STUDENT HANDBOOK AND ACADEMIC REGULATIONS
2019-2020 VERSION 2
TABLE OF CONTENTS

Introduction to the Student Handbook

Campus Facilities

Financial Aid and Expenses

Information Technology

Student Affairs

Campus Life

The Colleges Program

Academic Affairs

Policy Index
INTRODUCTION TO THE STUDENT HANDBOOK

I. Welcome

II. Mission and Vision

III. Guiding Principles
WELCOME

On behalf of the Office for Student Affairs and Admissions, welcome to the University of South Carolina (UofSC) School of Medicine Greenville! Our office staff have relevant training and experience to capably assist you throughout the various stages of medical education, from application and admission through registration, financial aid, advisement, medical career selection, and the residency match process. This Student Handbook describes resources and services that have been developed to nurture an engaging, supportive and stimulating learning environment. Check out the video below for a message from Dr. Angela Sharkey and Dr. Paul Catalana!
MISSION AND VISION

Mission

We prepare physicians committed to improving the health and wellness of your family and your community through creative teaching, innovative research and quality clinical care.

Vision

Cultivate a culture of curiosity and commitment to others to transform the health and wellness of communities.
The UofSC School of Medicine Greenville

I. will be responsive to the changing health care needs of the diverse community we serve with an emphasis on health and wellness.

II. understands that health care delivery is constantly evolving and that its physician graduates must facilitate and advocate transformation that improves patient health and the health of communities.

III. will graduate physicians who understand comparative effectiveness research and are champions for patient safety, high-value evidence-based care and continuous quality improvement.

IV. will graduate competent and compassionate physicians dedicated to providing culturally sensitive, inter-professional patient care.

V. will recruit, develop and support faculty and staff who are committed to their profession and view their teaching ability as a gift and privilege.

VI. will graduate physicians fully prepared to enter specialty training and who demonstrate a commitment to lifelong learning and civic responsibility.

VII. will be integrated with all aspects of our partner health delivery system, utilizing policies and procedures that synergistically combine the academic virtues of UofSC with the operational efficiencies of Prisma Health.
I. UofSC School of Medicine Greenville Building
II. Clinical Skills Lab and Simulation Center
III. Computing Facilities
IV. Libraries
V. Campus Safety/Security
VI. Building Policies

Table of Contents
The UofSC School of Medicine Greenville, a three-story building located on the Greenville Memorial Campus, is the primary classroom and teaching facility for students. The building provides ample instructional and study space:

- One 180-person lecture hall
- One flexible learning studio/multi-purpose room accommodating 160 students
- 15 small group rooms accommodating 15-20 students each
- 7 small study rooms accommodating 4-5 students each
- A mezzanine provides an additional 19 small study rooms that accommodate 1-3 people each.
- Library Commons that contains individual cubicles and group study space
- One multi-disciplinary lab accommodating 150 students
- Anatomy laboratory accommodating 120 students
- Clinical Skills Lab and Simulation Center
- Lockers for student use

Call rooms are located at each facility that provides CLE.

In addition, the adjacent Health Science Administration Building (HSAB) and connected Prisma Health Sciences Center Bridge provide offices for faculty and administration.

Follow this link for a Virtual Tour.
Check out the gallery below to learn more about our campus facilities!

First Floor Rotunda: Many events take place in the Rotunda area at the UofSC School of Medicine Greenville entrance.
The UofSC School of Medicine Greenville building is located at 607 Grove Road Greenville, SC 29605 on the Greenville Memorial Hospital Campus.

A campus map as well as driving directions can be found [here](#).

The UofSC School of Medicine Greenville Building is formally known as the Health Science Education Building (Listed as #22 on the map above). The easiest way to get to our campus is to take the #2 entrance off of Grove Road. There is a visitor lot available. For students, faculty, and staff, please review our [Campus Parking Policy](#) for further guidance.
The Clinical Skills Lab and the Greenville HealthCare Simulation Center, located on the Second floor of the UofSC School of Medicine Greenville Building, are important venues for medical student education. They were designed with extensive input from John J. Schaefer, III, M.D., an internationally known expert in the delivery of simulation education and research and simulation laboratory design. Combined square footage for the simulation center is approximately 30,000 square feet and includes facilities for a variety of simulations, task trainers, and Objective Structured Clinical Exams (OSCEs). Rooms are equipped with a virtual electronic health records system (EHR) and technology that allows for capture, playback, and analysis of digital video, audio, and evaluation data.

