerkship: MCSUR-MAIN**

The Michael E. DeBakey Department of Surgery welcomes students to their core clerkship. The mission of the Michael E. DeBakey Department of Surgery is to inspire the next generation of surgeons by providing medical students with a balanced surgical experience that will meet core surgical competencies in both knowledge and skills. As a member of a surgical team, students will gain an understanding of the fundamentals of perioperative management of surgical patients in various hospital settings. Students will learn the presenting signs, diagnosis and treatment of common surgical diseases. During this clerkship,



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students will spend four weeks on a general surgery service, two weeks on a surgery subspecialty service, and two weeks in an ICU. The didactic schedule includes lectures from the Department of Surgery's faculty leadership, online modules, small group teaching sessions, and a weekly skill lab.

Credits: 8.0

Clerkship Director: [Stephanie Gordy, M.D., FACS](#)





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# Sub-Internships

**\* Course credits pertain to 2018-2019 academic year.**

## **Family Medicine: MEFAM515**

*Satisfies requirement for 3rd/4th-year sub-internship.*

Students are encouraged to take the course between January of the third year and December of the fourth year. The goal of the Family Medicine sub-internship is to expose students to the underserved patients on the Family Medicine Service at Ben Taub Hospital. Students will assume the role of an intern and will learn the family medicine approach to the care of adult hospitalized patients with emphasis on caring for patients in the context of their family environment, addressing psychosocial, cultural and financial issues and providing longitudinal care for patients with chronic issues. **Night float is required.**

Credits: 4.0

Course Director: [Fareed Khan, M.B.B.S.](#)

## **General Medicine: MEMED502 or MEMED503**

*Satisfies requirement for 3rd/4th-year sub-internship.*

Students are encouraged to take the course between January of the third year and December of the fourth year. The student functions like an intern on the general medicine wards at Michael E. DeBakey Veterans Affairs Medical Center or Ben Taub Hospital. Under the supervision of the medicine resident and attending physician, the student has primary patient care responsibility and participates in all of the clinical and educational activities of the medical service. Practical aspects of patient care are emphasized. Students hone their history and physical skills, write orders, and develop diagnostic and therapeutic plans. They are also expected to learn how to manage transitions of care and to further develop their communication skills. The course is demanding, but it is conducted with strong support from the faculty and house staff and provides excellent transition to any residency training program. **Night call is required.**

Credits: 4.0

Course Director: [Anita Kusnoor, M.D.](#)



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**Neurology: MENEU503**

*Satisfies requirement for 3rd/4th-year sub-internship.*

Students are encouraged to take the course between January of the third year and December of the fourth year. The student functions as an intern on the neurology inpatient primary service at Ben Taub Hospital. Under the supervision of the chief neurology resident and attending physician, the student has primary patient care responsibility. Practical aspects of patient care are emphasized. Students will hone their history and physical exam skills, write orders, and develop diagnostic and therapeutic plans. They will also be expected to learn how to manage transitions of care and to further develop their communication skills. Emphasis is placed on understanding the role of a neurologist in patient care and preparing the student for residency. **Night call is required.**

Credits: 4.0

Course Directors: [Doris Kung, D.O.](#)

**OB/GYN: MEOBG503**

*Satisfies requirement for 3rd/4th-year sub-internship.*

Students are encouraged to take the course between January of the third year and December of the fourth year. The sub-internship experience occurs as part of the labor and delivery (L&D) teams at Texas Children's Hospital Pavilion for Women (PFW) and Ben Taub Hospital (BTH), and is modeled after the role of the OB/GYN intern on L&D. The student is assigned to either the L&D team at BTH or at the PFW. The student is responsible for performing all intern level activities including, but not exclusive to: admit patients, evaluate all medical problems, manage labor, and formulate a therapeutic plan under supervision. The sub-intern will demonstrate the ability to counsel and obtain proper patient consent for vaginal deliveries, cesarean deliveries, and postpartum tubal ligations. She/he will be responsible for interpreting fetal heart rate tracings and formulating a plan of care for an abnormal tracing. She/he will be responsible for cross-coverage of postpartum patients during labor and delivery shifts. **Night call will be taken on Friday evenings.**

