



# **All Student Handbook 2018-2019**

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## Section I. GENERAL INFORMATION

### PURPOSE OF THE STUDENT HANDBOOK

This handbook contains information, policies, and procedures for all students enrolled at the Medical College of Wisconsin. It is to be used in conjunction with the MCW Graduate School of Biomedical Sciences Handbook, the Medical School Handbook and/or the School of Pharmacy Student Handbook which include information, policies and procedures specific to the schools.

Although every effort has been made to verify the accuracy of information in this publication, the Medical College of Wisconsin reserves the right to make changes to policies and procedures without notice as necessitated by governing authorities or administrative needs. Changes will become effective whenever the proper authorities so determine and will apply to all matriculated students.

Updates and changes are made annually to the handbook. Anyone with suggestions for amending or changing any of the information in this handbook should make those suggestions in writing to the Office of the Registrar.

It is the responsibility of the student to seek out clarification of policies and procedures.

### INSTITUTIONAL OVERVIEW

The Medical College of Wisconsin is a private, independent school for the health sciences, and is comprised of three professional schools. Founded in 1893 as the Wisconsin College of Physicians and Surgeons, it merged in 1913 with the Milwaukee Medical College to become the Marquette University School of Medicine. In 1967 it separated from Marquette University, and in 1970 changed its name to the Medical College of Wisconsin. In January 1995, the MCW Board of Trustees formally established the Graduate School of Biomedical Sciences as an academic school, and in May 2015, the Board approved the creation of a School of Pharmacy, which admitted its first class in 2017. The Medical College of Wisconsin is the academic heart of the Milwaukee Regional Medical Center campus. The Medical College of Wisconsin and its affiliates form the only academic medical center campus in eastern Wisconsin. The campus serves as a regional resource for biomedical sciences, medical and pharmacy education, patient care, research, and community health.

### MISSION

The Medical College of Wisconsin is a distinguished leader and innovator in the education and development of the next generation of physicians, scientists, pharmacists and health professionals; we discover and translate new knowledge in the biomedical and health sciences; we provide cutting-edge, collaborative patient care of the highest quality; and we improve the health of the communities we serve.

Each professional school administers an oath at the beginning and/or end of an academic program. The principles and tenets of these oaths help define each program's curriculum and each student's obligation to their chosen profession.

- [Graduate School of Biomedical Sciences](#)
- School of Medicine [Hippocratic Oath](#)
  - [MSA](#)
- School of Pharmacy [Oath of a Pharmacist](#)

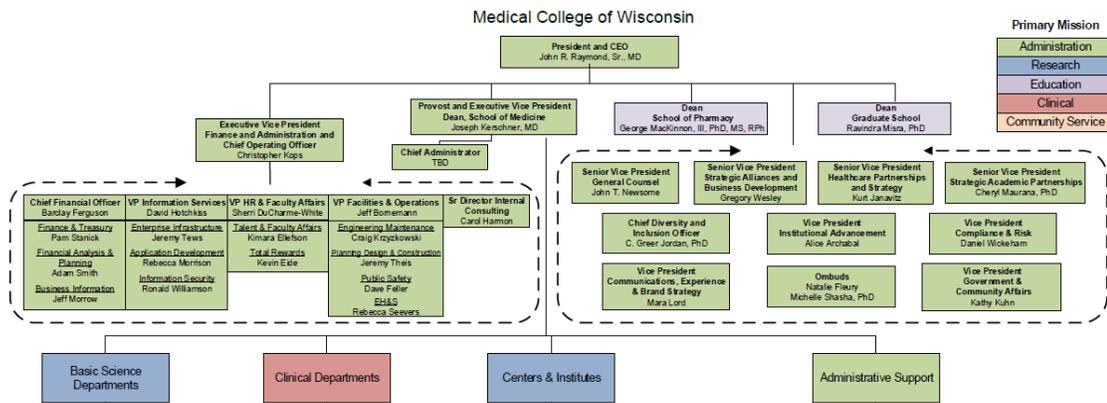
### LEADERSHIP

The Medical College of Wisconsin is governed by the [Board of Trustees](#). Biographies of MCW's senior leadership can be found on the [Leadership Information page](#) of InfoScope.

**Academic Administration**

<p style="text-align: center;"><b>President &amp; CEO</b> John R. Raymond, Sr., MD</p>		
<p style="text-align: center;"><b>Provost, Executive Vice President, Dean, Medical School</b> Joseph E. Kerschner, MD</p>	<p style="text-align: center;"><b>Dean, School of Pharmacy</b> George E. MacKinnon III, PhD, MS, RPh</p>	<p style="text-align: center;"><b>Dean, Graduate School of Biomedical Sciences</b> Ravindra P. Misra, PhD</p>
<p style="text-align: center;"><b>Associate Deans</b></p> <p>William J. Hueston, MD, Senior Associate Dean for Academic Affairs</p> <p>Jose Franco, MD, Associate Dean for Educational Improvement</p> <p>Carol Tsao, MD, JD, Associate Dean for Student Affairs</p> <p>Travis Webb, MD, MHPE, Associate Dean for Curriculum</p>	<p style="text-align: center;"><b>Associate Deans</b></p> <p>Bud Beatty, PhD, Associate Dean for Academic Affairs</p>	<p style="text-align: center;"><b>Associate Dean</b></p> <p>Neil Hogg, PhD, Associate Dean of Students</p>
<p style="text-align: center;"><b>Campus Deans</b></p> <p>Matthew Hunsaker, MD, Green Bay</p> <p>Lisa Grill Dodson, MD, Central Wisconsin</p>		
<p style="text-align: center;"><b>Program Director, Master of Science in Anesthesia</b> Michael Stout, EdD, C.A.A., Assistant Professor</p>		

## Medical College of Wisconsin Organization Chart



View the [complete MCW organization chart](#).

### **Vice Presidents and Officers**

Alice Archabal, Vice President, Institutional Advancement

Barclay Ferguson, MBA, Chief Financial Officer

David Hotchkiss, Vice President, Information Services, Chief Information Officer

Kurt A. Janavitz, Vice President for Healthcare Partnerships and Strategy

Christopher Kops, CPA, MBA, Executive Vice President, Finance and Administration, Chief Operating Officer

Kathryn A. Kuhn, Vice President, Government and Community Affairs

Mara Lord, MBA, Vice President, Communications, Experience and Brand Strategy

Cheryl A. Maurana, PhD, Senior Vice President, Strategic Academic Partnerships

John T. Newsome, MBA, JD, Senior Vice President, General Counsel

Gregory M. Wesley, JD, Senior Vice President, Strategic Alliances and Business Development

Sherri Du-Charme White, Vice President, Human Resources and Faculty Affairs

Daniel Wickham, Vice President, Compliance and Risk

## **PROGRAMS OF STUDY**

### **Graduate School of Biomedical Sciences**

Biochemistry, PhD  
Bioethics, MA  
Bioinformatics, MS (Joint program with Marquette University)  
Biomedical Engineering, PhD (Joint program with Marquette University)  
Biophysics, PhD  
Biostatistics, PhD  
Cell and Developmental Biology, PhD  
Clinical and Translational Science, MS  
Functional Imaging, PhD (Joint program with Marquette University)  
Healthcare Technologies Management, MS (Joint program with Marquette University)  
Interdisciplinary Biomedical Sciences, PhD  
Medical Physiology, MMP  
Microbiology and Immunology, PhD  
Pharmacology and Toxicology, PhD  
Physiology, PhD  
Public and Community Health, PhD  
Public Health, MPH

AMA Bioethics, Certificate  
Clinical Bioethics, Certificate  
Clinical and Translational Science, Certificate  
Community Health Assessment and Planning, Certificate  
Population Health Management, Certificate  
Public Health, Certificate  
Public Health Ethics, Certificate  
Research Ethics, Certificate

### **School of Medicine**

Doctor of Medicine, MD  
[Master of Science in Anesthesia, MSA](#)  
[Medical Student Summer Research Program](#)  
[Medical Scientist Training Program](#) MD-PhD

### **School of Pharmacy**

Doctor of Pharmacy, PharmD

## COMMITTEES

Each School within the Medical College of Wisconsin charges numerous committees with tasks and responsibilities to assist with the administration of the academic programs and other governance functions.

