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INTRODUCTION

The handbook also provides information regarding policies and procedures applicable to students in the Master of Science in Anesthesia (MSA) Program, at the Medical College of Wisconsin’s Milwaukee campus. Changes to existing policies or new policies may be adopted and implemented by the program. In such cases, students will receive notification of the policy change.

MCW Medical School Mission
To be a national leader in the education and development of the next generation of physicians and scientists; to discover and translate new knowledge in the biomedical sciences; to provide cutting-edge, interdisciplinary and compassionate clinical care of the highest quality; to improve the health of the communities we serve.

MCW Master of Science in Anesthesia Program Mission

The MCW Master of Science in Anesthesia Program provides high-quality anesthesia education through student-centered classroom and clinical education/mentorship. The program develops graduates who embrace the Anesthesia Care Team (ACT) model and deliver exceptional value-based care.

MCW Master of Science in Anesthesia Program Vision

Transform health care education through courageous innovation and a dedication to our community.

Accreditation

The Master of Science of Anesthesia Program has been awarded accreditation by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), effective 5/20/16 through 5/31/2021.

Commission on Accreditation of Allied Health Education Programs
1361 Park Street
Clearwater, FL 33756
727 210 2350
www.caahep.org
Administration

Administrators

PRESIDENT AND CEO
John R. Raymond, Sr., M.D.

DEAN OF THE MEDICAL SCHOOL AND EXECUTIVE VICE PRESIDENT
Joseph E. Kerschner, M.D.

ASSOCIATE DEANS
William J. Hueston, M.D. - Senior Associate Dean for Academic Affairs
Nancy Havas, M.D. - Associate Dean for Student Affairs
Dawn Bragg, Ph.D. - Associate Dean for Student Affairs/Diversity
Travis Webb, M.D. - Associate Dean for Curriculum
Jose Franco, M.D. - Associate Dean for Educational Improvement

DEAN FOR GRADUATE SCHOOL OF BIOMEDICAL SCIENCE
Ravi Misra, Ph.D.

UNIVERSITY REGISTRAR
Kerry J. Grosse

Master of Science in Anesthesia Program Staff

PROGRAM DIRECTOR
Michael Stout, Ed. D., CAA

MEDICAL DIRECTOR
Lois Connolly, M.D.

FACULTY
Jennifer Barker, M.S.A., CAA
David Howard, M.M.Sc., CAA

PROGRAM MANAGER
Amy Homel, MS

EDUCATION ASSISTANT
Abby Haak, MA
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<th>DEPARTMENT</th>
<th>DEPT CHAIR/ADM. OFFICERS</th>
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<tr>
<td><strong>Basic Sciences:</strong></td>
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<tr>
<td>Biochemistry</td>
<td>John A. Corbett, PhD</td>
<td>955-8768</td>
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<tr>
<td>Biophysics</td>
<td>Balaraman Kalyanaraman, PhD</td>
<td>955-4035</td>
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<tr>
<td>Cell Biology, Neurobiology &amp; Anatomy</td>
<td>Joseph Besharse, PhD</td>
<td>955-8261</td>
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<tr>
<td>Microbiology &amp; Molecular Genetics</td>
<td>Joseph Barbieri, PhD (Interim)</td>
<td>955-8412</td>
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<tr>
<td>Pharmacology &amp; Toxicology</td>
<td>Wm. B. Campbell, PhD</td>
<td>955-8267</td>
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<tr>
<td>Physiology</td>
<td>Allen W. Cowley, Jr, PhD</td>
<td>955-8277</td>
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<td><strong>Clinical:</strong></td>
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<td>Anesthesiology</td>
<td>David C. Warltier, MD, PhD</td>
<td>805-8703</td>
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<tr>
<td>Children's Specialty Group</td>
<td>Thomas Sato, MD</td>
<td>266-6550</td>
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<td>Clinical Ventures Group</td>
<td>Mark Lodes, MD</td>
<td>805-5672</td>
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<tr>
<td>Dermatology</td>
<td>John Rhee, MD (Interim)</td>
<td>805-5585</td>
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<tr>
<td>Emergency Medicine</td>
<td>Stephen Hargarten, MD, MPH</td>
<td>805-6454</td>
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<tr>
<td>Family &amp; Community Medicine</td>
<td>Alan David, MD</td>
<td>955-4243</td>
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<td>Medicine</td>
<td>Roy Silverstein, MD</td>
<td>805-0518</td>
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<tr>
<td>Neurology</td>
<td>Brian-Fred Fitzsimmons, MD</td>
<td>805-9236</td>
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<tr>
<td>Neurosurgery</td>
<td>Shekar Kurpad, MD (Acting)</td>
<td>955-7188</td>
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<tr>
<td>Ob/Gyn</td>
<td>Janet Rader, MD</td>
<td>805-6606</td>
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<td>Ophthalmology</td>
<td>Dale Heuer, MD</td>
<td>955-7915</td>
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<tr>
<td>OrthopaedicSurgery</td>
<td>Jeffrey P. Schwab, MD</td>
<td>805-7458</td>
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<td>Otolaryngology and Comm. Sciences</td>
<td>John Rhee, MD</td>
<td>805-5585</td>
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<td>Pathology</td>
<td>Saul Suster, M.D.</td>
<td>805-6968</td>
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<td>Pediatrics</td>
<td>Robert H. Lane, MD</td>
<td>337-7770</td>
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<td>Physical Med &amp; Rehab.</td>
<td>Diane Braza, MD</td>
<td>955-7197</td>
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<td>Robert Havlik, MD</td>
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<td>Psychiatry &amp; Behavioral Medicine</td>
<td>Jon A. Lehrmann, MD</td>
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<td>Radiation Oncology</td>
<td>J. Frank Wilson, MD</td>
<td>805-4450</td>
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<td>Radiology</td>
<td>Vincent Mathews, MD</td>
<td>805-3750</td>
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<td>Surgery</td>
<td>Douglas Evans, MD</td>
<td>805-5706</td>
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<tr>
<td>Urology</td>
<td>William See, MD</td>
<td>805-0787</td>
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<td>Biotechnology &amp; Bioengineering Ctr</td>
<td>Andrew Greene, PhD</td>
<td>955-8671</td>
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<td>Cancer Center</td>
<td>Ming You, MD, PhD</td>
<td>955-2565</td>
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<tr>
<td>Center for Imaging Research</td>
<td>Shi-Jiang Li, PhD</td>
<td>955-4029</td>
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<tr>
<td>Center for Infectious Disease Research</td>
<td>Jenifer Coburn, PhD</td>
<td>955-4116</td>
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<tr>
<td>CVRC</td>
<td>Ivor Benjamin, MD</td>
<td>955-6716</td>
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<tr>
<td>Digestive Disease Center</td>
<td>Reza Shaker, MD</td>
<td>955-6840</td>
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<tr>
<td>Human and Molecular Genetics</td>
<td>Allen W. Cowley, Jr, PhD (Interim)</td>
<td>955-8277</td>
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<td>Neuroscience Research Center</td>
<td>Cecilia Hillard, PhD</td>
<td>955-8493</td>
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<td>CTSI</td>
<td>Reza Shaker, MD</td>
<td>955-6840</td>
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<tr>
<td>Institute for Health and Society</td>
<td>John Meurer, MD</td>
<td>955-8029</td>
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**Student Government**

**The Role of Student Government**

1. Facilitates constructive, effective and consistent communication among the student body, faculty and administration.
2. Maintains effective communication among students.
3. Ensures that student concerns remain visible to faculty and administration, and that students are represented in decision-making processes.
4. Focuses diffuse student ideas, concerns, and issues into coherent, well-considered plans of action.
5. Facilitates student development as adults and medical professionals;
   a. Teaches students about process and consensus-building as constructive means of accomplishing goals.
   b. Empowers students to positively influence their academic environment.
6. Works to improve student quality of life by implementing useful programs and support services.

**Specifics of Student Assembly Affiliation**

1. Administration: The Student Assembly shall primarily work with the Office of Student Affairs. The Associate Dean of Student Affairs shall be the primary liaison between the administration and the Student Assembly, as well as a non-voting member of the Student Assembly. The Coordinator of Student Support Services is a non-voting advisor and staff member for the student representatives.

2. Faculty Council: In order to maintain a channel of communication between the Student Assembly and the Faculty Council, the President of the Student Assembly will make both written and oral reports to the Faculty Council as well as bring to the Student Assembly a summary of the Faculty Council's student-related agenda.

**Affiliated Members and Organizations**

1. Organization of Student Representatives (OSR): The Organization of Student Representatives shall have four (4) representatives, one from each of the M-2 to M-4 classes of the Milwaukee Campus and one from the RMC(s), serving as voting members on the Student Assembly. OSR representatives shall be elected according to guidelines previously set forth by the Student Assembly. The election will take place in the spring of the academic term. OSR representatives shall answer directly to Student Assembly, the Coordinator for Student Support Services and the Associate Dean for Student Affairs.

2. Student Representatives to Faculty Assembly Standing Committees: The medical student body shall elect medical students per class to the following Faculty Council standing committees: Curriculum and Evaluation; Academic Standing; Research Affairs; Admissions; and Library. In addition to their duties on the above-mentioned standing committees, the twenty-four (24) MCW-Milwaukee student representatives, along with the President and Vice-President of the Student Assembly, also will serve as members of the Student-Faculty Liaison Committee. This standing committee of the Faculty Council will be chaired by the President of the Student Assembly. The Vice-President of the Student Assembly will oversee and coordinate the daily activities of this standing committee. The Student-Faculty Liaison
Committee shall meet throughout the academic year to discuss the activities of the various standing committees of the Faculty Council. This committee will be responsible for presenting pertinent information to the Student Assembly and to the student body at-large through class meetings.

The student representatives to the Faculty Council Standing Committees will have one vote per class for a total of four (4) votes at the Faculty Council Standing Committee meetings.

3. Council of Presidents Representatives: The Council of Presidents (COPs), which is a council of the presidents of all the recognized student organizations and interest groups at the Milwaukee Campus and the RMC(s), will elect four (4) individuals from among its own members to act as representatives to the SA. These representatives will represent the student organizations as a whole without preference or prejudice. This affiliation is intended to improve communication between the Assembly and the student organizations. Each COP Representative to Student Assembly will have one vote for a total of four (4) votes at Student Assembly meetings.

Rights and Responsibilities of the Student Assembly

The Student Assembly shall:

1. Represent the student body of the Medical College of Wisconsin in good faith by soliciting and sharing information from a diverse and representative cross-section of the student body.
2. Fairly administer and distribute all funds currently designated as Student Activity Fees.
3. Maintain a constructive and professional relationship with students, faculty and administration at the Medical College of Wisconsin.
4. Work to improve the quality of student experiences at the Medical College of Wisconsin.
5. Create its own constitution, bylaws, subcommittees and agenda consistent with the overall mission of the Medical College of Wisconsin.

Medical College Committees

Executive Committee of the Faculty

Responsibilities: Recommends to the Board of Directors through the Dean all policies regarding students, faculty and the academic programs of the Medical College in all of the facilities in which these programs are situated.

Faculty Council

Responsibilities: To approve and to transmit to the Dean recommendations concerning academic policy and faculty welfare received from the standing committees and from duly constituted ad hoc committees of the Faculty Council. Recommendations from the standing committees of the Faculty Council first shall be presented to the full Faculty Council for decision. Committee recommendations not approved will be returned to the committee concerned for further consideration.

- To direct standing committees to study matters of academic policy or faculty welfare.
- To request the formation of ad hoc committees to study specific areas of interest or concern within the scope of the responsibilities of the Faculty Council.
- To elect such officers of the Faculty Council and such members of committees as are hereinafter specified.
The Standing Committees of the Faculty Council

1. **The Academic Standing Committee** shall be responsible for developing policies regarding academic standing of students. The committee shall exercise by delegation the Faculty Council's functions with regard to 1) the promotion, suspension and discharge of individual students for academic reasons and 2) the determination of whether a student has satisfied the requirements for the intended degree program. The committee shall undertake such functions as are delegated to it by the Faculty Council, the Executive Committee of the Faculty or the Dean which are within their respective jurisdictions to delegate.

Five Medical students, one student from each class on the Milwaukee campus and one student from the RMC, may attend and participate in policy meetings. Student representatives do not participate in hearings of individual student cases. Student representatives are to be selected by their respective classes.

2. **The Admissions Committee** shall be responsible for recommending policies concerning the admission of students and shall undertake such functions as are delegated by the Faculty Council, the Executive Committee of the Faculty or the Dean which are within their respective jurisdictions to delegate.

Five Medical students, one student from each class on the Milwaukee campus and one student from the RMC, may attend and participate in all committee deliberations, except those concerning status of individual applicants. Student interviewers may attend and participate in discussions concerning applicants they have interviewed. Student representatives are to be selected by their respective classes.

3. **The Curriculum and Evaluation Committee** shall be responsible for recommending all policies concerning the curriculum, i.e., all teaching and learning programs and the evaluation thereof. All changes of existing curricular policies and programs, or new curricular policies and programs, must be evaluated by this committee. The committee's recommendations will be presented to the Faculty Council pursuant to the Rules of the Faculty Council.

Five Medical students, one student from each class on the Milwaukee campus and one student from the RMC and one graduate student may attend and participate in all committee deliberations. Medical students are to be selected by their respective classes; the graduate student will be selected by the graduate student body.

4. **The Research Affairs Committee** shall be responsible for recommending policies concerning institutional research evaluation and support of students of the Medical College for summer traineeships and shall undertake such functions as are delegated by the Faculty Council, the Executive Committee of the Faculty, or the Dean which are within their respective jurisdictions to delegate.

One student from each class of the Milwaukee campus may attend and participate in all committee deliberations, except those concerning individual faculty members. Student representatives are to be selected by their respective classes.

5. **The Library Committee** shall be responsible for advising on policies concerning the library and shall undertake such functions as are delegated to it by the Faculty Council, the Executive Committee of the Faculty or the Dean which are within their respective jurisdictions to delegate.
Five Medical students, one student from each class on the Milwaukee campus and one student from the RMC and two graduate students may attend and participate in all committee deliberations. Medical student representatives are to be selected by their respective classes; the RMC student is selected by the campus Dean from nominations and the graduate students will be selected by the graduate student body.

6. The Faculty Information Technology Committee provides central leadership and a forum for discussion of global IT issues and IT planning so that all MCW IT constituencies can participate and/or be informed in this process. In particular, educational, research, clinical research, training, and administrative information technologies all need to be considered. When the committee deems it appropriate, the recommendation(s) will contain an analysis of the implications to assist the Faculty Council, the Executive Committee of the Faculty and the Deans in their deliberations.

The committee will also undertake additional functions as delegated by the Faculty Council, the Executive Committee of the Faculty, or the Deans, which are within their respective jurisdictions to delegate.

The Chair of the Student Assembly Technology Committee is the only medical student representative to this committee.

Administrative Committees

1. The Commencement Honors Committee meets once during the academic year to select the Honorary Degree Candidates and Distinguished Service Award Recipients.

One senior medical student is selected by the President of the Student Assembly in consultation with the Associate Dean for Student Affairs to participate on this committee. The student selected to serve on this committee also serves on the Commencement Working Committee to offer student input on Commencement Weekend.

2. The Food Service Committee meets every other month to review procedures and policies relating to operation of the MCW-Milwaukee cafeteria.

One freshman and sophomore medical student from the Milwaukee campus and one graduate student are selected by their respective classes to participate on this committee.

3. The Bookstore Committee meets whenever there is a problem or suggestion for change in policy or procedures.

One freshman and sophomore medical student of the Milwaukee Campus and one graduate student are selected by their respective classes to participate on this committee.
**MSA Program Committees**

**Advisory Committee**

- Evaluate the program, make recommendations as to policy changes and program improvement
- Ensure accreditation compliance
- Review educational goals and objectives, course content and sequencing, and instructional methods
- Plan for adequate learning resources (library, audio-visual materials, and clinical areas) necessary to achieve instructional goals
- Establish and review student clinical performance criteria

**Admissions Committee**

- Interview, review, select applicants for Program matriculation
- Promote the mission and vision of MCW through interview processes
- The Committee chair reports the proceedings of the Committee to the Dean and Faculty Council on a routine basis

**Curriculum Committee**

- Formulate educational goals consistent with Program requirements
- Implement procedures to evaluate Program educational goals
- Use evaluation results to improve educational programs

**Academic Standing Committee**

- Operate under the guidance and direction of MCW's Academic Standing Committee
- Follow MCW Academic Standing Committee procedures
- Provide input to MCW's Academic Standing Committee for all decisions with regard to 1) the promotion, suspension and discharge of individual students for academic reasons and 2) the determination of whether a student has satisfied the requirements for the MSA degree program.
Curriculum
Requirements for the MSA Degree

The following are the requirements for the MSA degree from the Medical College of Wisconsin.

1. Successfully complete all required coursework and clinical rotations.
2. Successfully pass a comprehensive anesthesia simulation exam prior to advancing to the clinical phase of the program (Semester 4 and 5).
3. Demonstrate competence in patient care and anesthetic management as defined by the Master of Science in Anesthesia Global Competencies (adopted from the NCCAA).
4. Demonstrate integrity in personal conduct, respect for the rights of others and evidence of ethical conduct and mature judgment throughout the course of study.
5. Complete the pathway requirement in Quality Improvement.
6. Meet the “Technical Standards for Admission and Graduation.” (See Admissions section for policy.
7. Attend the commencement exercises.