Credits: 4.0

Course Director: [Helen Dunnington, M.D.](#)



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**Pediatrics: MEPED547**

*Satisfies requirement for 3rd/4th-year sub-internship.*

Students are encouraged to take the course between January of the third year and December of the fourth year. The student will demonstrate pediatric intern level knowledge, attitudes and skills. The student is assigned to one of the Texas Children's Hospital's Pediatric Hospital Medicine (PHM) teams, consisting of an attending, one-to-two supervising residents, two-to-three interns, one-to-two clerkship students, and sometimes a PHM fellow. The sub-intern admits patients, evaluates all medical problems, and formulates a therapeutic plan under supervision. S/he is responsible for patient handoffs at the beginning and end of shifts. S/he writes and pends orders for co-signature prior to implementation. Admission orders stem from diagnosis specific EBM order sets. Sub-interns are on-call an average of every fourth night and are directly supervised by a resident. A faculty member is available at all times. During call, the sub-intern is responsible for cross-cover issues on all of his/her team's patients. Patient-family centered rounds (PFCR) are conducted daily at the bedside with the medical team. Attendance at educational conferences is highly recommended. The resident lecture series is held at noon on weekdays. Morning report is held Monday through Wednesday and Grand Rounds are on Friday. The exact time and location for these conferences varies and may be confirmed with the house staff office.

Credits: 4.0

Course Director: [Cara Lye, M.D.](#)

**Surgery: MESUR501 or MESUR541 or MESUR546**

*Satisfies requirement for 3rd/4th-year sub-internship.*

Students are encouraged to take the elective between January of the third year and December of the fourth year. The student should increase his/her knowledge of the fundamentals of general surgical practice and acquire skills used in the evaluation and treatment of general surgical conditions. Sub-interns will, under supervision, admit patients, evaluate and formulate a plan, participate in operations and post-operative care, and write discharge summaries. Sub-interns are on call once a week during the 4-week rotation. The goal of this rotation is to develop the student's ability to make and implement a plan of care in a surgical patient thereby improving the student's readiness for the transition into an internship.

Credits: 4.0

Course Director: [Stacey Carter, M.D.](#)



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# Selectives

\* Course credits pertain to 2018-2019 academic year.

## **Ophthalmology: MCOPH-MAIN**

This two-week course is designed to provide to students who will practice in the diverse areas of medicine, especially primary care, an expanded clinical experience and core of the clinical information, which will allow them to diagnose and manage common ophthalmic problems, emphasizing appropriate referral and the avoidance of delays or omissions of proper eye care; to teach the essentials of the routine ophthalmic history and physical examination; to expose the student to the spectrum of systemic disease with ocular manifestations and to the scope and breadth of primary ocular disease; to teach to the student the recognition and initial management of ocular injuries and emergencies; to introduce the students to the profession of ophthalmology as a branch of the practice of medicine; and to instill in the student an understanding of the scope of the practice of ophthalmology, both medical and surgical, so that he may discriminate the purpose and skills of medical care from the art of refraction performed by non-professionals.

Credits: 2.0

Course Director: [Lauren Blieden, M.D.](#)

## **Orthopedic Surgery: MCORS-MAIN**

This course is a two-week course rotating through the clinical aspect of Orthopedic Surgery. Students engage with faculty, residents, fellows, office staff and patients during this two-week rotation. Professional attire and behavior is expected of all participants. Students are expected to shadow assigned faculty during surgeries. Students are required a mandatory night of call at Ben Taub Hospital during the course. Students are required to submit a completed paperwork-signed memorandum at the end of their course for completion.

Credits: 2.0

Course Director: [Christopher Perkins, M.D.](#)

## **Otolaryngology: MCOTO-MAIN**

Students are integrated into the daily workflow of the Otolaryngology team – including outpatient clinics, inpatient and emergency room care, and the operating room experience. Formal lectures are provided in an online pre-recorded format, which supplements the daily didactic teaching by residents and faculty.



