

Baylor  
College of  
Medicine

**Baylor College of Medicine  
School of Health Professions**

# **Student Handbook**



Revised June 2023

# Student Handbook

## Baylor College of Medicine

### School of Health Professions

As a student enrolled in the Baylor College of Medicine School of Health Professions' academic programs, you should be knowledgeable of the College's policies, rules, regulations, and administrative procedures that affect you. This Student Handbook provides guidelines and policies for all Health Professions students as well as specific information for your particular academic program. Students are responsible for all the information presented in this Handbook.

In addition to the policies and procedures presented in this handbook, SHP students are expected to abide by all policies of Baylor College of Medicine as published in the College's [Policy and Procedures Manual](#).

The [Academic Policies](#) website provides links to policies of particular relevance to students.

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 personnel in the following locations:

Office of Student Services  
Baylor College of Medicine  
One Baylor Plaza  
Cullen Bldg., Room 415SA  
Houston, Texas 77030  
(713) 798-6950

School of Health Professions  
Baylor College of Medicine  
One Baylor Plaza, MS BCM115  
DeBaakey Bldg., Suite M108  
Houston, Texas 77030  
(713) 798-4613

Doctor of Nursing Practice Program  
(Nurse Anesthesia)  
Baylor College of Medicine  
One Baylor Plaza, MS BCM115  
DeBaakey Building, Suite M108  
(713) 798-8650

Orthotics & Prosthetics Program  
Baylor College of Medicine  
One Baylor Plaza, MS BCM115  
DeBaakey Bldg., Suite M108  
Houston, Texas 77030  
(713) 798-3098

Physician Assistant Program  
Baylor College of Medicine  
One Baylor Plaza, MS BCM115  
DeBaakey Bldg., Suite M108  
Houston, Texas 77030  
(713) 798-3663

Genetic Counseling Program  
Baylor College of Medicine  
One Baylor Plaza, MS BCM115  
DeBaakey Bldg., Suite M108  
Houston, Texas 77030  
(713) 798-5400

Baylor College of Medicine admits students of any race, sex, religion, marital status, sexual orientation, color, national or ethnic origin, disability, or age to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. 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 in administration of its educational policies, admissions policies, scholarship and loan programs, athletic and other school-administered programs.

## 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.

If you believe that you have experienced or observed discrimination or harassment based on gender, gender identity or expression, or sexual orientation, please contact the College's Title IX Coordinator.

### **Title IX Coordinator**

Office of Institutional Diversity & Inclusion  
One Baylor Plaza – Main Campus  
Cullen Building, Suite 415A  
MailStop: BCM119  
Houston, Texas 77030  
Phone: 713.798.4346 Email: [title-ix@bcm.edu](mailto:title-ix@bcm.edu)

If you believe that you have experienced or observed discrimination or harassment based on race, color, age, religion, national origin, veteran status, disability, or genetic information, please contact the College's Employee Relations Team in the Office of Human Resources.

### **Employee Relations Team, Office of Human Resources**

Phone: 713.798.4346 Email: [employeerelations@bcm.edu](mailto:employeerelations@bcm.edu)

To make a report outside of the College you may file a complaint with the U.S. Department of Education's Office of Civil Rights (OCR).

### **TEXAS LOCATION:**

**Office for Civil Rights  
U.S. Department of Education**  
1999 Bryan St., Suite 1620  
Dallas, Texas 75201-6810  
Telephone: 214.661.9600  
Fax: 214.661.9587; TDD: 800.877.8339  
Email: [OCR.Dallas@ed.gov](mailto:OCR.Dallas@ed.gov)

### **NATIONAL HEADQUARTERS:**

**U.S. Department of Education  
Office for Civil Rights**  
Lyndon Baines Johnson  
Department of Education Bldg.  
400 Maryland Avenue, SW  
Washington, DC 20202-1100  
Telephone: 800.421.3481  
FAX: 202.453.6012; TDD: 800.877.8339  
Email: [OCR@ed.gov](mailto:OCR@ed.gov)

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# Section 1

The logo for Baylor College of Medicine, featuring the text "Baylor College of Medicine" in a white serif font centered within a dark blue square.

Baylor  
College of  
Medicine®

## **Baylor College of Medicine**

History & Mission

Diversity

Student Rights

Compact Between Teachers, Learners, and Educational Staff

Code of Conduct

Outside Speakers

Fundraising

Distance Education

## **School of Health Professions**

Mission & History

Governance

Accreditation

Administration, Faculty, Staff

## Baylor College of Medicine

**History:** Baylor College of Medicine, a private medical school, was chartered by the State of Texas in 1900 and organized as the University of Dallas Medical Department, an independent, nonsectarian institution. In 1903, it became affiliated with Baylor University in Waco as Baylor University School of Medicine. The College moved to Houston in 1943 and became the nucleus of the Texas Medical Center. Baylor College of Medicine separated from Baylor University in 1969 and became an independent corporation.

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

**Diversity:** 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, promoting scientific innovation, and providing patient-centered care.

- Diversity, respect, and inclusiveness create an environment 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.

**Student Rights:** 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. As students are not only members of the Baylor academic community but are also members of society as a whole, Baylor works to ensure that all rights, protections, and guarantees that students are assured as citizens of society are also provided to them within Baylor.

Baylor College of Medicine's Statement of Student Rights aligns with the College's mission as a health sciences university that creates knowledge and applies science and discoveries to further education, healthcare, and community service locally and globally. These rights embody our values of respect, integrity, innovation, teamwork, and excellence, our vision to improve health through science, scholarship and innovation and our adherence to the Institutional Code of Conduct.

Students have the right to freedom of expression within an atmosphere of culturally responsive inclusiveness and sensitivity. The free dissemination of ideas is key to promoting the academic, personal, and professional growth of Baylor students.

Students have the right to a safe learning environment that is free of discrimination, violence, and harassment. Baylor seeks to provide a community of respect, open communication, collaboration, and inclusiveness.

Students have the right to due process in incidents of alleged student misconduct and have the right to appeal decisions in this regard. Baylor strives to guarantee accuracy in academic results and decisions.

Students have the right to confidentiality of education records. Explicitly written confidentiality policies and procedures are in place to achieve the protection of all personal information and academic records.

Baylor College of Medicine supports a healthy balance of study or work and parenting. The institution recognizes the importance of breastfeeding for the health of both mother and child, and actively supports women who breastfeed while continuing employment or study. The full policy is available in the BCM Policy and Procedure Manual.

[https://intranet.bcm.edu/index.cfm?fuseaction=Policies.Display\\_Policy&Policy\\_Number=02.2.50](https://intranet.bcm.edu/index.cfm?fuseaction=Policies.Display_Policy&Policy_Number=02.2.50)

## **Compact between Teachers, Learners, and Educational Staff**

*Learners pursuing a professional career at Baylor College of Medicine assume responsibility to develop in-depth knowledge, acquire and apply special skills, and demonstrate professionalism. Teachers guide and educate learners, and model appropriate attitudes, interpersonal skills and professional behaviors. Core educational staff support both learners and teachers. This Compact serves both as a pledge and a reminder to teachers, learners, and educational staff that moral, ethical and professional behavior by all Baylor personnel is essential to the basic principles of this institution.*

### **Guiding Principles of the Educational Compact**

- DUTY** All participants in the education mission have a duty to sustain a learning environment conducive to maintaining the knowledge, attitudes, and skills necessary for providing contemporary standards of professional behavior.
- INTEGRITY** All education participants/parties will behave in a manner that reflects individual and institutional commitment to intellectual and moral excellence.
- RESPECT** Fundamental to the ethic of professions is respect for every individual. Mutual respect between learners, as newer members of the profession, and their teachers, as experienced professionals, is essential for nurturing that ethic. In addition to individual respect, all educational parties must respect and follow established professional policies.

#### **As a teacher, I pledge to:**

- **Maintain** currency in my professional knowledge and skills
- **Ensure** excellence of the educational curriculum
- **Be a Model** of professionalism in all of my interactions with faculty, learners, patients, colleagues, and staff
- **Respect** all faculty, learners, patients, colleagues, and staff as individuals, without regard to gender, age, race, national origin, religion, or sexual orientation; and oppose observed disrespect or bias
- **Nurture** learner commitment to achieve personal, family, and professional balance
- **Recognize** and acknowledge expressions of professional attitudes and behaviors as well as the achievement of quantifiable academic excellence
- **Respond** vigorously to unprofessional behavior and indications of abuse or exploitation of faculty, learners, patients, colleagues, or staff
- **Create** a safe environment in which individuals can communicate any concern about breaches of this compact
- **Accept** responsibility for instilling these attributes in learners and faculty for whom I have responsibility

#### **As a learner, I pledge to:**

- **Acquire** the knowledge, skills, attitudes, and behaviors necessary to fulfill all established educational objectives
- **Embody** the professional virtues of integrity, empathy, altruism, compassion, respect, honesty, courage, and trustworthiness
- **Respect** as individuals, without regard to gender, race, national origin, religion, or sexual orientation, all patients, peers, faculty and staff
- **Uphold** the highest professional standards and conduct myself accordingly in all interactions with patients, peers, faculty and staff
- **Assist** my fellow learners in meeting their professional obligations, while fulfilling my own obligations as a professional
- **Help create** a safe environment in which individuals can communicate any concern about breaches of this compact

#### **As Educational Staff, I pledge to:**

- **Maintain** currency in my professional knowledge and skills
- **Help ensure** excellence of the educational curriculum
- **Embody** professionalism in all of my interactions with faculty, learners, patients, colleagues, and staff



- **Respect** all faculty, learners, patients, colleagues, and staff as individuals, without regard to gender, age, race, national origin, religion, or sexual orientation; and oppose observed disrespect or bias
- **Help create** a safe environment in which faculty, learners, and staff can communicate any concern about breaches of this compact

**Code of Conduct:** The Code of Conduct defines Baylor College of Medicine’s long-standing commitment to integrity and defines the professional and ethical ways in which we work with one another. The Code of Conduct also includes our expectations for ethical behavior, respect, work within teams and the day-to-day of each person at Baylor College of Medicine. Information regarding the Code of Conduct can be found by visiting the webpage <https://www.bcm.edu/about-us/our-campus/compliance>.

**Outside Speakers:** Baylor College of Medicine (BCM) students or student groups may from time to time invite outside speakers to address BCM functions. Outside speakers must be approved in advance by the Dean or designee. The names and credentials of proposed speakers, purpose of the presentation, and proposals for any costs such as travel, expenses, and honoraria, must be presented to the Dean or designee for review and approval at least three weeks prior to the event. All outside speakers will be required to meet the professional standards expected of BCM faculty, with evidence-based presentations when applicable and complete disclosure of funding and conflict of interest.

**Fundraising Policy:** BCM publishes a fundraising policy to ensure appropriate fundraising practices and purposes at Baylor College of Medicine (BCM).

[http://intranet.bcm.edu/index.cfm?fuseaction=Policies.Display\\_Policy&Policy\\_Number=17.1.03](http://intranet.bcm.edu/index.cfm?fuseaction=Policies.Display_Policy&Policy_Number=17.1.03)  
[https://intranet.bcm.edu/index.cfm?fuseaction=Policies.Display\\_Policy&Policy\\_Number=17.1.07](https://intranet.bcm.edu/index.cfm?fuseaction=Policies.Display_Policy&Policy_Number=17.1.07)

**Distance Education Policy:** BCM publishes a long-distance education policy to ensure the institution adheres to the standards set forth by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and state and federal regulations in regards to distance education.

[http://intranet.bcm.edu/index.cfm?fuseaction=Policies.Display\\_Policy&Policy\\_Number=23.1.10](http://intranet.bcm.edu/index.cfm?fuseaction=Policies.Display_Policy&Policy_Number=23.1.10)

### **School of Health Professions**

**History:** The Division of Allied Health Sciences (DAHS) began in 1976 as a component of Baylor College of Medicine’s (BCM) Department of Community Medicine. In 1988, the DAHS transferred to the Dean of Medical Education’s Office. In 2005, the College’s Board of Trustees approved the conversion of DAHS to an independent School of Allied Health Sciences whose name changed in 2018 to the School of Health Professions (SHP). In 2007, the SHP was administratively positioned to answer directly to the Executive Vice President and Executive Dean of the College. With the advent of the Provost’s office in 2014 the Dean reported to the Provost. In 2020, with a change to the institutional bylaws, reporting reverted to the President and Executive Dean, in alignment to reporting of Department chairs and Center Directors.