Course List
Semester 1
ANE 501 Foundations in Clinical Science
ANE 502 Foundations of Clinical Practice
ANE 503 Foundations in Anesthesia
ANE 511 Physics for Anesthesia
ANE 521 Patient Assessment I: Approach to the Health Patient
ANE 531 Planning and Preparation I: Approach to the Healthy Patient
ANE 541 Implementation and Management I: General Anesthesia and Sedation
ANE 551 Anesthesia Simulation I: The General Anesthetic and MAC
ANE 561 Professionalism I: Introduction to Professional Behavior, Medical Ethics, and Value-based Care

Semester 2
ANE 522 Patient Assessment II: Approach to the Patient with Comorbidities
ANE 532 Planning and Preparation II: Approach to the Patient with Comorbidities
ANE 542 Implementation and Management II: Care for the Complex Patient undergoing Surgical Care
ANE 552 Anesthesia Simulation II: Managing the Patient with Comorbidities
ANE 562 Professionalism II: Organizations and Evidence-Based Practice
ANE 571 Clinical Anesthesia I

Semester 3
ANE 581 Subspecialty Practice: Introduction to Patient Assessment and Planning for Special Populations
ANE 583 Advanced Studies in Critical Care
ANE 582 Advanced Studies in Regional Anesthesia
Technical Standards for Admission and Graduation

The MSA degree is a broad, undifferentiated degree attesting to general knowledge in all fields of perioperative medicine and the basic skills required for participation in the anesthesia care team. Technical standards – distinguished from academic standards for admission to the Medical College – consist of the minimum physical, cognitive and emotional requirements to provide reasonable assurance that candidates or students can complete the entire course of study and participate fully in all aspects of the program of study.

The Medical College has an ethical responsibility for the safety of patients with whom the candidates or students will come into contact, both before and after graduation. Therefore, patient safety is a major factor in establishing requirements for physical, cognitive and emotional capabilities of applicants for admission and graduation.

All students of the MSA program must possess those intellectual, ethical, physical and emotional capabilities necessary to undertake the full curriculum and to achieve levels of competence required by the faculty. An avowed intention to practice only a narrow part of clinical medicine does not alter the requirement that all students take the full curriculum.

Technical standards prescribed herein are a prerequisite for admission to and for graduation from the Medical College of Wisconsin. All candidates and graduates must meet all prescribed technical standards, with or without reasonable accommodations.

Physical Requirements

After reasonable training and experience, the candidate must be capable of performing a complete physical examination, including observation, palpation and percussion and auscultation. The candidate must be capable of using instruments, such as, but not limited to, a stethoscope, a laryngoscope and a sphygmomanometer. The candidate must be capable of performing clinical procedures such as, but not limited to, the following: Intubation, drawing blood from veins and arteries and placing arterial lines, peripheral and central intravenous catheters. Basic cardiopulmonary life support, spinal puncture, epidural catheter insertion and other regional nerve
blocks. The candidate must be capable of performing basic laboratory tests, using a calculator and a computer, reading an EKG, and interpreting some common imaging tests. The candidate must be able to move in the clinical setting so as to act quickly in emergencies.

**Communication**

A candidate must be able to communicate in English, to receive communication from, and to observe patients in order to elicit information, describe changes in mood, activity and posture, and perceive nonverbal affective and gestural communication. These communication skills also must enable the candidate to obtain a medical history in a timely fashion from a wide variety of patients and to communicate effectively, efficiently and sensitively with all members of the health care team, other professionals, patients and their families. Communication includes speech and writing. Also, the candidate must be able to comprehend written material sufficiently well to understand accurately common medical records, laboratory reports and pharmacological prescriptions.

**Intellectual-Conceptual, Integrative and Qualitative Abilities**

A candidate must have sufficient cognitive (mental) capacities to assimilate the technically detailed and complex information presented in formal lectures, small group discussions, and individual teaching settings and in clinical settings. A candidate must be able to measure, calculate, reason, analyze and synthesize information across modalities, appreciate three-dimensional spatial relationships among structures and logical sequential relationships among events, and form and test hypotheses in order to enable effective and timely problem-solving in diagnosis and treatment of patients.

**Behavioral and Social Attributes**

A candidate must possess the emotional health, maturity and self-discipline required for full use of one’s intellectual and judgmental ability and for successful participation in and completion of the program. Certain characteristics are especially important in the clinical years. These include attendance, integrity, honesty, conscientiousness in work, good knowledge of patients and teamwork. The candidate or student must accept responsibility for learning, exercise good judgment and promptly complete all responsibilities necessary for sensitive and effective relationships with patients and others. The candidate must be able to tolerate physically taxing workloads, to function effectively under stress, to adapt to changing environments and to display flexibility.

**Safety**

The Medical College of Wisconsin has a responsibility to consider the safety and welfare of patients and others. Should a candidate or student have a condition that would place patients or others at significant risk, that condition may be the basis for denial of admission or expulsion from school.

**Evaluation**

The Medical College of Wisconsin may require that a candidate or student undergo an occupational skills evaluation at the school’s expense for the purpose of determining whether the applicant or student meets the aforementioned technical standards.

The Medical College of Wisconsin does not discriminate against otherwise qualified individuals who apply for admission to the M.S.A. degree program or who are enrolled as students. The designated disabilities coordinator, with regard to applicants with disabilities, is the Director of Admissions. The designated disabilities coordinator for enrolled students with disabilities is the Associate Dean of Student Affairs.
Master of Science in Anesthesia Global Competencies and Terminal Objectives

At the end of their curriculum, must be able to demonstrate the following competencies (adapted from the NCCAA):

**Competency Category 1: Foundational Knowledge**

1. Foundational Cardiovascular Physiology for Anesthesia Practice
2. Foundational Pulmonary Physiology for Anesthesia Practice
3. Foundational Renal Physiology for Anesthesia Practice
4. Foundational Nervous System Physiology for Anesthesia Practice
5. General Physiology and Pharmacology for Anesthesia Practice
6. Foundational Physics for Anesthesia Practice
7. Foundational Knowledge of Equipment and Technology for the Anesthetic Practice

**Competency Category 2: Team-based Direct Patient Care**

**Subcategory A: Patient Assessment**

1. Obtain and review current and previous medical/anesthetic records to determine problems and solutions as well as potential risks so that known complications that may result in patient morbidity or mortality are avoided.
2. Interview patients and/or families, gather pertinent patient history, and confer with OR team and other healthcare colleagues to formulate the care plan.
3. Identify and assess implications of patient’s current medications and other treatments or therapies (for example, supplements, CPAP/BiPap) to provide optimal patient care.
4. Perform an anesthesia focused physical examination in order to identify any potential concerns that may require additional work up, consultation, or evaluation.
5. Obtain and analyze pre-operative test results for the purpose of identifying anesthetic considerations that require treatment, intervention or additional consultation.
6. Determine patient’s NPO status with respect to the ASA NPO guidelines/institutional NPO guidelines in order to foster patient safety.

**Subcategory B: Planning and Preparation**

7. Contribute to the development of the anesthetic care plan, in collaboration with the ACT, by incorporating results from the patient assessment, which addresses the specific requirements of the procedure.
8. Review and discuss anesthetic choices, including the explanation of risks and benefits to obtain/verify informed patient consent.
9. Ensure the availability of personnel and resources (for example, intraoperative monitoring, equipment, blood products, and medications) required for patient management.
10. Establish communication with the perioperative team to discuss pertinent information (for example, patient care hand-off, lab results, surgical plans, anesthetic concerns) to maximize patient safety.
12. Plan for immediate post-operative needs for the patient (for example, post-op mechanical ventilation, direct admission to an ICU) to ensure a smooth and safe transfer of patient care between providers.
Subcategory C: Implementation and Management

14. Ensure optimal patient positioning with respect to the surgical procedure to prevent injury.
15. Anticipate and manage common and critical events with consideration of co-existing diseases, to optimize patient outcomes and prevent patient injury.
16. Communicate concerns to the attending anesthesiologist and to members of the perioperative team, to ensure continuous safe and effective patient care.
17. Implement and interpret the results of, continuous physiologic monitoring, to evaluate and respond to changes in the patient’s physiologic parameters through use of medical equipment and pharmaceuticals.
18. Perform proper transfer of care with effective hand-off to other healthcare providers, by exchanging all relevant information, in order to ensure safe post-anesthesia care.

Competency Category 3: Clinical Practice Management and Development

1. Advocate for the practices and principles of the anesthesiologist-directed Anesthesia Care Team to deliver safe and quality anesthetic care.
2. Participate in quality improvement/assurance activities to enhance safety and effectiveness of patient care.
3. Integrate evidence-based practice from validated contemporary research and clinical case reviews.
4. Promote adherence to regulations, standards of care, and evidence-based practice recommendations.
5. Practice cost effective healthcare that optimizes resource allocation and quality of care.
6. Practice truthfulness and transparency as they relate to patients, families, healthcare professionals and the public.

Competency Category 4: Professionalism

1. Establish a true and transparent relationship of care with patients and families by describing the role of the AAs on the healthcare team.
2. Demonstrate sensitivity, empathy, accountability, and respect to diverse patient populations.
3. Accept and adhere to professional codes of ethics.
4. Participate in professional development activities (for example, continuing medical education, conferences and workshops).
5. Maintain active membership in AAAA and other anesthesia-related professional organizations.
6. Apply for NCCAA certification.
7. Contribute to the anesthesia body of knowledge (for example, participate in peer review process, research, publish scholarly literature, deliver presentations) to advance the delivery of quality care and improve patient safety.
8. Provide education, mentoring and support to AA students and other healthcare providers.
9. Identify prospective AA leaders and mentor toward teaching and administrative roles in order to foster the development and promotion of the AA profession.
10. Advocate for the role and contribution of AAs to the public, healthcare providers, health systems, and policy makers.
11. Maintain personal wellness (for example, stress management, work/life balance) in order to provide the safest possible patient care.
Demonstration of these competencies is a requirement for Master of Science in Anesthesia degree completion and graduation. If a student cannot successfully demonstrate these competencies, the student’s program may be extended or otherwise altered to ensure successful performance as an anesthesiologist assistant. Changes to the course of study are at the discretion of Program Director and the Academic Standing Committee and may include course repeat, remedial course requirements, and additional clinical rotation requirements.

**Student Course Evaluations**

Evaluation is a critical part of your education at the Medical College of Wisconsin. While a student here, you will be asked to evaluate each of your courses and clinical clerkships. Your input on the strengths and weaknesses of each course informs instructional decision making that will, in tum, facilitate student learning in the future.

Evaluation data is processed and compiled in the Division of Educational Services. A cumulative report of the data, including all narrative comments, is sent to the Course Director and to the MSA Curriculum Committee, which is responsible for curriculum oversight.

You can be most helpful in this process by both recognizing effective teaching and giving clear, specific feedback when your learning needs and course objectives are not met. Concrete suggestions for improvement and thoughtful reflections about approaches to the course as a whole can help course directors think about and reflect on changes to implement in future courses. For example, “The unit on such and such was difficult to follow because the presentation didn’t follow a logical sequence,” tells the professor that perhaps outlining the process up front and then going back and presenting it from beginning to end, referring to the outline and following a sequence, would make it easier for students to follow. In contrast, a comment like, “The course was lousy,” offers no insight into what a professor might do differently to be more effective the next time he/she presents the course.

Your participation in the evaluation process actually gives you experience in a skill that will be valuable to you throughout your career as an anesthesiologist assistant. Once in practice, you will be constantly involved in evaluation from both sides of the process with patients, colleagues and various licensing bodies. It is important, then, to develop an open and positive attitude as well as experience and proficiency in giving, accepting, and learning from evaluative feedback.

Course evaluation allows you and the faculty to collaborate in the mutual process of your education. Faculty and Course Directors seek information from you because they value your input. Your evaluations are taken seriously, and you are a partner in the process of continually improving medical education and this is your legacy to those who follow in your footsteps.

**Academic Policy**

**Rules for Administration of Examinations at MCW**

1. Students should not carry unauthorized personal items and/or devices into the testing room. These items include but are not limited to the following:
   a. Cell phones
   b. Watches with alarms, computer or memory/recording capability
   c. Paging devices
   d. Recording/filming devices
   e. Reference materials (books, notes, papers)
   f. Backpacks, briefcases or luggage
   g. Beverages or food of any type (except under medical reasons. See below)
h. Coats, outer jackets, hooded clothing that can be converted to headwear or ones with a built-in head cover, scarves
i. Headwear
j. Electronic devices (iPads, computers) are restricted to those required to take examination in ExamSoft.
k. Calculators can only be brought to examination if specifically permitted by course director; students would be notified prior to examination whether calculators would be permitted.

2. Students may take electronic exams on their working laptops compatible with the ExamSoft platform. In these instances, students are required to download the exam file for each exam in advance of the exam report time. Students are required to bring their student ID, laptop, power cord, privacy screen and ear buds/headphones when required with them to the exam. All personal items, other than those previously identified, should be stowed in student lockers in accordance with the Exam Policy. Students are encouraged to store their privacy screen in their student locker when it is not in use. In the event that technical assistance is needed for student owned laptops as part of an exam session, an MCV ID badge must be provided at the time of assistance. For an emergency situation, loaner laptops, privacy screens and technology assistance can be obtained from the Exam Technology team at the entrance to the exam room. Written acknowledgement of assistance from the Exam Technology team will be sent for all students needing assistance. Repeated requests for loaner laptops or privacy screens or failure to download exams before arriving to the exam session or to resolve computer compatibility or functional issues will result in the loss of 50% of the value of the exam. The third incidence will result in issuance of an “orange card” and meeting with the Associate Dean of Student Affairs.

3. Students will be provided with blank paper AFTER either students log in to ExamSoft or the examination begins. Notes or calculations may be written on both sides of the paper during the examination. The paper will be collected at the end of examination session by proctors.

4. Students will be permitted to leave the examination to use the restroom one-at-a-time, one per gender. A student requiring a restroom break should inform the proctor and provide the proctor with a student or government ID card. Any notes taken on paper during the test as well as paper examinations must also be left with the proctor. These items may be collected from the proctor when the student returns to the room. The timer for the exam will continue during restroom breaks. In other words, students taking a break will not be allotted additional time to complete their exams. Proctors will determine whether the time that a student is absent from the room during examinations is reasonable. The proctor may keep a sign-in/sign-out sheet to track the duration of student absences. These breaks are solely for the purpose of using the restroom, thus students should not visit other areas and should not communicate with others while on break.

5. Any student exhibiting unusual behaviors during exams will be required to meet with the Associate Dean for Student Affairs.

6. In the event a student may require food or beverage during an examination period due to medical necessity, these items should be left with the proctor at the beginning of the examination. A student may be asked to leave the room to consume food or beverage if required as such activity may be disruptive for other students. The exam time allotted will not be extended in these cases. Academic Affairs should be notified by students of this requirement in writing at the beginning of the year for known medical issues, but should be communicated before starting a new course or at least one week prior to examinations, if applicable, with new medical conditions. A letter from a licensed medical provider may be requested to support this exception to standard examination rules. In the case of recurring need to have food/beverage available due to medical necessity, the request will only need to be made once sometime before the first examination and approval will carry over to
Subsequent examinations during the academic year. Subsequent requests will need to be made at the beginning of a new academic year.

7. If a student arrives late for an examination, the student will be asked to quietly take a seat in a designated area of the room so as not to disturb others taking the examination. The student on arrival should check in with the exam proctor. Students arriving late for an examination will be expected to complete the exam in the time remaining for the originally scheduled testing period.

Policy for Students Arriving Late to Take an Examination

1. The course/unit director or their representatives will clearly communicate the starting time for each exam and the expected arrival time for students. Students should arrive prior to the expected arrival time to assure “on-time” arrival on examination days.

2. Students arriving late to take an examination may not be admitted. The course/unit director or the chief proctor has authority to decide how to manage a student arriving late for an exam. In accommodating the late student, every effort will be made to minimize the disruption to other students taking the exam.

3. Students are expected to complete the exam in the time allotted for the testing session, unless reasonable accommodations have been granted by the Office of Student Affairs.

4. Arriving late for exams is an issue of professionalism. The opportunity to take a make-up exam is at the discretion of the Program administration.

5. Cases of unprofessionalism or recurrent tardiness to examinations are referred to the Program’s Academic Standing Committee, for recommendation to the Associate Dean of Student Affairs.

Additional Rules for the Administration for Computerized Examinations

Students are responsible for understanding the mechanics of examination navigation and submission.

For certain exams, students are responsible for bringing well-maintained personal laptop, power cord, log-on and password information to the examination, when required by the MSA Program. Students who fail to bring this equipment may be penalized at the discretion of the chief proctor.

All students, by taking the examination, acknowledge and consent to the following, which will appear on the computer screen at the beginning of each examination administration:

All of the test items used are owned by the department administering the examination. Any reproduction of the materials or any part of them through means including, but not limited to, photocopy, dictation, photography or reconstruction through memorization and/or dissemination (oral or written) in any form to any individual and/or party, is prohibited and constitutes a violation of the MCW Student Professional Misconduct Policy.

Premature closure of the examination window will not merit additional examination time, except at the discretion of the proctor.

Exam software records date and time stamp records of all student activity within the exam software including, but not limited to, start time, answers selected, questions skipped and exam submission and may be used to address appeals.