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Credits: 2.0

Course Director: [Kathleen Kelly Gallagher, M.D.](#)

**Urology: MCURL-MAIN**

The Urology selective course provides medical students with a broad exposure to general urology, along with opportunities to experience the major urologic subspecialties, including cancer, urolithiasis, trauma and reconstruction, reproductive and sexual dysfunction, and pediatrics (subspecialty exposure varies depending on the clinical assignment site). The selective combines activities in the outpatient clinic setting, and in the inpatient and outpatient operating room settings. Students have an active, hands-on experience in examining urologic patients under supervision, and scrubbing on a wide range of surgical procedures. Students participate in hospital rounds and consultations, and also pursue didactic activities which include a standard lecture series covering common urologic disorders relevant to the primary care physician.

Credits: 2.0

Course Director: [Jennifer Taylor, M.D., M.P.H.](#)



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# Electives

All elective course descriptions are available on the [School of Medicine website.](#)



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**Class of 2022**  
**M.D. Graduation Requirements**

Please review special notes for medical students in official BCM dual degree programs.

Foundational Sciences Years - 63 Weeks	
Fall I - 19 Weeks	
Course	Semester Credit Hours
Foundations Basic to Science of Medicine (FBSM)	19.75
Patient, Physician & Society - 1	3.00
Critical Thinking & Problem Solving (CTAPS)	3.00
<b>Total Credits</b>	<b>25.75</b>

Spring I - 25 Weeks	
Course	Semester Credit Hours
Pharmacology	1.75
Head & Neck Anatomy	3.00
Immunological & Pathological Basis of Disease	4.25
Behavioral Sciences	3.25
Ethics	1.25
Infectious Diseases	6.25
Nervous System	6.25
Translational Research and Population Health (TRAP)	3.25
Patient, Physician & Society - 2	3.50
<b>Total Credits</b>	<b>32.75</b>

Fall II - 19 Weeks	
Course	Semester Credit Hours
Cardiology	2.25
Respiratory	1.75
Renal	1.75
Hematology/Oncology	2.50
Intro. to Radiology & Lab Medicine	1.50
Gastroenterology	2.00
Endocrinology	1.50
GU/GYN	1.00
Genetics	1.25
Age Related Topics	1.25
Patient, Physician & Society - 3	2.75
Patient Safety	0.50
Transition to Clinics	0.75
<b>Total Credits</b>	<b>20.75</b>

Didactic Courses in Clinical Years ◇	
Course	Semester Credit Hours
CABS-Evidence Based Medicine◇	0.75
CABS-Dermatology◇	0.75
CABS-Business in Leadership◇	0.75
CABS-Nutrition◇	0.75
DDASH◇	2.50
<b>Total Credits</b>	<b>5.50</b>

Basic Core Clinical - 50 Weeks	
Course	Semester Credit Hours
Emergency Medicine	2.00
Family/Comm. Med.	4.00
Medicine	8.00
OB/GYN	8.00
Neurology	4.00
Pediatrics	8.00
Psychiatry	8.00
Surgery	8.00
<b>Total Credits</b>	<b>50.00</b>

Advanced Core Clinical - 10 Weeks	
Course	Semester Credit Hours
Sub-Internship*	4.00
Selectives**	4.00
APEX	2.00
<b>Total Credits</b>	<b>10.00</b>

Elective Courses - 16 Weeks	
Course	Semester Credit Hours
Pre-Clinical and/or Clinical Electives***	16.00

**Please refer to the Core Rotation Scheduling Guidelines in the Student Handbook for timelines to complete clinical core rotations.**

Graduation Requirements ***	Semester Credit Hours
Total Minimum Curriculum Credits - 139 Weeks	160.75

**Students must take and pass the Clinical Practice Exam (CPX). Students must take and pass the USMLE Step 1, Step 2CK & Step 2CS-prior to graduation. M.D./Ph.D. Program: Students joining the program after year 1 will begin the curriculum requirements at year of entry. Students must not have any professional deficiencies in order to graduate with an M.D. degree.**

\* A Sub-Internship must be taken at Baylor in Medicine, Neurology, Obstetrics and Gynecology, Surgery, Pediatrics, or Family Medicine. The Sub-Internship **must be completed** prior to Advanced Physicianship Experience (APEX).