- Graduate School of Biomedical Sciences Committees (See [Graduate School Handbook](#))
- [School of Medicine Committees](#)
- School of Pharmacy Committees (See [School of Pharmacy Handbook](#))

## STUDENT GOVERNMENT

The Medical College of Wisconsin values student engagement in the governance process. As such, each school has a governance structure in which which students are invited to participate.

- [Graduate School Student Association](#) (Also see [Graduate School Handbook](#))
- Medical Student Assembly (see [Medical School Handbook](#))
- Pharmacy Student Alliance

## ACADEMIC CALENDARS

Students are encouraged to become familiar with the [academic calendar](#) for their program of study. Although great care is taken to ensure the accuracy of the calendars at the time of publication, changes may be necessary. In the event of significant change to an academic calendar, students will be notified via MCW email.

## CONSUMER INFORMATION

The Medical College of Wisconsin (MCW) is committed to ensuring prospective and enrolled students and their families have available and can easily access information about MCW, its operations and academic programs. Disclosure of [consumer information](#) has been developed under the guidelines of the Higher Education Act of 1965, as amended in 2009 and pertains to: general institutional information, financial aid, estimated costs by school, academic information, student records, campus facilities and health and safety.

## CODE OF CONDUCT

All students will abide by the [MCW Code of Conduct](#).

## Section II. STUDENT SERVICES

### ADA ACCOMMODATIONS

Students who need to request accommodations for learning disabilities and/or personal health situations are encouraged to contact the dean or designee of the appropriate school as soon as possible.

### BOOKSTORES

The Medical College of Wisconsin utilizes bookstores to provide required and recommended textbooks for courses. The bookstores also offer equipment, dissection supplies, lab coats, school supplies, cards, gifts, snacks, and a variety of MCW apparel. Click on the link to each bookstore to learn more.

- Milwaukee: [Matthews MCW Bookstore](#)
- Central Wisconsin: [Northcentral Technical College Campus Store](#)
- Green Bay: [St. Norbert College Store](#)

### EXERCISE FACILITIES

MCW is proud to offer a variety of exercise facilities to students. Click on the link to each facility below to learn more.

- Milwaukee: [Ruth & Reid Tonkens Exercise Center](#)
- Central Wisconsin: Aspirus Wausau Hospital, CardioPulmonary Lab, M to F 4:30 p.m. to 6:00 a.m., Holidays/Weekends 24 hour
- Green Bay: [St. Norbert College Mulva Family Fitness & Sports Center](#)

### INSURANCE

It is the policy of the Medical College of Wisconsin that all students must have insurance coverage. MCW has contracted with an insurance company that provides coverage for all students. There are three components of this policy: 1) major medical coverage; 2) disability insurance; and 3) term life insurance. Dental insurance is also available but is option and not covered under this policy. Dependent on the program of study, a student is required to take disability and term life insurance. The student can waive the institution's major medical insurance if the student has a valid health insurance policy. Students who have existing health insurance in place may submit a waiver request to the [Health and Wellness Coordinator](#) and must maintain insurance throughout enrollment at the institution. Students who request a waiver for major medical coverage will be required to provide proof of coverage.

Those who are not otherwise covered are required to enroll in the plan offered by MCW. It is the responsibility of the student to explore options and assure there is no coverage gap should the coverage used to request a waiver lapse.

In the Graduate School of Biomedical Sciences, the annual premium for single coverage will be paid by MCW for all full-time PhD seeking students in the basic sciences.

All health insurance information is available in the MCW Student Insurance course in D2L/Brightspace.

Failure to maintain required insurance coverage may result in disciplinary action.

### 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.

- [Student Health Services](#)
- [Student Mental Health Services](#)
- [Student Wellness](#)

The health services described below are available to all students who are enrolled full-time as degree candidates. Students who are on a Temporary Withdrawal (Leave of Absence) from any academic program 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.

### **Medical Services**

The Medical College of Wisconsin wishes to ensure that all students have access to excellent health care.

#### ***MCW-Milwaukee***

Students are able to directly access MCW primary care and specialty physicians. 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 Services. MCW Occupational Health Services staff provide information to students regarding infection control and health issues and will meet with all classes on a yearly basis.

#### ***MCW-Central Wisconsin***

MCW-CW does not direct medical care, rather students are encouraged to establish a local primary care physician to coordinate medical care.

Students have access to Occupational Health Services through MCW's contract with Aspirus Occupational Health, 425 Wind Ridge Drive, Wausau. Telephone: (715) 847-2812. TB tests, immunizations, titers, etc. are available to MCW-CW students through this contract.

#### ***MCW-Green Bay***

Students at MCW-Green Bay have access to the Student Health and Medical services at St. Norbert College (SNC). The clinical and preventative services offered are provided by registered nurses, nurse practitioners and physician assistants. These services include:

- Assessment, treatment and/or referral for medical needs
- Basic prescription and OTC medications
- Laboratory and diagnostics
- Disease management and post-surgical care
- Physicals, health education and prevention strategies
- Immunizations, including routine and travel immunizations

The cost of a medical provider visit, advanced lab testing and prescription medications are billed to the student's insurance. Individual deductibles and co-pays may apply. Student should maintain a copy of a current insurance card and bring it with them when they visit SNC Student Health and Wellness Services. Appointments are necessary to shorten wait times and to assure the most appropriate practitioner to meet your needs.

#### **St. Norbert College Health and Wellness Services**

Mulva Family Fitness & Sports Center  
601 Third Street, 2<sup>nd</sup> Floor  
(920) 403-3266

Monday – Friday: 8:00 a.m. – 4:30 p.m.  
health@snc.edu

For all matriculants in fall 2017 and thereafter, all required immunization records, necessary testing (titers, PPD, etc.), CPR certification, and related health requirements for matriculation will be stored in [CastleBranch](#) for ongoing monitoring throughout the duration of enrollment. Access to CastleBranch will be available to students beyond their education at MCW.

### ***Mental Health Services***

The Medical College of Wisconsin recognizes that students may experience stress in the course of their academic work and personal lives. Each campus offers mental health services. Students or immediate family members may utilize up to **five (5) sessions per academic year** subsidized by MCW, after which the individual's health insurance policy applies.