The Clinical Skills Lab and Greenville HealthCare Simulation Centers have 14 dedicated simulation rooms, 14 standardized patient exam rooms, 12 simulation training rooms, 1 large dividable classroom, 2 small and 2 large debriefing rooms and monitoring/control rooms. This facility is jointly staffed by both the University and Prisma Health, and is used for learning by the Medical School, the Clemson School of Nursing, Greenville county EMTs, clinical nurses, and other healthcare professionals.

More information about the Greenville HealthCare Simulation Center can be found at this website.
The UofSC School of Medicine Greenville building is equipped with wireless access throughout the building.

Integrated Technology (IT) staff support the hardware and software (e.g. wireless technology, learning management system) required for effective delivery of the curriculum, and support the development, delivery, assessment, and management of the educational program. IT Staff also provide technical assistance for students, faculty and administrative personnel encountering difficulties in accessing information resources. In addition, the IT staff facilitate and support appropriate access to clinical systems.

UofSC and the health system maintain separate IT infrastructure. Students will, at times, need to access these networks. Based on this, there are UofSC workstations located in the Library Commons and Prisma Health workstations located in Room 206.
Students have access to the Prisma Health libraries as well as access to the Thomas Cooper Library at the University of South Carolina in Columbia. The libraries are open to all users 24 hours a day, year-round, via badge access. The library staff provides additional support through library@prismahealth.org.

**Medical School Library**
- Location: UofSC School of Medicine Greenville Building (next to the Information Desk)
- Phone: 864-455-8239
- Staffed Hours:
  - Monday – Friday: 8 AM – 4:30 PM
  - (Students have 24 hour access with ID Badge)

**Greenville Memorial Hospital Library**
- Location: First floor of Greenville Memorial Hospital (located adjacent to the main lobby behind the gift shop)
- Phone: 864-455-7176
- Staffed Hours:
  - Monday – Thursday: 8 AM – 6 PM
  - Friday: 8 AM – 5 PM
  - (Students have 24 hour access with ID Badge)
LIBRARY CONTACTS

Fay Towell
Library Director/Archivist
fay.towell@prismahealth.org
(864)-455-3099

Loretta Westcott
Medical Librarian
Library Commons
loretta.westcott@prismahealth.org
(864)-455-8938

Teresa Head
Library Assistant
teresa.head@prismahealth.org
(864)-455-3932

Joye Edmonds
Medical Librarian
joye.edmonds@prismahealth.org
(864)-455-6237

Debbie Douglas
Library Assistant
debbie.douglas@prismahealth.org
(864)-455-7176

Deanna Handley
Medical Librarian
deanna.handley@prismahealth.org
(864)-455-6239

Bethany Wiley
Medical Librarian
bethany.wiley@prismahealth.org
(864)-455-3218
Your safety is our top priority. All students, faculty, employees, and contractors are required to wear a School of Medicine/Prisma Health Identification Badge on Campus. The UofSC School of Medicine Greenville and the Greenville Memorial Hospital Campus are monitored and patrolled 24 hours a day by the Prisma Health Police Department and security staff. The main entrance is routinely monitored by a greeter with immediate access to security personnel and a facility-wide situation-specific coded alarm system. The UofSC School of Medicine Greenville is restricted to ID badge access only during non-business hours. The main entrance to the school is open during normal business hours, Monday through Friday and is staffed with a greeter. All other entrances remain locked and are accessible by ID badge only. Between 6pm and 6am Monday through Friday and all day on the weekends, the building is only accessible to students, faculty, and staff by ID badge access.

Cameras and emergency call boxes are located at entrances to the School and to the student parking garage directly below the building. Emergency call boxes are also located along all major pedestrian walkways, in parking decks, and in open parking lots. These call boxes can be activated to notify security of situations from car trouble to criminal activity and are all connected to immediate camera call up for situation assessment. Security is also available to provide escort if a student feels uncomfortable walking to various points on campus any time, day or night. They can be reached by calling (864) 455-7931.