**Mission:** To promote the well-being of the people of Texas and beyond by educating outstanding health professionals, providing quality health care services, and contributing to research to improve health professions education and health care delivery.

**Definition of “Health Professions”:** The term “Health Professions” identifies a cluster of health professions and educational programs that are administratively aligned as an academic unit of a school, college or university. The health professions represented in each cluster vary across colleges, universities, and governmental agencies. At Baylor College of Medicine, the “Health Professions” cluster currently includes the disciplines of Genetic Counseling, Nurse Anesthesia, Orthotics and Prosthetics, and Physician Assistant, which are administratively aligned within the School of Health Professions (SHP).

**Governance:** The School of Health Professions is an academic unit of Baylor College of Medicine. The School is the academic home for health professions faculty, degree programs, and students. The faculty and students are responsible for understanding and following current policies and procedures as published in the SHP Student Handbook for each program, including periodic updates. Faculty and students are notified of updates to the SHP Student Handbook via email.

The academic policies of the School are established by the College and the Health Professions Education Executive Committee (EEC). Health Professions Admissions, Curriculum, Student Promotions and Academic Achievement, and Faculty Appointments and Promotions Committees report annually to the

EEC. The EEC founded a Diversity, Equity and Inclusion subcommittee that also reports annually. These subcommittees and committees implement the College's policies in their respective areas and recommend new policies to the Health Professions EEC for consideration.

**Accreditation:** Baylor College of Medicine and the School of Health Professions Programs are accredited as follows:

Baylor College of Medicine is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award masters and doctoral degrees. Contact the Commission on Colleges (1866 Southern Lane, Decatur, GA, 30033-4097; 404-679-4500) for questions about the accreditation of Baylor College of Medicine.

Council on Accreditation of Nurse Anesthesia Educational Programs (10275 W. Higgins Rd., Suite 906, Rosemont, IL 60018-5603, (224) 275-9130). The DNP Program—Nurse Anesthesia is accredited through May 2024.

Accreditation Review Commission on Education for the Physician Assistant (12000 Findley Road, Suite 150, Johns Creek, GA, 30097; 770-476-1224). The Physician Assistant Program is accredited through June 2029.

Commission on Accreditation of Health Professions Education Program (1361 Park Street, Clearwater, FL, 33756; 727-210-2350). Master's programs in Orthotics and Prosthetics are accredited by CAAHEP. The program is accredited through March 2025.

Accreditation Council for Genetic Counseling (PO Box 15632, Lenexa, KS, 66285; 913-222-8668). The Genetic Counseling Program was granted new program accreditation status on February 6, 2018. In December 2021, the program attained full accreditation status, without restriction that will remain in effect for eight years, until 2029. The program will be required to submit a self-study in 2028 to apply for re-accreditation.

Baylor College of Medicine is legally authorized to grant degrees and grant credits toward degrees in the State of Texas by the Texas Higher Education Coordinating Board (P.O. Box 12788, Austin, TX, 78711; 512-427-6225). (Approved by Academic Council on November 15, 2004) (Approved by BCM Board of Trustees on January 26, 2005) (Approved by Health Professions Education Executive Committee on June 26, 2008) (Revisions approved by Health Professions Education Executive Committee on June 7, 2002)

**Administration and Faculty** – The administration, faculty, and staff of the School of Health Professions are listed below along with their telephone numbers and email addresses.

**School of Health Professions**

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# Section 2

## Academic and Administrative Policies, Procedures, and Operational Guidelines

### School of Health Professions

The logo for Baylor College of Medicine, featuring the text "Baylor College of Medicine" in a white serif font on a dark blue square background.

Baylor  
College of  
Medicine®

(Approved by Academic Council on November 15, 2004)

(Approved by BCM Board of Trustees on January 26, 2005)

(Approved by Health Professions Education Executive Committee on June 26, 2008)

(Revisions approved by Health Professions Education Executive Committee on June 8, 2022)

## **Article 2. Academic Governance**

The SHP academic governance is based on College policies and procedures and administered through the Health Professions Education Executive Committee and through its four school committees that are appointed by the Dean, and the program executive and admissions committees appointed and chaired by each Program Director.

**Article 2.1 Health Professions Education Executive Committee** – The Health Professions Education Executive Committee (EEC) is a Committee of the School of Health Professions. The EEC is designed to advise the Dean to carry out implementation and management of school and institutional priorities as determined by or delegated by the Dean as the chief institutional officer of the SHP. These priorities pertain to strategic planning, governance, and administrative operations such as are necessary to achieve the missions of the School and College and to comply with applicable laws and regulations of the U.S. Government and/or the State of Texas and the standards of institutional and program accreditors. The EEC advises the Dean in setting policies regarding the governance of health professions programs that are consistent with Baylor's Policies and Procedures and Faculty Bylaws. The EEC is chaired by the Dean, and includes Health Professions Program Directors, chairs of the Health Professions Admissions, Curriculum, Student Promotions, and Faculty Appointments and Promotions Committees, 3-4 BCM faculty members, at-large, with interest in Health Professions programs, and 1-2 public members (as required by accrediting agencies).

**Article 2.2 Health Professions Diversity, Equity, and Inclusion Committee** - The Health Professions Diversity, Equity, and Inclusion Committee is charged to propose priorities, strategies, and initiatives for SHP that will foster and monitor the development and retention of a diverse and inclusive student body, staff, and faculty, aligned to school and institutional values. Membership is by invitation of the Dean. In the spirit of inclusivity, all SHP students, faculty, staff, and members of the EEC are invited to participate and other BCM personnel may also be members. The committee was established as a subcommittee of the EEC in July 2020. In 2021, the subcommittee was designated a standalone committee.

**Article 2.3 Health Professions Curriculum Committee** – The Health Professions Curriculum Committee provides review, guidance, evaluation, and documentation of proposed new curriculum content and changes to existing curricula for educational program in the SHP. The Chair reports annually to the Health Professions EEC regarding major curricular revisions and results from course assessments. The Committee's membership is composed of Health Professions faculty and students, an interdisciplinary cross section of BCM faculty members with teaching responsibilities in Health Professions programs, and non-voting ex officio members representing other School of the College and additional bodies, as approved by the Dean. Committee members are appointed by the Dean, School of Health Professions, with input from the Health Professions program directors.

**Article 2.4 Health Professions Student Promotions Committee** – The Health Professions Student Promotions Committee is charged with monitoring student academic performance. The Committee ensures that each student satisfactorily completes each required course in the curriculum, meets all criteria for promotion from year to year, and ultimately satisfies all the requirements for graduation. The Health Professions Student Promotions Committee Chair reports to the Health Professions EEC regarding grading policies, assessment of academic achievement, and other topics related to students' academic progress. The Committee is composed of Health Professions faculty and faculty, at large, who participate in activities of each Health Professions program.

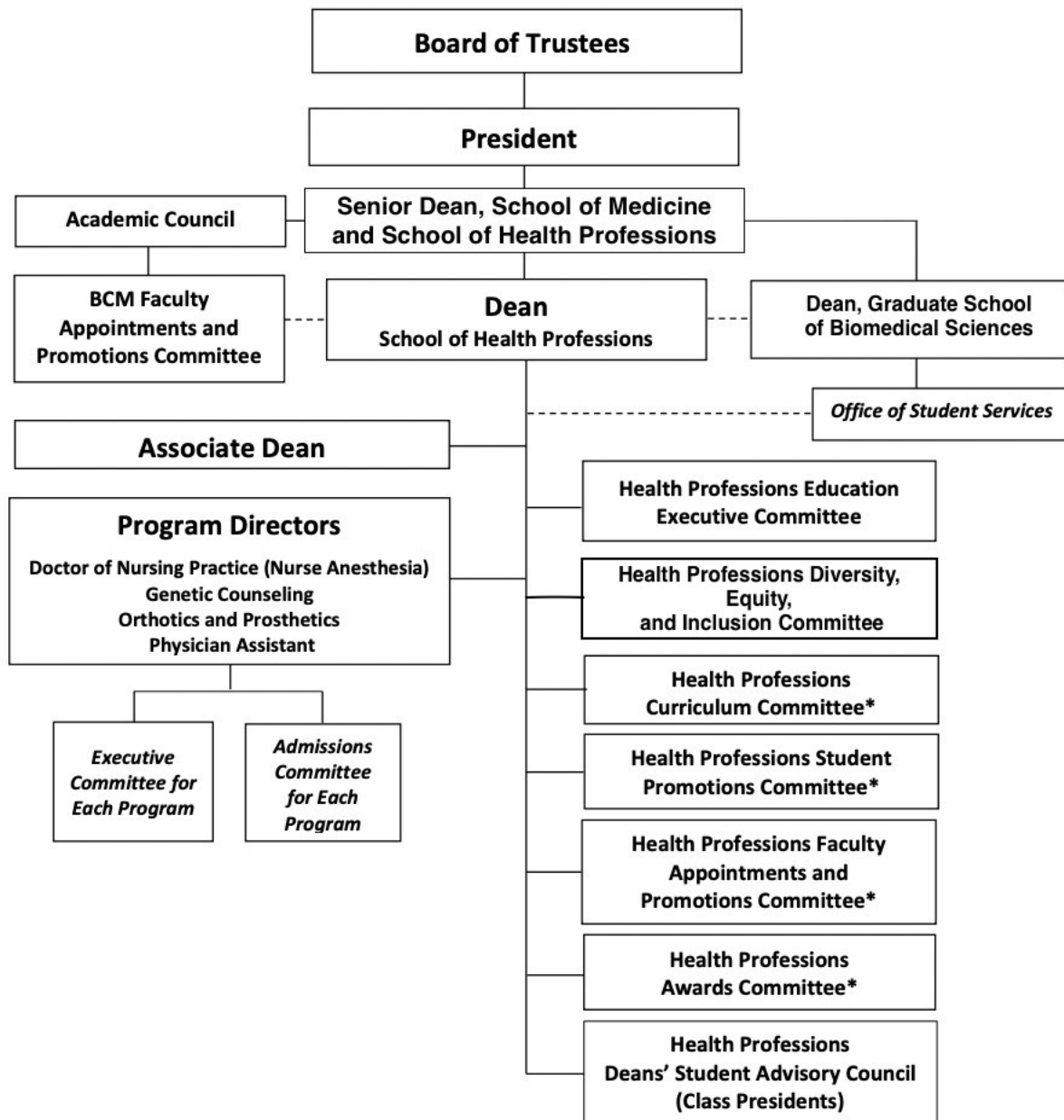
**Article 2.5 Health Professions Faculty Appointments and Promotions Committee** – The Health Professions Faculty Appointments and Promotions Committee is the SHP committee that evaluates candidates for faculty appointments, promotions, and granting of tenure and makes recommendations to the Health Professions Dean. **The Committee** is responsible to (1) assist the Dean in planning and implementing policies and procedures for appointment and promotion of SHP faculty members, (2) create guidelines, procedures, and processes for managing its duties, (3) review qualifications of individuals to be recommended for appointments and/or promotions to associate professor and above in the SHP, and for tenure promotions, and (4) forward appointments and promotions recommendations to the Dean.. The committee does not review appointments to instructor or assistant professor level which are made at the discretion of the Dean.

**Article 2.6 Health Professions Awards Committee** – The purpose of the Awards Committee is to recognize excellence in education for the School of Health Professions by developing and monitoring processes for award dissemination across the School and its programs. Nominees for membership will be solicited from the Committee Chair and appointed by the Dean.

**Article 2.7 Program Executive Committees** – Each Health Professions program has a Program Executive Committee responsible for developing program policies/procedures and curriculum, and for evaluating all aspects of the program including its outcomes. The membership of each Program Executive Committee is composed of program faculty and leadership, as well as other key stakeholders for the program. The Program Director appoints and chairs the Program Executive Committee and reports to the SHP Dean and other SHP committees, seeking policy approvals when necessary.