#### ***MCW-Milwaukee***

The Department of Psychiatry and Behavioral Medicine has established a program to serve the needs of MCW students. Services for students include preventive care as well as counseling therapy, psychiatric or psychological evaluations, and medication management. Students and their immediate families have quick and confidential access to psychiatrists, psychologists, and other clinicians within the MCW Preferred Care Organization (PCO) plan. Providers have a wide range of expertise and offer many effective treatment modalities. The highest quality mental health care is provided to students and their families.

Practitioners can provide support for issues related to: anxiety, depression, Attention Deficit Disorder, substance abuse, eating disorders, stress management, career problems, major mental illnesses, marital concerns, sexual dysfunction, and grief management, as well as child, adolescent and family concerns.

Many safeguards are in place to ensure privacy and confidentiality regarding inquiries and treatment. The referral program provides easy access to information regarding benefits, choice of clinician, and available treatments through one direct, confidential phone number: (414) 955-8933.

Needs arising outside of normal daytime hours can be addressed through the emergency contact phone number, available 24 hours a day, seven days a week, at (414) 805-6700.

Referral Coordinator: Carolyn Bischel  
Telephone: (414) 955-8933 Fax: (414) 955-6285  
E-mail: [jbischel@mcw.edu](mailto:jbischel@mcw.edu)  
Referral Hours: 8:00 a.m. to 4:30 p.m. Monday through Friday

Program Director: David Cipriano, PhD  
Telephone: (414) 955-8950

#### ***MCW-Central Wisconsin***

MCW-Central Wisconsin's contracted provider offers students full access to services which include preventive care and mental health coaching as well as counseling therapy, psychiatric or psychological evaluations and medication management.

Elmergreen Associates  
114 Grand Avenue  
Wausau  
(715) 845-7175

MCW-Central Wisconsin has also made arrangements for psychiatric care with Ascension-Ministry Health Care-St. Michael's Hospital, 209 Prentice Street North, Stevens Point, WI 54481. Telephone: (715) 344-4611 or (715) 472-9449.

***MCW-Green Bay***

***Mental Health Services***

St. Norbert College Counseling and Psychological Services  
Mulva Family Fitness & Sports Center  
601 Third Street, 2<sup>nd</sup> Floor  
(920) 403-3045

***Mental Health Services Crisis Center***

24 Hour Service  
300 Crooks Street  
Green Bay, WI 54301  
(920) 436-8888

**LIBRARIES**

The Medical College of Wisconsin provides robust library services to students to assist them in academic endeavors.

***MCW-Milwaukee***

MCW-Milwaukee Libraries consist of the central **Todd Wehr Library**, located in the Health Research Center, and two hospital-based libraries. 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. More information, links to online resources and current updates about the Library are available on the Library [website](#). Contact the Library at: [asklib@mcw.edu](mailto:asklib@mcw.edu).

***MCW-Central Wisconsin***

Students at the MCW-Central Wisconsin campus have access to multiple library facilities for access to any print materials beyond MCW's vast digital library. In addition to the [Marathon County Public Library](#), MCW-Central Wisconsin students may utilize the [Northcentral Technical College Eiffel Holm Memorial Library](#) to access information resources, professional expertise, and support. NTC's library provides a variety of materials that support the instructional and research needs of their patrons.

Location: 1000 Campus Drive, Building C, Wausau, WI 54401

Email: [library@ntc.edu](mailto:library@ntc.edu)

Phone: (715) 803-1115

In addition, students have full access to the [Dr. Joseph F. Smith Medical Library at Aspirus Hospital](#). This library is a research and health resource center for physicians, residents, physician assistants, nurse practitioners, nurses, allied health professionals, employees, students, patients, and family and community members.

***MCW-Green Bay***

In addition to the libraries on the Milwaukee campus, students at the MCW-Green Bay campus have access to the [St. Norbert College Miriam B. and James J. Mulva Library](#).

Location: 400 Third Street, De Pere, WI 54115

Phone: (920) 403-3466

Email: [library@snc.edu](mailto:library@snc.edu)

## **MCWconnect**

[MCWconnect](#) offers current students online access to their financial aid and tuition accounts, as well as registration and student records. Log in credentials are sent to all incoming students. For assistance in accessing the system, email [mcwconnect\\_support@mcw.edu](mailto:mcwconnect_support@mcw.edu).

For assistance with MCWconnect services, contact:

[Office of Student Accounts](#) Email: [mcwtuition@mcw.edu](mailto:mcwtuition@mcw.edu) Telephone: (414) 955-8172

[Office of Student Financial Services](#) Email: [finaid@mcw.edu](mailto:finaid@mcw.edu) Telephone: (414) 955-8208

[Office of the Registrar](#) Email: [acadreg@mcw.edu](mailto:acadreg@mcw.edu) Telephone: (414) 955-8733

## **SAFETY SERVICES**

MCW produces an [Annual Campus Safety Report](#) in compliance with the Jeanne Clery Act.

- Milwaukee: [Public Safety](#)
- Central Wisconsin: Aspirus Security, Telephone: (715) 847-2926, [Northcentral Technical College Campus Safety and Security](#), Telephone: (715) 803-1111.
- Green Bay: [St. Norbert College Campus Safety](#)

In the event of an emergency, dial 911.

## **TECHNOLOGY REQUIREMENTS & SERVICES**

The Medical College of Wisconsin wants to offer the best technology experience during a student's education at MCW by providing the tools and services needed to excel. While at MCW, a laptop and a mobile device are required of students and will be used for taking tests and accessing learning applications. Laptops and mobile devices must meet or exceed the minimal technical requirements. Laptops provided to students by MCW will meet these requirements.

### **Software**

Students have free access to Microsoft Office 365 as long as they 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. Students log in at <http://portal.office.com> with their 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 the [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. Students are responsible for all activities performed under their MCW-issued username and password. Students should never disclose their MCW network password to anyone, including MCW Information Services (IS) staff.

### **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. MCW email address is used for official communication. Students are required to monitor their MCW email account for importance notices.

Students can access MCW email via the Outlook Web App, which is found at: <http://owamail.mcw.edu>. Alternatively, students can [setup AirWatch on a smartphone or tablet](#) to access MCW email. AirWatch is required to be installed on any smartphone or tablet that accesses MCW data.

A student's 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. Communication regarding an alumni email account will be distributed before graduation.

### **Self-Service Password Reset**

The self-service password reset tool uses claims-based identity which allows a student to reset or unlock an MCW password without needing to contact the MCW-IS Service Desk. To use the tool, students must first [enroll in the service](#). Once set up, students can reset the password at <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>. Information Services also maintains a Twitter feed for announcing service interruptions: [@MCW\\_IS](#).

### **Wireless Network**

Students can stay connected while on campus with **mcwWiFi**, an encrypted network they can access using an MCW username and password.

Guests can access mcwWiFi with the username of *wifiguest*. Guests can 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](mailto:help@mcw.edu)  
M0300, basement level in the Medical Education Building  
7:00 a.m. – 5:00 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/Brightspace, ExamSoft, Top Hat, and student required mobile device apps, contact:

Educational Technology  
(414) 955-4290  
[exams@mcw.edu](mailto:exams@mcw.edu) or [lmshelp@mcw.edu](mailto:lmshelp@mcw.edu)  
M3200  
8:00 a.m. – 5:00 p.m., Monday through Friday (except MCW holidays)  
*Personal appointments available by request*

## Section III. ACADEMIC REGULATIONS

### ACADEMIC STANDING

All students are expected to maintain satisfactory academic progress, specific to the standard established within each School. Please consult the Academic Standing section of the respective school's academic bulletin or student handbook.