**\*\*SELECTIVES (GROUP A)**

**Choose 2 of these 2-week courses (Prerequisite Surgery Clerkship):** Ophthalmology, Orthopedic Surgery, Otolaryngology, Urology

\*\*\*12 of the 16 required elective credits must be clinical. For all medical students, no more than 4 credits of Foundational Sciences Electives/Research taken at BCM can be counted toward degree requirements. Students enrolled in the following official BCM Dual Degree programs (MD/PhD, MD/JD, MD/MPH, and MD/MBA) may have 4 weeks fewer required clinical elective credits than MD only students. For all students, a minimum of 8 credits must be taken at BCM.

◇ The following courses are didactic courses occurring during the clinical phase of the curriculum:

- Clinical Applications of Biomedical Sciences (CABS) -occurs in the 2<sup>nd</sup> year of the clinical phase of the curriculum - Business and Leadership in Medicine, Dermatology, Nutrition, Evidence-Based Medicine
- Determinants, Disparities and Social/Population Health (DDASH) – occurs in the 3<sup>rd</sup> year of the clinical phase of the curriculum





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**M.D. Graduation Requirements**

Please review special notes for medical students in official BCM dual degree programs.

Foundational Sciences Years - 63 Weeks	
Fall I - 19 Weeks	
Course	Semester Credit Hours
Foundations Basic to Science of Medicine (FBSM)	21.25
Patient, Physician & Society - 1	3.25
Integrated Problem Solving	2.00
<b>Total Credits</b>	<b>26.50</b>

Spring I - 25 Weeks	
Course	Semester Credit Hours
Pharmacology	1.50
Head & Neck Anatomy	2.50
Immunological & Pathological Basis of Disease	4.75
Behavioral Sciences	3.50
Ethics	1.25
Infectious Disease	7.00
Nervous System	7.00
Integrated Problem Solving - 2	2.50
Patient, Physician & Society - 2	4.00
<b>Total Credits</b>	<b>34.00</b>

Fall II - 19 Weeks	
Course	Semester Credit Hours
Cardiology	2.25
Respiratory	1.75
Renal	1.75
Hematology/Oncology	2.50
Intro. to Radiology & Lab Medicine	1.50
Gastroenterology	2.00
Endocrinology	1.50
GU/GYN	1.00
Genetics	1.25
Age Related Topics	1.25
Patient, Physician & Society - 3	2.75
Patient Safety	0.50
Transition to Clinics	0.75
<b>Total Credits</b>	<b>20.75</b>

Didactic Courses in Clinical Years ◇	
Course	Semester Credit Hours
CABS-Evidence Based Medicine◇	0.75
CABS-Dermatology◇	0.75
CABS-Business in Leadership◇	0.75
CABS-Nutrition◇	0.75
DDASH◇	2.50
<b>Total Credits</b>	<b>5.50</b>

Basic Core Clinical - 50 Weeks	
Course	Semester Credit Hours
Emergency Medicine	2.00
Family/Comm. Med.	4.00
Medicine	8.00
Neurology	4.00
OB/GYN	8.00
Pediatrics	8.00
Psychiatry	8.00
Surgery	8.00
<b>Total Credits</b>	<b>50.00</b>

Advanced Core Clinical - 10 Weeks	
Course	Semester Credit Hours
Sub-Internship*	4.00
Selectives**	4.00
APEX	2.00
<b>Total Credits</b>	<b>10.00</b>

Elective Courses - 16 Weeks	
Course	Semester Credit Hours
Pre-Clinical and/or Clinical Electives***	16.00

**Please refer to the Core Rotation Scheduling Guidelines in the Student Handbook for timelines to complete clinical core rotations.**