At the discretion of the proctor, the format of the examination (computer v. non-computer) may be
changed or the examination may be rescheduled even when an examination is in progress.

The exam proctor is the official time keeper. Exam software displays the amount of time remaining for examination which may be inaccurate for late arriving students. At the end of the examination allotted time, students must immediately submit their answers. At the discretion of the course/unit director, the percentage and/or raw score(s) may be displayed upon submission of exam.

Technology support resources are provided adjacent to the examination room before, during and after the exam.

**Student Exam Review & Appeals Process for Exams**

1. Course/unit directors or their representatives will clearly communicate exam review procedures to students.
2. For courses in which the exams are returned directly to students, the returned exam will serve as the vehicle for student learning.
3. For Courses/units in which exams are not returned to the students the following will serve as the mechanism for students to learn from the testing process.
   a. Course/unit examination items are confidential documents not to be released or shared in any forum outside of the testing/review setting.
   b. Shortly after electronic exams, students will receive an initial score and the number for those questions incorrectly answered.
4. Students will have 24 hours after the scheduled exam review to professionally express concerns based on sources defined by the course/unit directors.
   a. The course/unit directors will clearly define whether students will submit appeals to a D2L appeals forum or directly to the Course/Unit Directors.
   b. The decision to drop a question or accept more than one answer as correct on an exam rests with the course/unit director. This decision may be based on consultation with faculty and/or psychometric data for the overall exam and individual questions.
   c. Course/Unit directors will provide students with an explanation for decisions on appeals.

**Rules for the Administration of Lab Practical Examinations**

At the beginning of the course, students may be assigned to a group before testing. Throughout the course of the semester, group assignments to testing sessions may be rotated. For timed examinations, students may not begin the examination until instructed by the proctor. For a non-computerized laboratory practical examination, if the examination is timed, students must remain at a given station during the allotted time (i.e., students will not be allowed to return or advance to a given question during or after the examination unless permitted by the proctor). At the end of an examination, students must immediately turn in their answer sheets to a proctor.

**Academic Standards of Progress and Grading for Students for Enrolled In the Master of Science in Anesthesia Program**

**Introduction**

This policy has been developed to ensure that students pursuing the MSA degree maintain an acceptable rate of academic progress toward the completion of that degree and meet the expected academic standards of the Medical College of Wisconsin. This policy will also ensure that the student financial aid program meets or exceeds requirements set forth by federal regulations.
governing academic standards for financial aid eligibility.

Scope
This policy applies to all students enrolled in the MSA program.

General Requirements
Definitions:

Grading System
The Medical College of Wisconsin MSA Program employs a GPA-based grading scale. A grade of Incomplete can be used only when a student has not been able to complete course requirements for some acute and unexpected circumstances beyond the student's control.

Grading Scale:
- A: All Course Competencies Passed and a Collective Average of 85% or Better (4.0)
- A-: All Course Competencies Passed and a Collective Average of 80% or Better (3.7)
- B+: All Course Competencies Passed and a Collective Average of 75% or Better (3.5)
- B: All Course Competencies Passed at Grades of 70% or Better (3.0)
- C: (*) Course Competencies Passed at Grades of 70% or Better (2.0)
  - Requires Remediation in Failed Competency(s) to Continue
- F: Less Than (*) Competencies Passed at Grades of 70% or better
  - See Academic Probation and Academic Dismissal

(*) - Number of competencies not passed and designated for receiving a grade of C or F are variable by course.

Fully Satisfactory Performance
Fully satisfactory performance means that the student earns a minimum grade of B (3.0) in every course.

Full-time student status
All students in the MSA program must enroll officially through the Registrar’s Office. Enrollment must be for full-time study; no part-time or “lightened course load” is allowed in the program.

Transfer and Experiential Credit
The Master of Science in Anesthesia program presents a rigorous and fast-paced curriculum. Therefore, credit for previous coursework or experiential learning will not be offered.

Academic year
Academic year refers to a period of time during which most students complete a standard course of study, such as the freshman year, sophomore year, etc. The duration and term of an academic year varies with the year of study. For MSA students, the first academic year is normally divided into two semesters: August through December, and January through June. Subsequent years are divided into two semesters: July through December, and January through June.

Time Limits
Students are expected to complete the requirements for their degree within the following time limits:
Requirements for Satisfactory Academic Progress

Course Progression
The Master of Science in Anesthesia curriculum has been thoughtfully designed to integrate learning across the curriculum and throughout the student’s progression through the program. Therefore, all coursework must be taken in the described sequence. Students will not be permitted to register for subsequent coursework until all courses from the previous terms are completed with at least the minimum passing grade earned. Students may not register for less than the full course in any semester load as described in course list.

Course Retake, Repeat, and Remediation
In the event a student does not earn at least a grade of “B” on initial offering, but scores a “C” or “C+”, the student will be offered a competency specific remediation assignment at the discretion of the instructor for the competency(s) that received a grade of less than %70. Upon passing the remediation exam, the student’s transcript will reflect a grade of “B” and will be noted as a “Low Pass”. Upon failing a remediation exam, the original course grade will remain and the course must be repeated, if eligible (see Academic Dismissal). Course remediation will not be offered to any student earning a grade below “C”, in which case, the course must be repeated, if eligible (see Academic Probation and Academic Dismissal).

A student who fails to complete all coursework in the first year (Semester 1 and 2), either through initial offering or a remediation assignment, will be required to repeat the entire first year coursework. All didactic and clinical coursework in Semester 1, 2, and 3 must be completed prior to advancing to the clinical phase of the program (semester 4 and 5). Failure to complete all coursework prior to the clinical phase will require extension of the program. A student who fails to complete all coursework in semester 3, either through initial offering or remediation, will be required to complete a comprehensive remedial course prior to progressing to the clinical phase of training. There are no remedial courses offered for clinical phase coursework.

All clinical courses must be completed prior to graduation. Each clinical course is comprised of multiple clinical rotations of varying length (two weeks to four months). A student who fails to successfully complete a clinical rotation, regardless of length, will be required to complete an additional one-month clinical rotation, resulting in extension of the program. The additional rotation will occur immediately following the unsuccessful rotation and may occur at any previously scheduled location or any alternate location at the discretion of the program director. If all clinical rotations, including any additional clinical rotation, are not completed by the end of the term, the student will receive a course grade of “I” until all requirements are complete. Upon successful completion of any clinical course where an additional rotation was assigned, the course grade will be “B” and will be noted as a “Low Pass”. If a student fails to successfully complete two assigned clinical rotations or any additional rotations, the student will receive a course grade of “F” and may be placed on academic probation or considered for dismissal. Requirements for successful completion of a clinical course are described in the course syllabus.
Academic Probation

Students pursuing the M.S.A. degree at the Medical College of Wisconsin are expected to demonstrate an acceptable rate of academic progress toward earning their degree by maintaining enrollment as a full-time student and by achieving an expected level of academic performance. Students who do not maintain adequate academic progress may be placed on academic probation. Exceptional circumstances will be considered by the Academic Standing Committee. Students may be placed on academic probation due to the following circumstances:

- any grade of “C” or below or Low Pass in an academic year
- failure to maintain full-time status by failing to complete three courses in any academic year
- other patterns of academic difficulty deemed to be of significant concern by the Academic Standing Committee

Once placed on academic probation, a student will remain on probation for the remainder of the program. Students will be notified in writing when placed on or removed from probationary status. Academic probation will not be recorded on the student's transcript.

Academic Dismissal

Students who are on academic probation must maintain acceptable academic progress in all subsequent coursework. If a student who is currently on academic probation or who has previously been on academic probation meets any of the following conditions, he or she will be considered for dismissal. Those conditions include:

- a grade of C or below in any repeated course
- a grade of C or below in any course in a repeated semester
- a grade of C or below in a repeated course
- a grade of C or Low Pass in a clinical course, while on Academic Probation
- any grade of F in a clinical course
- failure to successfully complete two assigned clinical rotations or any additional rotation

Financial Aid Eligibility

Students must maintain acceptable academic progress to be eligible for Title IV financial aid programs, as set forth by federal regulations. Students who fail to maintain acceptable academic progress will lose financial aid eligibility.

Students on academic probation may receive financial aid for one academic year. At the conclusion of that academic year, the student must have achieved compliance with expected academic standards or will lose financial aid eligibility.

Time Required to Complete Degree

Students must successfully complete the curriculum of any given academic year in no more than two calendar years. Students must complete all requirements for the M.S.A. degree in no more than 40 months.

Leaves-of-Absence

Students may request a leave of absence for a number of reasons. All requests for leaves of absence must be approved by the Associate Dean for Student Affairs or her/his designee (see Leave of Absence policy). Students may take a leave of absence to pursue additional work (such as research or work toward an advanced degree) if they are in good academic
standing. Such leaves of absence do not count against the time for degree completion. Students may take a personal leave of absence in accordance with the Leave of Absence policy. Students will be granted no more than twelve months of leave (including leaves mandated by the Academic Standing Committee, or school policy as a result of academic difficulty) from scheduled academic time during the entire duration of their enrollment at the Medical College. Students who take more than twelve months of leave will no longer be considered to be making satisfactory academic progress.

Satisfactory Academic Progress

Students who fail to maintain the expected and acceptable rate of academic progress for any reason, whether because they encounter academic difficulties while on academic probation, or because of excessive leaves of absence, or because they fail to complete degree requirements within the requisite time limits, will be considered for dismissal from the Medical College of Wisconsin.

Guidelines of the MSA Academic Standing Committee: Medical College of Wisconsin Evaluation and Promotion System

The Academic Standing Committee has attempted to formulate clear guidelines in regard to academic status and advancement. These guidelines are intended to present to all faculty and students, the alternatives facing the academically deficient student. It should be re-emphasized that the departments set the standards and determine if and when the standards have been met by the students. The Academic Standing Committee will not recommend any alternative that requires less remediation than that required by the department. It may, however, require more. This should not be viewed by the faculty or the student as being punitive but as serving the interest of the students.

Procedures for the MSA Academic Standing Committee Regarding the Dismissal of Students

1. Whenever the Academic Standing Committee determines, on the basis of available information, that a student's performance might warrant dismissal from the Medical College, it should initiate a hearing by mailing (registered or certified mail, return receipt requested) or personally delivering a written notice* to a student which:
   a. Indicates that the possibility of dismissal is under consideration;
   b. Describes the basis upon which dismissal is under consideration;
   c. Notifies the student that a hearing is to be conducted by the Committee before final action is taken;
   d. Notifies the student of the date, time and place of the hearing;
   e. Encloses a copy of these procedures or notifies the student of the office where a copy may be obtained without charge;
   f. Notifies the student that these proceedings are informal hearings and legal counsel may accompany the student or be present at the hearing. The student may also request their faculty or academic advisor be present. The student should notify the Academic Standing Committee of this fact no less than three (3) business days prior to the hearing. The student may choose not to be present;
   g. Notifies the student that he/she may withdraw at any time prior to the beginning of the dismissal hearing. Once the hearing begins, withdrawal is no longer an option.
2. The Academic Standing Committee should conduct the hearing subject to the following:
   a. Hearings should be held not less than five but no more than 15 business days after the date
      the notice is sent to the student. No extensions will be granted.
   b. The file pertaining to the student's case should be made available to the student or the
      student's advisor in advance of the hearing;
   c. The student should be able to present any witnesses, data or evidence deemed
      appropriate by the Academic Standing Committee and should have the right to confront
      witnesses, if any. If the student wishes to present any information that is not contained in
      his or her permanent record, this information should be provided to the Committee two
      business days prior to the hearing. If the new data or evidence is not provided in
      advance, the Committee may choose not to consider it. The student should provide the
      Committee with a list of witnesses. This information should likewise be provided two
      business days in advance; if not, the Committee may choose not to hear those witnesses. The
      student and/or counsel, advocates and witnesses will have no more than 90 minutes
      to present evidence or testimony to the Committee;
   d. If the student does not appear without any satisfactory explanation for the absence
      having been made, or leaves the hearing before its conclusion, the hearing should
      proceed and a decision should be rendered based on the available evidence just as
      though the student had been present throughout the hearing;
   e. The Academic Standing Committee should maintain an orderly hearing and permit no
      person to be subjected to abusive treatment. The Committee should also be able to
      question witnesses. The Chair of the Committee is the presiding officer of the hearing and
      should rule on all questions of procedure or admissibility of evidence, and this ruling should
      be conclusive;
   f. The hearing is not public and should be closed to anyone other than members of the
      Academic Standing Committee, the student being reviewed, appropriate advisors for
      each, the person designated to record the hearing, and witnesses while they are
      presenting evidence. The student may have a total of two (2) advisers (faculty advisor and
      witnesses) present at any time. Additional witnesses, if any, will be called one at a time and
      shall leave the hearing and may not return after presenting testimony except upon request
      of the Committee
   g. The Academic Standing Committee should make a summary of the hearing. Tape
      recordings of the conduct of the hearing should be permitted and may be requested by
      the student;
   h. Following presentation of evidence, all other participants should be asked to withdraw
      and the Academic Standing Committee should privately consider the evidence and
      reach a decision. A majority vote of the Committee members present and voting should
      be required for a binding decision.

3. The Academic Standing Committee will make a decision, which will be effective immediately.
   a. Should the Committee find that dismissal of the student is warranted, the student should
      promptly be so notified.
   b. Should the Committee find that dismissal from the Medical College is warranted, the
      Committee should promptly prepare a written report, which should contain:
      i. A brief summary of the facts found;
      ii. A finding that the facts found demonstrated that the student failed to meet the
          academic and/or the professional standards of the Medical College;
      iii. A statement of the action that the Committee has decided to take and the effective
          date of the action.

4. A copy of the Academic Standing Committee report should be delivered to the student.
personally or by registered or certified mail.

5. The decision of the Academic Standing Committee will be treated as conclusive and binding unless appealed by the student.

*All correspondence with the Academic Standing Committee should be directed Committee Chairperson.

Procedures for Appeals of Dismissal

1. A student may appeal a decision of the Academic Standing Committee or an Ad Hoc Hearing Committee to dismiss him/her from the Medical College by giving notice, in writing, of his/her intention to do so, to the Senior Associate Dean for Academic Affairs within ten (10) days of the date on which the decision was mailed or delivered to the student. A student who does not give such notice within ten (10) days shall be deemed to have waived his or her right to appeal.

2. The Senior Associate Dean for Academic Affairs shall inform the Dean of the Medical College of the student’s appeal. The Dean shall appoint an Appeals Committee of three senior faculty members to consider the appeal and shall appoint the Appeals Committee Chair. At least one of these faculty members shall have previously served on the Academic Standing Committee. The Appeals Committee is advisory to the Dean; that is, the Appeals Committee will make a recommendation to the Dean. The Dean may accept or reject the recommendation of the Appeals Committee.

3. The Appeals Committee shall set a date for hearing the appeal which shall be not more than thirty (30) days after its creation, and shall give written notice of the date, time, and place of the hearing to the student by personal delivery or by certified or registered mail.

4. At least three days prior to the appeal hearing, a written report stating the decision of the Academic Standing Committee or an Ad Hoc Hearing Committee and the summary of the hearing conducted by that Committee, shall be delivered to the Appeals Committee Chair.

5. At least three days prior to the appeal hearing, the student, or his/her representative shall submit to the chairman of the Appeals Committee a written statement detailing the grounds on which the appeal is based.

6. The Chairman of the Appeals Committee shall distribute a copy of both these documents to members of the Appeals Committee at least two days prior to the appeal hearing.

7. The Appeals Committee shall conduct its review in the following manner:
   a. The Appeals Committee will confine its consideration to the written report submitted by the Academic Standing Committee and the written statement submitted by the student. No new information and no new witnesses or advocates will be considered. The student, his/her faculty advisor and/or legal counsel may appear and present a statement. A representative of the Academic Standing Committee or Ad Hoc Hearing Committee may appear and explain the context of the particular committee’s decision, make statements, ask questions and interact with all persons present at the hearing. Members of the Appeals Committee may question those present on pertinent matters, but these matters must relate to the grounds for the appeal or the basis for the particular committee’s findings.

1. The Appeals Committee must determine whether the substantial rights of the student have
been violated by virtue of the fact that:

a. The decision of the Academic Standing Committee is arbitrary and capricious; The decision reflects an unfair or incorrect application of college policies.

b. No irregularity in the procedure or deliberations of the Academic Standing Committee or Ad Hoc Hearing Committee shall be a ground for rejection of the Appeals Committee’s decision so long as it has conformed substantially to suggested guidelines, unless the substantial right of the student have been prejudiced by any such irregularity.

c. The Appeals Committee shall recommend to the Dean of the Medical College that the decision by the Academic Standing Committee or Ad Hoc Hearing Committee to dismiss the student be confirmed or reversed.

d. Hearings before the Appeals Committee are not public. Members of the Appeals Committee, the student, his or her faculty advisor or legal counsel, a representative of the Academic Standing Committee, or Ad Hoc Hearing Committee, legal counsel for the Medical College, and a person designated to record the hearing may be present. All hearings may be recorded.

e. Following the presentations and questioning, the Appeals Committee shall consider the matter privately. A majority vote of the three member committee will determine its recommendation. The legal counsel for the Medical College may remain for the deliberations of the Committee, if the Committee members so request.

f. The Appeals Committee will inform the Dean of the Medical College of its recommendation in writing and also in person, if the Dean so desires. In its written statement, the Appeals Committee shall state its recommendation and rationale.