Any student failing to meet the standards for academic progress or professional conduct will be reviewed by the academic standing committee appropriate to the school of enrollment. Professional ethics and appropriate personal and professional conduct are essential to the culture of MCW and practice as a biomedical or health care professional. Unethical and/or inappropriate behavior will be considered by the committee in its advancement of academic standing deliberations.

In addition to the aforementioned academic standing policies, MCW complies with Title IV (Financial Aid) regulations; see the Satisfactory Academic Progress policy in this Handbook for more information.

### ADD/DROP

**Graduate School of Biomedical Sciences:** A student may add/drop a course no later than five days after the start of the class. The add/drop dates appear in the academic calendar.

**School of Medicine:** The [add/drop deadline](#) for medical students is the 15<sup>th</sup> of the month two months preceding the start of the class. Thereafter, a student who wishes to add a course, drop a course or withdraw from a course must seek the approval of the Dean of Students.

**School of Pharmacy:** Students will be enrolled in courses in accordance with the dates and deadlines established by the University Registrar. It is the responsibility of the student to address any holds prior to course enrollment. Students may not withdraw from individual courses that are required for completion of the PharmD program. Students may withdraw from the Doctor of Pharmacy program, which is a permanent decision, or request a Temporary Withdrawal, which is a temporary decision (please see temporary withdrawal section of the Academic Standing Policy). If students choose to withdraw after an academic session begins, their tuition refund will be based on the official withdrawal date and MCW's tuition refund policy.

Registration for fall term begins in April of each year, while registration for spring and summer (Graduate School only) terms begins in October of each year.

### ATTENDANCE & ABSENCE

Please consult the Attendance and/or Absence policy section of the respective school's academic bulletin or student handbook.

### AUDIT

The Graduate School of Biomedical Sciences permits course audits. An applicant who wants to audit courses without earning credits must apply and be admitted as a non-degree seeking student. Non-degree enrollees and current students have the ability to audit a course without earning credit. Students may [request to change from credit to audit status](#) during the period extending from the first day of class through the time period that consists of a total of 10% of the length of the course. Please consult the academic calendar for the specific deadline dates. Those enrolled in a class that they are auditing are expected to attend and participate in classes but are not required to complete written course assignments or examinations. Those who are auditing a class but do not attend will have their registration in the course relinquished.

The Medical School allows students to audit Academic Enrichment (subject code ACEN) courses only.

The School of Pharmacy does not allow degree-seeking students to audit courses. Students who are not enrolled in the Doctor of Pharmacy program may be given permission to enroll in a Doctor of Pharmacy course by the Associate Dean of Academic Affairs after consultation with the Course Director.

### **CLASSIFICATION/PROMOTION**

Promotion to the next level of study is contingent upon successful completion of prerequisite coursework and demonstration of appropriate professional conduct in each program. Promotion may be subject to further review by the committee responsible for academic standing and progression in the respective school.

#### **Medical Student Progression**

##### *Milwaukee campus*

M1	0.000 to 41.999 credits
M2	42.000 to 84.999 credits
M3	85.000 to 125.999 credits
M4	126.000+ credits and pass USMLE Step 1

##### *Regional campuses*

M1	0.000 to 45.999 credits
M2	46.000 to 98.999 (GB), 46.000 to 102.99 (CW)
M3	99+ (GB), 103+ (W)

#### **Master of Science in Anesthesia Student Progression**

A1	0.000 to 41.999 credits
A2	42.000 to 81.499 credits
A3	81.500+ credits

#### **Pharmacy Student Progression**

P1	0.000 to 32.499 credits
P2	32.500 to 84.999 credits
P3	85.000 to 138.999 credits
P4	139.000+ credits

Graduate student progression is based on completion of degree requirements which vary by program; see the Graduate School of Biomedical Sciences academic bulletin.

### **COURSE EVALUATIONS**

Professionalism, as one of MCW's Global Competencies, is expected of all students. The institution is committed to providing students with outstanding educational experiences to support their career preparation. In order to continuously improve the educational programs, MCW regularly seeks student perceptions regarding their educational experience. In accordance with the professionalism competency, each academic program expects or requires that students complete all evaluations within the established timeframes providing honest and constructive feedback as appropriate.

#### **Graduate School of Biomedical Sciences**

- All students taking courses for credit are required to complete evaluation forms.
- The time frame in which students complete evaluations is recorded.
- Students will be fined \$100.00 for each missing course evaluation.
- Failure to complete evaluations by the stated evaluation time frame may result in additional sanctions.

### **School of Medicine**

- All students taking courses for credit are required to complete evaluation forms.
- The time frame in which students complete evaluations is recorded.
- Students who do not complete evaluation forms will have an indicator added to the student's record reflecting non-compliance with professional expectations. This may be used as commentary in the Medical Student Performance Evaluation letter.

### **School of Pharmacy**

- Per Accreditation Council for Pharmacy Education standards, all students taking courses for credit are expected to complete evaluation forms.
- Evaluations of courses and instructors will occur each academic session.
- Except under special circumstances, adequate time will be scheduled for evaluation completion.

### **CREDIT HOURS**

In accordance with the U.S. Department of Education's regulations and the definition of a Carnegie unit, the Medical College of Wisconsin assigns [credit hours](#) as a unit of measurement. MCW awards credit to students who successfully complete coursework which may include clinical rotations, conferences, labs, research and study.

### **Graduate School of Biomedical Sciences**

Students are considered full-time as long as they are enrolled in 9 or more credits in the fall or spring terms or 6 or more credits in the summer term.

### **School of Medicine**

Students are considered full-time as long as they are enrolled in 9 or more credits in the fall or spring term.

The Liaison Committee on Medical Education has in place certain standards which require careful evaluation of students in all aspects of medical education. MCW abides by such standards, and follows longstanding practices at medical schools nationwide in which one credit hour is assigned to each week of a clinical rotation.

In accordance with the Liaison Committee on Medical Education Standard 8.8., the School of Medicine has established a policy on limitations in student work hours during clerkship rotations that was approved by the Curriculum Evaluation Committee; the clerkship coordinators and directors monitor student work hours to assure compliance with that policy. These hours represent clinical hours, and not hours spent studying or working on other rotation or self-study projects.

### **School of Pharmacy**

Students are considered full-time as long as they are enrolled in 9 or more credits each term.

### **DISTRIBUTION OF EDUCATIONAL MATERIALS**

Faculty members create educational materials with the aim of providing an excellent education for Medical College of Wisconsin 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 MCW students.

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 MCW faculty for use in their courses. The following policy applies to all educational materials created by MCW faculty spanning all courses, rotations, and clerkships, as well as other educational venues (e.g., M3 Benchmark-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 students enrolled at MCW, 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 MCW 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 MCW's policy on Professional Misconduct and may result in disciplinary sanctions up to and including dismissal.

## **ENROLLMENT STATUS**

### **Graduate School of Biomedical Sciences**

	Fall and Spring Terms	Summer Terms
Full Time	9.000 or more credits	6.000 or more credits
Three Quarters Time	6.750 to 8.999 credits	4.500 to 5.999 credits
Half Time	4.500 to 6.749 credits	3.000 to 4.499 credits
Less than Half Time	0.500 to 4.499 credits	0.500 to 2.999 credits

All full-time PhD degree seekers must be continuously enrolled full-time.

