

# Baylor College of Medicine

## Student and Trainee Services Handbook

Baylor College of Medicine (BCM) provides student support programs, services, and activities that promote learning and holistic development of students pursuing degrees in healthcare and biomedical sciences. These services are in alignment with the College’s mission to create knowledge and apply science and discoveries to further education, healthcare, and community service locally and globally.

The portfolio of student support services is grouped in four domains: 1. **Academic Excellence**, fostering student achievement; 2. **Health and Wellness**, supporting students’ intellectual, emotional, physical, and personal development; 3. **Student Engagement**, facilitating inter-professional collaboration on local and global research as well as clinical and service projects; and 4. **Administrative Support**, providing ready access to resources essential for navigating the learning and campus environment. Mission-aligned services and activities are designed and tailored to support students through their rigorous academic programs to ensure that they graduate as well-rounded professionals ready to contribute to the scientific and healthcare fields. [BCM’s Academic Policies can be found here.](#) [All BCM Policies and Procedures, including those related to Student and Trainee Services, can be found here.](#)

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## Academic Excellence

### I. The Office of Student and Trainee Disability Services

BCM is committed to providing equal educational access for qualified learners with disabilities in accordance with state and federal laws including the Americans with Disabilities Act of 1990, as amended in 2008, and Section 504 of the Rehabilitation Act of 1973. **The full policy, including criteria for requesting reasonable accommodations and procedures for appeal, is available [here](#).** Learn about Student and Trainee Disability Services and how they can help you on the [Student and Trainee Disability Services Website](#).

### II. Academic Success Center

The Academic Success Center (ASC) provides individual and group support for the academic growth and progression of all BCM students through meetings, workshops, and collaborative events. In addition, students have access to computers, technology support, TMC librarians, and more in the ASC study spaces on campus. Find more information on the [Academic Success Center Website](#).

a. **TMC Library.** Baylor students and faculty have access to the Texas Medical Center Library. In addition to on campus access, students have remote access through computers outside of BCM and hospital affiliates once they have completed a form available on the library's website or in the building itself. Personal help from TMC librarians is available in person in the ASC or remotely by calling the help desk at the TMC Library. Find more information the [TMC Library's Website](#). **Find related BCM Policies and Procedures [here](#).**

b. **Education Technology.** The Office of Informational Technology (OIT) Help Desk and Field Support Services teams (HD/FSS) provide a variety of second-line support services, especially for broader, enterprise-level applications and services. The OIT Help Desk delivers support by phone, email, and online via self-help resources, as well as through Baylor's Service Now customer support portal. Learn more about all of the education technology available to students on the [Student Ed-Tech Resources Website](#). **Find related BCM Policies and Procedures [here](#).**

### III. Career Development Center

The Career Development Center provides training, resources, and connections for students and trainees to achieve their professional goals and develop meaningful careers. Find more information [here](#).

## Student and Trainee Health and Wellness

BCM is dedicated to nurturing seven dimensions of student wellness (Emotional/Mental Health, Physical, Financial, Social, Intellectual, Environmental, and Spiritual) through a variety of services we offer. Find more information on how our services support these seven dimensions [here](#).

### I. Health and Wellness Resources

- a. **[Student and House Staff Mental Health Service](#)**. Directed by the Department of Psychiatry and Behavioral Sciences, the Student and House Staff Mental Health Service provides confidential, free counseling for students, spouses, significant others, and couples. Students and spouses interested in obtaining counseling may call (713) 798-4881.
- b. **[WellConnect](#)**. Students have access to WellConnect, a service that provides a 24/7 hotline for mental health counseling: [www.wellconnectbysrs.com](http://www.wellconnectbysrs.com). WellConnect provides support in a variety of other areas, such as legal consultation and financial management resources, as well.
- c. **[Employee Assistance Program](#)**. Employees have access to the Employee Assistance Program (EAP), a service to help you resolve problems that can affect your personal and professional life. EAP offers 3 free counseling sessions to BCM employees and household family members. For information or to schedule an EAP appointment, call (713) 500-3008. (Residents, clinical fellows, and post-doctoral fellows only.)
- d. **[BCM LIFE](#)**. BCM LIFE is committed to providing opportunities that allow students to learn about the seven dimensions of wellness and how to nurture them. In addition, BCM LIFE offers an incentive-based platform with Vitality, where students not only engage in BCM LIFE sponsored events and activities but also have access to a wide variety of health and wellness resources.
- e. **[BCM BeWell](#)**. The BCM BeWell program serves as the overarching health and wellness resource for the College and offers onsite, offsite, and virtual opportunities for employees to participate in wellness events, programs, and workshops. (Residents, clinical fellows, and post-doctoral fellows only.)
- f. **[Baylor Wellness Center \(Gym\)](#)**. Baylor students have on-site access to a physical fitness facility, the Baylor Wellness Center, which is open seven days a week and contains a weight room, exercise room, basketball court, men's and women's locker rooms, and many other accommodations. In addition, fitness classes with certified instructors are available in the center. (Monthly fee not included in student tuition and fees; students may cancel membership at any time.)