**Article 2.8 Program Admissions Committees** – The Health Professions Admissions Committee for each academic program reviews and ranks each applicant who meets or exceeds the minimum requirements for admission and who completes the admission interview process. The Committee submits its rankings and recommendations for acceptance to the Dean. The Admissions Committees also make recommendations to the Health Professions EEC on policies concerning applicants to the SHP. The Admissions Committees review admissions requirements as outlined in application materials for accuracy and consistency. Each Admissions Committee is chaired by the Program Director, or designee, who appoints its members from Health Professions faculty and students and other BCM faculty members.

# Illustration 1: Academic Governance School of Health Professions



\* Health Professions committees are responsible to the SHP Dean with the oversight of the Health Professions Education Executive Committee.



## Article 5. Health Professions Students

**Article 5.1 Admissions** -- Students enrolled in SHP programs are selected after being screened by Health Professions faculty members, interviewed by Health Professions and other College faculty members and students, reviewed and ranked by the Health Professions Program Admissions Committee, and officially accepted to the College by the Dean.

Minimum admissions requirements for the SHP's degree programs include the following:

- a baccalaureate degree from an accredited college/university in the United States.
- completion of specific course requirements (prerequisites).
- an overall grade point average (GPA) of 3.0 on a 4.0 scale. Candidates seeking admission to the Physician Assistant Program must have a minimum overall 3.20 GPA.
- competitive scores on the Graduate Record Examination. The GRE is not required for admission to the Physician Assistant Program or the Orthotics and Prosthetics Program.
- a completed application submitted on or before the published deadline for receipt of applications.

Additional program-specific admission requirements are published on each program's website. Transfer credit from other institutions will not be accepted (Reference: BCM Policy and Procedure Manual 23.1.05 [http://intranet.bcm.edu/index.cfm?fuseaction=Policies.Display\\_Policy&Policy\\_Number=23.1.05](http://intranet.bcm.edu/index.cfm?fuseaction=Policies.Display_Policy&Policy_Number=23.1.05)). The Health Professions Program Admissions Committee may grant advanced standing in accordance with program-specific policies.

**Article 5.2 Non-Discrimination Policy** – The College and the SHP admit students without taking into account age, ancestry, color, creed, gender, marital status, national origin, race, religion, sex, sexual orientation, veteran status or disability unrelated to educational requirements and apply its admissions policies, educational policies, scholarship and loan programs and other school administered programs accordingly.

**Article 5.3 Background Checks** – All applicants who receive an offer of admission must complete a background check as a condition of matriculation in the SHP. The background check will include a criminal records search, social security number trace, and professional license verification. Applicants have the right to review the reported information for accuracy and completeness and to request that the vendor verify that the background information provided is correct.

- All applicants must complete a background check authorization form when requested. Admission may be denied if an applicant refuses to sign the background check authorization form, omits material facts on the form, or provides false information.
- Any offer of admission will be contingent upon completion of the background check with results deemed satisfactory. Admission may be denied or rescinded based on a review of the background check report.
- If a student is unable to participate in clinical rotations at the College's affiliated clinical sites due to criminal or other adverse activities that are revealed in a background check, he or she will not be able to fulfill the program requirements. An offer of admission will be rescinded based on the student's inability to complete the curriculum.

The School of Health Professions will arrange for an outside vendor to conduct background checks and assume the cost of this service. Reports issued directly to the SHP will be kept confidential at all times. Background check reports will be reviewed by a committee comprised of the Dean of the SHP, the Associate Dean of the SHP, the matriculant's Program Director and, as needed, a representative from the General Counsel's office. If the report does not contain any negative findings as determined by the committee, the applicant will be allowed to enroll and participate in clinical rotations. If a report does contain negative findings, the Program Director may request that the applicant submit additional information regarding the negative finding. The Program Director, in consultation with the Dean, the Associate Dean, and, as needed, the College's General Counsel, will review all information available and determine appropriate action.

**Article 5.4 Enrollment** – All Health Professions students must enroll officially through the Registrar's Office. Students are encouraged not to be employed while concurrently enrolled in a SHP program.

**Article 5.5 Tuition and Fees** – Tuition and fees are set by the President each academic year. Health Professions students are required to pay 2 - 3 years' tuition charges, based on the program in which they are enrolled. Students who repeat coursework or otherwise extend their enrollment beyond the typical length of their programs will be charged tuition and fees for each additional period 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.

[http://intranet.bcm.edu/index.cfm?fuseaction=Policies.Display\\_Policy&Policy\\_Number=23.1.04](http://intranet.bcm.edu/index.cfm?fuseaction=Policies.Display_Policy&Policy_Number=23.1.04)

The full tuition and fee assessment policy, including information regarding leaves of absence, is available in the BCM Policy and Procedure Manual 23.1.02

[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)

A student on an approved leave of absence should also consult Article 7.1 regarding participation in the student health insurance program while on leave.

**Article 5.6 Falsification of Admission Application** – Occasionally candidates make inaccurate statements or more rarely submit false material in connection with their admissions 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 may be rescinded. The determination that the application is inaccurate or contains misrepresentation rests solely with the Dean and will be resolved outside the student disciplinary process.

**Article 5.7 Attendance** – For students in good standing in didactic courses, attendance at lectures is highly recommended, but not obligatory; however, laboratory and small group learning attendance may be required. At the discretion of the student's program, attendance in laboratory and conferences may be a factor in deriving a student's grade. Students who are repeating a course because of previous academic failure are required to attend all lectures and labs of the course in question. If a faculty member in a program finds that a student is not meeting attendance requirements, the student will be notified by the faculty of the program in writing with a copy of the letter sent to the Program Director and the Dean. A student who is on academic probation is required to attend all lectures, laboratory sessions, and conferences in the curriculum. A student enrolled in an online course is required to participate in online course activities with regular frequency.

**Article 5.8 Attendance: Clinical Curriculum** - Attendance during all aspects of clinical courses is expected and considered an important part of the student's responsibility and education and is an important component in the evaluation of student performance. Students form an integral part of the clinical team and are accorded active clinical roles based on the expectation that they will fulfill their educational and patient care responsibilities. All students are required to be present on the first day of a new clinical course. Participation in the orientation session of a new clinical course is mandatory since important information regarding course expectations and procedures is covered on the first day. Requests for exceptions must be arranged with the Program Director. Course expectations and attendance requirements for clinical courses are determined and recorded by the program or clinical site. In addition, students are expected to remain available to discharge clinical responsibilities until released from duty on the final day of the applicable term.

**Article 5.9 Leave of Absence** – The Dean or Designee may approve a student Leave of Absence upon the Program Director's recommendation. Please see Baylor College of Medicine's [Student Leave of Absence Policy](#) for conditions and definitions.

Please complete the [School of Health Professions Leave of Absence Request form](#) to begin the Leave of Absence process.

**Article 5.10 Withdrawal from the College** – A student who wishes to withdraw from the SHP must personally meet with the Dean and/or the Program Director and submit a letter to the Dean requesting withdrawal. When a student is referred to the SHP Student Promotions Committee (HPSPC) due to poor academic performance, the student has two business days to request a withdrawal after meeting with their Program Director or designee. A request to withdraw will not automatically be granted for a student who has been dismissed by action of the HPSPC or whose dismissal is in the appeals process. The HPSPC retains discretion in deciding to allow withdrawal or implement dismissal in these circumstances.

The office of the Dean and/or the Program Director will advise the student about the check-out process to be completed within five business days. After five business days, the student who withdraws from a program but has not completed the check-out process is considered withdrawn.

The official records of a student who is withdrawing or has been dismissed from the College will be placed on hold until the check-out process is complete. The College will not release any official records until the student has obtained the required signatures on the check-out form and returned it to the Program Director. The student shall remain responsible for tuition and fees up to the date that the Program Director certifies that the clearance process has been completed. Once the check-out process is deemed complete by the Program Director and the Student Clearance Form is processed by the Registrar's Office, the hold will be removed from the student's records.

**Article 5.11 Reinstatement of Students Previously Dismissed or Voluntarily Withdrawn** A student who wishes to be re-admitted to the College should apply to the respective program in the same way as any new applicant. The respective program shall have available the student's entire permanent record at the College. The Admissions Committee may request any additional information that 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

**Article 5.12 Credit Hour Assignment** – Across all programs in the SHP, a Semester Credit Hour is the academic unit used. Semester Credit Hour assignment is an institutionally established equivalency determined as follows:

Academic credit awarded in semester hours. One hour serves as the base unit for awarding academic credit. The program will monitor reasonable equivalency for semester hours across all courses.

Time spent in student instruction and learning. This time will receive the following academic credit:

- 1) One Semester Credit Hour of classroom learning = 15 hours of classroom instruction and a minimum of 2 hours of out-of-class student work per hour of classroom instruction.
- 2) One Semester Credit Hour of laboratory learning = 30 hours of laboratory learning and a minimum of 1 hour of out-of-class student work per hour of laboratory learning.
- 3) One Semester Credit Hour of distance learning or research = 45 hours of learning activities comprised of both time spent online and student work off-line.
- 4) One Semester Credit Hour of clinical learning = 100 hours of clinical time.  
In order to align with clinical learning in the School of Medicine, the PA program awards One Semester Credit Hour for every 40 hours of clinical learning.

Activities with multiple learning models. Credit hour assignment for courses using a combination of learning modalities will follow the above criteria in a combined summative fashion.

The Doctor of Nursing Practice program requires the successful completion of a minimum of 132 Semester Credit Hours beyond the baccalaureate degree.

The Master of Science in Genetic Counseling program requires a minimum of 57 Semester Credit Hours for completion.

The Master of Science in Orthotics and Prosthetics program requires a minimum of 125.5 Semester Credit Hours for completion.

The Master of Science in Physician Assistant Studies program requires a minimum of 134 Semester Credit Hours for completion.

School of Health Professions: Number of Contact Hours Equal to 1 Semester Credit Hour				
Type of Instruction	Lecture	Laboratory	Distance Learning or Research	Clinical*
Contact Hours	15	30	45	100
Semester Credit Hours	1	1	1	1

\*The PA Program calculates clinical credit hours in alignment with the School of Medicine as outlined in Section A.1.b of this policy.

The full policy is available in the BCM Policy and Procedure Manual.

[http://intranet.bcm.edu/index.cfm?fuseaction=Policies.Display\\_Policy&Policy\\_Number=23.1.11](http://intranet.bcm.edu/index.cfm?fuseaction=Policies.Display_Policy&Policy_Number=23.1.11)

## Article 5.13 Grading and Grading Policies

**Article 5.13.1 Assignment of Grades** – Interim term grades are assigned for courses that continue into the following term; final grades are not available until the course is completed. Individual programs and course directors determine how to calculate course grades and the weight given to each component used to compute interim and final grades. At the conclusion of each didactic and clinical course, the department or course director shall render a final course grade for each enrolled student.

When any course has multiple scores that are computed/weighted to a final course grade, all decimal points should be considered in calculating the final course grade. The final course grade is rounded to the nearest whole number without decimals.

All grades are rendered as shown in Table 1, with the exceptions of specific courses identified below for which grades are rendered as shown in Table 2. If all requirements have not been met for a course, or a targeted remediation is offered but not completed, a grade of “Incomplete” (I) is assigned.

Table 1. Grade assignments and point values of SHP courses.

Grade	Score Range	Quality Points	Interpretation
A	90 – 100	4.0	Exceptional performance
B	76 – 89	3.0	Performance meeting expectations
C	70 – 75	2.0	Unsatisfactory performance (failure)
D	65 – 69	1.0	Unsatisfactory performance (failure)
F	0 – 64	0.0	Unsatisfactory performance (failure)

Grades for the following courses are to be rendered as shown in Table 2.

- Clinical Biochemistry
- Anatomical Science 1 & 2
- Human Physiology 1 & 2

- Immunology for Health Professions (DNP and PA Students)
- Medical Ethics (OP and PA Students)
- Nervous System (DNP students)

Table 2. Alternate grade assignments and point values for selected SHP pre-clinical courses.