### **School of Medicine**

Full Time	9.000 or more credits
Three Quarters Time	6.750 to 8.999 credits
Half Time	4.500 to 6.749 credits
Less than Half Time	0.500 to 4.499 credits

### **School of Pharmacy**

Full Time	9.000 or more credits
Three Quarters Time	6.750 to 8.999 credits
Half Time	4.500 to 6.749 credits
Less than Half Time	0.500 to 4.499 credits

## **EXAMINATIONS**

Individual schools or educational programs may have separate exam policies than that which is contained herein. In such instances, those policies may supersede or supplement the below policy, and in such instances will state as much and be contained in the applicable school handbook/educational program materials.

### **Administration of Exams**

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 for 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 will take course exams on their working laptops compatible with the ExamSoft platform. 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 MCW 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.
    - a. School of Medicine: 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 5% 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 the 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 appropriate school official.
  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. The respective school 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. Upon arrival, the student 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.

### **Students Arriving Late**

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 should quietly inform the course/unit director or chief proctor of their arrival. 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. The student will be expected to complete the exam in the time remaining for the original testing session.
4. Arriving late for exams is an issue of professionalism. After the exam, students arriving late will be required to meet with the course/unit director.
  - a. School of Medicine: An orange card may be issued unless the reason for late arrival is deemed legitimate.
5. The course/unit directors may choose to address this issue with additional actions, such as reducing the student's exam score or course grade, and/or having the student meet with the appropriate school official in cases of unprofessionalism or recurrent tardiness to examinations.

### **Computerized Examinations**

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

Students are responsible for bringing well-maintained personal laptop, power cord, privacy screen, log-on and password information to the examination. 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 Professionalism Policy.**

An on-screen calculator, highlight function, cross-out function and list of normal lab values will be provided for examinations.

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.

### **Rules for Examination Review and Appeals**

Please consult the Exam section of the respective school's academic bulletin or student handbook.

## FEDERAL EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act, as amended, is a federal law administered by the U.S. Department of Education that protects the privacy of student records, provides students the right to inspect their records, and provides students the right to request amendment of their records. MCW's [FERPA policy](#) is available online.

## GRADING

Each School at MCW utilizes a grading system specific to the educational mission of the programs it offers. Click on the respective links below to learn more about each grading system and related policies and procedures.

- Graduate School of Biomedical Sciences (See [Graduate School Handbook](#))
- [School of Medicine](#) (See [Medical School Handbook](#))
- School of Pharmacy (See [School of Pharmacy Handbook](#))

## GRADUATION & COMMENCEMENT

Students are eligible for graduation after they have completed all checklist items and degree requirements for the degree by the deadline established by the respective school. One formal commencement exercise is held each May in Milwaukee for graduates of the Graduate School of Biomedical Sciences, MCW-Milwaukee Medical School and the School of Pharmacy. The regional campuses host commencement exercises for graduates of MCW-Green Bay and MCW-Central Wisconsin Medical School. Graduating students are required to attend commencement. If distance or other obligations prevent attendance, the student must submit a written request to the dean of the respective school no later than March 31.

## HONOR CODE

***“As students of health care and research professions, each will demonstrate, both individually and collectively, honest, ethical and responsible behavior in all academic endeavors, clinical experiences, and other interactions with colleagues, patients, staff and collaborators along the path to becoming a professional.”***

All students of the Medical College of Wisconsin tacitly agree to adhere to this Honor Code upon matriculation, maintain it through graduation and hopefully the rest of their careers. Because of this agreement, students will uphold the highest standards of academic integrity and professionalism as presented in more detail below. 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 also will be in violation of the Honor Code.

Students understand that actions in violation of MCW's Professional Misconduct policy, Academic Integrity policy and/or this Honor Code may result in disciplinary sanctions.

### **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. Academic misconduct 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 health care. Below is an outline of how students may maintain professionalism in their responsibilities and relationships in school, at the practice site, and beyond. This list is not exhaustive.

- Commit to achieving the highest possible competency for oneself and peers;
- Be mindful that each student is representative of the 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;
  - Avoiding 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.

### **MALTREATMENT**

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, gender identification, 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 according to the procedures outlined by the respective school.

If a report is filed, the institution 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 maybe convened if warranted; and/or
4. The matter may be referred to another administrative authority; e.g., Office of Human Resources, Title IX, Office of Faculty Affairs or the personnel office of an affiliate of MCW.

Upon satisfactory resolution of a claim, the appropriate school official will provide a summary letter to the aggrieved party and the alleged offender. If the subject of a grievance is the designated school official, the matter may be handled by the Dean or designee of the appropriate school using the process described above.

See also:

- Anti-Harassment & Non-Discrimination
- Title IX

## **PROFESSIONAL MISCONDUCT**

Honest, ethical, and responsible behavior is as essential to the scientific and health professions as is academic excellence and scholarship. For students, such behavior is necessary in all areas of the educational experience, including, but not limited to: academic coursework, scientific research, ethical use of information, and relationships with peers. It is incumbent on all members of the academic community to uphold high standards, to monitor these standards, and to bring to appropriate School administrators concerns regarding dishonest, unethical, or irresponsible behavior.

### **Procedures for Responding to Misconduct**

Please consult the appropriate misconduct section of the respective school's academic bulletin or student handbook.

### **Disciplinary Sanctions**

1. **Reprimand:** formal action censuring a student for failure to meet the standards honest, ethical and responsible behavior of the Medical College of Wisconsin. 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 may result in a more serious disciplinary action.
2. **Disciplinary Probation:** formal action that establishes conditions upon a student's continued attendance for failure to comply with MCW, School or Program standards. The student will be notified, in writing, of the probation and conditions thereof. Disciplinary probation warns the student that any further misconduct may result in more serious disciplinary action, including dismissal and results automatically in loss of institutional financial support. Probation may be imposed for a specified length of time or until graduation.
3. **Suspension (mandatory temporary withdrawal):** formal action that defines a specific period of time during which the student may not attend classes or engage in research, consequent to a breach of MCW, School or Program standards. Students will accrue no academic credit for any course work in progress (including Readings

and Research) 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 of Wisconsin. Dismissal will only occur following a formal hearing as outlined in the school's academic standing policies and procedures. Dismissal for academic and/or disciplinary reasons will be posted to a student's transcript.

### **REPEATING COURSES**

Students who must repeat academic courses may do so following the policies and procedures as outlined by the respective school. All attempts will appear on the student's transcript; however, the highest grade earned in a course will be used when calculating the student's grade point average (GPA; if applicable) and/or academic standing. This policy does not apply to courses which are designed to be taken multiple times. This will require registration for that course in a term/session that the course is officially being offered. Tuition for repeated coursework will be charged at the current rate at the time of registration. Please consult the appropriate section of the respective school's academic bulletin or student handbook.

### **SATISFACTORY ACADEMIC PROGRESS**

The Medical College of Wisconsin complies with Title IV (Financial Aid) regulations as outlined in the policies below:

- [Graduate School of Biomedical Sciences](#)
- [Medicine School and School of Pharmacy](#)

### **SUBSTANCE ABUSE**

Please consult the appropriate section of the respective school's academic bulletin or student handbook for the school's policy.