Graduation Requirements ***	Credits
Total Minimum Curriculum Credits - 139 Weeks	162.75

**Students must take and pass the Clinical Practice Exam (CPX). Students must take and pass the USMLE Step 1, Step 2CK & Step 2CS-prior to graduation. M.D./Ph.D. Program: Students joining the program after year 1 will begin the curriculum requirements at year of entry. Students must not have any professional deficiencies in order to graduate with an M.D. degree.**

\* A Sub-Internship must be taken at Baylor in Medicine, Neurology, Obstetrics and Gynecology, Surgery, Pediatrics, or Family Medicine. The Sub-Internship **must be completed** prior to Advanced Physicianship Experience (APEX).

**\*\*SELECTIVES (GROUP A)**

**Choose 2 of these 2-week courses (Prerequisite Surgery Clerkship):** Ophthalmology, Orthopedic Surgery, Otolaryngology, Urology

\*\*\*12 of the 16 required elective credits must be clinical. For all medical students, no more than 4 credits of Foundational Sciences Electives/Research taken at BCM can be counted toward degree requirements. Students enrolled in the following official BCM Dual Degree programs (MD/PhD, MD/JD, MD/MPH, and MD/MBA) may have 4 weeks fewer required clinical elective credits than MD only students. For all students, a minimum of 8 credits must be taken at BCM.

◇ The following courses are didactic courses occurring during the clinical phase of the curriculum:

- Clinical Applications of Biomedical Sciences (CABS) -occurs in the 2<sup>nd</sup> year of the clinical phase of the curriculum \_Business and Leadership in Medicine, Dermatology, Nutrition, Evidence-Based Medicine
- Determinants, Disparities and Social/Population Health (DDASH) – occurs in the 3<sup>rd</sup> year of the clinical phase of the curriculum



GIVING LIFE TO POSSIBLE

**School of Medicine**  
**Class of 2020**  
**M.D. Graduation Requirements**

Please review special notes for medical students in official BCM dual degree programs.

Foundational Sciences Years - 63 Weeks	
Fall I - 19 Weeks	
Course	Semester Credit Hours
Foundations Basic to Science of Medicine (FBSM)	21.25
Patient, Physician & Society - 1	3.25
Integrated Problem Solving	2.00
<b>Total Credits</b>	<b>26.50</b>

Spring I - 25 Weeks	
Course	Credits
Pharmacology	1.50
Head & Neck Anatomy	2.50
Immunological & Pathological Basis of Disease	4.75
Behavioral Sciences	3.50
Ethics	1.25
Infectious Disease	7.00
Nervous System	7.00
Integrated Problem Solving - 2	2.50
Patient, Physician & Society - 2	4.00
<b>Total Credits</b>	<b>34.00</b>

Fall II - 19 Weeks	
Course	Credits
Cardiology	2.50
Respiratory	1.75
Renal	1.75
Hematology/Oncology	2.50
Intro. to Radiology & Lab Medicine	1.75
Gastroenterology	2.00
Endocrinology	1.75
GU/GYN	1.25
Genetics	1.25
Age Related Topics	1.25
Patient, Physician & Society - 3	2.75
Patient Safety	0.75
Transition to Clinics	1.00
<b>Total Credits</b>	<b>22.25</b>

Didactic Courses in Clinical Years ◊	
Course	Semester Credit Hours
CABS-Evidence Based Medicine◊	1.00
CABS-Dermatology◊	0.75
CABS-Business in Leadership◊	0.75
CABS-Nutrition◊	0.75
DDASH◊	2.50
<b>Total Credits</b>	<b>5.75</b>

Basic Core Clinical - 54 Weeks	
Course	Semester Credit Hours
Emergency Medicine	2.00
Medicine	12.00
Surgery	8.00
Psychiatry	8.00
OB/GYN	8.00
Pediatrics	8.00
Neurology	4.00
Family/Comm. Med.	4.00
<b>Total Credits</b>	<b>54.00</b>