Grade	Score Range	Quality Points	Interpretation
A	90 – 100	4.0	Exceptional performance
B	70 – 89	3.0	Performance meeting expectations
C	65 - 69	2.0	Unsatisfactory performance (failure)
D	60 - 64	1.0	Unsatisfactory performance (failure)
F	0 – 59	0.0	Unsatisfactory performance (failure)

**Article 5.13.2 Reporting of Grades** – Course directors for all didactic and clinical courses report interim and final scores in whole numbers to the appropriate Program Director. Following the completion of exam week each academic term, Program Directors may release course grades with scores to students. If a final course grade is rendered prior to exam week, program directors will determine the appropriate time to release grades to the students. In the event a course is shared by students from multiple programs, Program Directors must jointly determine the appropriate time to release grades to the students. Each Program Director reports grades to the Registrar and maintains a cumulative grade sheet that shows all interim and final grades by term for each student in the program.

**Article 5.13.3 Course Grade Requirements** – All courses require a final grade of B or better or pass if the course is pass/fail. Any final grade lower than a B is a failing grade and the stipulations below under “Final Grades” apply. Course directors may require an academic intervention designed to address less-than-satisfactory performance on a learning or assessment activity within a given course, regardless of whether that learning or assessment activity results in a passing or failing final course grade. When an academic intervention for a learning or assessment activity is required, the highest score possible is the minimum passing score for the learning or assessment activity.

All grades of Incomplete in pre-clinical courses must be replaced by passing grades before a student enrolled in the DNP, OP, or PA program may progress to the clinical phase of their respective program. This does not apply to students enrolled in the GC program, where clinical rotations (field placements) occur in parallel with the didactic coursework.

An incomplete may be assigned in clinical courses where faculty have determined that remediation is necessary and appropriate. The type and extent of remediation will be determined by the Program Director with consideration of the individual student’s learning needs and patient safety. Students may only be assigned two incompletes in clinical courses during the entire program (exclusive of incompletes in pre-clinical courses). If student performance is less than passing in a third clinical course, a final grade of fail will be assigned and the matter referred to the HPSPC. All grades of Incomplete must be replaced by passing grades prior to graduation from an SHP program.

**Article 5.13.4 Interim Grades**

1. All course grades must be A, B, C, D, or F. Course grades of pass or fail alone may not be used.
2. All interim course grades that fall below a B result in a Letter of Jeopardy from the Program Director. The purpose of this letter is to document that the program has informed the student of the interim score and the requirement that performance must improve in order to pass the course. The letter will remind the student about available educational support (e.g., meet with course director/faculty, Program Director, Academic Success Center, Student Counseling Service).
3. Interim grades that fall below the minimal passing requirement cannot be remediated.

**Article 5.13.5 Final Course Grades**

1. Students must achieve a final passing grade of B or better in all letter graded courses.
2. Only final course grades can result in formal academic action by the Program Director or HPSPC (e.g., academic probation, dismissal).

3. When a student achieves a final course grade of C, D, or F, the Course Director will evaluate for areas of focused knowledge deficits.
  - a. If one area of focused knowledge deficit is identified, the Course Director may direct a targeted remediation in the one area of weakness.
    - i. Targeted remediation will be coordinated with the Program Director.
    - ii. The Course Director reports a grade of incomplete (I) to the Program Director and confers with the Program on a date the remediation will be completed.
    - iii. Successful targeted remediation results in the lowest passing grade in that course being reported as a final grade to the Program Director.
    - iv. Unsuccessful targeted remediation results in the original failing grade being reported as a final grade to the Program Director.
  - b. If more than one area of knowledge deficit is identified, the student is not eligible for targeted remediation and the original failing grade (C, D, or F) is reported as a final grade to the Program Director.
4. If a student has a single failing final course grade following unsuccessful targeted remediation or more than one area of knowledge deficit was identified, the responsible Program Director places the student on academic probation and arranges comprehensive remediation of the course.
  - a. Comprehensive remediation includes a course examination and/or clinical remediation activities representing all course content areas.
    - i. Successful comprehensive remediation will result in the lowest passing grade in the course being reported as a final course grade to the Program Director and will be reflected on the student's transcript.
    - ii. Failure of comprehensive remediation results in the original failing grade being reported as a final course grade to the Program Director and will be reflected on the student's transcript. The Program Director will refer the matter to the HPSPC. The HPSPC may require the student to repeat the course in its entirety, or other actions deemed appropriate.
5. The Program Director can authorize comprehensive remediation of two failing final course grades, provided they do not occur concurrently.
6. If a student has two or more concurrent failing final course grades, the responsible Program Director places the student on academic probation, does not authorize remediation, and refers the matter to the HPSPC with a recommended course of action. The recommendation, along with any mitigating factor(s), will be considered by the HPSPC. The HPSPC will consider options deemed appropriate, including dismissal.
7. If after successfully remediating two comprehensive failing final course grades, a student has a third failing final course grade, the responsible Program Director places the student on academic probation, does not authorize comprehensive remediation, and refers the matter to the HPSPC. The HPSPC will consider dismissal unless other options are deemed appropriate due to mitigating factor(s).
8. When a student is referred to the HPSPC, the student is required to meet with the Program Director or designee within one business day of failure notification.
  - a. The Program Director will review policies and resources pertinent to the student's situation.
  - b. The student will have an opportunity to disclose to the Program Director or designee any mitigating factor(s) they wish the HPSPC to consider.
  - c. Mitigating factors known to the student and not disclosed at the time of the Program Director or designee meeting may not be used to appeal the HPSPC's final decision. Refer to Student Appeals and Grievance Policy IV.D.1.a.
9. The student will have two business days following the meeting with Program Director or designee to request a withdrawal from BCM. A request to withdraw will not automatically be granted for a student who has been dismissed by action of the HPSPC or whose dismissal is in the appeals process. The HPSPC retains discretion in deciding to allow withdrawal or implement dismissal in these circumstances.

**Article 5.14 Transcripts** – All final grades appear on transcripts. If all course requirements have not been met, a grade of "I" (Incomplete) will appear on the transcript. When a completed course has been failed, or remediation is not successful, the initial failing grade of C, D, or F becomes part of the official transcript. When a course has been successfully remediated through targeted or comprehensive remediation the transcript will show only the final grade, which will be the lowest possible passing grade (B) in that course. When a course has been repeated in its entirety, that transcript will show both the original failing grade and the grade achieved in the repeated course.

**Article 5.15 Student Records** – The College's policy regarding integrity, confidentiality, and retention of student academic records is based upon practices recommended by the American Association of American Collegiate Registrars and Admissions Officers, accreditation requirements of the Southern Association of Colleges and Schools Commission on Colleges, and the Family Educational Rights and Privacy Act. The full policy is available in the BCM Policy and Procedure Manual 23.1.06 [http://intranet.bcm.edu/index.cfm?fuseaction=Policies.Display\\_Policy&Policy\\_Number=23.1.06](http://intranet.bcm.edu/index.cfm?fuseaction=Policies.Display_Policy&Policy_Number=23.1.06)

**Article 5.16 Release of Information** – The College adheres to the Family Educational Rights and Privacy Act (FERPA) that affords students over 18 years of age certain rights with respect to their education records.

1. The right to inspect and review the student's education record.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.
3. 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).
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.

Students may request in writing that the College 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, and the College's email address.

Official Grades may only be transmitted from the College 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 grade received in the course and a narrative. Official grades are A, B, C, D and F. Departments and faculty of the College may not transmit any numerical grade to another institution or individual faculty member. Program Directors may transmit required numeric information at the request of the student to academic institutions, licensing agencies, or other official entities.

Program faculty will communicate with clinical sites, preceptors and/or coordinators regarding student performance. This communication may be in verbal or written form.

**Article 5.17 Student Grievance Policy** – This Student Grievance Policy does not supersede policies and procedures concerning student rights, responsibilities, and appeals (Articles 7.8 – 7.9). Moreover, nothing in the policy supplants actions/decisions of the Health Professions Student Promotions Committee. A student's dissatisfaction with an examination or grade is not grounds for a grievance against the faculty member who assigned the grade.

A grievance is a complaint arising out of any alleged unauthorized or unjustified act or decision by a member of the faculty, administration, or staff that adversely affects the status, rights, or privileges of a member of the student body. The burden of proof shall rest with the complainant.

Student complaints or grievances should initially be addressed, if possible, by the student with the individual (student, faculty, staff) most closely related to the grievance. If no resolution is established, the student must ask her/his Health Professions Program Director for assistance. If the problem cannot be resolved informally or with the assistance of the respective Health Professions Program Director, the student may file a formal, written grievance with the Dean, SHP.

The full policy, including appeals procedures, is available in the BCM Policy and Procedure Manual.  
[http://intranet.bcm.edu/index.cfm?fuseaction=Policies.Display\\_Policy&Policy\\_Number=23.1.08](http://intranet.bcm.edu/index.cfm?fuseaction=Policies.Display_Policy&Policy_Number=23.1.08)



## Article 5.18 Technical Standards for Admission and Graduation

### **Baylor College of Medicine School of Health Professions Technical Standards for Admission and Graduation**

It is the policy of Baylor College of Medicine that no person shall be denied admission to the school, or awarded a degree from the school on the basis of any disability, pursuant to the Americans with Disabilities Act (ADA) of 1990 and section 504 of the Rehabilitation Act of 1973, provided that the person demonstrates ability to meet the minimum standards set forth herein. Baylor College of Medicine will reasonably accommodate individuals with disabilities, provided that the standards required by the school of all graduates and the integrity of the school's curriculum are upheld. Mastery of essential skills is required of all students.

These standards are developed as criteria to achieve the Doctor of Nursing Practice or Master of Science degree in preparation for practice as a Genetic Counselor, Nurse Anesthetist, Orthotist/Prosthetist, or Physician Assistant. The faculty is equally cognizant of its responsibilities to patients who will be a part of the educational process and to future patients who will entrust their welfare and lives to graduates of our school. The safety of the patient, on whom the medical education process is largely focused, has been given a primary consideration in developing these standards. Therefore, the faculty must carefully consider the personal and emotional characteristics, motivation, industry, maturity, resourcefulness, and personal health of the aspiring health care professional.

**Abilities and Skills Requisite for Genetic Counseling, Nurse Anesthesia, Orthotist/Prosthetist, or Physician Assistant Program Completion** – A candidate for the Master of Science degree in either Genetic Counseling, Orthotics and Prosthetics, or Physician Assistant Studies, or the Doctor of Nursing Practice degree in Nurse Anesthesia must have abilities and skills in six essential areas: (1) observation, (2) communication, (3) motor, (4) conceptual, integrative, and quantitative, (5) behavioral and social, and (6) ethical. Technological compensation can be made for disabilities in certain of these areas, but a candidate must be able to perform certain basic functions in a reasonably independent manner. The use of a trained intermediary to observe or interpret information or to perform procedures is deemed to compromise the essential function of the health care professional and may jeopardize the safety of the patient. The six areas of abilities/skills are detailed as follows:

1. **Observation.** The candidate must be able to:
  - a. observe demonstrations and experiments in the basic sciences
  - b. observe a patient accurately at a distance and close at hand
  - c. discriminate variations in human responses to disease using visual, auditory, tactile, and other sensory cues
  - d. discriminate changes in monitoring devices and alarms using visual and auditory senses
2. **Communication.** The candidate must be able to:
  - a. communicate clearly, effectively, and sensitively in English through oral and written methods in order to communicate with other health care providers and patients of all ages
  - b. speak, to receive information in oral form, and to observe patients in order to elicit information, to describe changes in mood, activity and posture, and to perceive non-verbal communications
3. **Motor.** The candidate must have sufficient motor function to:
  - a. elicit information from patients by palpation, auscultation, percussion, and other diagnostic maneuvers
  - b. execute motor movements reasonably required to provide general care and emergency treatment to patients. Examples of general care and emergency treatment reasonably required of Nurse Anesthetists and/or Physician Assistants include, but are not limited to, cardiopulmonary resuscitation, airway management, vascular access, medication administration, catheter insertions, suturing, application of pressure to stop bleeding,