### **TECHNICAL STANDARDS FOR ADMISSION, PROMOTION, AND GRADUATION**

Technical standards, distinguished from academic standards, consist of the minimum physical, cognitive, and emotional attributes required to provide reasonable assurance that a student can complete the entire course of study and participate fully in all aspects of their training.

- [Graduate School of Biomedical Sciences](#)
- [School of Medicine](#) (See [Medical School Handbook](#))
- [School of Pharmacy](#) (See [School of Pharmacy Handbook](#))

## TIME LIMITS

Each school within the Medical College of Wisconsin has limits on time to completion for individual programs of study. All programs start with the date of matriculation and time limits are inclusive of temporary withdrawals.

<i>School</i>	<i>Program of Study</i>	<i>Standard</i>	<i>Maximum</i>
Graduate School of Biomedical Sciences	Doctor of Philosophy (PhD)	Varies	7 years
	Master of Arts (MA) Master of Science (MS)	Varies	4 years
	Master of Medical Physiology (MMP)	1 year	3 years
	Master of Public Health (MPH)	Varies	5 years
	Certificates	Varies	2 years
School of Medicine	Doctor of Medicine (MD) (Milwaukee) Doctor of Medicine (MD) + Master of Science (MS)	4 years	6 years
	Doctor of Medicine (MD) (Regional Campuses)	3 years	6 years
	Doctor of Medicine (MD) + Doctor of Philosophy (PHD) (MSTP)	7 years	9 years
	Master of Science in Anesthesiology (MSA)	28 months	40 months
School of Pharmacy	Doctor of Pharmacy (PharmD)	3 years	5 years

## TRANSFER OF CREDITS

The number of credit hours which may be transferred from other institutions is limited to protect the integrity of the Medical College of Wisconsin. Only credits directly applicable to a student's MCW degree program will be considered for transfer. There is no guarantee that credits will be approved for transfer. Students should consult their advisor or program director before requesting transfers of credits earned elsewhere *and* before taking additional courses for which they may want to transfer credits. Additional information regarding transfer of credits can be found in each school's academic bulletin or student handbook.

## WITHDRAWAL

It may be necessary for a student to request a temporary (leave of absence) or permanent withdrawal from his/her program of study. A student wishing to request a withdrawal must adhere to the appropriate procedures as outlined in each respective school's academic bulletin or student handbook. Students may not complete any clinicals, coursework, projects or research while on leave.

### **Malpractice Insurance Considerations for Withdrawn Students**

A student who is on temporary withdrawal from the Medical College of Wisconsin is not considered enrolled. MCW will not assume any responsibility for any student who is not enrolled in any credit-bearing or degree-seeking coursework. A student may not be involved in any coursework, clinical work or patient care while he/she is not enrolled.

## Section IV. NON-ACADEMIC REGULATIONS

### ALCOHOL AT MCW-SPONSORED EVENTS

Organizations interested in serving alcohol (whether on or off campus) are required to obtain the “Serving Alcohol” policy and the “Permission to Serve Alcohol” form from the respective Office of Student Affairs and will subsequently need to meet in person with the appropriate Dean or designee of the respective school. Prior to the meeting with the Dean or designee, the organization must identify the person(s) who will be responsible at the party should alcohol consumption become a problem, and it should present its plan for promoting responsible conduct. The organization representative must also complete the “Permission to Serve Alcohol” form available from Office of Student Affairs and present it to the Dean or designee. Each decision will be made on a case-by-case basis. This includes gatherings on campus and off-campus events which utilize institutional or student funds. Failure to comply with this directive may result in institutional action against the offending student organization.

Any allegations of non-compliance with the Alcohol Policy will be reviewed in accordance with MCW’s Professional Conduct policies. Student groups and organizations whose activities result in a violation of MCW’s Alcohol Policy will be held accountable and may be subject to disciplinary action.

### ANTI-HARASSMENT AND NON-DISCRIMINATION

MCW [policy](#) expressly prohibits any harassment or discrimination based upon sex, age, religion, disability, marital status, national origin, sexual orientation, gender identify, and any other basis prohibited by law or regulation.

Discrimination may occur when employment or academic decisions are threatened or made, implicitly or explicitly, based upon race, sex, age, religion, disability, marital status, national origin, sexual orientation, gender identity or any other basis prohibited by law or regulation. All decisions are to be made with a legitimate business or educational purpose and rationale.

The Medical College of Wisconsin does not discriminate in any manner contrary to law. All persons shall have equal access to all programs and facilities without regard to race, age, color, religion, national origin, sex, gender identity, disability, sexual orientation, veteran’s status or any other protected class.

Harassment may occur whenever unwelcome verbal or nonverbal conduct, comments, touching, teasing, joking or intimidation based on any of the behaviors, interferes with work or creates an intimidating, hostile or offensive work environment.

MCW is committed to providing an environment free from all forms of harassment, discrimination and all other negative conduct that inhibits effective communication and productivity. MCW will take immediate and appropriate action when it determines that harassment and/or discrimination has occurred.

See also:

- Maltreatment
- Title IX

### ATTIRE

Student attire is a reflection of professional identity. Students are expected to maintain a professional appearance at all times and may be counseled if their appearance interferes with safety or the learning environment. Specific programs or clinical settings may require additional specifications for professional dress which will be addressed at orientation. Students must wear their MCW ID badge at all times.

## **BLOOD, BODY FLUID, OR BIOHAZARD/TOXIN EXPOSURE: REPORTING**

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

On weekdays from 8:00 a.m. to 4:30 p.m., students should immediately report the exposure by calling MCW Occupational Health Services at (414) 805-6699. Students should not go to the emergency department.

Any student receiving an exposure when the clinic is closed (evenings, nights, weekends) should report either to a Froedtert 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 MCW Occupational Health Services immediately after the office opens.

For students on rotations at hospitals or clinics outside Milwaukee, an exposure should be reported immediately to the hospital employee health clinic or immediate supervisor. Notify MCW-Occupational Health Services of the exposure within 24 hours. For specific questions contact Occupational Health Services at (414) 805-6699.

## **CODE OF CONDUCT FOR COMPUTER USE**

Computers are essential tools in the educational and research process. Computer abuse is expensive and can have far-reaching negative consequences such as disrupting ongoing academic activities through the intentional deletion or corruption of another's data or writings, dampening the creative process through the theft of intellectual property or violating an individual's privacy. Therefore, MCW has developed this code of conduct for all students and faculty.

A variety of computer resources exist at MCW. Users of these resources and systems agree to comply with this code and the procedures defined by the system administrators and other persons responsible for the various computer resources at MCW. Consistent with this code, system administrators may develop and publish specific guidelines for computer use and file and software access philosophies for their particular system. The misuse of computing resources or potential flaws in computer systems' security should be reported to appropriate authorities.

### **Rules of Conduct**

Rules of computer conduct include but are not limited to the list below. Those who abuse the privilege of using MCW's computing resources may lose computing privileges and/or be guilty of an ethics violation. These abuses may also be violations of civil or criminal law.

You must not present false identification or misleading information to gain access to computing resources nor use computing resources for which you are not authorized. You may use an account only for the purposes for which you applied and not for others such as for advertising a commercial organization or running a business.