- g. **[Wellness Intervention Team](#)**. BCM's Wellness Intervention Team (WIT) is an administrative group that 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. For further details about the WIT purpose and process, contact your School Dean, [studentservices@bcm.edu](mailto:studentservices@bcm.edu), or refer to the **[Leave of Absence Policy](#)**.
- h. **[Student Health Insurance](#)**. Information regarding the student health insurance program, including enrollment requirements, eligible dependents, costs of coverage, benefits, and coverage during leave of absence is available on the website.
- i. **[Substance and Alcohol Abuse](#)**. The Federal Drug-Free Workplace Act is the foundation for BCM's **[Substance and Alcohol Abuse Policy \(02.5.34\)](#)**.

## Student and Trainee Engagement

### I. Student Activities

Find information about ways to get involved in BCM events and student groups [here](#).

### II. Community Outreach

Find information about outreach and volunteer opportunities [here](#).

### III. The Office of Institutional Diversity, Equity, and Inclusion

This office organizes a number of programs to help carry out BCM's commitment to diversity, inclusion and equity. We welcome opportunities to collaborate with other departments, academic centers, schools, student organizations, other higher education institutions and community organizations to co-sponsor diversity, inclusion and equity events relevant for students, trainees, staff, and faculty members at Baylor. Find more information [here](#). **Find related BCM Policies and Procedures [here](#)**.

### IV. Social Media Directory

Connect with BCM on [social media](#)! **Find related BCM Policies and Procedures [here](#)**.

## Administrative Support

### I. Financial Aid

The Office of Student Financial Aid assists and counsels all BCM students obtain financial assistance for their education, as well as educate in the importance and understanding of their financial obligations. Find more information on the [Financial Aid Website](#). **Find related BCM Policies and Procedures [here](#).**

### II. Student Account Services

Student Account Services (SAS) located within the Treasury Service is responsible for posting all student charges at BCM for tuition, fees and the Lee, Levy and Blattner loans, as well as collecting amounts due to the College. SAS handles all institutional, Perkins, and Primary Care loan activities in conjunction with our third-party servicer, ECSI/Heartland (Educational Computer Services, Inc.). SAS processes and the Office of Student Financial Aid approves all disbursements. Student Account Services also works in concert with the Office of Student Financial Aid to ensure students complete loan exit counseling prior to graduating. More information can be found on the [Tuition and Fees page](#). **Find related BCM Policies and Procedures [here](#).**

### III. The Office of the Registrar

The Office of the Registrar, as a unit of the Office of Student and Trainee Services, works closely with the offices of admissions, student affairs, student financial aid, and alumni relations to assist students with changing of personal information, certification, verifications and deferments, course registration, grade release, maintenance of permanent academic records, transcript requests, and changing tuition status. Find more information on the [Office of the Registrar Website](#). **Find related BCM Policies and Procedures [here](#).**

- a. [Veteran Affairs](#). Veterans Affairs is a unit in the Office of Student and Trainee Services. Baylor supports the matriculation and academic and career progression of students who are veterans or who are currently serving in the military. The Office of the Registrar assists active-duty service members, veterans, and their eligible dependents and spouses in obtaining their educational benefits. It also acts as a liaison to the regional VA office to process enrollment certifications. In addition, Baylor has a Veteran School Certifying Official within the Office of Student and Trainee Services and a Military Medical Student Association. School of Health Professions and School of Medicine graduates typically receive their commissions as a part of graduation ceremonies at the College.
- b. [Texas Education Code Updates](#). **House Bill 449** requires public and private institutions to include a “notation” on a student’s transcript when “the student is ineligible to reenroll in the institution for a reason other than an academic or financial reason.” If a student withdraws from the school “pending disciplinary charges that may result in the student becoming ineligible to reenroll for a reason other than an academic or financial reason,” the school must continue the

disciplinary process until it “makes a final determination of responsibility.” Please direct questions to [registrar@bcm.edu](mailto:registrar@bcm.edu).