It is recommended that students download the free Elerts See-Say security app for their iPhone or Android device. Elerts See-Say is a security notification application designed for use on the Prisma Health Greenville Memorial Hospital campus that provides a fast, easy way to report safety concerns. The app also has an escort me feature.
Emergency and Urgent Services

You can view the Emergency Action Plan for the UofSC School of Medicine Greenville and the Health Sciences Administration Building on Canvas.

- When using on-campus phones to dial off campus, dial 9 first.
- When using campus phones to call other campus numbers, dial last 5 digits.
- Please note that unless otherwise stated, all phone numbers are in the 864 area code.

Inclement Weather

Delay or cancellation of classes or work related to the educational mission of the UofSC School of Medicine Greenville due to inclement weather is an uncommon event. Every attempt shall be made to continue with classes as they are normally scheduled, consistent with the practices of the University of South Carolina.

Students and faculty are urged to take all necessary precautions for travel during inclement weather, regardless of whether the event is formally declared to represent an Inclement Weather event.

In their clinical rotations, M3 and M4 medical students’ responsibilities to their patients and to their clinical teams require, as consistently as possible, their presence in the inpatient and outpatient environments. For students on clinical rotations, the risk of travel due to inclement weather must be balanced with patient care responsibilities. The final decision about travel to these inpatient and outpatient facilities should be made by students based upon their assessment of current travel conditions. In the event of a school delay or closure, the announcement will be made via:

- Closings & Delays sections on WYFF4 and Fox Carolina
- UofSC School of Medicine Greenville Message Center (864-455-8214)
- Canvas
- Social media:
  - Facebook: facebook.com/UofSCSOMG
  - Twitter: @UofSCSOMG
  - Instagram: @UofSCSchoolofMedGVL

Emergency Contact Information

<table>
<thead>
<tr>
<th>Public Safety Department, on campus phone number (police, fire or medical)</th>
<th>(864) 455-7931</th>
</tr>
</thead>
<tbody>
<tr>
<td>Greenville Memorial Hospital Center for Emergency Medical Services (24 hrs.)</td>
<td>(864) 455-7193</td>
</tr>
<tr>
<td>Center For Disease Control (CDC) 24 Hour Emergency Hotline</td>
<td>(888) 448-4911</td>
</tr>
<tr>
<td>Help Desk/Tech Support</td>
<td>(864) 735-7215</td>
</tr>
<tr>
<td>Security Services (Public Safety Department)</td>
<td>(864) 455-7931</td>
</tr>
</tbody>
</table>
Additionally, medical students will receive an email notification. All decisions regarding closures in the event of inclement weather will be made separately from the University of South Carolina’s main campus in Columbia.

Employees of the Health System employees should refer to their managers for proper inclement weather protocol and if they have any questions or concerns.

In the clinical years when a student determines that safety concerns preclude his/her travel to the facility to which he/she has been assigned, the student should inform an appropriate person in authority at the facility and the clerkship director.

**Outpatient Responsibilities:**

- In general, during time of inclement weather, students should be present to carry out their clinical responsibilities whenever the outpatient clinic/community medical practice to which they have been assigned by the clerkship director is open and operational. Students should make every effort to determine the operating schedules of these facilities during times of inclement weather and be present, when possible, during those hours when the outpatient facility is operational.

**Inpatient Responsibilities:**

- In general, during times of inclement weather, students should carry out their clinical responsibilities in inpatient facilities to which they have been assigned by the clerkship director. Students should therefore make every effort to be present at these facilities, when possible, during time of inclement weather.

**Testing Week:**

- In the event inclement weather falls during testing week, notifications of schedule changes and closings will come from the Office for Academic Affairs.

Please see the **Inclement Weather Policy** for more details.
BUILDING POLICIES

Parking

Students in the 1st and 2nd year may park in the parking deck located below the UofSC School of Medicine Greenville. M1 students are required to park on the lower level (P2) garage; M2 students are required to park on the upper level (P1) garage. Students on clinical rotations in the 3rd and 4th years should park in the 9C parking garage located adjacent to the Greenville Memorial Hospital and appropriately display their student parking permit.