- obstetrical maneuvers, etc. Examples of general care and emergency treatment reasonably required of Orthotists/Prosthetists include, but are not limited to, safe patient handling in transfers and during weight-bearing activities, and cardiopulmonary resuscitation.
- c. coordinate gross and fine motor movements, equilibrium and functional use of the senses of touch and vision
  - d. Orthotist/Prosthetist candidates must be able to lift up to 25 pounds, operate power tools safely, and manipulate materials and components to fashion devices for patient use.
4. **Intellectual-Conceptual Integrative and Quantitative Abilities.** The candidate must be able to:
- a. use reason, analysis, calculations, problem solving, critical thinking, synthesis, self-evaluation and other learning skills to acquire knowledge, comprehend and synthesize complex concepts
  - b. independently access and interpret medical histories or files
  - c. identify significant findings from history, physical examination, and laboratory data
  - d. provide a reasoned explanation for likely diagnoses and prescribed medications, therapies, and devices
  - e. interpret information derived from auditory, visual, written, and other visual data to determine appropriate patient management plans
  - f. recall and retain information in an efficient and timely manner
  - g. incorporate new information from peers, teachers, and the medical literature in formulating diagnoses and plans
  - h. identify and communicate knowledge to others when indicated
5. **Behavioral and Social Attributes.** The candidate must possess the emotional health required:
- a. for full utilization of his/her intellectual abilities
  - b. for the exercise of good judgment
  - c. for the prompt completion of all responsibilities attendant to the diagnosis and care of patients
  - d. for the development of mature, sensitive, and effective relationships with patients
  - e. to tolerate physically taxing workloads
  - f. to function effectively under stress
  - g. to adapt to changing environments
  - h. to function flexibly and effectively in stressful and rapidly changing situations
  - i. to learn to function in the face of uncertainties and ambiguities inherent in the clinical problems of many patients
  - j. to employ compassion, integrity, concern for others, interpersonal skills, interest, and motivation
  - k. to accept criticism and respond by appropriate behavior modification
  - l. to use supervision appropriately, and act independently when indicated
  - m. to demonstrate personal and professional self-control as well as tactfulness, sensitivity, compassion, honesty, integrity, empathy, and respect
6. **Ethical Standards:** The candidate must demonstrate professional demeanor and behavior and must perform in an ethical manner in all dealings with peers, faculty, staff, and patients.

Certain disabilities can be accommodated without sacrificing the standards required by the school or compromising the integrity of the curriculum. The school is committed to development of competitive and qualified candidates with disabilities. At the same time, the school recognizes the essential need to preserve the standards and integrity of the curriculum requisite for competent and effective practice as a Genetic Counselor, Nurse Anesthetist, Orthotist/Prosthetist, or Physician Assistant. Questions about any additional program-specific technical requirements should be addressed to the respective program director. Since the treatment of patients is an essential part of the educational program, the health and safety of those patients must be protected as a first priority.

## Article 6 Student Services

Baylor College of Medicine has designated certain College leaders as Responsible Employees based on either their administrative title (Director Level and above) or responsibilities by serving in a major education role. A **Responsible Employee** is a College employee who has the authority to take action to redress an alleged violation of Prohibited Conduct (as defined in [02.2.26](#)). Responsible Employees have a **duty** to promptly report incidents of sex based discrimination, and Prohibited Conduct directly to the Title IX Coordinator. Additionally, Responsible Employees are not confidential reporting resources. View a listing of groups of College administrators designated by Baylor College of Medicine as [Responsible Employees](#).

**Article 6.1 Policy on Harassment** –BCM prohibits sexual harassment or harassment of and by faculty, staff, students, post-doctoral trainees, residents, fellows and non-employees. Violation of this policy by an employee shall subject him/her to disciplinary action, up to and including discharge. Other available remedies may be utilized for violation of this policy by a non-employee.

Harassment includes, but is not limited to:

- Slurs
- Jokes
- Verbal, graphic, or physical conduct related to an individual's race, color, sex, religion, national origin, age, physical or mental disability, or marital or veteran status.

Harassment also includes unwelcome sexual advances and requests for sexual favors from a party of the same or different sex. These behaviors constitute harassment when submission is a condition of:

- Employment
- Promotion
- Evaluation
- Educational advancement
- Submission to or rejection of such is used as the basis for employment or academic decisions.

BCM also prohibits retaliation against any faculty, staff, student, post-doctoral trainee resident, or fellow who rejects, protests, or complains about harassment. Retaliation is a violation of College policy.

Complaints of harassment will receive prompt attention. Information obtained during the course of an investigation of harassment will be maintained in a confidential manner to the extent possible and will be shared only with individuals who have a need to know for the purposes of the investigation and resolution of the complaint. Individuals who make false statements during the course of a harassment investigation may be subject to discipline, which may include discharge. All faculty, staff, students, post-doctoral trainees, residents, and fellows are expected to cooperate fully with such investigations. There will be no discrimination, recrimination, or reprisal against any faculty, staff, students, post-doctoral trainees, residents, or fellows for making a good faith report of harassment.

Any faculty, staff, students, post-doctoral trainees, residents, or fellows who believes that he, she or another individual is being harassed in any manner by a supervisor, manager, co-work, customer, vendor or other person should inform the alleged harasser that his or her actions are offensive, unwelcome, and/or inappropriate and immediately bring the matter to the attention of his or her supervisor or any of the following individuals:

- Program Director of Doctor of Nursing Practice, Genetic Counseling, Orthotics and Prosthetics, or Physician Assistant Program
- Dean
- Chairperson of the Committee on the Prevention of Sexual Harassment
- Office of Student Affairs
- Departmental Administrator
- Direct Supervisor/Manager
- Human Resources/Employee Relations or Vice President of Human Resources
- Corporate Officers of BCM

**Article 6.2 Students with Disabilities** – Baylor College of Medicine is committed to providing equitable access to students with documented disabilities (e.g. mental health, attentional, learning, chronic health, sensory, or physical) or temporary injuries (fractures, sprains, tears). To ensure access to health professions program activities, please contact Student Disability Services to engage in a confidential conversation about the process for requesting reasonable accommodations in the classroom and clinical settings.

Accommodations are not provided retroactively; therefore, students are encouraged to register with Student Disability Services as soon as they begin the program. More information can be found online by visiting the Student Disability Services [website](#) or by contacting Student Disability Coordinator, at [title-ix@bcm.edu](mailto:title-ix@bcm.edu).

The full policy, including criteria for requesting reasonable accommodations and procedures for appeal, is available in the BCM Policy and Procedure Manual 23.1.07:

[http://intranet.bcm.edu/index.cfm?fuseaction=Policies.Display\\_Policy&Policy\\_Number=23.1.07](http://intranet.bcm.edu/index.cfm?fuseaction=Policies.Display_Policy&Policy_Number=23.1.07).

**Article 6.3 Sexual Harassment and Sexual Violence** – Title IX of the Education Amendments of 1972, 20 U.S.C. §1681, prohibits discrimination based on sex in all programs or activities that receive Federal financial assistance. Title IX also prohibits sexual harassment, including same-gender harassment and student-to-student harassment. BCM does not discriminate based on sex and will not tolerate discrimination which includes sexual harassment, sexual violence, dating violence, domestic violence and stalking. Incidents of sexual harassment, sexual violence, dating violence, domestic violence and stalking are taken seriously. Reports will be promptly investigated and appropriate actions will be taken to remedy the effects of the harassment or violence and prevent the reoccurrence.

A student who experiences sexual harassment, sexual violence, dating violence, domestic violence and/or stalking may contact the BCM Title IX Coordinator for assistance.

Title IX Coordinator

Office of Student Services  
Baylor College of Medicine  
One Baylor Plaza- Main Campus  
Cullen Building, 415A  
[title-ix@bcm.edu](mailto:title-ix@bcm.edu) (713) 798-4346

A student may also report to the BCM Security Office via the campus emergency line at 8-811 or the non-emergency campus extension of 8-3000. The BCM Security Office can assist students with filing a report with local law enforcement and in the case of any emergency encourages you to call the police at 911. BCM complies with the Family Educational Rights and Privacy Act (FERPA), and to the extent possible will protect the privacy of all persons involved in a report of sexual harassment, sexual violence, dating violence, domestic violence and/or stalking.

BCM does not tolerate acts of retaliation. Individuals responsible for retaliation against any person who provides information, participates in an investigation, or the adjudication of a report will be met with disciplinary action up to an including removal from the BCM community:

[http://intranet.bcm.edu/index.cfm?fuseaction=Policies.Display\\_Policy&policy\\_number=02.10.10](http://intranet.bcm.edu/index.cfm?fuseaction=Policies.Display_Policy&policy_number=02.10.10)

BCM provides prevention programs and education to faculty, staff and students in an effort to dispel the myths, address the effects, and reduce the occurrence of sexual harassment, sexual violence, dating violence, domestic violence and stalking. More information on our efforts, options for reporting and available support services can be found by visiting the Office of Student Services webpage at:

<https://www.bcm.edu/education/academic-faculty-affairs/student-and-trainee-resources>

The full Sexual Harassment and Sexual Violence policy is available in the BCM Policy and Procedure Manual 02.2.26. The policy can be found on webpage: <https://www.bcm.edu/education/academic-faculty-affairs/faculty-resources/academic-policies>

## **Article 6.4 Academic Advising, Career Advising, Tutoring**

**Academic Advising:** The PA, DNP and OP programs assign a faculty advisor to each enrolled student. The relationship continues throughout their education. The role of the faculty advisor is to provide a consistent academic and professional resource to the student. Periodic meetings with the faculty advisor are mandatory; optional additional meeting times are available and encouraged.

**Tutoring and Academic Support:** Health Professions programs provide faculty-directed timely review sessions throughout each academic term to prepare students for knowledge and skill-based examinations.

**Career Advising:** The DNP, GC, OP, and PA programs assign a faculty advisor to each enrolled student. The relationship continues throughout their education. The role of the faculty advisor is to provide a consistent professional resource to the students regarding discipline-specific career planning and initial employment in the field or post-graduate training opportunities. Mandatory and on-request meetings with the faculty advisor include career advising at key points as students progress toward graduation. In addition, programs require participation in career development programs to assist with their preparation for the workforce. Students are given ample opportunity to meet with advisors or other faculty members to discuss employment opportunities and career advancement.

## **Article 7 Student Wellness**

**Article 7.1 Student Health Insurance** – 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.

Information regarding the student health insurance program, including enrollment requirements, eligible dependents, costs of coverage, benefits, and coverage during leave of absence is available at <https://www.bcm.edu/education/school-of-medicine/m-d-program/student-handbook/student-health-wellness-career-services/student-insurance>

**Article 7.2 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.

The College subscribes to the American Association of Medical Colleges' statement of responsibility in treating patients with HIV: 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 patient's interest and welfare first.

**Article 7.3 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.

**Article 7.4 Institutional Policy on AIDS** – The risk to health care workers of acquiring Human Immunodeficiency Virus (HIV) infection in the routine performance of duties is quite low. Students, house officers, faculty, and staff will be expected to care for patients so infected as they would any patient suffering from other potentially communicable diseases in accordance with the recommendations of the Center for Disease Control (CDC) and existing hospital policies.

Students, house officers, faculty, staff with HIV infection will be handled as any other medical problem in that restrictions on activities will be based on the advice of that individual's physician and guidelines set forth by the CDC.

The College does not have routine, mandatory testing of HIV for students. However, the State of Texas requires health care workers who know they are infected with HIV or hepatitis B to seek a fitness for duty evaluation from the institution. Students who are known to be infected with HIV, hepatitis B or hepatitis C must seek an evaluation with the Occupational Health Program to determine whether restrictions on activities are necessary. Restrictions on activities, if any, will be based on the advice of that individual's physician, standards of medical practice and guidelines set forth by the CDC.

**Article 7.5 Standard Precautions** – 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. Information regarding standard precautions, needle stick injuries, and exposure to blood or bodily fluids is available at <https://www.bcm.edu/education/school-of-medicine/m-d-program/student-handbook/student-health-wellness-career-services>.