You should not reveal your password to anyone else nor should you let another person use your account unless allowed by the systems administrator for a specific purpose.

You may not change, copy, read or otherwise access files or software without the permission of the owner.

You may not prevent others from accessing computing resources nor may you unreasonably slow down shared systems by deliberately running wasteful jobs. Some examples include disabling or crashing a system and creating unnecessary multiple jobs or process names.

You may not bypass accounting or security mechanisms or attempt to circumvent data protection schemes or uncover security flaws.

You must not harass others by sending annoying, libelous or threatening messages. You must not provide others with programs or files that cause damage to their files or the operation of a computer system.

You must not use MCW's computer resources to violate rules of MCW or any local, state or federal laws or regulations. (Re-approved by Graduate Studies Council 07/08/96)

### **Use of Electronic Equipment Policy**

The Medical College of Wisconsin provides electronic equipment and facilities for use by College employees and students in connection with the performance of their job duties and degree requirements. Your use of such equipment and facilities, including without limitation; telephones, copy machines, facsimile transmission machines, computers, e-mail, voice mail, local area network or other shared computer access, and Internet access, must comply with all policies of the Medical College of Wisconsin, including policies relating to sexual harassment rules of employee and/or student conduct, protection and use of College equipment, software, conflicts of interest and protection and use of confidential information. The following activities will be considered inappropriate use of MCW's electronic equipment and facilities:

- transmission or other communication of jokes or obscene materials
- private use or use other than for Medical College of Wisconsin purposes, except in cases of emergency or use which does not interfere with the MCW employee or student's performance of work or study, provided such use otherwise complies with all other policies of the Medical College of Wisconsin
- any use which could result in damage or corruption of College equipment or facilities or the data or software used in connection with such equipment or facilities, such as running destructive software or viruses
- any use of software not licensed to the Medical College of Wisconsin
- any unauthorized access to restricted or confidential information, or any use of another user's information services account, or any action which would facilitate an unauthorized access or use by another person

You should be aware that personal passwords are issued to enhance the protection of MCW confidential information, not to permit private use of MCW electronic equipment and facilities. MCW reserves the right, consistent with the Medical College of Wisconsin purposes, policies, and procedures to monitor use of College electronic equipment and facilities by College employees and students. Specifically, computer software audits will be regularly conducted. Computer data and information are regularly backed-up and saved, and may be accessed and monitored by authorized Medical College of Wisconsin personnel.

### **Additional Resources**

- [Economic Espionage Act of 1996](#)
- [Title 18 Sec. 1030 US Code: Fraud and related activity in connection with computers](#)

### **CRIMINAL BACKGROUND CHECK**

Academic programs may require students to undergo criminal background checks as a condition of their admission or continued enrollment at MCW. Please consult the respective school's academic bulletin or student handbook for policies and procedures.

### **DRUG-FREE WORKPLACE, SCHOOL, AND CAMPUS**

All students may be subject to drug testing for cause at any time. Students may be required to undergo additional drug testing as determined by experiential sites. Please consult the respective school's academic bulletin or student handbook.

The Medical College of Wisconsin is committed to maintaining a drug-free work and campus environment in compliance with The Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1986. Alcoholic beverages may only be served on MCW premises at corporately sponsored (i.e., those sponsored by MCW and/or its departments) functions and then only in accordance with Wisconsin Law.

The unlawful manufacture, distribution, dispensing, possession or use of controlled substances, illicit drugs and alcohol by employees and students on College property or as part of College activities is prohibited.

## **EMAIL**

All communication to MCW Students occurs via the use of MCW email addresses, which students are required to use throughout enrollment as a student. Students are required to use MCW email for all MCW activities. An exception is made only for students in joint degree programs who have been assigned the use of an institutional email address from Marquette University, the Milwaukee School of Engineering, or the University of Wisconsin-Milwaukee.

Students may access email by clicking on the following link: [MCW Email Access](#).

Each student is responsible for the content of what is sent to his or her MCW email account in accordance with MCW [policy IT.IS.040](#).

Student email accounts will be active through graduation plus 90 days. Student email accounts for individuals who leave MCW prior to graduating will be disabled immediately.

## **ENGLISH AS A SECOND LANGUAGE**

English proficiency is considered a technical standard for admission, promotion, and graduation for medical and pharmacy education.

A Graduate School program may require a student to enroll in an ESL program if English language deficiencies interfere with the student's progress. If a student requires English language instruction, it may be obtained in the "English as a Second Language (ESL)" program at the University of Wisconsin- Milwaukee. The cost of the program is paid by the student.

## **FINANCIAL AID**

The philosophy of the Financial Aid Office is to assist every student who seeks financial aid procure the necessary resources to fulfill their career aspirations as well as become a valuable asset to society. In addition, we educate and counsel the students on the terms and conditions of the various loan programs, offer debt management strategies and presentations so that the students will know how to successfully manage their debt after graduation and provide valuable guidance on how to live within a budget, reduce consumer debt, streamline the financial aid process and encourage the students to contact our office if they experience problems or concerns with their loans beyond graduation.

All students who need to borrow Financial Aid to cover their Cost of Attendance expenses can access the financial aid [website](#) to receive detailed information as to what forms are required to be completed, rights and responsibilities, educational and living expense budgets, description of loans and scholarships as well as other important information about financial aid. Please click on the tab for the school or program you will be attending.

The Medical College of Wisconsin School of Medicine and School of Pharmacy require applicants to have earned at least 90 credits in order to matriculate and be eligible for federal financial aid.

### **Mandatory Credit Report Required Prior to Matriculation**

A stipulation of matriculating to the MCW-Medical School, School of Pharmacy or Master of Science in Anesthesia Program obligates an applicant to provide a copy of their credit report. All applicants who wish to matriculate need to provide a copy of their credit report without adverse information to the Financial Aid Office by the deadline date.

### **Emergency Loans**

MCW 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. A student may apply for Emergency Loans, not to exceed a total of \$1,000 for the academic term. The maximum amount that any student can borrow and can be outstanding at any time under the Emergency Loan Program is \$1,000.

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 term until the loan is paid. All outstanding Emergency Loans due to MCW must be paid before graduation for the diploma to be presented.

### **Exit Interviews**

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

### **GRIEVANCES**

MCW is committed to a policy of treating all members of the institution fairly in regard to their personal and professional concerns.

The learning environment is expected to facilitate students' acquisition of the professional and collegial attitudes necessary for effective, health care and research. 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.

The primary objective of a student grievance procedure is to ensure that concerns are promptly addressed and resolutions reached in a fair and just manner. It is essential that each student be given adequate opportunity to bring complaints and problems to the attention of the appropriate dean or designee with the assurance that each will be given fair treatment.

Please consult the Maltreatment section of this Handbook as well as any appropriate section of the respective school's academic bulletin or student handbook for policies and procedures in filing a grievance.

### **IMMUNIZATION REQUIREMENTS**

Students are also required to comply with MCW's [Influenza Immunization Requirements](#). Each academic program or school may have additional immunization requirements that must be completed prior to matriculation. Please consult the Immunization section of the respective school's academic bulletin or student handbook.

## **MOBILE DEVICES**

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. MCW instituted a [policy to help safeguard protected information that might exist on portable electronic devices such as tablets, smartphones and laptops](#).