#### **IV. International Student Services**

The International Services Office (ISO) facilitates programs that allow the legal admission of international students, scholars, trainees, visitors, and faculty to the United States to participate in programs of research, education, and clinical services. Find more information on the [International Services Office](#) Website.

#### **V. Campus Security and Public Safety**

BCM is located in the Texas Medical Center (TMC), the largest medical center in the world. TMC provides [safety and security](#) for all parking facilities, its own buildings, and streets and public areas that not part of specific member institutions, like BCM.

- a. [Prevention Guidelines and Safety Tips](#). Find information regarding bike security, personal protection, protection from predators, community resources, and more.
- b. [Emergency Contacts](#). Find contacts for reporting crime, life threatening emergencies, TMC emergency numbers, and more.
- c. [Security Department](#). Find information about BCM’s security department here.
- d. [Campus Access and Security](#). Find information about ID badges, access cards, safety escorts, and more.
- e. [Weather Safety](#). Find information about BCM’s emergency notification system, campus emergency plan, and severe weather resources here.
- f. [Lost and Found](#). Please inquire regarding lost articles during normal business hours, 8 a.m. to 5 p.m. You may inquire in person or by phone Security at (713) 798-3000. You may also email [dl-security@bcm.edu](mailto:dl-security@bcm.edu).

#### **VI. Parking and Transportation**

- a. [Parking and Commuter Services](#). Students interested in parking must secure a direct contract with the vendor. Call 713-791-6161 for assistance.
- b. [METRO Information](#). Visit the linked page to view information about obtaining a Q card that will allow you to ride the METRORail.

- c. [\*\*Parking Availability\*\*](#). Visit the linked page to view garage and parking lot availability around the BCM campus. (Graduate students only.)
- d. [\*\*Parking Rates\*\*](#). Visit the linked page to view parking costs around the BCM campus. (Graduate students only.)

## VII. Learning Environment

BCM is committed to the values of integrity, respect, teamwork, innovation, and excellence, and requires all BCM learners to practice these values consistently during the completion of requirements for education progression and performance of scholarly and professional duties. Creating and sustaining an environment reflective of BCM values is the responsibility of every individual at BCM.

- a. [\*\*Baylor Code of Conduct\*\*](#).
- b. [\*\*Statement of Student Rights\*\*](#).
- c. [\*\*Diversity\*\*](#). BCM promotes principles of diversity, inclusion, and equity across Baylor College of Medicine research, education, and training programs as well as with respect to recruitment (in employment and education) of individuals from diverse backgrounds. See [\*\*02.2.40 - Diversity Policy\*\*](#) for more details.
- d. [\*\*Title IX and Gender Discrimination\*\*](#). BCM does not discriminate based on sex and will not tolerate discrimination which includes sexual harassment, sexual violence, dating violence, domestic violence and stalking. Reports will be promptly investigated, and appropriate actions will be taken to remedy the effects of the harassment or violence and prevent the reoccurrence. See [\*\*02.2.26 - Sexual Misconduct and Other Prohibited Conduct Policy\*\*](#) for more details.
- e. [\*\*Student Appeals and Grievances\*\*](#). In the event you have a concern, we have created several pathways for you to receive help. The Student Appeals and Grievances website provides additional information relevant to this policy. See [\*\*31.2.02 - Integrity Hotline Policy: Reporting Improper Activity or Wrongdoing\*\*](#) for detailed information regarding reporting. See the full [\*\*Student Appeals and Grievances Policy\*\*](#) for more information. (Residents and Fellows should refer to the [\*\*27.4.12 - GME Mistreatment and Grievances Policy\*\*](#) for guidance.) Click [here](#) to see year-over-year highlights.
- f. [\*\*02.2.25 - Policy Regarding Harassment, Discrimination and Retaliation\*\*](#)
- g. [\*\*23.2.01 - Respectful and Professional Learning Environment Policy: Standards for Student Conduct and College Oversight\*\*](#)
- h. [\*\*23.2.02 Learner Mistreatment Policy\*\*](#)