**Article 7.6 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 BCM:

Tetanus/Diphtheria	Rubella
Measles (rubella)	Mumps
Hepatitis B	Polio
Meningitis	Varicella (Chicken Pox)
Tuberculosis* (IGRA)	

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

Health care services are offered by primary care providers chosen by the student at the time of registration. The Occupational Health Program Office consults with students in regard to safety and health related issues pertinent to all health care professionals and conducts TB testing annually. All student health records are maintained in accordance with guidelines specified by the Health Insurance Portability and Accountability Act (HIPAA) of 1996.

**Article 7.7 Training** – The Office of Environmental Safety requires that all students view the annually updated OSHA Bloodborne Pathogens (BBP) Training Film and be trained to prevent transmission of tuberculosis. Students may consult with Program Director in regards 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 HIPAA.

**Article 7.8 BCM Student and House Medical Staff Mental Health Service.**

**Wellness Intervention Team:** The Baylor College of Medicine (BCM) Wellness Intervention Team (WIT) effectuates a coordinated institutional response to a health or wellness crisis causing student distress, when the student is referred by the Dean or Designee such as a Dean of Students or Program Director. WIT does not provide emergency services or immediate, direct intervention with students purported to be in distress, but primarily coordinates an acute care assessment of the health and safety of students and links them with necessary resources to promote mental, emotional, psychological, or physical wellness and well-being. The School Dean or Designee will activate the WIT to initiate one of these primary functions, as appropriate: Acute Care & Crisis Management, Access to Academic & Non-Academic Support Resources, or Processing of Long-Term Leave of Absence (LOA) Requests & Returns from LOA. Students referred to WIT may register dissent or concern regarding the WIT process by filing a Grievance, as described in the Student Appeals and Grievances Policy (23.1.08). For further details about the WIT purpose and process, contact your School Dean or [studentservices@bcm.edu](mailto:studentservices@bcm.edu)

**The Student and House Staff Mental Health Service**, supported by the Department of Psychiatry & Behavioral Sciences, provides confidential, free counseling for students, spouses, significant others, or couples. Students and spouses interested in obtaining counseling may call 713-798-4881. An appointment will be made to see a BCM faculty psychiatrist, or other professional, usually within two or three days. The telephone line has a 24-hour answering service. Through the service, consultation, counseling (including marital counseling), crisis intervention or psychotherapy up to 12 sessions are provided free of charge.

Information given to the counselor will be treated as confidential. It will not be available to the administration, faculty, or any committee of the College. Limited information may be given with the permission of or at the request of the student. No claim will be made against medical insurance.

The counselor will not participate in any academic decision concerning students. If a psychiatric evaluation is requested by the school administration to aid in decisions concerning admission, leave of absence, disciplinary issues, etc., such matters will be referred to psychiatrists who do not serve as counselors.

In the event of a psychiatric emergency or when a faculty psychiatrist cannot be reached immediately, a student may go directly to Houston Methodist Hospital or Ben Taub Hospital emergency rooms.

For extended treatment of psychiatric problems requiring hospitalization, a student may be referred to other specialists in the Department of Psychiatry and Behavioral Sciences or to one in the community. For psychiatric treatment in these instances, there will be fees which will come under the provisions of the student's health insurance policy and the student's own resources. One option among these is the BCM Psychiatry Clinic, where a student or spouse can be seen for ongoing psychotherapy by a Psychiatry resident at the clinic's minimum fee.

Students also have access to WellConnect, a service that provides a 24/7 hotline for crisis counseling (<http://www.wellconnectbysrs.com/>).

**Article 7.9 Substance and Alcohol Abuse Policy** –The federal Drug-Free Workplace Act is the foundation for the BCM Substance and Alcohol Abuse Policy (Number 02.5.34). Particular areas of emphasis in this Act are:

- Publishing a policy statement notifying BCM Persons of prohibitions against the use, possession, distribution, dispensing, or manufacture of any Prohibited Substance in the workplace and on BCM premises and against the excessive consumption of alcohol, in the circumstances described in this policy.
- Establishing an ongoing drug-free awareness program that periodically informs BCM Persons of the dangers of drug abuse and explains our drug-free workplace policy, possible penalties for policy violations, and of the available drug counseling, rehabilitation and assistance programs.
- Establishing a mechanism for reporting suspected violations of this policy.

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

The term “BCM premises” includes any and all property owned or leased by BCM, hospitals, clinics, and any other practice site affiliated with BCM, and any vehicle engaged in BCM 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.

**Prohibited Substance.** All BCM Persons are strictly prohibited from engaging in the use, possession, distribution, dispensing, manufacture, or sale of any Prohibited Substance while on BCM premises, while conducting BCM business, or while representing BCM in any educational, research, clinical, or community service activity. Any BCM Person who comes to work or class, as applicable, under the influence of any

Prohibited Substance will be subject to discipline, up to and including dismissal and referral to law enforcement agencies.

In situations in which a supervisor of a BCM Person at work or in class has a reasonable suspicion that such BCM Person may be using a Prohibited Substance, BCM may require the Person to submit to testing. A reasonable suspicion of use does not necessarily imply a reasonable suspicion of impairment. A supervisor is either defined by an approved job description or identified by title as a Chair or Section Chief or similar title.

Circumstances that may create reasonable suspicion of use include, but are not limited to, physical symptoms of impairment; observable phenomena, such as direct observation of drug use or possession; a pattern of abnormal or erratic behavior; arrest or conviction for a drug-related offense, or identification of an employee as the focus of a criminal investigation into illegal drug possession, use or trafficking; or reports from reliable and credible sources.

Alcohol. BCM persons found to have consumed alcohol in excess of the applicable legal limit while on BCM premises, while on BCM business, or while representing BCM in an educational, research, clinical, or community service activity also may be subject to testing and/or discipline under the terms of this policy. Any BCM person who comes to work or class, as applicable, under the influence of alcohol, in excess of the applicable legal limit, will be subject to discipline, up to and including dismissal.

If authorized in advance by the Office of Public Affairs, alcohol may be consumed on BCM premises.

Additional Guidelines. Vendors who appear at BCM under the influence of any Prohibited Substance or under the influence of alcohol will be removed from the premises and possibly prohibited from doing future business with the College.

BCM Persons convicted of a criminal drug offense that occurred on BCM premises (or while the Person was engaged in BCM business) must notify BCM in writing of the conviction within five (5) days thereof and satisfactorily complete an approved rehabilitation program.

BCM will establish such procedures as it deems necessary to effectively enforce its substance and alcohol abuse policy. Refusing to cooperate with these procedures may be cause for disciplinary action, up to and including dismissal.

BCM will make every effort to keep the results of drug and alcohol tests confidential. The BCM Person's supervisor will be notified of the test results, and other management personnel may be notified of the test results. BCM Persons should be aware that test results may be used in administrative hearings and court cases. Results also may be sent to state and/or federal agencies as required by applicable law.

BCM Persons who perform activities in the College's affiliated institutions are also subject to the substance and alcohol abuse policies of each such affiliated institution.

## **Article 8 Regulations Concerning Student Conduct**

**Article 8.1 Academic Rules** – Honesty and integrity are essential to the academic functions of the SHP. The following rules, which constitute the School's Honor Statement, 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 health care. 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 that 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 SHP, 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.
- Plagiarism is prohibited. Plagiarism includes “an act or instance of using or closely imitating the language and thoughts of another author without authorization and the representation of the author’s words as one’s own, as by not crediting the original author.” (dictionary.com).

**Article 8.2 Non-Academic Rules** – The rules of conduct listed below are intended for all students; however, it is hoped that all persons within the College complex, faculty and students alike, will adhere to these rules. Any student who feels that any person’s conduct is not in keeping with appropriate and acceptable behavior in the areas listed below, either in an academic or non-academic setting should notify the relevant Program Director, the Dean, or other appropriate college official depending on the nature of the offense.

Students must continually maintain congruence with all laws and regulations. Conduct that fails to maintain congruence will be reported to the appropriate State regulatory authority as required.

**Article 8.3 Disorderly Assembly** – No person shall assemble on campus for the purpose of causing a riot or destruction or disorderly diversion that 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. Likewise, 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.

**Article 8.4 Prohibited Conduct** – 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. Behavior that disrupts the academic pursuits, or infringes upon the privacy, rights, or privileges of other persons is prohibited. In this regard:

- No student shall push, strike, physically assault, haze or threaten any member of the faculty, staff, or student body or any visitor to the College community.
- Bullying behavior is prohibited, whether it is emotional, verbal, physical, or cyber.
- Drunken misbehavior on College property, at functions sponsored by the College or any recognized College organization is prohibited.
- Conduct which is lewd, indecent, or obscene, or which is 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. Allowances may be made for mandated dress codes by some religions. Students should ask their Program Director for information on religion-related dress code allowances.
- The use, possession, or distribution of narcotics, amphetamines, barbiturates, marijuana, hallucinogens, and any other dangerous or controlled drugs, not prescribed by a properly licensed healthcare provider, is prohibited.
- Malicious damage or destruction of property belonging to the College or to its affiliated institutions is prohibited.
- 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 firearms, fireworks, or explosives on College property is strictly forbidden.
- No student shall make, or cause to be made, a false fire alarm.
- Gambling is prohibited on College property.
- Consumption of alcoholic beverages is prohibited on College 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. 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.

Additional prohibited conduct includes:

- Dishonesty.
- 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 healthcare career are all considered inappropriate behavior.
- Any violation of the College's Substance and Alcohol Abuse Policy (see Article 7.9)

Illegal, unethical, or professionally inappropriate behavior outside the BCM community may be considered and addressed.

**Article 8.5 Personal Electronic Devices** - The use of personal electronic devices must be consistent with the needs of the healthcare learning environment. When engaged in patient care, providers are expected to provide their uninterrupted, full attention to the patient for whom they are caring. It is not acceptable to engage in any activity that is not directly related to the care of the patient.

Classroom/seminars:

1. Electronic devices are prohibited except for approved curricular purposes. Accessing other forms of information (e.g., internet search, database search, email communications) are restricted to the policy of the individual instructor.
2. Video/audio recording is strictly prohibited. Instructors may allow limited video/audio recording in certain situations. However, the instructor must give explicit permission, which applies only to that particular class/session/event and does not apply to any other situation.

Patient care areas:

1. When engaged in direct patient care that is intensive in nature (e.g., anesthesia administration):
  - a. Electronic personal communication (e.g., voice call, text message, email) is strictly prohibited.
  - b. All electronic personal communication must occur while on breaks.
  - c. Utilization of electronic/computing devices (e.g., smart phone) to access reference information (e.g., pharmacologic information, calculations, disease processes) to facilitate care for the current patient is discouraged. At faculty discretion, it will be permitted provided constant vigilance to patient status/care is maintained at all times. The provider must immediately display device screen for verification that appropriate reference information is being accessed.
  - d. Reading materials unrelated to a patient's care during anesthesia is prohibited.
2. When engaged in direct patient care occurring in a clinic or hospital ward environment (e.g., clinic, preoperative screening clinic, etc.):
  - a. Electronic personal communication (e.g., voice call, text message, email) is strictly prohibited.
  - b. All personal electronic communication must occur while on breaks.
  - c. Utilization of electronic/computing devices (e.g., smart phone) to access reference information

(e.g., pharmacologic information, calculations, disease processes) to facilitate care for the current patient is permissible.

3. When not engaged in direct patient care:
  - a. Audible electronic personal communication is prohibited.
  - b. Text messaging is acceptable provided it does not disrupt the work environment.

To protect privacy and confidentiality of patients, guests, family members, and staff, the use of a personal smart phone for photographs (e.g., patients, medical records, surgery schedule), digital images, videos, and other types of voice or digital recording, is strictly prohibited in the clinical facilities. Healthcare facility-approved photographic equipment may be used in accordance with facility policy. Any violation of this policy, or the HIPAA requirements regarding protected health information (PHI), is grounds for immediate termination from Baylor College of Medicine.

**Article 8.6 Falsification of College Records** – Intentional falsification of any records used by the College relative to a student’s enrollment, performance, and graduation is prohibited.