Bicycles

There are bicycle racks on each of the two floors of the parking deck below the UofSC School of Medicine Greenville. Bicycle racks are also located throughout the hospital campus. Please secure your bike with a bicycle lock to ensure the security of your belongings.

Pets

While on UofSC School of Medicine Greenville property, pets must be leashed, licensed and under the control of their owners or handlers at all times. Pets, with the exception of service animals, are not permitted inside any building, including classrooms.

Please Review the following Building Policies:

- Animals on Campus
- Campus Parking
- Decoration
- Tobacco-Free Campus
- Use of Educational Facilities
FINANCIAL AID AND EXPENSES

I. Introduction and Contacts
II. Financial Aid and Scholarships
III. Tuition, Fees, and Expenses
IV. Tuition Refund Policy

Table of Contents
Your education at the UofSC School of Medicine Greenville will be a challenging and rewarding experience. Our staff is committed to assisting students with planning for the cost of attending medical school and managing associated debt in an effective and responsible manner. The Financial Aid website offers many useful resources, including required forms, budget tools and spreadsheets, helpful links and checklists with appropriate deadlines for applying for financial aid.

Financial Aid Office
Location: Student Affairs and Admissions Suite
Website: Financial Aid website

Casey Wiley, M.Ed.
Manager of Financial Aid and Registration
Email: wileyg@greenvillemed.sc.edu
Phone: (864) 455-8204
Financial Aid, in the form of loans or scholarships is available to all full-time medical students who meet specified requirements set forth by the agency, organization or individual providing the aid.

Loans are available through the Department of Education’s FAFSA website (recommended) and through private banks and lenders. All students should first borrow a Federal Direct Unsubsidized loan as it offers more protections and a lower interest rates than the typical private loan. To apply for this loan, a student must complete a FAFSA. Once these funds are expended, students may wish to consider a Grad PLUS loan to cover any remaining expenses as the same federal repayment and protection options also apply to this loan. It is highly recommended that every student complete a FAFSA prior to the April 1st priority deadline set by the University of South Carolina regardless of their intention to accept loans or aid in any form. This is recommended to assure that a student has prompt access to funds should an emergency arise. Private loans are associated with higher interest rates and should only be considered when all other options have been exhausted.

Additional information on loan options and calculation tools is available HERE and HERE
All students matriculating to the UofSC School of Medicine Greenville are encouraged to apply for scholarships by completing both the FAFSA and the Scholarship Application form available on the Financial Aid website. A Scholarship Committee composed of faculty, staff and community representatives evaluates the applications and makes decisions on scholarship awards. All awards are renewed each year if the student remains in good academic standing. For additional details, please contact the Office for Financial Aid.

There are also a limited number of scholarships available to students in the M2-M4 year; however, they do not require a separate application. Criteria for these continuing student awards are listed on the Scholarship page of the Financial Aid website. Students are also encouraged to research and apply for scholarships from outside providers.

Note that a scholarship award may decrease a previously posted loan allotment since total scholarship and loan awards cannot exceed the approved cost of attendance.

---

**Tuition, Fees & Estimated Expenses**

Tuition is determined in June, and then posted online by July 1st of each year. Bills are posted to Self Service Carolina (SSC) around July 15th of each year. Tuition, fees and estimates for living expenses can be found on the financial aid website. Be mindful that fees and expenses will change as you progress through medical school (e.g. The Gross Anatomy fee is paid only in the Fall of the M-I year).

**Tuition Refund Policy**

The University will refund a part of academic fees in cases of drop/withdrawal from the UofSC School of Medicine Greenville in accordance with the Tuition Refund Policy. Please review the policy bulletin for details and direct any questions to the Financial Aid Office.
I. Introduction and Contacts
II. Technology Systems
III. Student Email
IV. IT Policies

Table of Contents
INTRODUCTION AND CONTACTS

The UofSC School of Medicine Greenville provides information technology resources for use by faculty, staff, and students for University-related duties and responsibilities.