8. The Dean of the Medical College shall consider the recommendation of the Appeals Committee and shall render his/her decision regarding the student appeal within seven (7) days. The Dean may investigate further, clarify issues and communicate with all persons involved in the case. The Dean may reconvene the Appeals Committee, if necessary. If the Dean requires additional time, he/she will notify the student when the final decision will be made. The Dean shall either:

a. Accept the decision of the Academic Standing Committee to dismiss the student;

b. Reverse the decision to dismiss the student. If the Dean reverses the decision, the case may be returned to the Academic Standing Committee for further consideration.

9. A written copy of the Dean’s decision shall be delivered with reasonable promptness to each of the following:

a. The Senior Associate Dean for Academic Affairs;

b. The student, in person or by certified mail, return receipt requested;

c. The Chair of the Academic Standing Committee or Ad Hoc Hearing Committee.

10. The decision by the Dean of the Medical College shall be final.
Uniform Professional Conduct Policy for Clinical Rotations

During Clinical Experiences, students will adhere to the following standards of professional conduct:

1. Professional Appearance
   a. Identification: While on clinical rotations, students at all times must wear a Medical College of Wisconsin Name Tag/ID Badge and appropriate identification as outlined by the facility at which they are rotating.
   b. Clothing and Accessories: Clothing, including white coats, must be clean and professional-looking. Any clothing or personal accessories (e.g., jewelry, tattoos, or piercings) that interfere with the provision of patient care is not acceptable. This includes clothing or personal accessories that limit a student’s ability to effectively communicate with patients, families, staff and/or their ability to perform a physical examination or procedure.

2. Communication
   a. Introduction to Patient: Students will introduce and identify themselves to the patient and their families as “students.” The student will advise the patient that he/she has been directed to evaluate the patient and share the findings with the staff physician who is responsible for the patient’s care.
   b. Cultural Differences: Students must acknowledge and respect the cultural differences of patients, families, and staff.
   c. Respect: Students will demonstrate respect in all interactions with patients, families, supervisors, peers, and members of the healthcare team.

3. Patient Care Responsibility
   a. Responsibility: Patient care is the responsibility of the supervising preceptor.
   b. Supervision: Students must be supervised in their interactions with patients. Student/patient interactions must be within the confines of resident/faculty/preceptor teaching.
   c. Patient Access: Student interaction with patients is limited to only those patients of the preceptor or service to which they have been assigned. Student should limit and qualify discussions of any findings (e.g., H and P, laboratory findings, prognosis, treatment) with the patient.
   d. On Call: When the student is on call, he/she may interact with patients seen in consultation by the service to which they are assigned or with those patients in need of emergent/urgent problems that require evaluation/treatment.
   e. Confidentiality: All aspects of patient care (e.g., conversations re: H & P, diagnosis, test results, treatment, prognosis, and written medical record) will remain confidential. Discussions should occur in appropriate venues with treating preceptors for the purposes of patient care or education.
   f. Medical Records: Students may make notations in the actual or electronic chart consistent with the protocol of the facility to which they are assigned and at the direction of the supervising preceptor.

4. Professional Responsibility
   a. Responsibility to the Profession: The student will report any witnessed violations of this policy or other forms of unprofessional behavior to his/her immediate supervisor and/or Program Director.
   b. Attendance: The student will participate in clinical care activities as assigned by the supervising preceptor. In case of a personal emergency, the student must contact the supervising preceptor and the program administration to discuss absence from the assigned service. Students are required to provide their own transportation for all Educational and Clinical Experiences. When students are assigned to a rural rotation, housing will be provided by MCW.
Students with personal circumstances that would make a rural rotation a hardship should contact the program administration no later than 60 days before the start of the rotation.

c. Sick Leave/Time Off: A written request to the Program Director must be submitted at least one month before the start of the rotation. The Program Director, per the attached policy, will evaluate requests individually.

**Excused Absence Requests**

The knowledge and experience acquired during a required session cannot be replicated by independent study alone and are oftentimes designed to provide students an interactive learning experience. There are, however, occasions when time away may be necessary. A serious illness, a death in the family, or other circumstances are examples of reasons to allow time away. In cases requiring substantial time away from the school, the student must contact the Program Administration, and the Associate Dean for Student Affairs to arrange for a formal leave of absence.

Every reasonable effort is made to avoid schedule conflicts with religious holidays; however, not all requests for excused absences can be accommodated. These will be evaluated on a case-by-case basis by the Associate Dean of Student Affairs.

MCW observes the following holidays: New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the Friday following Thanksgiving Day, Christmas Eve Day, and Christmas Day. If any of these holidays fall on a Saturday they will be recognized on the Friday before, and if they fall on a Sunday they will be recognized on the Monday after.

Students have additional scheduled time off but are expected to be present for all scheduled days of course work, exams, class meetings, clinical duties and mandatory meetings, according to the program’s academic calendar.

**Excused Absence Requests: MSA Didactic Courses**

Time away requests for the MSA didactic courses will be evaluated by a designated director for each course who has the final approval authority.

**Process for Time Away Request:**

The process, as outlined below, must be followed, and gives no assurance that a student’s request will be granted.

Submit a request via email to the MSA program manager and the appropriate course director, at least one month before the date of request. Exceptions to this time requirement can be made for extenuating circumstances or dire emergencies, as judged by the Program Director.

After approval by the course director and program manager, the student is still responsible for the material and concepts that are taught during these session(s).

**Requests for Time Away From MSA Clinical Rotations**

The knowledge and experience acquired on clinical clerkships must be the top priority for the rotating MSA student on a clinical service; attendance on a rotation is required for all assigned activities. There are, however, occasions when time away may be necessary. A serious illness, a
death in the family, or other circumstances judged by the Program Director as compelling, are examples of reasons to allow time away. In cases requiring substantial time away from the school, the student must contact the Associate Dean for Student Affairs to arrange for a formal leave of absence.

The Program Director will evaluate the time-away request individually and has the final approval.

Process for Time Away Request:

The process, as outlined below, must be followed, and gives no assurance that a student’s request will be granted:

1. Submit a request via email to the MSA program manager and the appropriate course director, at least one month before the date of request. Exceptions to this time requirement can be made for extenuating circumstances or dire emergencies, as judged by the Program Director.
2. After approval by the course director and Program Manager the student is required to notify their preceptor on the service. Any student granted time off a clinical rotation must arrange coverage for night call, care of his/her patients, as well as all clinical responsibilities during the time off. The plan for addressing missed time, once approved by the Program Director, must be implemented with oversight by the Program Director and/or his/her designee.

Professional Behavior Policy and Procedures

Professional Behavior Policy

Honest, ethical, and responsible behavior is as essential to the medical and scientific professions as academic excellence and scholarship. It is incumbent upon all members of the academic community to uphold high standards, to monitor these standards and to bring to appropriate Medical College administrators concerns regarding dishonest, unethical or irresponsible behavior.

Professional behavior is necessary in all areas of education including, but not limited to, relationships with patients, handling of patient information, academic coursework, scientific research, ethical use of information and relationships with peers.

Allegations of dishonest, unethical, or irresponsible behavior by students should be brought to the attention of either the Senior Associate Dean for Academic Affairs or the Associate Dean for Student Affairs in the Medical School. These responsible administrative officers will, at their discretion and with consultation as deemed necessary, attempt to determine the merit and validity of the allegations. Based on this preliminary analysis, the matter may be dismissed for lack of substantive data, investigated further over time, or forwarded to an Ad Hoc Hearing Committee in the Medical School. All decisions regarding action based on established professional misconduct will be made by the appropriate individual or committee and will be documented in the student’s academic file. Unsubstantiated or dismissed allegations will not be recorded in the academic file.

MCW Student Honor Code

Patients come to professional medical staff in times of need. They entrust them with their personal information, their bodies and, ultimately, their lives. Students are privy to this experience during their training. This fundamental principle drives our Honor Code:
As students of the anesthesiologist assistant profession, each will demonstrate, both individually and collectively, honest, ethical and responsible behavior in all academic endeavors, clinical experiences, and any other interactions with colleagues, patients, and other persons along the path to becoming an anesthesiologist assistant.”

All students of the Medical College of Wisconsin agree to adhere to this student-written Honor Code upon matriculation, maintain it through graduation and hopefully the rest of their career. As a result of this agreement, students will uphold both academic integrity and professionalism as detailed below. The students also recognize the important role that associated faculty and staff have in the education and training of students. While faculty and staff have the right to set academic and professional requirements, they should work with students to establish optimal conditions for these requirements and hence the Honor Code.

Students understand that members of the MCW community must be active enforcers of this Honor Code. As such, if they witness or perceive a violation of the Code they must report the incident to a faculty/staff member or the MCW Student Assembly Professionalism Committee or also will be in violation of the Honor Code. Additionally, the MCW Student Assembly Policy Committee in conjunction with the Professionalism Committee derived this document and as such, if clarifications are needed, they should be consulted.

Students understand that actions in violations of MCW’s Professionalism Competency and/or this Honor Code can result in repercussions as deemed appropriate by MCW’s Professional Behavior Policy & Procedures per the Student Handbook.

Academic Integrity

Academic integrity is essential, not only to accurately assess the performance of students, but also to respect the faculty and staff who have dedicated their time to teaching. Students have an individual duty to uphold this ideal of integrity and therefore must abstain from cheating and other dishonest behavior in regards to any activity, work, or production which affects the grade or perception of any student. This includes, but is not limited to, examinations, graded assignments, and classwork. Cheating is defined as, but not limited to:

- Copying or discussing answers during examinations, including electronic, written, oral or take-home exams;
- Collaborating during online, written, oral or take-home exercises unless explicitly permitted by faculty;
- Logging in to ARS, TopHat, or other polling system and claiming to be someone other than yourself;
- Using non-permitted materials, such as notes, books or electronic devices, during any exercise that impacts students’ grades unless explicitly permitted by faculty;
- Copying work that is not one’s own, fabricating or falsifying assignments, research data, patient write-ups or other materials;
- Preventing other students’ access to reference materials or other study materials;
- Reproducing any part of test material through means including, but not limited to, photography, written copying, reconstruction through memorization and/or dissemination in any form to any person or party;
- Failing to respect copyright and means for distribution within faculty and staff expectations;
- Exploiting technology and/or technological malfunctions for individual or group benefit, colloquially known as “abusing the system”.

In addition, staff, faculty, proctors and students have an obligation to maintain a non-disruptive environment during examinations to the best of their abilities. By default, students should assume that graded assessments are performed individually unless told otherwise. Faculty and staff also have an obligation to communicate with students when collaboration is or is not appropriate.
Professionalism

Professionalism is an important part of maintaining integrity in medicine, and a great medical school fosters behavior that honors the profession of medicine. Below is an outline of how students may maintain professionalism in their responsibilities and relationships in school, the hospital, and beyond. This list is not exhaustive.

- Commit to achieving the highest possible medical competency for oneself and peers;
- Be mindful that each student is representative of the medical profession through language, appearance, and interactions with peers, patients, and teachers;
- Take responsibility for both good decisions and mistakes in an honest manner and make corrections as needed. Accept and consider constructive criticism; take care to recognize one’s limitations and seek assistance when in need. Prioritize patient well-being above your academic and/or personal interests;
- Be respectful of peers, patients, and teachers of differing backgrounds, opinions, values and lifestyles;
- Actively participate in patient care when possible, and work to meet the expectations of your teaching superior;
- Breaches of professionalism include, but are not limited to, the following:
  - Being disrespectful or participating in bullying, including cyber bullying, of peers, teachers, patients or staff in any setting, including but not limited to: in-person interactions, online and in social media;
  - Shirking responsibilities in the classroom or in patient care;
  - Avoiding addressing one’s mistakes or attributing false blame;
  - Violating the established dress code for the institution in which you are currently working;
  - Being late to clinic, disregarding punctuality, or disrupting class;
  - Falsifying or fabricating physical exam, lab or other clinical findings under any circumstance;
  - Violating patient’s physical privacy or informational privacy as protected by HIPAA.

Professional Attributes and Associated Observable Behaviors

In order to be aware of any problems in professional conduct or behavior, the Committee on Academic Standing has instituted an “early warning system” for use by faculty and selected staff, including the Registrar, Director of Student Financial Services, Director of Admissions and key staff such as Course Administrators and Program Coordinators and other key personnel in Academic Affairs.

The “orange card system” is a way for the Associate Dean for Student Affairs to be aware of any problems in a timely fashion so that an early monitoring and prevention strategy may be implemented. The Medical College is interested in knowing about behaviors that may result from stress, problems in judgment, chemical dependency and other issues of professional conduct. The Medical College’s goal is to prevent situations that may result in academic standing problems. If the Associate Dean for Student Affairs receives an orange card from a faculty or staff member regarding professional attributes and associated behaviors of a particular student, the Associate Dean may wish to speak with that student or to the Academic Standing Committee, depending on the severity of the problem. If two orange cards are received by the Associate Dean, the student will be required to meet with the Associate Dean for Student Affairs and/or the Academic Standing Committee to review his/her professional conduct with the committee members. Based on the review of the Academic Standing Committee, a process may be initiated in accordance with existing policies on professional conduct.
**Procedure Relating To Students**

**Preliminary Investigation**

1. When an allegation of professional misconduct (dishonest, unethical or irresponsible behavior) is made, the Associate Dean for Student Affairs shall provide notice to the student concerning the grounds raised which may constitute a violation of the rules of professional conduct. The Associate Dean for Student Affairs, or his/her designee, will, at his or her discretion and with consultation as deemed necessary, investigate the allegations and attempt to determine the merit and validity of the allegations. The investigation, at a minimum, shall include an interview with the student. If, after investigation, the Associate Dean for Student Affairs determines that there are insufficient grounds to believe that a student has violated the rules of professional conduct, the complaint will be dismissed and will not be recorded in the academic file.

2. If, after the investigation, the Associate Dean for Student Affairs determines that there are sufficient grounds to believe that the student has violated the rules of professional conduct, the Associate Dean for Student Affairs may impose an appropriate disciplinary sanction other than dismissal, including disciplinary probation, reprimand, or suspension, as described in Section 2 below. If the Associate Dean for Student Affairs believes that dismissal may be an appropriate sanction, the case will be referred to an Ad Hoc Hearing Committee as described in sections 3 and 4 below.

**Disciplinary Sanctions**

The following disciplinary sanctions have been established:

1. **Reprimand**: formal action censuring a student for failure to meet the Professional Behavior Policy of the Medical College. Reprimands are made in writing and will become part of the student’s academic file. A reprimand will include the statement that continuation or repetition of misconduct will normally result in a more serious disciplinary action.

2. **Disciplinary Probation**: formal action that establishes conditions upon a student’s continued attendance in school, after failure to comply with the Professional Behavior Policy. The student will be notified, in writing, of the probation and conditions thereof. Disciplinary probation warns the student that any further misconduct will automatically raise the possibility of dismissal. Probation may be imposed for a specified length of time or until graduation.

3. **Suspension (mandatory leave of absence)**: formal action that defines a specific period of time during which the student may not attend any classes or clerkships, consequent to a breach of the Professional Behavior Policy. The student will accrue no academic credit for any coursework in progress when the suspension becomes effective. Students will be notified, in writing, of the suspension and conditions thereof.

4. **Dismissal**: formal action that results in a student’s permanent separation from the Medical College. Dismissal will only occur following a formal hearing by the Ad Hoc Hearing Committee, following the guidelines and procedures specified in Section 4 below.

**Formation of the Ad Hoc Hearing Committee**

1. The Ad Hoc Hearing Committee shall consist of five members of the senior faculty, drawn from a panel consisting of the members of the Academic Standing Committee and the Chairs of the Faculty Council standing committees. Associate or Assistant Deans shall not serve as committee members. The Ad Hoc Hearing Committee will be jointly appointed by the Dean and the President of the Faculty Council, who shall together designate the Committee Chair.
Hearing Procedure

1. The Associate Dean for Student Affairs shall give the student written notice of the charges and the grounds upon which, if proven, would justify expulsion. The notice shall also specify the time and place of the hearing, a list of the Ad Hoc Hearing Committee members, a list of witnesses, and copies of any documentary or other evidence that will be presented at the hearing. The notice may be amended at any time prior to the hearing, but if the amendment is prejudicial to the student’s case, the hearing shall be rescheduled to a later date.

2. The hearings shall be scheduled no earlier than ten business days after notice is delivered to the student. Every attempt should be made to begin the hearing within 15 business days after notice is delivered.

3. No Ad Hoc Hearing Committee member shall participate in any case in which that member is a complainant or witness, in which the member has a direct or personal interest, or in which the member has acted previously in an advisory capacity to the student. A Committee member’s eligibility to participate in cases may be challenged by the Associate Dean for Student Affairs, the student, or other Committee members. All challenges must be exercised at least five business days before the hearing and will be ruled upon by the Chair. Replacement Committee members will be named from the remaining panel members in the manner described in Section 3 above.

4. Five members are necessary to conduct a hearing or take a vote. The Chair shall preside over the hearing, decide any evidentiary and procedural questions that arise, and inform the student in writing of the action taken by the Ad Hoc Hearing Committee. The Medical College’s Office of the General Counsel shall advise the Chair of the Committee on any evidentiary or procedural questions that may arise.

5. The Associate Dean for Student Affairs or his/her designee will be responsible for presenting the charges and the evidence to the Ad Hoc Hearing Committee. The individual who thus presents the case may question witnesses for both sides, will pursue other data or evidence requested by the Committee, and may make summary statements to the committee. This individual will be present throughout the hearing, but will not be present once the Committee begins its closed deliberations.