## Institutional Policy Revision(s) Summary for Learners: Jul 1, 2020 – May 31, 2021

The following new and updated academic and administrative policies were all endorsed by the BCM Institutional Policy Committee (IPC) and approved by the Board of Trustees. Other groups with governance responsibilities have also provided feedback and in some cases suggested changes prior to endorsement and approval noted above. For example, School of Medicine and Graduate Medical Education policies are sponsored by appropriate School Committees (e.g., Admissions, Curriculum, MDPC, GMEC) that have the discretion to accept/reject changes suggested the IPC prior to Board approval. Policy changes were necessary for federal/state regulatory compliance and academic accreditation purposes. Policy sponsors are noted in parenthesis. Brief summaries are provided to notify Learners of major policy changes that establish expectations of Learners, pertain to the learning/working environment, or other academic requirements and explain the basic reasoning for the updates. For more information, please click the policy title to read the full policy on the intranet.

### I. Administrative Policies

- a. [02.2.20 - Title IX Misconduct & Grievances Policy](#) (sponsored by Student & Trainee Services/General Counsel)

Reason(s) for creation: to address changes in the implementing regulations of the federal Title IX law, issued by the Department of Education (DOE) in Spring 2020 and took effect on August 14, 2020. These regulations revised the operative definition of Sexual Harassment; require the College to have “actual knowledge” of the alleged misconduct before BCM is obligated to respond to an allegation (e.g., integrity hotline); limit the scope of Title IX, which currently applies only to sexual misconduct that occurs on US soil AND during the provision of an “education program or activity” sponsored by an institution; require a “live hearing” with cross-examination; require complainants and respondents to opt in or out of a live hearing or pursue mediation to resolve the complaint; includes requirements specific to training of investigators and public posting of any training materials.

Policy note(s): As of March 2021, the Biden Administration has indicated a desire to revise these Title IX regulations, but until the DOE completes the rulemaking process (and changes the rule) institutions are still bound to comply with the current regulations.

- b. [02.2.22 - Title IX Misconduct & Grievance Procedures](#) (sponsored by Student & Trainee Services/General Counsel)

Reason(s) for creation: to implement the Title IX Misconduct & Grievances Policy.

- c. [02.2.26 – Sexual Misconduct and Other Prohibited Conduct Policy](#) (sponsored by Title IX & Disability Services/General Counsel)

Reason(s) for revision: This policy was last updated on March 25, 2020 to comply with changes in TX regulations that became effective in January 2020 (implementation was in process while we finalized appropriate policy language). Additional updates were then



required to explain the interplay between this policy and the newly created Title IX Misconduct and Grievance Policy (approved by the Board 8-12-2020).

- d. **02.2.25 – Policy Regarding Harassment, Discrimination, and Retaliation** (sponsored by General Counsel/Human Resources)

Reason(s) for revision: This policy was last updated in September 2016. The sources of law applicable to this policy have not changed, however sponsors wished to add “Harassing Behavior” language to cover harassment that is not prohibited by federal statutes or regulations, but still may be prohibited by BCM in an employment or education setting, and explain how this policy interacts with Mistreatment and Grievance policies for learners and hybrid learner-employees (e.g., research postdoctoral scholars, residents, fellows). This policy has also been edited to clarify the institution’s expectations in regard to amorous relationships between faculty and learners.

- e. **02.2.40 – Diversity Policy** (sponsored by Institutional Diversity, Inclusion and Equity/Provost)

Reason(s) for revision: to explain the oversight role of the Office of Institutional Diversity, Inclusion and Equity in institutional goal setting and tracking of achievements, and to ensure the policy reflects current initiatives and resources available to stakeholders with regard to education and employment recruitment.