- Students must complete all College records honestly.
- No student shall alter, counterfeit, forge, falsify or cause to be altered any record, form, or document used by the College.

**Article 8.7 Requirement to Report Arrests or Convictions Immediately** – Health Professions students must report any criminal offense allegations or convictions, including those pending appeal, to their respective Program Director immediately (i.e., within 24 hours). Offenses required to be reported include any instance in which the student has been:

- Cited or charged with any violation of the law
- Arrested or have any pending criminal charges
- Convicted of a misdemeanor or felony
- Sentenced to serve jail or prison time
- Subject of a court martial

Students are not required to report class C misdemeanor traffic violations.

**Article 8.8 Review of Student Behavior** – It is the responsibility of the SHP to ensure that its students refrain from engaging in prohibited behavior. Students will be held accountable for their own actions. If a student is engaged in prohibited behavior, it shall be brought to the attention of the relevant Program Director or the Dean. The Dean, in conjunction with the Program 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 personal in nature, the matter may be dismissed or handled informally. If the allegations are deemed to be of a serious nature and appear to be valid, the Program Director or the Dean may require the student to refrain from clinical activities or restrict contact with certain individuals. A student may be placed on administrative probation, suspended, or dismissed from the College for engaging in prohibited behavior such as discussed in Article 8. The outcome of the investigation and decision(s) by the Dean are final. Decisions of the Dean may be appealed through the Adverse Academic Action Appeal Procedure.

The full Student Grievances Policy is available in the BCM Policy and Procedure Manual.

[http://intranet.bcm.edu/index.cfm?fuseaction=Policies.Display\\_Policy&Policy\\_Number=23.1.08](http://intranet.bcm.edu/index.cfm?fuseaction=Policies.Display_Policy&Policy_Number=23.1.08)

**Article 8.9 Acceptable Use Policy** – Access to computers, information systems and networks owned or operated College impose certain responsibilities and obligations on those granted such access. An individual user's access must always be in furtherance of the user's responsibilities at the College. Use by BCM personnel, or third parties granted access by BCM, should always be legal, ethical, academically honest and in accord with community or professional standards.

No use of BCM computers, information systems and networks should be made that would subject the user

or BCM to any legal action or which would be generally perceived as improper or inappropriate. Use of BCM computers, information systems and networks must be consistent with the intellectual property rights of the BCM, other BCM users and third parties. The rights of other Authorized Users to access the BCM computers, information systems and networks must be respected, and each user should consider such other users' rights and needs with respect to shared resources. Violations of the AUP may result in a range of disciplinary actions including informal warning, formal warning, temporary or permanent suspension of access to the College's equipment, suspension or dismissal from the user's position with the College or criminal prosecution.

The above summary statement is not to be construed as a replacement for the detailed policy. The full Acceptable Use Policy is available in the BCM Policy and Procedure Manual [https://intranet.bcm.edu/policies/index.cfm?fuseaction=Policies.Display\\_Policy&Policy\\_Number=12.2.01](https://intranet.bcm.edu/policies/index.cfm?fuseaction=Policies.Display_Policy&Policy_Number=12.2.01)

**Article 8.10 Use of Health Professions Student Direct List** – Official class direct lists (DLs) (e.g. gc23-L, pa22-L, bsdnp23-L or msop23-L) are designed strictly to transmit messages related to program activities. Do not exploit direct lists for purposes beyond their intended scope, such as to distribute unsolicited electronic communications. Unauthorized usage includes:

- Any solicitation shall not be allowed, as indicated in the BCM Policy and Procedures Manual Section 11.2.10: "Internal Solicitations". Baylor College of Medicine prohibits unauthorized solicitations of any sort or distribution of literature by any college employees, students or any other person or persons on college premises. Solicitation is defined to include the following:
  - Sale of goods and services
  - Collection of debt
  - Solicitation of gifts or charitable contributions
  - Solicitation in support of any candidate, political party, or political action committee
  - Circulation of petitions
  - Solicitation of membership in non-Baylor organizations
  - Distribution of display of product samples or catalogues not related to a program of the college
- Postings originated by non-BCM personnel are expressly prohibited without approval by the student's program director.
- Posting of copyrighted materials is expressly prohibited by penalty of law. (e.g., text that is downloaded from websites, or taken from books, journals, or magazines)
- Posting of libelous material or material intended as a mechanism of attack shall not be allowed.
- Posting of chain letters or alerts of any kind shall not be allowed, including warnings of computer viruses.
- Posting of items of general interest that are not copyrighted (e.g., jokes, stories) but are not related to program activities.

These guidelines may be amended as the need arises.

In addition to the official class DLs, a non-official listserv is available for each class through which BCM will announce special events that are not part of your educational program. Students may use these listservs (ahc-na, ahc-op, ahc-pa) to communicate items that are not program activities yet may be of interest to student colleagues: a garage sale, the sale of used textbooks, need for a roommate, or suitable social functions. This listserv also uses BCM email addresses; therefore, the above provisions and good social and professional judgment apply. Specific guidelines may be added as needed. Non-official listservs are monitored by the SHP as well as by the Office of Information Technology.

**Article 8.11 Use of Copyrighted Materials** – It is the policy of BCM to fully respect all rights that exist in any material protected by the copyright laws of the United States while also encouraging usage of the material that furthers its mission. BCM intends that College Members take full advantage of all relevant licenses, exemptions and exclusions, such as the Fair Use exception, that are provided for under the copyright laws, to respect the proprietary rights of owners of copyrights and to refrain from actions that constitute infringement of copyright. If there is no applicable license, exemption or exclusion to permit use of the material, permission must be obtained from the copyright holder.

Reference: BCM Policies and Procedures Manual 20.8.03.

[https://intranet.bcm.edu/policies/index.cfm?fuseaction=Policies.Display\\_Policy&Policy\\_Number=20.8.03](https://intranet.bcm.edu/policies/index.cfm?fuseaction=Policies.Display_Policy&Policy_Number=20.8.03).

## **Article 9 Faculty Review of Student Performance**

**Article 9.1 Academic Standards** – Health Professions students are expected to meet standards of academic excellence established by the faculty of the SHP. These standards are reviewed on an annual basis by the didactic and clinical faculty through the activities of the Health Professions Student Promotions Committee. The documentation of academic standard achievement is accomplished through scheduled programs of testing and the observation of student performance. The testing and observation of student performance may also be independent of courses and rotations. Various methods are employed to provide students with a measure of their progress as they transition through their education and training. Examples of these processes and instruments include: written examinations, skill-based tests, faculty observations, oral presentations, student self-assessments of progress, daily and/or monthly faculty performance evaluations, and quarterly evaluations by the student's academic advisor.

**Article 9.2 Review of Didactic Performance** – Each student's didactic performance is assessed by the faculty at specified intervals throughout the didactic phase of the curriculum. This is accomplished using methods of evaluation such as written, demonstrative, and verbal assessments of knowledge and skills. All course coordinators/directors will submit grades to the Program Director upon course completion. The responsible Program Director or designee will report all grades to the Office of the Registrar. The responsible Program Director or designee will prepare grade reports for review by the SHP Dean and the HPSPC, as requested. Students enrolled in the DNP, OP, and PA programs must achieve a passing grade in all courses in the didactic phase of the curriculum before beginning clinical rotations. In the GC program, where clinical rotations (field placements) occur in parallel with the didactic coursework, students may continue in their clinical rotations unless there is a violation of the code of conduct or continuation would jeopardize patient safety. The responsible Program Director will take academic action consistent with Article 5.13.5 and may make recommendations to the HPSPC regarding academic action(s). Any such recommendations are not final until accepted by the HPSPC, at which point they become actions of the Committee.

**Article 9.3 Review of Clinical Performance** – Each student's clinical performance will be evaluated by the program faculty as well as the clinical faculty and preceptors with whom they work. This will be accomplished using performance evaluations, written examinations, patient simulation testing, and skills tests. These evaluations are submitted to the Program Director. The Health Professions program faculty will review these evaluations, in conjunction with all other available credible information concerning the student's performance, to determine the grade. The responsible Program Director or designee will submit grades to the Office of the Registrar. The responsible Program Director or designee will prepare grade reports, as requested, for review by the SHP Dean and the HPSPC. The responsible Program Director will take academic action consistent with Article 5.13.5 and may make recommendations to the HPSPC regarding academic action(s). Any such recommendations are not final until accepted by the HPSPC, at which point they become actions of the committee.

**Article 9.4 Review of Professional Behavior** – It is also the responsibility of the SHP to ensure that its graduates meet local and national standards of professional conduct and responsibility. Students will be held accountable for their own actions. Integrity, respect, personal demeanor and appearance, accountability, collegial interaction, commitment to excellence, empathy and self-reflection have been identified as those professional attributes that facilitate honest communications, nurture confidentiality, facilitate boundary maintenance, encourage lifelong learning, engage in compassionate care provision, and acknowledge the value of others in the caring process. Students will be assessed, in part on their reliability, honesty and integrity, responsibility, and professional relationships with patients, families, and colleagues as well as their responsibility related to substance use and abuse. Any behavior that calls into question a student's professionalism or potential capabilities as a future healthcare provider will be reviewed by the Program Director, who may institute sanctions, with consultation as needed by the Dean, or may be referred by the Program Director to the Health Professions Student Promotions Committee if it has implications for didactic or clinical course grades or the student's standing in the program.

**Article 9.5 Suspension of Clinical Privileges** – In the event that the Program Director determines that a student's conduct causes concerns regarding patient safety or substandard care, or was unprofessional in nature, the student will be placed on academic probation and the student's clinical education will be immediately suspended. Following the suspension of clinical privileges by the Program Director, the student is prohibited from any clinical activities. During the period between clinical privileges being suspended and the final disposition of the matter, the student shall remain in good standing. The Program Director may require the student to participate or prohibit the student from participating in non-clinical activities during this time. Matters relating to unprofessional conduct may be handled by the Dean's office and Program Director or may be referred to the HPSPC depending on the nature of the infraction. Refer to Student Code of Conduct.

**Article 9.6 Health Professions Student Promotions Committee** – The Health Professions Student Promotions Committee is charged with monitoring student academic performance during the program. It is composed of faculty members from Basic Science and Clinical departments, usually including faculty from Basic Science courses, clinical rotations, and the SHP Dean. The academic progress and professional development of each student is reviewed at regular intervals throughout each academic year. Grades, examination scores, narrative summaries and professional conduct and development are assessed to ensure the successful progress of each student. The Health Professions Student Promotions Committee has the primary responsibility for the following:

1. setting academic standards and requirements necessary for promotion and graduation;
2. recommending qualified students for promotion;
3. setting requirements for remedial work or revised academic course load for students whose academic work is unsatisfactory;
4. ensuring that each student demonstrates the academic competency of a genetic counselor, nurse anesthetist, physician assistant, or orthotist/prosthetist;
5. rendering a decision and taking action on students whose academic work is consistently unsatisfactory;
6. addressing conduct and professional behavior of students when brought for deliberation by a Program Director
7. proceeding with suspension, recommending withdrawal, or dismissal of students;
8. recommending awarding of the Master's or Doctoral Degree, or appropriate certificate after careful review of academic records;
9. designating awarding of the Master of Science or Doctor of Nursing Practice degree with Highest Honor, High Honor and Honor for exceptional academic work throughout the period of education; and
10. reviewing the system of evaluation of student performance (i.e., grading system and narrative summaries).

**Article 9.7 Academic Performance** – Periodic promotion and ultimately recommendation to the President of the College to grant the Master of Science or Doctor of Nursing Practice degree require the satisfactory completion of all required courses, examinations and credits as well as demonstration by the student that he or she is capable of conduct appropriate within the discipline for which he or she is receiving education and training.

In the case of a student whose academic performance has been unsatisfactory in one or more courses or clinical rotations, the Health Professions Student Promotions Committee may require the student to:

1. take a special make-up examination;
2. be placed on Academic Probation;
3. enroll in a remedial course of study;
4. repeat specific courses or rotations even if previously passed;

5. repeat an academic year of study;
6. be dismissed from the College and not be allowed to pursue further studies at the institution; and/or
7. comply with other actions as appropriate.