6. The student may present evidence and witnesses, question any of the witnesses and make statements to the Ad Hoc Hearing Committee. The student shall provide the Chair of the Committee with a list of witnesses who will appear at the hearing on behalf of the student, counsel and/or advisors who will be present and copies of any documentary or other evidence that will be presented, at least two days prior to the hearing.

7. The Ad Hoc Hearing Committee may question the witnesses and make whatever other inquiries it deems appropriate. The hearing need not be conducted according to the rules of law or evidence, and the Committee may admit any evidence that is of probative value in determining the issues.

8. No one will be required to give self-incriminating evidence.

9. The student may be represented by a faculty advisor or legal counsel of the student’s choice, and the Associate Dean and the Ad Hoc Hearing Committee may be represented by legal counsel. Legal counsel and the advisor, however, may not question witnesses and may not make statements to the Committee.

10. The hearing shall be closed except for members of the Ad Hoc Hearing Committee, the student being reviewed, the Associate Dean or designee and his/her staff, appropriate advisors for each of them, the person designated to record the hearing, and witnesses while they are testifying.

11. The Associate Dean or his/her designee shall have the burden to prove, by a preponderance of the evidence, that the student violated the rules of professional conduct. Only those matters presented at the hearing will be considered in determining whether the student violated the rules of professional conduct, but the student’s past record or conduct may be
taken into account in determining disciplinary action.

12. If the student does not appear (personally or through counsel) without any satisfactory explanation for the absence having been made, or leaves the hearing before its conclusion, the hearing shall proceed and a decision should be rendered based on the available evidence just as though the student had been present throughout the hearing.

13. The Ad Hoc Hearing Committee will make a record of the hearing, which may be a tape recording. The Committee shall have sole discretion to determine the medium for recording the hearing. A copy of the recording will be provided to the student at the student’s request and expense.

14. Following the presentation of evidence, all other participants except the Ad Hoc Hearing Committee and its legal counsel will withdraw and the Committee will privately consider the evidence and reach a decision. A majority vote of the Committee members present shall be required for a binding decision. The Committee shall determine the appropriate sanction, which may range from reprimand to dismissal, as defined in Section 2 above.

15. The student shall be notified of the Ad Hoc Hearing Committee’s decision in writing by the Committee Chair, including a description of any sanction imposed, if applicable. If the student is sanctioned, a copy of the Chair’s letter shall be placed in the student’s academic file. If no sanctions are imposed, no record will be place in the permanent academic file.

16. Should the Ad Hoc Hearing Committee find that dismissal from the Medical College is warranted, the Committee will promptly prepare a written report that shall contain:
   a. A brief summary of the facts found;
   b. A finding that the facts found demonstrated that the student failed to meet the professional conduct standards of the College;
   c. A statement of the action that the Committee has decided to take and the effective date of the action.

17. A copy of this report will be delivered promptly to the student, personally or by certified mail, return receipt requested.

18. The decision of the Ad Hoc Hearing Committee will be treated as conclusive and binding, without right of appeal, unless the Committee decides that dismissal from the Medical College of Wisconsin is warranted. In that instance, the student may appeal the dismissal to the Dean of the Medical College of Wisconsin, in accordance with the standard appeals mechanism.

Approved by Faculty Council, November 16, 2005

**Educational Program Evaluations**

Professionalism, as one of MCW’s Global Competencies, is expected of all students. The Medical College is committed to providing you with outstanding educational experiences to support your preparation for the MSA degree. In order to continuously improve our educational programs, we regularly seek student perceptions regarding their educational experiences. In accordance with our professionalism competency, the Curriculum Committee expects that all students complete all evaluations within the established timeframes providing honest and constructive feedback as appropriate. Consistent with this expectation, the time frame in which you complete your evaluations is recorded. Failure to complete your evaluations by the stated evaluation time frame will result in your grade being withheld for selected evaluations and will be addressed consistent with the established policies and procedures associated with academic progress.

All end-of-instruction evaluations (e.g., course, unit, module, clerkship, elective, Pathway) are open for 35 days. The evaluation is opened two days prior to the end of course/clerkship date and is closed 33 days after the end of course/clerkship.
**MCW Policy on Student Abuse**

The learning environment at the Medical College of Wisconsin is expected to facilitate students’ acquisition of the professional and collegial attitudes necessary for effective, caring, and compassionate health care. The development and nurturing of these attitudes are enhanced by and, indeed, based on the presence of, mutual respect between teacher and learner. Characteristic of this respect is the expectation that all participants in the educational program assume their responsibilities in a manner that enriches the quality of the learning process.

While these goals are primary to our educational mission, it must be acknowledged that the social and behavioral diversity of students, faculty, residents and staff, combined with the intensity of the interactions between them, may, from time to time lead to alleged, perceived or real incidents of inappropriate behavior or mistreatment of individuals. Noting that constructive criticism is appropriate and necessary to promote learning, the following are examples of mistreatment: sexual harassment; discrimination or harassment based on race, religion, ethnicity, gender, sexual orientation, physical handicap or age; purposeful humiliation; psychological or physical punishment; and the use of grading or other forms of assessment in a punitive manner. The occurrence of such incidents may result in a disruption of the spirit of learning and a breach in the integrity and trust between teacher and learner, and should be addressed in a fair and professional manner.

Any alleged violation of the standards of appropriate behavior described above should be handled in the following manner:

1. First, every attempt should be made to resolve the matter directly with the alleged offender.
2. If further action is required, the aggrieved party may file a formal report with the Associate Dean for Student Affairs. Students may also file the Professional Incident Report form located in D2L under Student Assembly. This form may be printed and submitted to the Office of Academic Affairs-Administration or submitted electronically.

The Associate Dean for Student Affairs will investigate the situation leading to any of the following actions:

1. The matter may be dismissed as groundless;
2. A verbal or written reprimand may be issued;
3. A professional misconduct hearing may be convened if warranted [see policy on Hearing Charges of Professional Misconduct];
4. The matter may be referred to another administrative authority; e.g., Medical College Office of Human Resources, Office of Faculty Affairs or the personnel office of an affiliate of the Medical College.

Upon satisfactory resolution of a claim of abuse, the Associate Dean for Student Affairs will provide a summary letter to the aggrieved party and the alleged offender. If the subject of a grievance is the Associate Dean for Student Affairs, the matter may be handled by the Senior Associate Dean for Academic Affairs using the process described above.

**Mobile Devices Policy**

In recent years, the reporting of lost or stolen devices by universities and healthcare institutions has become all too common – frequently resulting in the disclosure of a substantial volume of protected patient and/or student information. Further, these breaches have negatively impacted each organization’s brand and their financial resources (due to reporting requirements and substantial fines).
The protection of an individual’s privacy is one of the most important responsibilities of all faculty members, staff and students at MCW. Accordingly, effective May 20, 2013, we instituted a new policy to help safeguard protected information that might exist on portable electronic devices such as tablets, smartphones and laptops.

**MCW Student Email Policy**

The Medical College of Wisconsin provides email service for all of its students. We rely on email increasingly as a primary tool for communicating with our student body. As this is the official delivery system of information to students, the Medical College has given each student an MCW address as the official address to be used for Medical College business. Your MCW-issued e-mail address is used for official communication with you. Students are required to monitor their MCW e-mail account for important notices from the Medical College. The Office of Academic Affairs highly recommends use of the Outlook web-based client found at [http://owamail.mcw.edu](http://owamail.mcw.edu). You can also setup your email on a smartphone, if applicable.

Each student is responsible for the content of what is sent to his or her MCW email account in accordance with Medical College policy IT.IS.040, which can be found at [http://infoscope.mcw.edu/is/policies/itis040.htm](http://infoscope.mcw.edu/is/policies/itis040.htm).

Your MCW email account will be active until graduation. Within one week following graduation, student email accounts will be disabled. The Medical College of Wisconsin/Marquette Medical Alumni Association offers an Alumni email account to students who are not staying at the Medical College for further training. Communication regarding an Alumni email account will be distributed before graduation.

**Mobile Phones and Pagers**

All MSA students are required to provide a mobile phone number to be used as a primary means of contact for the Medical College. Students should not rely on personal cell phones or other devices to communicate private patient information.

**Social Media Policy**

Social media may be used for curricular purposes subject to the restrictions set forth in the Medical College policy AD.CR.150, which can be found at [http://infoscope.mcw.edu/CorporatePolicies/Social-Media.htm](http://infoscope.mcw.edu/CorporatePolicies/Social-Media.htm).

**Video Recording Device Policy**

Students will occasionally be filmed on iPads or other devices while practicing physical exam components or history-taking in small groups of colleagues and/or with simulated patients. This will be done as directed by the course director to facilitate self-assessment, faculty review, and skills improvement. Students should follow directions for these assignments explicitly, and these videos should never be disseminated in other forums (i.e. social media, YouTube, Internet) or sent to any other individuals not listed in the instructions from the course director. Further, while iPads and other video capture methods are readily available, encounters with patients in clinic or hospital settings should never be videotaped by or for students. Failure to comply with these regulations is unprofessional behavior and subject to disciplinary action.
MCW Course and Clerkship Director Policy on Student Use, Access and/or Distribution of Educational Materials

Background

Faculty members create educational materials with the aim of providing an excellent education for the Medical College’s students. However, the transition of educational materials to digital format has heightened concerns about ownership, use and liability for unapproved uses of educational materials. More specifically, with the digital nature of the educational materials (e.g., audio files, PDFs, on-line examinations), students can easily download and export, edit/revise and circulate files beyond the intended use for Medical College students.

Policy

Educational materials are defined as exams, lecture notes, outlines, homework assignments, Power Point presentations, study guides, audio, video and/or digital files and/or any material prepared by Medical College faculty for use in their courses/clerkships. The following policy applies to all educational materials created by Medical College faculty spanning all student courses and clerkships, as well as other educational venues (e.g., OSCE; PDA applications and simulations; presentations to student interest groups).

1. All educational materials and their associated digital files are exclusively for the use of enrolled students in the Medical College, for their personal use.
2. The files are not to be shared/exchanged and/or distributed without the written permission of the Course/Clerkship Director and the authoring faculty member(s).
3. The material is copyrighted by the Medical College and is not to be altered, used for purposes other than that intended by the author, and/or sold without the permission of the Course/Clerkship Director and the authoring faculty member(s).

Failure to comply with these use standards will be addressed under the Medical College’s existing policy on Professional Misconduct (MSA Student Handbook) and may result in a disciplinary sanction up to and including dismissal.

Approved by the Executive Committee, June, 2007
Guidelines for Leave-of-Absence or Withdrawal

Leave-of-Absence:

Procedure for Requesting

MCW-Milwaukee:
A student wishing a leave of absence must submit a written request, including the reason for the leave-of-absence and the proposed duration, and meet with the Associate Dean for Student Affairs.

The request may be granted or denied at the discretion of the Associate Dean. If the request is approved, the student will receive written approval from the Associate Dean for Student Affairs. This approval will summarize any conditions pertinent to the individual student’s leave and will set a date by which the student must notify the Registrar of his or her intent to return as scheduled. Failure to provide the required notice of intent to return and/or failure to return as scheduled will be deemed to constitute a decision to withdraw from MCW. The leave-of-absence status will become official when the completed leave of absence form for the student has been returned to the Registrar.

The Associate Dean for Student Affairs may place a student on leave of absence for administrative purpose, e.g., a hiatus in scheduling a student for required or elective courses; pending a decision from the Academic Standing Committee; or other administrative reasons. Administrative leaves of absence are brief in duration and are not considered disciplinary in nature. The Associate Dean for Student Affairs may place a student on leave of absence for disciplinary reasons, such as academic misconduct.

In general, leaves of absence for students will not be granted for a period in excess of one year. Renewals of leaves of absence may be approved on a yearly basis for students enrolled in other degree programs.

Insurance Considerations for Students on Leaves of Absence

A student who is on leave of absence from the Medical College of Wisconsin is not considered a matriculated student. MCW will not assume any responsibility for any student who is not matriculated and cannot officially be involved in any effort by the student to obtain credit towards the M.D. degree granted by the MCW. In addition, a student on a leave of absence is not covered by the MCW’s malpractice insurance umbrella provided for matriculated, tuition-paying students.

Withdrawal:

A student wishing to withdraw from the Medical College of Wisconsin must meet with the Associate Dean for Student Affairs and sign a written withdrawal form. The student will receive written acknowledgment from the Associate Dean for Student Affairs. Formal withdrawal from the Medical College is not complete until the withdrawal form has been returned to the Registrar. Upon withdrawal, an individual ceases to be a student at the Medical College. If, for any purpose, an individual wishes to continue his or her medical education at the Medical College of Wisconsin following withdrawal, he or she will need to reapply by formal application process through the Office of Admissions.

Approved by Academic Council - May 1987
# Student Services

## Office of Academic Affairs

<table>
<thead>
<tr>
<th>Administration</th>
<th>William J. Hueston, MD</th>
<th>M3350 955-4208</th>
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<tbody>
<tr>
<td>Senior Associate Dean for Academic Affairs</td>
<td>Philip Allen Administrative Coordinator</td>
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<tr>
<td>Cindy Mandy, MBA</td>
<td>M3360 955-4864</td>
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<tr>
<td>Karen Johnson</td>
<td>M3345 955-4866</td>
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<tr>
<td>Patty Confer</td>
<td>955-8206</td>
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<tr>
<td>Seema Semovitz, MSEd Program Manager</td>
<td>M3340 955-8865</td>
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<tr>
<td>Brigid Brennan Administrative Assistant</td>
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## Student Affairs

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<tr>
<th>Student Affairs</th>
<th>Nancy Havas, MD</th>
<th>M3220 955-8256</th>
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<tr>
<td>Associate Dean for Student Affairs</td>
<td>Koenraad De Roo Administrative Assistant III</td>
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<tr>
<td>Academic Support Services</td>
<td>Jennifer Janowitz Instructional Program Manager I</td>
<td>M3236 955-8583</td>
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<tr>
<td>Academic Advising, USMLE Preparation, Career Counseling, Residency Application, Clinical Advisor Program</td>
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<tr>
<td>Student Support Services</td>
<td>Sue A. Haldemann, PhD Program Coordinator II</td>
<td>M3238 955-8361</td>
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<tr>
<td>Student Organizations, Publications, Sports Programs, Social Events, MCW-Milwaukee Orientation, Crisis Management, Pagers and Career Advising</td>
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## Student Affairs/Diversity

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<th>Student Affairs/Diversity</th>
<th>Dawn Bragg, PhD</th>
<th>M3240 955-8734</th>
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<tr>
<td>Associate Dean for Student Affairs/Diversity</td>
<td>Yvette Williams Administrative Assistant III</td>
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<tr>
<td>Jean Davis-Mallett, MBA</td>
<td>M3252 955-8735</td>
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<td>Program Coordinator III</td>
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## Office of Curriculum

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<tr>
<th>Office of Curriculum</th>
<th>Travis Webb, MD</th>
<th>M3320 955-8880</th>
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<tr>
<td>Associate Dean for Curriculum</td>
<td>Denise Denzin Program Coordinator II</td>
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<tr>
<td>Barbara Beiswenger Administrative Assistant III</td>
<td>955-8604</td>
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<tr>
<td>Medical Student Discovery Curriculum</td>
<td>Sally Twining, PhD M3325</td>
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<tr>
<td>Director of Discovery Curriculum</td>
<td>Jenny Bultman Project Manager M3256</td>
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<td>Diane Brown, MS Program Manager II M3256</td>
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<td>Kurt Stefan, MBA Program Coordinator III 955-2813</td>
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<td>Diane Wilke-Zemanovic, MS Program Manager II M3284</td>
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<td>Stephanie Shaw, MS Medical Education Coordinator II 955-8270</td>
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<td>Sue Korek, MAED Medical Education Specialist M3286 955-8655</td>
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<td>Kristine Scheel Medical Education Coordinator II 955-8684</td>
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<td>Alexa Smith Medical Education Coordinator II 955-4194</td>
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<td>Brenda Parsons Medical Education Coordinator II 955-8232</td>
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<td>Pathways</td>
<td>Meaghan Hayes, MEd Program Coordinator III 955-2812</td>
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<td>Hilary Chavez, MS Program Coordinator II 955-2811</td>
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<td>Jennifer Kraus Program Coordinator II 955-2286</td>
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<tr>
<td>Medical Student Admissions</td>
<td>Roy Long, PhD M3254</td>
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<tr>
<td>Assistant Dean for Admissions and Enrollment Services</td>
<td>Alexis Meyer Director M3080 955-8246</td>
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<td>Jordan Barclay Jordan Reichardt Daniel Garcia 955-4863</td>
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<tr>
<td>Registrar</td>
<td>Kerry Grosse University Registrar M3234 955-8874</td>
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<tr>
<td>Academic Calendar, Student Records, Grades, Transcripts, Alumni Records, Address Changes, Deferment Forms, Enrollment Verification, USMLE Step 1 and Step 2 Registration</td>
<td>Patti Sindberg Program Coordinator II 955-8733</td>
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<td></td>
<td>Betsy Flood Academic Records Coordinator 955-8732</td>
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<td>Jana McDonell Administrative Assistant III 955-8873</td>
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<td>Student Financial Services</td>
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Financial Aid Counseling, Debt Management, Loan Repayment, Long-term Financial Planning, etc.