- f. **18.1.04 – Influenza Vaccination Policy** (sponsored by Clinical Affairs/Occupational Health Program)

Reason(s) for revision: Last updated in 2016, this policy was revised to 1) expand the scope of application to all employees and learners at BCM, 2) remove outdated and now inaccurate language regarding various PPE directives for individuals who are exempt from Flu Vaccination requirements (masking is now the rule); and 3) update the exemption procedure language—although the existing policy carves out specific bases for exemption, the process for requesting/processing exemptions is still in development (an exemption policy is under review as of 05/25/2021). More information will be provided on the exemption process before the 2021 Flu season. (Although this policy was approved and published in November 2020, as of May 2021 more updates to this policy are in is the process.)

- g. **28.1.18 – SOM Continuous Quality Improvement Policy** (sponsored by School of Medicine)

Reason(s) for creation: BCM’s School of Medicine is dedicated to continuous improvement of the quality of its medical education programs. This commitment is demonstrated through ongoing planning and continuous quality improvement processes, which are designed to establish short and long-term programmatic goals, facilitate achievement of measurable outcomes, and ensure effective monitoring of medical education programs in compliance with applicable accreditation standards. This new policy is sponsored by the SOM Dean and the SOM Academic Program Manager on behalf of the SOM Accreditation Office, and the

Dean oversees implementation and faculty and staff compliance. This policy is required for LCME accreditation.

## II. Academic Policies

- a. **[23.1.07 - Accommodations for Learners and Program Applicants with Disabilities Policy](#)** (sponsored by Student & Trainee Services)

Reason(s) for revision: 1) remove references to the “Student Disability Committee” which never participated in the assessment or implementation of reasonable accommodations, 2) include specific references to applicable laws (Title III of the ADA & Section 504 of the Rehabilitation Act), and explain the scope of BCM’s duty to afford reasonable accommodations to qualified learners including postdoctoral trainees; 3) modify procedures for consistency with the Student Appeals & Grievances Policy (23.1.08), and make clear what level of due process is required; 4) correct references to the Director of Title IX & Disability Services (formerly “Disability Coordinator”); 5) include references to related policies in Section IV and Section IX.

Policy note(s): Qualified learners and program applicants with a disability may choose to seek disability accommodations at BCM but are not required to do so. However, when accommodations are needed to complete an academic course or activity, it is the learner’s responsibility to make a request for disability accommodation by contacting the Director of Title IX & Disability Services or Designee ([disability@bcm.edu](mailto:disability@bcm.edu)).

- b. **[23.3.10 - Accommodation Procedures for Learners and Program Applicants with Disabilities](#)** (sponsored by Student & Trainee Services)

Reason(s) for creation: to implement the Accommodations for Learners and Program Applicants with Disabilities Policy (23.1.07).

- c. **[23.1.11 – Credit Hour Policy](#)** (sponsored by Provost/Registrar)

Reason(s) for revision: The scope of this annual update was limited to: 1) adding language to Section VI (see intro) to clarify for current and prospective students that credit hours are subject to change and the numbers reflected in Section VI are accurate for the current academic year and effective only for that year (currently 2020-2021). Credit hour requirements corresponding to previous class years (for all programs) can be found on the BCM public website. 2) Adding “(e.g., COVID-19)” and “(e.g. hurricane)” to Section IV.D.; 3) modified “76.25” and “(i.e. CABS-2.25 semester credits, Patient Safety 0.50 semester credits, and DDASH- 2.5 semester credits)” in Section VI.A.1.a.; 4) modified Section VI.C.3, because the genetic counseling program requires a minimum of “58” hours for AY 2020-2021; 5) revised required # of credit hours for the SHP-PA Program.

- d. **[23.2.02 – Learner Mistreatment Policy](#)** (sponsored by the Office of the General Counsel)

Reason(s) for revision: to 1) correct the reference to “Professionalism Standards for Educators Policy” to refer to the “Educator Conflicts of Interest Policy,” which is what the title ultimately became, 2) align language with recently approved revisions to 02.2.25, 02.2.26, and the new Title IX Misconduct and grievance policy (02.2.20); and 3) refine the description of the role of the Office of Ombudsman in grievance procedures (which they aren’t actually part of) and clarify their role as a neutral consultant and resource *outside* of the grievance process.

- e. [23.4.04 – Educator Conflicts of Interest Policy](#) (sponsored by the Office of the General Counsel)

Reason(s) for revision: 1) to modify Section IV.B.1.b to reference a related policy’s updated prohibition on amorous relationships with learners (see 02.2.25, above); 2) in Section IV.B.3.a, revise language that led to perceived ambiguity regarding educator obligations in the event of current or past healthcare relationships, and clearly state that educators who provide healthcare services to a learner (currently or in the past) have a conflict that requires disclosure (of the existence of a conflict, not the nature) and recusal from academic assessment and promotion decisions about that learner.