For IT inquiries, please start with our Help Desk Manager. He will help you troubleshoot or refer your issue to another member of the Integrated Technology team. The Help Desk is located in the medical school rotunda, across from the Library Commons.

Eric Gregg
Help Desk Manager
gregg@greenvillemed.sc.edu
(864) 735-7215

*Please contact during business hours only*
Integrated Technology Team

Eric Baker  
Manager, Integrated Technology and Facilities  
Health Sciences Center  
eric.baker@prismahealth.org  
(864) 455-5936

Erick Lenger  
Network Administrator  
lenger@greenvillemed.sc.edu  
(864) 455-6780

Dan Garwood  
IT Operations Manager  
UofSC School of Medicine Greenville  
dgarwood@greenvillemed.sc.edu  
(864) 455-5901

Jennifer Melancon  
Program Coordinator, IT  
jmelanc@greenvillemed.sc.edu  
(864) 455-7872

Phillip Ott  
IT Systems Engineer  
ottp@greenvillemed.sc.edu  
(864) 455-8216

Technology Systems

UofSC School of Medicine Greenville utilizes multiple software systems to provide our students with a modern educational experience in the digital age.

- **Oasis**: Students will access evaluations via this program, as well as submit preferences for course schedules in the 3rd and 4th years.

- **Canvas**: Students will utilize this software to access course materials and other relevant module information.

- **Self Service Carolina**: Students access to manage their personal information and perform many student-related transactions including paying tuition and managing financial aid.

  - For help navigating Self Service Carolina, please visit [SSC Help](mailto:sschelp@greenvillemed.sc.edu) for tips and tutorials. The [Knowledge Base](mailto:kb@greenvillemed.sc.edu) offers immediate access to self-service support information and documentation. If you still need help, submit a request online in the [Self-Service Portal](mailto:selfserviceportal@greenvillemed.sc.edu) or call the Help Desk.

- For troubleshooting any of these systems, please contact the UofSC School of Medicine Greenville help desk at **(864) 735-7215**.
Student Email

All UofSC School of Medicine students are provided with an email address at the university domain (@email.sc.edu). University faculty, staff, and administrators will use this as the primary contact for enrolled students.

- You can access your university email account via Office 365 HERE.

- For troubleshooting, please contact the UofSC School of Medicine Greenville help desk: (864) 735-7215.

Due to our partnership with the Prisma Health and our commitment to providing students with early clinical exposure, they will also receive a Prisma Health email (@prismahealth.org) upon matriculation. You will need to regularly check this email to ensure that you are not missing any urgent information from the hospital system.

- You can access your Health System inbox via webmail HERE.

- For troubleshooting, please contact the Prisma Health help desk: (864) 455-8000.

For more information, please review the Student Email Policy.

IT Policies

Please review the following IT Policies

- Acceptable Use of Information Technology Policy
- Information Technology Security Policy
The Office for Student Affairs and Admissions, located on the first floor of the UofSC School of Medicine Greenville building, provides services, programs and resources to support each student’s personal and professional development throughout their medical education. It is responsible for:

- The processing of applications, communicating with applicants, scheduling of applicant interviews, and coordination of the Admissions Committee
- Development, implementation, oversight, and evaluation of orientation programs
- Assistance with registration, fee payment, financial aid, emergency loans, insurance, and health-related matters
- Referral for personal and academic counseling and educational testing
- Organizing, coordinating, and monitoring faculty and peer support/student success programs
- Organizing, coordinating, and monitoring student medical profession interest groups
- Advisement regarding career counseling, residency selection, ERAS application and the residency match process

The Office for Student Affairs also provides support for medical student organizations, co-curricular and community involvement, social events, formal student ceremonies and serves as a liaison to medical students with offices and services on both the Prisma Health and University campuses.
Paul Catalana, MD MPH
Associate Dean for Student Affairs & Admissions
864-455-9807
paul.catalana@prismahealth.org

Julie Linton, MD FAAP
Assistant Dean for Admissions
864-455-8203
julie.linton@prismahealth.org

Gail Hardaway
Manager of Admissions & Registration
864-455-9807
ghardaway@greenvillemmed.sc.edu