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<tr>
<th>Name</th>
<th>Title</th>
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<tbody>
<tr>
<td>Linda Paschal</td>
<td>Director</td>
<td>M3265</td>
<td>955-8208</td>
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<tr>
<td>Laurel Halstead</td>
<td>MS Sr. Financial Aid Advisor</td>
<td>M3260</td>
<td>955-8208</td>
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<tr>
<td>Scott Ziegert</td>
<td>Financial Aid Counselor</td>
<td>M3245</td>
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<tr>
<td>Linda DiCesare</td>
<td>Loan Originator</td>
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<td>955-8491</td>
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<tr>
<td>Sara Gascoigne</td>
<td>Administrative Assistant III</td>
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<td>955-8208</td>
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Education Services

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<tr>
<th>Role</th>
<th>Name</th>
<th>Office</th>
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<tbody>
<tr>
<td>Interim Director of the Office of Education Services</td>
<td>Dawn Bragg, PhD</td>
<td>M3240</td>
<td>955-8278</td>
</tr>
<tr>
<td>Robert Treat, PhD Sr. Educational Evaluator/Psychometrician</td>
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<td>955-4867</td>
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<tr>
<td>Greg Kaupla Program Coordinator I</td>
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<td>955-8216</td>
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<tr>
<td>Jason Crowley Systems Specialist II</td>
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Office of Student Affairs

The Office of Student Affairs offers academic and student support services to enhance students’ academic achievement and quality of life. The programs offered by the Office of Academic Support Services are designed to facilitate learning and licensing examination preparation. The Office of Student Support Services is dedicated to improving the quality of student life. An overview of the programs and services offered by each office is presented below.

The Office of Student Affairs is open Monday through Friday from 8:00 am to 5:00 pm. During the summer months of June and July, office hours are Monday through Friday from 8:00 am to 4:30 pm.

Academic Support Services

The Office of Academic Support Services is dedicated to enhancing students’ academic performance and well-being, promoting student excellence, and advancing students’ career goals. The Coordinator of Academic Support Services serves as a student advocate, working with individual students to identify and resolve academic or personal issues and problems that may be negatively affecting a student’s academic performance, personal health and/or quality of life. The Coordinator advises students on matters of academic standing and may make referrals to appropriate professionals.

Academic Support Programs

Academic Advising: The Office of Academic Support Services provides individualized and small group academic advising to students on matters such as the adjustment to school, learning strategies, knowledge organization, note-taking, exam preparation, test-taking skills, test anxiety,
problem-solving, time management, stress management, course scheduling and conflict resolution.

Small Group Tutoring Program: Small group tutoring is available to those students experiencing academic difficulty or those at risk for academic difficulty. Tutoring sessions in the basic sciences are led by graduate and upper-level students in the course content area. Small group formats are used to review course content knowledge, prepare for course examinations, sharpen problem-solving skills and develop efficient learning strategies.

Non-Traditional Student Support Group: The Non-Traditional Student Support Group provides a forum for nontraditional students to meet one another and to discuss issues that are unique to nontraditional students. Nontraditional students are those who have returned to school after pursuing other interests and careers, have a spouse or a significant other, are a parent, are “older” and/or have been away from an academic setting for a number of years.

Career Counseling, Specialty Selection and Residency Application

Individual Career Counseling: The Coordinator provides individualized career counseling to students on matters such as clinical advisor selection, self-assessment, preparation of a curriculum vitae and personal statement, and effective interviewing techniques.

Student Support Services

The Office of Student Support Services is dedicated to supporting and improving the quality of student life through:

- Addressing student concerns via Student Assembly (SA), the staff and the administration
- Promoting student development by providing leadership opportunities, personal advising and conflict resolution
- Providing a safe haven for discussing confidential issues
- Advising a variety of student groups including the Student Assembly and the Council of Presidents (COPs)
- Designing and coordinating Orientation Programs which prepare students for life at the Medical College of Wisconsin
- Designing and delivering programs which provide professional development, community service, social and recreational opportunities
- Assisting with the delivery of career advising services
- Publishing a class yearbook and a student directory
- Overseeing student spaces including the Tonkens Exercise Center and the Student Lounge
- Coordinating the pager program
- Distributing housing information and resources

For more information on these services and activities, please contact the Coordinator for Student Support Services at 414-955-8361.

Student Records

Student academic records are maintained in the Office of the Registrar and are made available to students for review in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974, as amended (FERPA). Any outstanding commitments to MCW will result in grades and transcripts being withheld.

A student may request official copies of his/her own academic transcripts to be sent to designated
individuals or organizations (other than the student) by providing a signed transcript request form or letter with appropriate fee to the respective academic unit office. Students can retrieve unofficial copies of their own transcripts at any time via the OASIS Student Portal. If a student or former student has outstanding obligations (financial or otherwise) to the Medical College, release of records will be withheld until the obligations are satisfied.

All faculty evaluations are due in the Registrar's Office within one month of the completion of a course. These forms become part of the student's permanent record and copies are provided to the student. The information which appears on student transcripts includes the name of the course and the grade.

Any deficiencies caused by illness or other extenuating circumstances must be reported in writing to the Registrar by the department or course instructor as soon as possible.

Please note: Grades/Transcripts will be withheld for any outstanding obligation to the Medical College.

**Student Health Services**

The Medical College of Wisconsin wishes to ensure that all students have access to excellent, high-quality health care and that they understand the health services available to them. Most of the information is applicable to all students, whether enrolled in programs leading to the M.D. degree or in graduate programs leading to the Master's or Ph.D. degrees. Where differences exist, they will be explicitly mentioned.

**Medical Services**

**MCW-Milwaukee**

Students are able to directly access MCW primary care and specialty physicians. Ready accessibility to primary care services is a priority concern of MCW. In order to assure this access, MCW has made arrangements to provide physician and nurse practitioner coverage at Sargeant Internal Medicine Clinic adjacent to the MCW campus. To make an appointment for primary care services, call scheduling services at 414-805-6644. It is recommended that you see your primary care provider prior to scheduling appointments with specialty services in order to determine where your needs may be best served and to expedite access. To access specialty care services, call 414-805-3666.

All required immunizations, immunization records and necessary testing (titers, PPD, etc.) are provided/maintained in MCW Occupational Health, currently located in Room 1996 in the Froedtert Specialty Clinics Building. MCW Occupational Health staff provides information to students regarding infection control and health issues and will meet with all classes on a yearly basis.

**Student Mental Health Services**

The Medical College recognizes that students may encounter psychological or psychiatric problems while attending medical school and therefore provides access to confidential mental health services 24 hours a day, seven days a week. Under the supervision of a clinical director, students will be evaluated by a senior psychologist, a senior resident in psychiatry or a faculty psychiatrist. Students receive five free hours of Medical College mental health services. Most major medical insurance policies should cover some cost of services after these initial five hours.

Appointments can be made by calling 414-955-8933.
Additional Notes about Student Health Services

The health services described above are available to all students who are enrolled full-time as degree candidates at the Medical College of Wisconsin, whether enrolled in a graduate program or in the M.D. program. Students in special academic programs at the Medical College who are not actively enrolled full-time in the medical curriculum (for example, students doing a year of research, student in a M.D./Ph.D. program, or students taking a fellowship in Pathology between the second and third year of medical education), may use the Medical College physician service and the Student Mental Health Services. Students who are on a leave of absence from all academic programs of the Medical College do not have access to these services. Major medical insurance, which is usually purchased on an annual basis, may continue. Any student who has questions about his or her coverage should contact the appropriate insurance representative for clarification.

Health Insurance

It is the policy of the Medical College of Wisconsin, as well as a requirement made by the national accrediting agency of medical schools (LCME), that all students have insurance coverage. The Medical College of Wisconsin has contracted with an insurance company that provides coverage for all of our students. There are three components of this policy: 1) major medical coverage; 2) disability insurance; and 3) term life insurance. All students are required to take the disability and term life insurance, as well as the medical insurance coverage that is provided through the Medical College. The student can waive the school’s major medical insurance if the student has health insurance coverage under a spouse or parent. All students receive a brochure and complete policy manual concerning insurance.

Students who are not insured under a spouse or parent but who have existing health care insurance in place may request a waiver from the school-sponsored health insurance program as long as they provide proof of insurance and maintain their insurance throughout the academic year.

Student Immunization Requirements

All students will be required to show evidence of having completed the immunizations listed before having patient contact. MCW Occupational Health will announce times when vaccinations will be available to all students.

- **Polio**: all students MUST have completed the three-dose series of Sabin-type Trivalent Oral Polio Vaccine (TOPV) or four doses of Salk-type Inactivated Polio Vaccine (IPV).
- **Tetanus/Diphtheria**: all students MUST have had initial series of three TD immunizations, plus a TD booster within the past 10 years. A TdA P within the past 10 years is preferred.
- **Rubella**: all students MUST have a positive rubella antibody titer or a documented MMR vaccination.
- **Rubeola (common measles)**: all students MUST have a positive measles antibody titer or two documented MMR vaccinations.
- **Mumps**: all students MUST have a positive mumps antibody titer or two documented MMR vaccinations.
- **PPD (mantoux or quantiferon-TB)**: TB test MUST have been done within one year prior to entering school. If PPD is positive, MUST have chest x-ray completed within one year of starting school.
- **Varicella**: all students MUST have either positive varicella antibody titer, two documented varivax vaccinations, or physician-signed document indicating history of chicken pox disease.
- **Influenza**: As of 09/01/2013, in accordance with policy CLOH.460, Students are required to receive annual influenza vaccination to protect other MCW employees, non-employees, patients, clients and families as well as MCW institutional partners from acquiring seasonal
influenza disease and to prevent the unnecessary spread of the influenza virus, before the October-April season. Influenza vaccinations will be provided to students by MCW Occupational Health at no cost.

* There may be exceptions to this policy which can be discussed on a case-by-case basis. The main exception would be a history of allergy to a vaccine or one of its components, especially eggs. There may also be additional requirements specific to programs at the Medical College of Wisconsin.

**Blood or Body Fluid Exposure: Reporting**

Any MCW student receiving an exposure to blood or body fluids should seek immediate medical/nursing care.

On weekdays (M-F): 8:00 a.m. - 4:30 p.m.; students should immediately report the exposure by calling Occupational Health at 414-805-6699. Do not go to the emergency department.

Any student receiving an exposure when the clinic is closed (evenings, nights, weekends) should report either to an FMLH Administrative Representative (if at Froedtert) or to the emergency room of the hospital where the incident occurred. In addition, the student must report the exposure to Occupational Health immediately after the office opens.

For students doing rotations at hospitals or clinics outside Milwaukee, an exposure should be reported to the hospital employee health clinic or immediate supervisor. Notify MCW Occupational Health of the exposure within one week at 414-805-6699.

Students who do not report needle sticks within one week will be required to pay the costs for laboratory testing. We cannot perform appropriate follow-up if we don’t know if needle sticks have occurred.

**Student Policy Regarding HIV Infection**

The Medical College of Wisconsin implements this policy to help assure expert and safe care to all patients while also protecting the rights of HIV infected students. This policy also reaffirms the mission of the Medical College to educate and inform students of the risks of HIV infection and provide a safe work environment. The Medical College is dedicated to equal, high-quality, non-judgmental care for all patients regardless of HIV status. Students are individually bound to provide safe health care to their patients. With this policy, the Medical College endeavors to limit the risk to students and retains the right to monitor or modify the clinical activities of its students. The Medical College commits itself to strict adherence to confidentiality and anti-discrimination regarding all health matters of its students, including HIV infection.

**Goals of Policy**

1. **Prevention:** Students must use “standard precautions” and understand how to minimize risk of acquiring or transmitting infection.
2. **Screening:** At-risk students should seek confidential HIV screening.
3. **Management:** HIV-infected students should have easy access to comprehensive medical care.
4. **Counseling:** Psychological and career counseling is provided to HIV-infected students.

**Infection Control**

1. **Patient-to-student transmission:**
   a) Educate all students on high-risk HIV behaviors and methods to avoid HIV infection in
and outside the workplace.

b) The risk of HIV transmission and other blood-borne pathogens will be minimized by strict adherence to "Standard Precautions" (Appendix 1) and continuing education regarding potential risks.

c) Insure that all MCW students receive sufficient training in the performance of invasive procedures that could expose them to blood borne pathogens.

d) Educate students on the procedures to follow after an exposure to potentially infectious agents. MCW will provide students with a history of significant exposure occurring during clinical activities, medical care and treatment according to standard guidelines.

2. Student-to-patient transmission:

a) Provide confidential HIV testing upon request to all students and strongly encourage testing of students who are at high risk of HIV infection. Testing can be performed at the Student Health Clinic (SHC). Pre- and post-test counseling will be provided.

b) Students who participate in activities known to pose a high risk of HIV infection are strongly encouraged to avail themselves of this service. The Student Health Clinic will provide a list of anonymous state-run HIV testing centers in the community to all students who may prefer off-site HIV testing.

c) All students who test positive for HIV are encouraged to report to the Director of Student Health Services, who will act as advocate, advisor and initial counselor. He/she will assist the student in obtaining a physician with expertise in HIV treatment. Strict confidentiality will be adhered to per Medical College and State of Wisconsin statutes. A separate confidential medical record containing HIV test results and recommendations will be maintained at the Student Health Clinic. It will be accessible to the physician and the student only.

d) The Director of Student Health will maintain regular contact with the HIV-infected student and his/her personal physician. If the student should become impaired or require modification of his/her duties, the Director of Student Health will strongly encourage the student to discuss his/her situation with the Associate Dean for Student Affairs. The student's academic schedule or course load may then be modified.

e) If the student is felt to be physically or mentally impaired and does not notify the Associate Dean of Student Affairs, the Director of Student Health will personally notify the Physician AIDS Specialist (who also is the Chairman of the MCW Student HIV Review Board) to convene a meeting, within four weeks, at a time that is convenient to all participants. The Board will serve as an advisory panel to the student and the Medical College.

f) The MCW Student HIV Review Board will consist of:
   a. Physician AIDS Specialist
   b. the student's attorney (if desired)
   c. the student's personal physician
   d. a Medical College third-year student elected by the entire student body
   e. Director of Student Health (not a member of the board). He/she would serve as advocate and advisor to the student and liaison to the Associate Dean for Student Affairs when necessary.

g) Since a student on the board could violate an HIV-infected student's rights to confidentiality, the HIV-infected student has several options:
   a. Request that his/her case be presented anonymously (without using a name)
   b. Request that the student representative not be present at the meeting where he/she is revealed or when his/her case is presented
   c. Waive his/her right to confidentiality to all members of the Board
f) The Board will evaluate the student's activities, his/her technical expertise, the risk posed by HIV infection, attendant functional disabilities, and the transmissibility of simultaneously carried infectious agents (e.g., TB, hepatitis B). Input will be received from the student and his/her legal counsel and the student's personal physician.

g) If alterations in the student's clinical rotation or academic schedule are required due to deteriorating health or risk to patients, the Board will notify the Associate Dean for Student Affairs, who in turn will notify the appropriate course director in a confidential manner. Under no circumstances will the student be dismissed solely due to HIV status. Recommendations by the Board to monitor further or modify the activities of the student will be made to maximize and balance patient safety and student confidentiality. Failure to comply may result in further review and action by the Medical College Review Board.

h) All HIV-infected students will be instructed by the Director of Student Health or their personal physicians regarding measures to limit the risk of acquiring opportunistic infections.

Career Counseling

1. Career counseling is necessary for HIV-infected students. The Director of Student Health will serve as the initial counselor and will then refer the student to a list of resources for career, psychological and financial counseling. It would be the student's choice as to whom he/she discloses his/her status for counseling. Possible resources include an HIV-positive physician, Student Mental Health staff, Student Affairs staff or a Physician AIDS Specialist.

2. Career counseling should include information on non-invasive career choice options, residencies and matching, and guidelines for the safe performance of invasive procedures and patient care.

The MCW Libraries

The library staff is here to assist you! Please ask if you need help in using the Library or in finding information. MCW-Milwaukee Libraries consist of the central Todd Wehr Library, located in the Health Research Center Building, and two hospital-based libraries. All of the libraries are located on campus. The Froedtert Hospital Library is located on the second floor of the Froedtert Specialty Clinics building. The Children's Hospital of Wisconsin Library is located on the second floor of the Children's Clinics Building next to the Coffee Cabana. The MCW-Milwaukee Libraries serve as the primary provider of information services for Medical College faculty, students, staff and hospital employees located within the Milwaukee Regional Medical Center. As a designated “Resource Library” within the Regional Medical Library Program (a 10-state library network operating under the auspices of the National Library of Medicine), the MCW Libraries also are responsible for providing medical information services to the 4.9 million residents of Wisconsin.

MCW-Milwaukee Libraries licenses more than 10,000 e-journals and 7,000 e-books. During a typical academic year, more than 300,000 people use the resources of the Library systems. Library staff answers more than 50,000 information/reference questions a year.

More information, links to online resources and current updates about the Library are available on the Library home page at: www.lib.mcw.edu Please contact us at: asklib@mcw.edu, see the phone numbers below or Find us on Facebook.