Advanced Core Clinical - 10 Weeks	
Course	Semester Credit Hours
Sub-Internship*	4.00
Selectives**	4.00
APEX	2.00
<b>Total Credits</b>	<b>10.00</b>

Elective Courses - 16 Weeks	
Course	Credits
Pre-Clinical and/or Clinical Electives***	16.00

**Please refer to the Core Rotation Scheduling Guidelines in the Student Handbook for timelines to complete clinical core rotations.**

Graduation Requirements ***	Credits
Total Minimum Curriculum Credits - 143 Weeks	168.50

**Students must take and pass the Clinical Practice Exam (CPX). Students must take and pass the USMLE Step 1, Step 2CK & Step 2CS-prior to graduation. M.D./Ph.D. Program: Students joining the program after year 1 will begin the curriculum requirements at year of entry. Students must not have any professional deficiencies in order to graduate with an M.D. degree.**

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**\*\*SELECTIVES (GROUP A)**

**Choose 2 of these 2-week courses (Prerequisite Surgery Clerkship):** Ophthalmology, Orthopedic Surgery, Otolaryngology, Urology

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◊ The following courses are didactic courses occurring during the clinical phase of the curriculum:

- Clinical Applications of Biomedical Sciences (CABS) -occurs in the 2<sup>nd</sup> year of the clinical phase of the curriculum \_Business and Leadership in Medicine, Dermatology, Nutrition, Evidence-Based Medicine
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GIVING LIFE TO POSSIBLE

**School of Medicine**  
**Class of 2019**  
**M.D. Graduation Requirements**

Please review special notes for medical students in official BCM dual degree programs.

Foundational Sciences Years - 63 Weeks	
Fall I - 19 Weeks	
Course	Semester Credit Hours
Foundations Basic to Science of Medicine (FBSM)	21.25
Patient, Physician & Society - 1	2.25
Integrated Problem Solving	2.00
<b>Total Credits</b>	<b>25.50</b>

Spring I - 25 Weeks	
Course	Credits
Pharmacology	1.50
Head & Neck Anatomy	2.50
Immunological & Pathological Basis of Disease	4.75
Behavioral Sciences	3.50
Ethics	1.25
Infectious Disease	7.00
Nervous System	7.00
Integrated Problem Solving - 2	3.00
Patient, Physician & Society - 2	2.50
<b>Total Credits</b>	<b>33.00</b>

Fall II - 19 Weeks	
Course	Credits
Cardiology	2.25
Respiratory	1.75
Renal	1.75
Hematology/Oncology	2.50
Intro. to Radiology & Lab Medicine	1.75
Gastroenterology	2.00
Endocrinology	1.75
GU/GYN	1.25
Genetics	1.25
Age Related Topics	1.25
Patient, Physician & Society - 3	2.75
Patient Safety	0.75
Transition to Clinics	1.00
<b>Total Credits</b>	<b>22.00</b>

Didactic Courses in Clinical Years ◊	
Course	Semester Credit Hours
CABS-Evidence Based Medicine◊	1.00
CABS-Dermatology◊	0.75
CABS-Business in Leadership◊	0.75
CABS-Nutrition◊	0.75
DDASH◊	2.25
Total Credits	5.50

Basic Core Clinical - 52 Weeks	
Course	Semester Credit Hours
Medicine	12.00
Surgery	8.00
Psychiatry	8.00
OB/GYN	8.00
Pediatrics	8.00
Neurology	4.00
Family/Comm. Med.	4.00
Total Credits	52.00

Advanced Core Clinical - 12 Weeks	
Course	Semester Credit Hours
Emergency Medicine	2.00
Sub-Internship*	4.00
Selectives**	4.00
APEX	2.00
Total Credits	12.00

Elective Courses - 16 Weeks	
Course	Semester Credit Hours
Pre-Clinical and/or Clinical Electives***	16.00

**Please refer to the Core Rotation Scheduling Guidelines in the Student Handbook for timelines to complete clinical core rotations.**

Graduation Requirements ***	Semester Credit Hours
Total Minimum Curriculum Credits - 143 Weeks	166.00

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