### III. School of Medicine (SOM) Students Only

- a. [28.1.15 – Medical Student Exposure to Infectious & Environmental Hazards Policy](#) (sponsored by School of Medicine)

Reason(s) for creation: although the institution already has infection disease protocols for clinics and researchers, this policy was required by the Liaison Committee on medical Education (LCME) to ensure that medical students are informed about their financial responsibilities with respect to healthcare and treatment that may be required after exposure to infectious or environmental hazards, and addresses mandatory education requirements for students as well as an explanation of the projected impact of exposure on curricular requirements and the possible need/grant of accommodations.

- b. [28.1.12 – SOM Transfer Credit Policy](#) (sponsored by School of Medicine)

Reason(s) for creation: This policy was created to establish the SOM’s current policy on these matters, and provide clarification and distinguish the BCM-wide policy governing acceptance of transfer credit (23.1.05), which does provide that each BCM school/program can determine whether and how to accept such credits (because their faculty are ultimately responsible for establishing the curriculum). The policy sponsor was the SOM Associate Dean of Admissions, on behalf of the SOM Admission’s Committee which oversees implementation and program compliance. This policy is required for LCME accreditation.

- c. [28.1.13 – SOM Criminal Allegations, Arrests, and Convictions Policy](#) (sponsored by School of Medicine)

Reason(s) for creation: This policy was created to broaden mandatory reporting requirements established in the College’s Respectful and Professional Learning Environment Policy (23.2.01), and to provide SOM students clear guidance on additional criminal allegations or proceedings that must be reported to remain in good academic standing, and how failure to report (or even compliant reporting of criminal actions) could impact the student. References to related policies have also been added to help students understand their responsibilities. This policy was sponsored by the SOM Associate Dean of Student Affairs, on behalf of the MD Promotions Committee (MDPC) which oversees implementation and student compliance.

- d. **28.2.01 – SOM Mandatory Respirator Fit Testing Procedure** (sponsored by School of Medicine)

Reason(s) for creation: This procedure was created to facilitate the provision of personal protective equipment, specifically Respirators, to medical students to minimize the risk of transmission of infectious diseases (e.g., influenza, COVID-19) within the institution’s learning and working environment in accordance with applicable laws and standards. The SOM Curriculum Committee endorsed this policy, sponsored by the SOM Associate Dean of Student Affairs, which oversees implementation and student compliance. This procedure is required for LCME accreditation.

Policy note(s): the IPC recommended future development of a similar institution-level policy applicable to all learners, using this policy as a model.

- e. **28.1.08 – SOM Clinical Supervision of Medical Students Policy** (sponsored by the Dean/School of Medicine Curriculum Committee)

Reason(s) for revision: to avoid inconsistent interpretation of the policy, language was stricken as follows: 1) removed defined terms “direct supervision” and “indirect supervision” from Section III; 2) removed all reference to those terms in Section IV (by deleting IV.1.a); 3) deleted “seek a higher level of supervision before performing clinical tasks the student is not adequately trained for” from Section IV.B.2, as that is a determination for the training program and not the student; 4) deleted all language in Section VI, which was not necessary for implementation and management of this policy’s subject matter; 5) emphasized the Clinical Course Director’s responsibility to inform students and clinical faculty of the training program’s expectations for participation and supervision during the course’s orientation, and the clinical faculty member’s responsibility to assign activities consistent with the student’s level of training and status; and 6) specified in Section VI that the “Curriculum Dean or Designee” enforces compliance with this policy.

- f. **28.1.09 – SOM Academic Workload in the Foundational Science Policy** (sponsored by the Dean/School of Medicine Curriculum Committee)

Reason(s) for revision: 1) to update the defined term “Scheduled Learning Activities”, add “Assigned Activities” and “Unscheduled Time”, and delete “Asynchronous Learning” in Section III to maintain consistency with applicable, updated LCME standards; 2) revised the

language in Section IV to include revised/new defined terms consistent with updated LCME standards; and 3) made explicit the role that the Foundational Sciences Subcommittee and Curriculum Committee have in enforcing policy compliance.