Academic Year Open Hours

For a list of our library hours, see our hours page at http://www.mcw.edu/mcwlibraries/libraryhours.htm.
Telephone Numbers

(Note: all phone numbers are area code 414)

Todd Wehr Library
Library Administration (414) 955-8323
Circulation (414) 955-8300
Reference Services (414) 955-8302
Interlibrary Loan Services (414) 955-8310
Library Systems Help Desk (414) 955-4290

MCW-Milwaukee Libraries Branches

Froedtert Hospital Medical Library (414) 805-4311

Children’s Hospital Medical Library (414) 266-2340

In addition to the libraries on the Milwaukee campus, students at the MCW-Green Bay campus will have access to The Miriam B. and James J. Mulva Library. The Miriam B. and James J. Mulva Library is St. Norbert College’s primary resource for access to a wide array of resources, including: research guides, articles and research databases, journals, and course reserves. Instructional services ranging from individualized consultations to discipline specific research. The Mulva Library bridges the print and digital divide. The Mulva Library is equipped with technology ranging from a digital coffee table to computer pods with dual screens, e-readers and a TV Studio. It provides a multitude of in-house resources and access to materials beyond its walls. The core collection features more than 247,000 books, journals and audio-visual materials and an electronic collection that includes thousands of publications for scholarly and leisure reading in addition to e-books and preloaded e-readers.

Location and Hours:

The Miriam B. and James J. Mulva Library
400 Third St
De Pere, WI 54115
Phone: (920) 403-3466
Email: library@snc.edu

Bookstores

The Matthews MCW Bookstore (located on the MCW-Milwaukee campus) provides required and recommended textbooks for medical school courses. In addition, the bookstore stocks a large selection of reference and review books to help build your knowledge base as well as for board examination review. The bookstore also offers medical equipment, dissection supplies, lab coats, school supplies, cards, gifts, snacks and drinks, and a variety of MCW clothing. Also provided are postage stamps and UPS services.

- Refunds are given to customers with sales receipts and in accordance with our return policy. Items must be unmarked and in unused, resalable condition.
- Reference books may be returned within five business days from date of purchase.
- Course books may be returned within 10 business days from start of class (after the beginning of the 3rd week of class course books become non-returnable).
- Non-book items must be returned within two business days.
- Multimedia products are non-returnable if opened.
- Review books, used books, consignment books and clearance books are not returnable.
The bookstore will buy back used books throughout the year. Prices paid are based on wholesale used book prices and vary due to condition as well as to wholesale supply levels. You may also sell your own books on our consignment shelf in accordance with our consignment sales policies.

The bookstore accepts American Express, Discover, MasterCard and Visa. In addition, personal checks are accepted if accompanied with the following: name, address, phone number, valid state driver’s license. Checks should be made payable to Matthews MCW Bookstore. The bookstore also accepts authorized purchase orders from the Medical College.

Special orders may be placed via phone, fax, online or in person. Special orders are returnable based on our published return policy. Special order services are free-of-charge and customers are not obligated to purchase a book that is ordered unless notified at time of order. Shipping is also free-of-charge unless rush service is requested (e.g., Next Day, 2nd Day Air, etc.).

Matthews’ knowledgeable staff can assist you in selecting the right products to serve your individual needs. Because our store is designed to support the health science community, we are able to keep pace with the rapidly changing health science marketplace.

Matthews Bookstore hours are as follows:

- Monday - Friday: 8:30 a.m. - 5:00 p.m.
- Saturday: 10:00 a.m. - 2:00 p.m.
- Closed Sundays and holidays as posted.
- Special extended hours will be posted as needed during peak times.

Matthews MCW Bookstore is here to serve you. Please contact the store manager if you need any special assistance. The bookstore is located on the first level of the Health Research Center on the MCW-Milwaukee campus and also may be accessed via our website, www.matthews-mcw.com. You can also visit us on Facebook.

Exercise Facilities

Ruth and Reid Tonkens Exercise Center (MCW-Milwaukee campus)

Thanks to a gift from Samuel Tonkens, M.D., Chief and Clinical Professor of Dermatology at Zablocki Veterans Administration Medical Center, the Medical College was able to establish the Ruth and Reid Tonkens Exercise Center, which is located in the north end of the lower level of the Medical Education Building. A locker room with shower facilities is available in the same area. The Exercise Center is open to all Medical College students, faculty, staff and residents during the hours of 6:00 a.m. to midnight.

Because personal courtesy is critical to the success of the facility, persons who use the Exercise Center should observe the following rules:

- If others are waiting, use of the treadmills, bicycles and step machines should not exceed 20 minutes, and use of the weight machines should not exceed one set. Also, showers and lockers are limited.
- The Tonkens Center is located near offices that are open to the public. Hallways should remain clear and the noise level in and around the Center should be kept reasonably quiet.
- Because floor space is limited, please leave all coats, books and other personal belongings in the lockers. Food, drinks and smoking in the Center are prohibited.
- For safety and consideration of others, standard t-shirts and tennis shoes are required. All
lockers in the lower level of the Multi-Use Wing are for short-term use. Any lock found on these lockers for more than a 24-hour period will be subject to removal without notice.
Campus Safety Services

MCW-Milwaukee

Public Safety provides safety escorts to those who feel uncomfortable traveling throughout campus by themselves. The campus includes any building located on the main campus (i.e., HRC, MEB, BSB, MFRC and TBRC) and any parking lot associated with the Medical College of Wisconsin. You may arrange for a safety escort by stopping by or calling Public Safety (414-456-8295).

Parking Regulations

Parking on the Milwaukee Regional Medical Center (MRMC) grounds is in great demand because of the many users within the area. The Medical College of Wisconsin makes every effort to provide parking for students, faculty and staff located on the main campus. Access to parking facilities is programmed directly onto identification/access cards issued by Public Safety. All cars parked illegally are subject to ticketing by the Milwaukee County Sheriff’s Department.

Handicapped Parking

Persons who possess a state-issued handicapped parking placard or license plates may use any designated handicapped parking space. These spaces are located around the HRC building, in the Visitor Lot and Lot X-70. Permits can be obtained from the State of Wisconsin Department of Motor Vehicles.

Overnight Parking

Overnight parking in a Medical College of Wisconsin parking lot is permitted only with prior approval from Public Safety. Contact the Public Safety Center (414-456-8295) for questions regarding overnight parking.

Parking Lot Locations

Students are provided parking in either of two lots dependent on their year in school. Lot C

Lot C is located north of the main campus on 87th street, behind the Wisconsin Athletic Club. Students are provided access to this lot at no charge, dependent on their year in school.

Lot X-70/Parking Structure

Lot X-70/Parking Structure is located east of the HRC building, across 87th street. Students are provided access to this lot at no charge, dependent on their year in school. The entrance gates to this parking area opened at 4:00 pm so that it is accessible to individuals who arrive on campus after that time.

Firearms and Other Dangerous Weapons Policy

For health, safety and security reasons, firearms, explosives, flammables or other dangerous weapons of any kind are not allowed on Medical College property. This prohibition includes, but is not limited to: rifles, shotguns, pistols, BB guns, pellet guns, bows and arrows, stun guns, knives and martial arts equipment. A “dangerous weapon” is defined as any firearm, whether loaded or unloaded; any device designed as a weapon and capable of causing great bodily harm; any electrical weapon; or any other instrumentality or device which, in the manner it is used or intended to be used, is calculated or likely to produce death or great bodily harm. A “firearm” is described as any instrument
that ejects any type of projectile. Possession of firearms and other dangerous weapons on Medical College property is cause for disciplinary action up to and including dismissal for professional misconduct.

Possession of a valid concealed weapons permit authorized by the State of Wisconsin does not provide an exemption under this policy. However, firearms may be secured and concealed from view in locked personal vehicles while in Medical College-owned or leased parking facilities. Flammables, explosives and other dangerous weapons are not permitted on the Medical College premises.

Signage indicating specific firearms and weapons prohibitions will be located near all entrances and probable access points of Medical College buildings, grounds and parking facilities, AND WILL BE CONSISTENT IN SIZE WITH THE GUIDELINES PROVIDED BY STATE LAW.

Additional Policies

Student Tuition and Fees Payment Policy

The Medical College of Wisconsin's (MCW) Medical Tuition and Fees Payment policy requires payment of fifty percent (50%) of the tuition and fees on July 1st for academic years beginning in July and August 1st for academic years beginning in August. The second installment for all students is due January 2nd.

SPECIAL NOTE: There will be a $250.00 late registration fee for anyone not registering on the designated date and time of registration.

A student who has applied for a loan through the Financial Aid Office in an amount equal to or greater than the tuition and fees due shall not be required to pay an installment until the funds have been made available to him/her. Any difference between the amount of the loan application and the installment due remains payable on the above due dates. If a student will be on rotation out of the city, arrangements to pay tuition and fees due, including crediting of pending loan funds, must be made with the Student Accounts Office prior to departure.

Students will pay tuition for each consecutive year enrolled. Students enrolled in the 5-year or extended curriculum programs will pay 35% of the tuition rate their fifth year of enrollment. Students that repeat any portion of the curriculum will pay 50% tuition for the repeated time. All required fees are due regardless of the tuition charged. This policy does not apply to summer remedial courses.

MCW shall impose a delinquency charge of $250.00 if any portion of an installment remains unpaid past the 30th day after the installment was due. Loan funds must be applied within 10 days of notice or be subject to the same delinquency charge.

If an installment of tuition and fees, plus the delinquency charge, thereon, is not paid in full within the above mentioned 30 days of the due date of the installment, the non-paying student will be withdrawn from the rolls of MCW. The student shall receive no academic credit for classes in which the student was enrolled during the period for which tuition was not paid.

Deferral of tuition and fees payment due for students with pending loan funds will continue until notice of receipt of the funds, provided all required paperwork has been completed. Loan funds not received within 60 days will be reviewed. The student will be withdrawn if loan applications are found to be incomplete.
Students receiving the loan funds will have 10 days from the date of notice of receipt or until the end of the 30 day period, whichever occurs last, to apply the loan funds within the above specified periods. If the loan funds are not applied within the specified period, the student will be withdrawn from the rolls of MCW.

Withdrawal decisions may be appealed by contacting the Associate Dean of Student Affairs within 5 business days of the date of notice of the intent to withdraw.

All students receiving federal loan assistance must participate in an entrance and exit interview as a requirement of federal regulations and as well as a condition of graduation.

If a student resigns or is dismissed, tuition will be refunded based upon the amount of tuition due less the percentage of days enrolled up to 60% With the exception of health, dental and life/disability insurance, all fees are non-refundable. After the 60% time, no refund will be issued.

If a refund is due to a student who received financial aid during the current payment period, the amount of the refund will normally be used to reimburse the financial aid program(s) first. Refunds will be made to Financial Aid Programs according to Federal Regulations. Any remaining funds will be refunded to the student.

**Emergency Loan Policy**

The Medical College of Wisconsin will grant Emergency Loans to full-time registered students during the academic year. Students who request Emergency Loans are required to schedule an appointment with the Financial Aid office for approval. The maximum amount that any student can borrow at any one time under the Emergency Loan Program is $1,000. The maximum will be granted twice during the academic year, once during each half of the year. If the student has applied for other loans through the Office of Student Financial Services, the Emergency Loan will come due as soon as these loan funds arrive, or after 90 days, whichever is first. If the student has not applied for other loan funds, the loan will come due after 90 days. The loans will be interest-free for the first 90 days, after which, interest will accrue at the rate of 12% per annum.

A student who becomes delinquent on an Emergency Loan will not receive evaluations and will not be able to register for the next academic year until the loan is paid. All outstanding Emergency Loans due the Medical College must be paid before graduation for the diploma to be presented.

**MCW Guidelines for Student Dress**

Students are expected to dress in a way that is appropriate for a medical training environment. Students should represent themselves in a way that will reflect positively on their professional achievements, the Medical College of Wisconsin and the profession of medicine.

Any time students anticipate that they will have contact with patients, students should dress in a manner that will enhance their ability to earn the respect of their patients and other healthcare professionals. Each program or rotation may have specific guidelines for dress, and students are strongly advised to follow them.

Endorsed: Executive Committee of the Faculty; August 9, 1983 Revised August, 1997
MSA Program Guidelines for Student Dress

Master of Science in Anesthesia (MSA) students are expected to exhibit professionalism in attire. While attending classroom activities, appropriate dress for men includes slacks, shirt or sweater (tie optional); for women, skirt or dress of professional length, slacks, blouse or sweater. Inappropriate items include the following: denim, flip-flops, spandex, tee-shirts, sweat pants, athletic wear, halter or tank tops, short skirts or dresses, leggings with no skirt/dress, midriff tops, or low-cut tops. White coats will be required for visiting lectureships or other educational events as informed by the MSA Program staff. When on clinical rotations, students are expected to dress business professional along with the white coat to and from the hospital. Scrubs will be required during operating room activities. Each clinical site may have additional specific guidelines for dress which students are required to follow. Piercings are acceptable as long as the clinical site dress code is followed.

MCW Policy on Non-Discrimination

The Medical College of Wisconsin offers all its educational programs without discrimination, as defined by applicable federal and state laws. The Medical College is committed to the policy that all persons shall have equal access to its programs and facilities without regard to race, color, religion, national origin, sex, handicap, sexual orientation or age.

Code of Conduct for Computer Use

Section 1: Instructional Computing Lab reservation policies

The policies below seek to establish a clear, fair procedure for groups wishing to reserve the Instructional Computing Lab (ICL). In order to minimize conflicts, event organizers are asked to check the online ICL calendar before submitting reservation requests. Please direct any questions or comments to lmshelp@mcw.edu.

1. Submission of reservation requests. All requests to reserve the Instructional Computing Lab (ICL) must be made via the online Computer Lab Reservation Request Form. Other emails, phone reservations or in-person requests will not be accepted.

2. Prioritization of requests. Scheduling of the Computer Lab is prioritized in the same manner as the Medical College’s auditoriums, conference rooms and other educational facilities. Events supporting Medical School classes (lectures, labs, exams, etc.) take precedence over all other requests.
   - Events for the next semester cannot be scheduled in the Computer Lab until the Medical School class schedule for that semester is published. In general, the fall semester schedule is finalized by July and the spring semester schedule is finalized by November. Announcements will be posted on D2L and InfoScope when reservation requests may be submitted for the coming semester.
   - If a change in the Medical School schedule creates a conflict with your event, you will be asked to reschedule. Events involving students are given first priority.

3. Appropriate lab section for size of group. The ICL can be configured to accommodate groups requiring up to 114 workstations. Events involving fewer than 10 people may be scheduled; however, very small groups are encouraged to use more appropriate space. If a reservation requests a lab section that is either too large or too small, based on the size of the group, an appropriate section will be assigned.

4. Response time (events not involving students). Requests will be entered on the ICL calendar and/or the requestor will be notified of any denial or conflict within three business days of the reservation’s receipt by MCW Library Systems.

5. Approval by Medical School (medical and MSA student events only). Events that will involve medical or MSA students must be reviewed by the Office of Curriculum to ensure that there is no
conflict with other events on the students’ schedule outside the ICL. This process may increase the response time up to two business days.

6. **Notification regarding special software or setup needs.** MCW Library Systems must receive a reservation request at least ten (10) business days in advance if an event requires additional software to be installed on ICL PCs. The software required must be indicated in the “Applications needed” section of the reservation form. Special programs may be loaded on the lab computers at the discretion of MCW Libraries staff subject to copyright and licensing limitations, operating system compatibility, system security parameters and time constraints. Software should have a clear instructional purpose or a direct tie to an institutional initiative. The ICL manager reserves the right to deny requests for special software.

7. **Changes.** If the date, time, number of attendees, etc. changes after the initial reservation request is sent, the new information also should be submitted via the online Computer Lab Reservation Request form and the word “REVISE” added to the Course/Program Title field to indicate that this is a change to an existing reservation. If a date or time change creates a conflict with another event, the same prioritization policy set forth in (2) above will apply to the rescheduled event.

8. **Cancellation.** Send a message to lmshelp@mcw.edu at least 24 hours prior to the event’s scheduled start time.

**Section 2: Computer Lab etiquette**

The ICL is a popular, heavily scheduled resource. Staff members in MCW Libraries who manage the ICL rely on those who use it to do so responsibly and exercise professional courtesy. Students using the lab when it is available for open study, as well as attendees at scheduled events, can do their part to helping to keep the lab secure and in good order.

Please observe these simple housekeeping guidelines when using the lab:

1. **Food and beverages: Events.** Scheduled events may include food and beverages in the ICL, provided the event organizers also make arrangements for cleanup. If ICL equipment is damaged by a spill or other food-related incident, the event’s sponsoring department will be charged for repair/replacement.

2. **Food and beverages: Open study time.** Students may have snacks and beverages in covered containers, but may not bring meals into the ICL. A “meal” includes, but is not limited to, ordered-in pizza, cafeteria or deli meals, restaurant carry-outs, leftovers, etc. Tables are available in Club Med (the first floor cafeteria) 24 hours a day for eating meals.

3. **If you move it, put it back.** Chairs may be rearranged to suit the needs of study groups; however, please do others the courtesy of returning chairs to their original positions when your session ends.

4. **If you bring it in, take it out.** Gather all personal effects (papers, hats, gloves, cell phones, etc.) and deposit trash/recyclables in the containers by the doors when leaving the lab. If you will be gone for more than a few minutes, please take everything with you. "Camping out“ prevents others from using a workstation and puts items left unattended at risk for theft. Unattended items can also complicate matters if the lab needs to be closed for a scheduled event. Items left in the lab when it closes are turned over to Public Safety.