Students who are required to repeat a didactic or clinical course are responsible for the same academic work and examinations as required of other students taking the course. It is contrary to policy to offer an examination or re-examination to a student who has been suspended, withdrawn, dismissed, or is on a leave of absence.

Baylor College of Medicine (BCM) publishes a course repeat policy to explicate the BCM criteria for calculating repeats in coursework. The full policy is available in the BCM Policy and Procedure Manual: [http://intranet.bcm.edu/index.cfm?fuseaction=Policies.Display\\_Policy&Policy\\_Number=23.1.09](http://intranet.bcm.edu/index.cfm?fuseaction=Policies.Display_Policy&Policy_Number=23.1.09).

The HPSPC reviews at regular intervals all grades and evaluations regarding academic and clinical performance. Both academic performance and professional behavior by a student in connection with student's academic and clinical activities will be considered by the committee under these procedures. Unacceptable behaviors include those listed under Article 8 "Regulations Concerning Student Conduct," as well as misrepresentation, distortions or serious omissions in data reports, research and clinical care; abuse, misrepresentation or seriously improper conduct in relation to patients or colleagues in clinical training or academic settings; repeated failures without adequate excuse to meet assigned obligations in professional, clinical, and research clinical training; and breaches of other standards of professional conduct and responsibility.

**Article 9.8 Policies and Procedures Concerning Rights, Responsibilities, and Appeals to SHP Student Promotions Committee Actions** – In general, procedures regarding appeals are implemented with every effort made to ensure fairness, objectivity, and thoroughness. The confidentiality of these procedures is maintained to every extent possible and consistent with other obligations of the faculty and the College, including the requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

These are academic, not legal, procedural matters. Any evidence that a review committee deems relevant and trustworthy may be considered. In any matter under appeal, the review committee has access to and may consider a student's academic and disciplinary record as a whole. Although a student may seek legal advice with respect to these procedures, a student may not be represented by an attorney before a reviewing body and attorneys do not attend interviews of a student or other witnesses. The student must represent him/herself. The Dean and/or a Department Chair with whom the Program is affiliated may attend hearing(s) held by the Appeals Review Subcommittee, which is described below. Information obtained in confidence by a student counseling service or other health care providers, whether medical or mental health, will not be sought or disclosed to a person or committee without the student's consent. Any information relative to a student's health history that is requested in such instances will be managed in accordance with relevant State and Federal laws, including HIPAA regulations. The absence of such information may preclude the person or committee from considering a medical excuse. A reviewing body, in connection with its deliberations or as part of deciding whether to take remedial or corrective action, may recommend to the School Dean or Designee that the student be evaluated by the Wellness Intervention Team in accordance with BCM Policy 23.1.12. Procedures and timelines outlined below may be modified by prior notice to the student when necessary to achieve a full and fair resolution of the matter. Remedial and corrective actions and sanctions that may be imposed under the appeals procedure include, but are not limited to academic remediation, personal counseling, reprimand, warning, probation, suspension, and dismissal.

**Article 9.9 Actions, Sanctions, and Appeals Regarding Student Performance**

1. Grades are rendered by course directors and reflect the students' performance. They become official when accepted by the Program Director. Students' concerns about grades or evaluations of academic or clinical performance should be directed to the course director. If such concerns are not satisfactorily resolved, the student should bring the matter to the attention of the Program Director

who may consult with the course director to discuss the grade, evaluation or report to assist the student in understanding and resolving the matter.

2. The Program Director takes academic action on any student who demonstrates a deficiency of academic or clinical performance, or where concerns arise about inappropriate, irresponsible, or unprofessional conduct. The student is notified in writing of the decision, including rationale for the decision, and action regarding recommendations or sanctions. Sanctions imposed by Program Directors may include, but are not limited to, reprimand, probation, or suspension. Formal actions taken by a Program Director are reported to the SHP Dean.
3. The Health Professions Student Promotions Committee, upon their review of the student's performance, may impose other sanctions in addition to those taken by the Program Director including, but not limited to, requirements to remediate or repeat courses, or be dismissed.
4. The Program Director shall be available to counsel students whose academic work has been deemed unsatisfactory. The Dean shall be available to interpret the actions of the Health Professions Student Promotions Committee to the student, to inform students of written narrative comments by the faculty concerning unsatisfactory academic work, to review with a student the steps in the Appeal process and to counsel students.
5. Decisions of the Program Director or HPSPC may be appealed through the Adverse Academic Action Appeal Procedure.

The full Student Grievances Policy is available in the BCM Policy and Procedure Manual.

[https://intranet.bcm.edu/policies/index.cfm?fuseaction=Policies.Display\\_Policy&Policy\\_Number=23.1.08](https://intranet.bcm.edu/policies/index.cfm?fuseaction=Policies.Display_Policy&Policy_Number=23.1.08)

#### **Article 10 Academic Standards for Financial Aid Eligibility**

All students enrolled in the School of Health Professions are considered to be making satisfactory progress unless otherwise determined by the School of Health Professions Student Promotions Committee.

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. The full Financial Responsibilities, Financial Aid Eligibility, and Satisfactory Academic Progress Requirements for Students is available in the BCM Policy and Procedure Manual 23.1.02

[https://intranet.bcm.edu/policies/index.cfm?fuseaction=Policies.Display\\_Policy&Policy\\_Number=23.1.02](https://intranet.bcm.edu/policies/index.cfm?fuseaction=Policies.Display_Policy&Policy_Number=23.1.02).

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.

**Article 10.1 Time Limits on Financial Aid Eligibility** – A student will be permitted a time limit of 150% 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.

	<b>Standard</b>	<b>Maximum</b>
Master of Science/Genetic Counseling	21 Months	32 Months
Master of Science/Orthotics & Prosthetics	30 Months	45 Months
Master of Science/Physician Assistant	30 Months	45 Months
Doctor of Nursing Practice/Nurse Anesthesia	36 Months	54 Months

Transfer Physician Assistant students completing only the Clinical Phase of training at Baylor College of Medicine will be permitted a time limit of 150% the length of the standard required length of study to complete the clinical phase. The Nurse Anesthesia and Orthotics/Prosthetics programs do not accept transfer students into the clinical phase of their programs.

	<b>Standard</b>	<b>Maximum</b>
Clinical Phase – Physician Assistant	17 Months	25 Months

There is no lightened-load program in the School of Health Professions.



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 complete the program by the maximum time permitted will be suspended from financial aid eligibility.

**Article 10.2 Grade Requirements upon Completion of Courses** - School of Health Professions students will be evaluated for Academic Progress as follows during their academic career:

**Physician Assistant Students and Orthotic and Prosthetic Students**

- December, upon completion of Fall 1
- July, upon completion of Spring 1
- December, upon completion of Fall 2
- June, upon completion of Spring 2
- November, upon completion of clinical training in Fall 3 for students with incomplete requirements

**Nurse Anesthesia Students**

- July, upon completion of Spring 1
- December, upon completion of Fall 1
- July, upon completion of Spring 2
- December, upon completion of 5 clinical rotations
- July, upon completion of 12 clinical rotations
- December, 3rd-year students with incomplete requirements

**Genetic Counseling Students**

- December, upon completion of Fall 1
- June, upon completion of Spring 1
- December, upon completion Fall 2
- June, upon completion of Spring 2

**Grade Requirements**

A student's academic progress for financial aid purposes will be reviewed in accordance with the guidelines used by the Health Professions Sciences Student Promotions Committee. Students can apply for federal aid at any time during their enrollment period prior to the deadlines posted. Students repeating a semester or an academic year are eligible to apply for aid. Students repeating for a third time in a semester or academic year are not eligible for federal aid, although they may apply for an outside alternative loan.

Any BCM student who fails to meet grade and/or course requirements will be placed on financial aid probation for a full year by the Director of the Office of Financial Aid. Students on probation for financial aid eligibility must, by the end of the probationary enrollment year, attain satisfactory academic status. Failure to do so will result in suspension of financial aid eligibility by the Director of the Office of Financial Aid.

The School of Health Professions assigns letter grades and a student may be placed on academic probation or warning due to a GPA below 3.0. Students are considered to be making Satisfactory Academic Progress until and unless they are dismissed from their program. Students are required to successfully complete all required coursework.

**Article 10.3 Appeals of Financial Aid Probation or Suspension** – Students who do not meet the minimum standards for satisfactory academic progress may appeal to the Office of Student Financial Aid for reinstatement of their financial aid eligibility. Circumstances which may be considered as a basis for an appeal may include family emergency, death in the student's immediate family, a student's medical illness or injury, or other undue hardships. Appeals should be submitted in writing and must include relevant documentation. Office of the Student Financial Aid must receive the written appeal no later than 60-days after the start of the academic period for which the financial aid is requested. Appeal decisions will follow the procedures outlined in BCM's Student Grievance Policy (Other Academic or Student Services Issues

Section). Refer to BCM's Student Grievances website for the policy and additional details: (<https://www.bcm.edu/education/academic-faculty-affairs/student-services/student-appeals-grievances>)

**Article 10.4 Compliance** – The Office of Student Financial Aid in coordination with the Office of Compliance will monitor BCM's Student Financial Aid Program's compliance with the requirements set forth by federal regulations governing academic standards of progress for financial aid eligibility pertaining to students who receive Title IV funding.

#### **Article 10.5 Institutional Refund Policy**

Students who withdraw from school, go on a leave of absence for longer than 60 days, are dismissed or otherwise stop attending classes will have Tuition and the Facility Fee refunded as indicated below. Refunds are calculated based on the length of the enrollment period for which the students are charged. Students are charged in half-year increments.

- Withdraws prior to the first day of classes or never attends classes: **100 percent\*\***
- Withdraws or stops attending during the first three weeks of classes: **90 percent\*\***
- Withdraws or stops attending during the fourth week of classes: **80 percent\*\***
- Withdraws or stops attending during the fifth week of classes: **70 percent\*\***
- Withdraws or stops attending during the sixth week of classes: **60 percent\*\***
- Withdraws or stops attending during the seventh week of classes: **50 percent\*\***
- Withdraws or stops attending during the eighth through thirteenth weeks of classes: **25 percent\*\***
- Withdraws or stops attending after the thirteenth week of classes: **No Refund\***
- Ph.D. students are charged tuition for the number of months attended.

\*\*Rounded to the nearest dollar

Federal financial aid students who receive federal financial aid and do not complete at least 60 percent of the enrollment period for which they are charged are subject to return of Title IV funds calculation. This calculation allows for the refund of charges equal to the percentage of time remaining in the enrollment period.

Baylor College of Medicine determines the official date of a student's withdrawal and the official date a leave of absence begins (based on last class day of attendance). The Office of Student Financial Aid makes the refund and repayment calculations. Examples of refund calculations are maintained in the Office of Student Financial Aid and are available upon request.

Students who are placed on an official leave of absence may, and are encouraged to, continue their health insurance plan. These charges would be excluded from any refund calculation. Those who do not wish to continue their health insurance while on a leave of absence will have those charges pro-rated once the appropriate forms are filed with the Benefits Division.

If Title IV federal funds were used to pay institutional charges, any refund calculated must first be returned to the Title IV programs. The amount of the refund must be allocated to the Title IV programs in the following order:

- Unsubsidized Federal Stafford Loan Program
- Subsidized Federal Stafford Loan Program
- Federal Perkins Loan Program
- Any other Title IV program
- Other federal, state, private or institutional sources

**Note:** Only those programs administered by the College are listed above. All students are required to attend an exit interview prior to the date they stop attending the College. Group sessions are scheduled for graduating students. Students are responsible for calling to schedule their exit interviews and should ensure they schedule their appointments well in advance of their last day of attendance. Any refund due a student will be made either on the student's last day of attendance or mailed to the address provided.

Students who believe that individual circumstances warrant exception from published policy may send a letter of appeal to the director of Operational Accounting. Appeals will be reviewed and a decision made by the director of Operational Accounting.

**Note:** Any reference to the return of the Title IV federal aid is subject to change to comply with federal regulations.