- g. **28.1.11 – SOM Narrative Assessment Policy** (sponsored by the Dean/School of Medicine Curriculum Committee)

Reason(s) for revision: to 1) explicitly mention “formative feedback” in Section IV.A.3; 2) moved language formerly in Section VI to Section IV.B and Section IV.C; and 3) deleted all language in Section VI, which was relocated to Section IV.

#### **IV. Graduate School of Biomedical Sciences (GSBS) Trainees Only**

- a. **23.2.05 – Research Postdoctoral Scholars Grievances Policy** (sponsored by Graduate School of Biomedical Sciences)

Reason(s) for creation: 1) Create a mechanism for research postdoctoral scholars to report and alleged misconduct directed at a postdoc, and 2) describe investigation and resolution procedures supported through the Office of Student and Trainee Services and overseen by the GSBS School Dean’s Office. This policy helps assure alignment with other learner-focused grievances policies and responds to applicable SACSCOC accreditation requirements. This policy does not apply to clinical postdoctoral trainees.

#### **V. Graduate Medical Education (GME) Only**

- a. **27.4.12 – GME Mistreatment and Grievances Policy** (sponsored by the Designated Institutional Official /Graduate Medical Education Committee)

Reason(s) for revision: to 1) align language of Section IV.C with recent updates to BCM Title IX Policies (02.2.20 and 02.2.26), 2) align Section IV.B’s language with recent updates to BCM’s Policy Regarding Harassment, Discrimination, and Retaliation (02.2.25), which now includes “Harassing Behavior”; 3) modified defined terms in Sections III.k, III.m-n, and III.p to account for the alignment edits made in Section IV; 4) in Section IV.A.2, emphasized the integrity hotline as the formal reporting mechanism for mistreatment and grievances and clarified that informal reports are not anonymous; and 5) modified which GME personnel are responsible for informal and formal grievance resolution in Section VI based on the current organizational structure.

- b. **27.3.6 – Moonlighting Policy for Resident and Fellow Physicians** (sponsored by the DIO/Graduate Medical Education Committee)

Reason(s) for revision: 1) to clarify what is meant by “hybrid” moonlighting, the defined term was changed to “internal moonlighting, billing type” because the crucial difference is when billing/additional compensation is required, and changed “internal moonlighting” to “internal moonlighting, non-billing type”; 2) corrected use of these defined terms throughout the document, and 3) updated the title.

- c. **27.3.5 – GME Vacation and Leave Policy for Resident and Fellow Physicians** (sponsored by DIO/Graduate Medical Education Committee)

Reason(s) for revision: to 1) clearly delineate non-vested time-off (which is paid and requires supervisor approval) from leave of absence from work (which may be protected under federal law and is generally unpaid unless provided for by BCM policy); 2) provide residents and fellows with a clear “roadmap” of their core benefits and how to access them, and 3) alleviate confusion some GME program administrators have reported in interpreting/implementing the policy as the sponsors intended and in a manner consistent with HR procedures.

- d. **27.3.7 – Independent Practice by Fellow Physicians** (sponsored by DIO/Graduate Medical Education Committee)

Reason(s) for creation: to establish minimum standards that GME Fellowship Training Programs must comply with to avoid interfering with educational performance and opportunities for rest, relaxation, and independent study, and clarify restrictions on Fellow participation in independent practice learning as established by applicable laws, regulations, and ACGME standards.

Policy note(s): This policy was just approved on May 26, 2021 and will be available online before July 1, 2021.

## Contact Information

### Office of the Registrar

Latoya Whitaker, Ed.D. [latoya.whitaker@bcm.edu](mailto:latoya.whitaker@bcm.edu)

### Financial Aid

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### Student and Trainee Disability Services

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### Academic Success Center

Brianna Etoria, M.B.A., M.A. [academicsuccess@bcm.edu](mailto:academicsuccess@bcm.edu)

### Career Development Center

Lindsey Minter, Ph.D. [lindsey.minter@bcm.edu](mailto:lindsey.minter@bcm.edu)

### Office of Well-Being

Peggy Yang, Ph.D. [peggy.yang@bcm.edu](mailto:peggy.yang@bcm.edu)

### Student and House Staff Mental Health Services

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### BCM LIFE

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