5. **Keep the doors closed.** Under no circumstances are the ICL doors to be propped open by students or other lab users. Exam proctors are the only individuals who may do so at their discretion during exams. Access to the ICL is a privilege that requires an MCW ID badge. Maintaining the security of the equipment and items that students often trustingly leave in the lab requires that the doors remain closed. Simply keep your ID badge with you at all times.

6. **Mind the signs.** A sign outside the door of each lab section indicates whether that section is open (green) or closed (red). If the sign indicates a section is closed, please respect this.
7. **Don't touch the lights.** The lights are only turned off when the lab is closed; they should be on at all other times. Unless scheduled for events, the ICL is intended to be available 24/7.

8. **When the lab is being closed or reconfigured, please comply promptly when requested either to move or leave.** It takes time to prepare the ICL and its 114 computers for exams, and takes even longer when people do not follow the guidelines above or linger to compose one additional email or text. Lab closures for exams are published on the lab calendar. Unannounced closures for maintenance are also possible. When the lab needs to close, an MCW Libraries staff member will politely ask those in the lab to leave. We realize that this may be an inconvenience, but no amount of arguing will change the schedule. Please respond with courtesy. Public access computers and study rooms are available in the Todd Wehr Library. Computers in the Library are also configured to access the Virtual Microscope.

Section 3: Policies covering use of Medical College Instructional Computing Laboratories and lab or web-delivered instructional programs

The Medical College is committed to providing a wide range of technologies supporting instruction. All of our medical, graduate, MPH and other students have access to computer-based instruction within the Medical College and to educational materials available via the Internet/World Wide Web. In order to ensure compliance with relevant law, and protect the Medical College's computer systems from the threat of viruses or hacking, the following policies are in effect:

1. **Physical access.** The Medical College of Wisconsin Instructional Computing Laboratories are not public facilities. They are provided to support the education and training of Medical College students, staff and faculty and other individuals participating in training programs sponsored by Medical College departments.
   - Access to the ICL is limited to individuals with a valid Medical College ID badge using card readers on each lab door.
   - Identification badges must be worn in the Labs at all times and must be shown to Medical College administration or security staff upon request. Individuals in the Labs without proper identification or who are not Medical College students, staff or faculty may be asked to leave.
   - Individuals who access the ICL using an ID that is not theirs will be asked to leave and will be required to surrender the ID used for access to administration or security staff. As all students, staff and faculty are responsible for use of their individual ID's, any appropriate disciplinary action will be taken against those who give their ID badge to others as specified in applicable Medical College conduct codes.

2. **Appropriate Internet use.** Internet/Web access should be limited to research and class work. The intentional introduction of viruses, attempts to defeat access control systems, modification of system or software configurations, downloading and installation of software, or other tampering with any computer system is expressly prohibited. Any such activity will result in immediate disciplinary action as covered by appropriate Medical College conduct codes and/or any applicable laws.

3. **Personal logins.** All students will be provided with unique usernames and passwords to access their individual e-mail and library systems accounts. These access codes should not be shared, posted or otherwise distributed to others in any manner. Students are responsible for all activities occurring through their accounts. Users are encouraged to always completely log-off of any computer system they use to prevent others from using their accounts.

4. **MCW material.** Users shall not place Medical College or other affiliated institution's material (copyrighted software, internal correspondence, patient information, etc.) on any computer/server or otherwise disseminate such information by e-mail, fax or other means without prior permission.
5. **Privacy.** The Internet/Intranet does not guarantee the privacy and confidentiality of information. Sensitive material transferred over the Internet may be at risk of detection by a third-party. Users must exercise caution and care when transferring such material in any form.

6. **Unauthorized access.** Medical College computer systems shall not be used to access information or systems for which the user has no legitimate account, privilege or access. Using Medical College systems to access servers, information, or other resources for which the user is not authorized, will result in immediate disciplinary action according to Medical College conduct codes and all applicable laws.

7. **Copyrighted material.** Unless otherwise noted, all software on the Internet/Intranet should be considered copyrighted work. Therefore, users are prohibited from downloading software and/or modifying any such files without permission from the copyright holder.

8. **Monitoring.** The Medical College reserves the right to monitor, through video or other electronic surveillance and to suspend, and/or limit a user's access to ensure compliance with Medical College policies and federal, state and local law.

9. **Content filtering.** The Medical College reserves the right to prohibit, remove, and/or block access to any web page, IRC channel, Usenet newsgroup, or other internet/web resource which primarily contains material or hyperlinks to content deemed inappropriate including, but not limited to, sites containing or promoting obscenity or material which promotes or induces illegal activity.

10. **Reporting violations.** Please report any violations of these terms to lmshelp@mcw.edu or call (414) 955-4290. MCW Libraries Systems staff will investigate the complaint and, at its sole discretion, may suspend or terminate the account(s) involved and/or may remove the material from its servers. Students, faculty, staff and/or other administrators with corporate or legal interest in the findings will be notified within three (3) working days of this proceeding. Account holders who believe their activities may have been misclassified may petition the Director, MCW Libraries, Medical College of Wisconsin, for renewal of their accounts. The Library Director will work with appropriate corporate or legal staff of the College as she/he sees fit.

11. **Applicable law.** Users agree to adhere to all relevant federal, state and local law applicable to their computer use. The Medical College reserves the right to release a user's identity to an appropriate authority to comply with an investigation into computer misuse.

12. **Other MCW policies.** Other Medical College policy statements may apply including those found in student and employee handbooks and/or those defined by the Office of Academic Affairs, the Graduate School of Biomedical Sciences, Information Systems, Medical College Libraries, Public Affairs and website oversight committees.

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**Section 4: Wisconsin Statutes regarding computer tampering**

Wisconsin Statutes Chapter 943: Crimes - Property, Section 70: Computer Crimes

The text below is current as of the time of the last page update. To review the current Statute(s), follow [this link](#) and then select Chapter 943.

**943.70 Computer crimes.**

**943.70(1) Definitions.** In this section:

a) "Computer" means an electronic device that performs logical, arithmetic and memory functions by manipulating electronic or magnetic impulses, and includes all input, output, processing, storage, computer software and communication facilities that are connected or related to a computer in a computer system or computer network.

b) "Computer network" means the interconnection of communication lines with a computer through remote terminals or a complex consisting of two or more interconnected computers.

c) "Computer program" means an ordered set of instructions or statements that, when executed by a computer, causes the computer to process data.
d) “Computer software” means a set of computer programs, procedures or associated documentation used in the operation of a computer system.

e) “Computer supplies” means punch cards, paper tape, magnetic tape, disk packs, diskettes and computer output, including paper and microform.

f) “Computer system” means a set of related computer equipment, hardware or software.

g) “Data” means a representation of information, knowledge, facts, concepts or instructions that has been prepared or is being prepared in a formalized manner and has been processed, is being processed or is intended to be processed in a computer system or computer network. Data may be in any form including computer printouts, magnetic storage media, punched cards and as stored in the memory of the computer. Data are property.

h) “Financial instrument” includes any check, draft, warrant, money order, note, certificate of deposit, letter of credit, bill of exchange, credit or credit card, transaction authorization mechanism, marketable security and any computer representation of them.

i) “Property” means anything of value, including but not limited to financial instruments, information, electronically produced data, computer software and computer programs.

j) “Supporting documentation” means all documentation used in the computer system in the construction, clarification, implementation, use or modification of the software or data.

943.70(2): Offenses against computer data and programs.

a) Whoever willfully, knowingly and without authorization does any of the following may be penalized as provided in paragraph (b):

1. Modifies data, computer programs or supporting documentation.
2. Destroys data, computer programs or supporting documentation.
3. Accesses data, computer programs or supporting documentation.
4. Takes possession of data, computer programs or supporting documentation.
5. Copies data, computer programs or supporting documentation.
6. Discloses restricted access codes or other restricted access information to unauthorized persons.

a) Whoever violates this subsection is guilty of:
1. A Class A misdemeanor unless subd. 2., 3. or 4. applies.
2. Class E felony if the offense is committed to defraud or to obtain property.
3. A Class D felony if the damage is greater than $2,500 or if it causes an interruption or impairment of governmental operations or public communication, of transportation or of a supply of water, gas or other public service.
4. A Class C felony if the offense creates a substantial and unreasonable risk of death or great bodily harm to another.

943.70(3): Offenses against computers, computer equipment or supplies.

(a) Whoever willfully, knowingly and without authorization does any of the following may be penalized as provided in paragraph (b):

1. Modifies computer equipment or supplies that are used or intended to be used in a computer, computer system or computer network.
2. Destroys, uses, takes or damages a computer, computer system, computer network or equipment or supplies used or intended to be used in a computer, computer system or computer network.
Whoever violates this subsection is guilty of:

1. A Class A misdemeanor unless subd. 2., 3. or 4. applies.
2. A Class E felony if the offense is committed to defraud or obtain property.
3. A Class D felony if the damage to the computer, computer system, computer network, equipment or supplies is greater than $2,500.
4. A Class C felony if the offense creates a substantial and unreasonable risk of death or great bodily harm to another.

943.70(4): Computer use restriction.
In addition to the other penalties provided for violation of this section, a judge may place restrictions on the offender's use of computers. The duration of any such restrictions may not exceed the maximum period for which the offender could have been imprisoned; except if the offense is punishable by forfeiture, the duration of the restrictions may not exceed 90 days.

943.70(5): Injunctive relief.
Any aggrieved party may sue for injunctive relief under ch. 813 to compel compliance with this section. In addition, owners, lessors, users or manufacturers of computers, or associations or organizations representing any of those persons, may sue for injunctive relief to prevent or stop the disclosure of information which may enable another person to gain unauthorized access to data, computer programs or supporting documentation.

943.70 - ANNOT.

943.70 - ANNOT.
Judicial Council Note, 1988: [In (2) (b) 4. and (3) (b) 4.] The words "substantial risk" are substituted for "high probability" to avoid any inference that a statistical likelihood greater than 50% was ever intended. [Bill 191-S]

943.70 - ANNOT.
This section is constitutional. Copyright law does not give a programmer a copyright in data entered into the programmer's program, and copyright law does not preempt prosecution of the programmer for destruction of data entered into the program. State v. Corcoran, 186 W (2d) 616, 522 NW (2d) 226 (Ct. App. 1994).

943.70 ANNOT.

Section 5: Other applicable policies, guidelines & acts
- Title 18 Sec. 1030 US Code: Fraud and related activity in connection with computers
- Economic Espionage Act of 1996

Service Work and Work-for-Pay

The Master of Science in Anesthesia course of study includes a rigorous didactic curriculum combined with in-hospital supervised clinical education. Students are encouraged to carefully consider the necessary class meeting schedule, study time and required clinical duty hours prior to committing to
any additional service work or work-for-pay activities.

MCW Information Services (MCW-IS)

Technology Requirements
The Medical College of Wisconsin wants to offer you the best technology experience during your time at MCW by providing the tools and services you need to excel. While a student at MCW, it is required that you have a laptop and a mobile device which will be used for taking tests and learning apps.

All students are required to have a laptop and mobile device used for taking tests and learning apps. Laptops and mobile devices must meet or exceed the minimal technical requirements. Laptops provided through the Student Laptop Program will meet these requirements.

For more information regarding technology requirements as well as the Student Laptop Program, please see:

2016-17 Technology Requirements all Schk

Software
As a student of MCW, you have free access to Microsoft Office 365 as long as you have an active MCW email address. Office 365 includes locally installed and browser-based versions of Microsoft Office as well as Skype for Business and OneDrive for Business. Get started at http://portal.office.com and log in with your MCW email address and password. Mobile apps are also available.

Security
1. Each student is responsible for the content of what is sent to his or her MCW email account in accordance with Email Usage Policy (IT.IS.040).
2. The protection of an individual's privacy is one of the most important responsibilities of all faculty members, staff, and students at MCW. By policy, protected information that might exist on portable electronic devices such as tablets, smartphones, and laptops must be safeguarded.
3. In accordance with Information Systems Access (IT.IS.010) policy, all MCW students share in the responsibility for protection against threats to the integrity and confidentiality of the MCW network and systems. You are responsible for all activities performed under your username and password. You should never disclose your MCW network password to anyone, including MCW-IS.

Services
Email
MCW provides email service for all of its students. Since this is the official delivery system of information to students, MCW has given each student an email address to be used for official MCW business. Your MCW email address is used for official communication with you. Students are required to monitor their MCW email account for importance notices.

You can access your MCW email via Outlook Web App, which is found at: http://owamail.mcw.edu. Alternatively, you can setup AirWatch on your smartphone or tablet to access MCW email. AirWatch is required to be installed on any smartphone or tablet that accesses MCW data.

Your MCW email account will be active until July 1 following graduation at which time it will be disabled. The Medical College of Wisconsin/Marquette Medical Alumni Association offers an alumni email account to students who are not staying at MCW for their residencies. Communication regarding an alumni email account will be
distributed before graduation.

**Self Service Password Reset**
Our self service password reset tool uses claims-based identity so you can reset or unlock your MCW password without needing to contact the MCW-IS Service Desk. To use the tool, you must first enroll in the service. Once set up, you can reset your password at [http://password.mcw.edu](http://password.mcw.edu).

**System Status**
For the current status of systems and services on the MCW network, visit: [https://infoscope.mcw.edu/is/status.htm](https://infoscope.mcw.edu/is/status.htm). We also maintain a Twitter feed for announcing service interruptions: [@MCW_IS](https://twitter.com/MCW_IS).

**Wireless Network**
Stay connected while on campus with mcwWiFi, an encrypted network you can access using your username and password. Guests can access mcwWiFi with the username of wifiguest. Call (414) 955-3333 for the current password for guest access.

**Support**
Support for AirWatch, mcwWiFi, best effort laptop technical help, or Student Laptop Program support, contact:
MCW-IS Service Desk
(414) 955-4357, option 8
help@mcw.edu
M0300, basement level in the Medical Education Building
7 a.m. – 5 p.m., Monday through Friday (except MCW holidays)
After hours support is available for MCW password resets or remote wipe of lost/stolen mobile devices with AirWatch installed.
Support for D2L, ExamSoft, Top Hat, and student required mobile device apps, contact:
Educational Technology
(414) 955-4290
exams@mcw.edu or lmshelp@mcw.edu
Academic Affairs Office, third floor of the Medical Education Building
8 a.m. – 5 p.m., Monday through Friday (except MCW holidays)
*Personal appointments available by request*
Family Educational Rights and Privacy Act (FERPA)

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

- **The right to inspect and review the student’s education records within 45 days of the day the Medical College of Wisconsin (MCW) receives a request for access.**

  Students should submit to the appropriate MCW official (registrar staff, deans and associate deans for medical, graduate, and graduate medical education programs) written requests that identify the record(s) they wish to inspect. The MCW official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the MCW official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

- **The right to request the amendment of the student’s education records that the student believes are inaccurate, misleading or otherwise in violation of the student’s privacy rights.**

  A student may ask MCW to amend a record that the student believes is inaccurate, misleading or otherwise in violation of the student’s privacy rights. The student should write the MCW official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it is inaccurate, misleading or otherwise in violation of the student’s privacy rights.

  If MCW decides not to amend the record as requested by the student, MCW will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

  The above procedures do not include challenges to academic grades.

- **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.**

  One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by MCW in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a member of the Board of Trustees of MCW; a person or company with whom MCW has contracted to perform a special task (such as MCW counsel, auditors, or the National Student Loan Clearinghouse); or a student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the school official needs to review an education record in order to fulfill his or her professional responsibility.

  The authorization by FERPA to a disclosure without consent, however, shall not be deemed by the Medical College as a requirement to make such a disclosure. The Medical College, through the Senior Associate Dean for Academic Affairs or the Dean of the Graduate School, as appropriate, shall determine whether a school official has a legitimate educational interest on a case by case basis. Requests for disclosure should be submitted in writing to the Office of the Registrar or the Office of the Graduate School of Biomedical Sciences.

  Upon request, the Medical College discloses education records, without consent, to officials of another school in which a student seeks or intends to enroll. This statement pertains to colleges or
universities with which the Medical College is formally affiliated, e.g., the University of Wisconsin - Milwaukee, Marquette University, and the Milwaukee School of Engineering.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Medical College of Wisconsin to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

  Family Policy Compliance Office
  U.S. Department of Education
  400 Maryland Avenue SW
  Washington, D.C. 20202-4605

Public Notice Designating Directory Information

The Medical College of Wisconsin (MCW) is in compliance with the Family Educational Rights and Privacy Act of 1974, as amended (FERPA), the purpose of which is to let the student know what educational records are kept by MCW, to give the student the right to inspect such records and to ask for correction if necessary, and to control the release of such information to those who are not involved in the educational process. Under FERPA, certain Directory Information may be made available to anyone who requests it unless the student specifically asks, in writing, that this not be done. MCW designates the following as Directory Information:

Category I
Name, address, telephone number, dates of attendance, class, e-mail address.

Category II
Major field of study, awards, honors, degree(s) conferred at MCW (including dates),
previous institution(s) attended, degree(s) conferred at previous institution(s) attended, residency match results (for medical students), title and employer (for MPH students).

Currently enrolled students may withhold disclosure of any or all categories of Directory Information under FERPA. Forms requesting the withholding of Directory Information are available in the respective school offices and must be filed each academic year within one week of registration or the earliest orientation during the academic year for an MPH student.

The Medical College of Wisconsin assumes that failure on the part of any student specifically to request the withholding of categories of Directory Information indicates individual approval for disclosure for the academic year.