## **NEPOTISM**

The Medical College of Wisconsin believes that the ability of its management, faculty, and staff to make objective decisions, and the ongoing trust needed for effective teaching, learning, and professional development in the academic, clinical, and research environments, may be comprised if there is or has been a personal non-professional relationship between individuals who have a reporting or evaluative relationship that could impair or could appear to impair an objective evaluation or have the potential to influence the educational status, grades, salary, faculty appointment, promotion, tenure, or other condition of employment (“Relationship”).

The [institutional policy](#) applies to students.

## **SMOKE-FREE CAMPUS**

To be consistent with the Medical College of Wisconsin’s commitment to advancing health, all MCW buildings and grounds are smoke free and tobacco free. This is part of a larger Milwaukee Regional Medical Center campus initiative, but extends geographically to include all facilities that MCW leases or owns off-campus as well.

The [institutional policy](#) applies to students.

## **SOCIAL MEDIA**

Social media may be used by the Medical College of Wisconsin (MCW) for business-related purposes subject to the restrictions set forth in this policy. MCW recognizes that the use of social media can be a positive experience and supports the use when beneficial to advancing the missions of MCW; however, this policy is intended to ensure compliance with legal and regulatory requirements and privacy and confidentiality agreements. Social media includes items such as blogs, podcasts, discussion forums, and social networks.

For MCW students, social media may be used for curricular purposes subject to the restrictions set forth in the MCW [institutional policy](#). Students are advised to be mindful of their online presence and the potential for significant detrimental consequences of social media postings.

## **TITLE IX**

MCW is committed to creating and sustaining a safe learning and working environment that recognizes and values the dignity of all members of the MCW community. MCW prohibits in all work, education and other programs, sex discrimination, domestic violence, dating violence, sexual assault and stalking. Sex discrimination includes sexual harassment, sexual violence, and discrimination on the basis of sex, sexual orientation and/or gender identity. All MCW employees and students are required to complete Title IX training and adhere to the [Title IX policies](#).

See also:

- Anti-Harassment & Non-Discrimination
- Maltreatment

## **TUITION & FEES**

Students are responsible for paying tuition according to established deadlines and procedures.

Graduate Students can view their online account and payment due dates in MCWconnect. Students are responsible for paying their fees/tuition by the first day of the month classes are scheduled to begin. Students in the MMP program will pay a flat fee.

Medical Students can view their online account and payment due dates in MCWconnect. Students are responsible for paying their fees/tuition by the due date specified. Generally, payment of 50% of the tuition and fees is due 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.

- Milwaukee Students will pay tuition for each consecutive term 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 after eight full terms have been paid. All required fees are due regardless of the tuition charged.
- Regional Campus Students will pay tuition for each consecutive term enrolled. Students enrolled in the specialty programs will pay 100% of the non-resident tuition rate their fourth year of enrollment. Students enrolled in the 4-year or extended curriculum programs will pay 35% of the tuition rate their fourth year of enrollment. Students that repeat any portion of the curriculum will pay 50% tuition after initial full terms have been paid. All required fees are due regardless of the tuition charged.

Masters of Science in Anesthesiology (MSA) Students can view their online account and payment due dates in MCWconnect. Students are responsible for paying their fees/tuition by the due date specified. Generally, payment of 50% of the tuition and fees is due by the first day of the month classes are scheduled to begin. The second installment for all students is due January 2nd. Students will pay tuition for each consecutive term enrolled.

Pharmacy Students can view their online account and payment due dates in MCWconnect. Students are responsible for paying their fees/tuition by the due date specified. Generally, payment of 50% of the tuition and fees is due by the first day of the month classes are scheduled to begin. The second installment for all students is due January 2nd. Repetition of any term in the School of Pharmacy in which the student is considered full-time (enrolled in 9 or more credits) will be charged as a reduction in tuition to 50% of the usual tuition during the term of the repeated courses. Repetition of any term in which the student is considered part-time (enrolled in fewer than 9 credits) will be charged a per credit rate. When the student enters the full-time course load after the repeated courses are completed, full tuition will be charged. All required fees are due regardless of the tuition charged.

### **Additional Considerations for Tuition and Fees Deadline for Graduate Students**

Payment of tuition is not required for the following:

- Marquette University and University of Wisconsin – Milwaukee students covered by the tuition reciprocity agreement
- Students receiving Graduate School Scholarships in the amount of tuition due
- Students receiving departmental support in an amount equal to the tuition due. Documentation must be received by the Office of Student Accounts by the first day of the start of the term or a late payment fee may apply. If the departmental support is less than the tuition due, the balance must be paid by the due date.

### **Deadline for Students with Pending Student Loan Funds**

For students with pending student loan funds in an amount equal to or greater than the total balance due, tuition and fees will be due upon notice of receipt of the funds, provided all required paperwork has been completed with the Student Financial Aid Office. The student will be withdrawn if loan applications are found to be incomplete. Students 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 to the tuition and fees due. If the loan funds are not applied within the specified period, the student will be withdrawn from courses. Any remaining balance that is greater than the amount of loan funds is due by the due date.

### **Late Fees and Non-Payment of Tuition**

There will be a \$100 Late Registration Fee for any graduate students not completing registration by the date indicated on the schedule each term.

There is a \$250 Late Payment Fee for tuition not paid by the due date.

Note that it is possible to incur both a Late Registration Fee and a Late Payment Fee.

If tuition and fees, plus any applicable delinquency charges, are not paid in full within 30 days after the due date, the non-paying student will be withdrawn from courses. The student shall receive no academic credit for classes in which the student was enrolled during the period for which tuition was not paid.

### **Payment Options**

Graduate Student payments may be made online by credit card, debit card, by transfer from a bank or money market account, by cash or check placed in the drop box in the main lobby of MCW, or mailed to the Office of Student Accounts, Medical College of Wisconsin, 8701 Watertown Plank Road, Milwaukee, WI 53226. Checks should be made payable to the Medical College of Wisconsin and must be received by the due date or a late payment fee may apply.

Medical Student, MSA Student, and Pharmacy Student payments may be made online by transfer from a bank or money market account, by cash or check placed in the drop box in the main lobby of MCW, or mailed to the Office of Student Accounts, Medical College of Wisconsin, 8701 Watertown Plank Road, Milwaukee, WI 53226. Checks should be made payable to the Medical College of Wisconsin and must be received by the due date or a late payment fee may apply.

### **Refunds**

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. Insurance is refunded based on the number of months the student is enrolled in coverage regardless of the 60% enrollment time.

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 according to Federal Regulations. Any remaining funds will be refunded to the student.

Medical and Pharmacy students who received institutional scholarships will retain the scholarships upon resignation or dismissal. The scholarship will remain applied to tuition and fees and will be considered when determining the amount to reimburse the financial aid program(s). In the event an overpayment still exists, any remaining funds will be refunded to the student.

### **VIDEO RECORDING DEVICES**

Audio or visual recording by the student of lectures for personal use is permitted, but may not be reproduced, shared or distributed to others or posted on any public forum. These recordings may include proprietary information and should be destroyed at the end of enrollment at MCW. Students are encouraged to review specific courses policies on class syllabi. Students will be given access to course materials for courses they are actively involved in or have successfully completed.

### **VIOLENCE PREVENTION**

Students are required to abide by the [MCW Workplace Violence Prevention policy](#), which includes restrictions regarding firearms and other dangerous [weapons](#).

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