Emily Northey, MS
Manager of Student Affairs
864-455-8796
enorthey@greenvillemmed.sc.edu
Christen Hairston
Director, Student Success Initiatives
864-455-1176
christen.hairston@prismahealth.org

Lucy Conaway
Admissions Coordinator
864-455-8201
lconaway@greenvillemed.sc.edu

Holly Pace
Student Affairs & Admissions Coordinator
864-455-9808
hpace@greenvillemed.sc.edu

Amanda Piekutowski
Admissions Analyst
apiekutowski@greenvillemed.sc.edu

Debra Syracuse
Academic Development Coordinator
864-455-7815
syracusd@greenvillemed.sc.edu

Hannah Watts
Student Success Coordinator
864-455-8208
halliso@greenvillemed.sc.edu
**ACADEMIC HONORS AND AWARDS**

**Alpha Omega Alpha (AOA)**

*Alpha Omega Alpha Honor Medical Society*, founded in 1902, is a professional medical organization that recognizes and advocates for excellence in scholarship and the highest ideals in the profession of medicine. AOA values include honesty, honorable conduct, morality, virtue, selflessness, ethical ideals, dedication to serving others, and leadership. Members have a compelling drive to do well and to advance the medical profession and exemplify the highest standards of professionalism.

The top 25 percent of a medical school class is eligible for nomination to the society, and up to 16 percent may be elected based on leadership, character, community service, and professionalism. About 3000 students, alumni, house staff, and faculty are elected each year.

Since its founding in 1902, more than 150,000 members have been elected to the society.

For more information on the UofSC School of Medicine Greenville chapter of AOA, please visit our [website](#).
Gold Humanism Honor Society (GHHS)

The Gold Humanism Honor Society at UofSC School of Medicine Greenville was established to recognize medical students, residents and faculty that exemplify a commitment to excellence in clinical care, leadership, compassion and dedication to service. Our GHHS chapter is supported nationally by the Arnold P. Gold Foundation for Humanism in Medicine.

During the spring of their third year, UofSC School of Medicine Greenville students are encouraged to nominate fellow third-year students that serve as outstanding examples of humanism and professionalism. Nominated students are then confirmed by members of the faculty and staff. Eligibility requires good academic standing. For more information about the UofSC School of Medicine Greenville chapter of GHHS please visit our website.
Student Awards

UofSC School of Medicine Greenville medical students have the opportunity to receive awards honoring their leadership and achievements over the course of their medical student career. These awards are presented at special ceremonies throughout the year.

**Academic Achievement Award** – This award is presented to 3 students who have received the highest overall GPA during their M1 year, and to 3 students who have received the highest overall GPA during their M2 year.

**Admissions Ambassador Award** — This award is presented to one student annually for outstanding commitment to excellence in the recruitment of future medical students.

**Clinical Excellence Award** – This award is presented to a rising M2 student & a rising M3 student in recognition of outstanding clinical skills.

**Colleges Spirit Award** - This award is presented to two students annually for outstanding commitment to the Mission and Spirit of the Colleges Program.

**Conscious Professionalism Award** – This award is presented to a rising M2 and a rising M3 student who exemplify the principles of Conscious Professionalism in their academic work and related relationships, including qualities such as: Responsibility, Integrity, Curiosity, and Willingness to learn from experience.

**Curriculum Service Award** – This award is presented to one student annually in recognition of outstanding commitment to excellence in curriculum support.

**The Dean’s Award** – This award is presented to the graduating medical student who, during four years of study, has developed the highest attributes of the medical profession as reflected in Academic and Clinical Achievement, Devotion to Patient Care, and Leadership among his or her peers.

**The Jerry E. Dempsey Leadership Award** – This award is presented to a rising M3 student selected by his/her peers as the student who best exemplifies the values of the mission, vision and guiding principles of UofSC School of Medicine Greenville.

**Excellence in Editorship Award** – This award is presented to one student annually in recognition of his/her leadership and commitment to excellence for the student blog.

**Peer Advocacy Award** – This award is presented to a rising M3 student for demonstrating outstanding support & advocacy for fellow medical students in the pre-clinical years.

**Outstanding Student Award** – Presented by the Biomedical Sciences Faculty to a rising M2 & a rising M3 student in Recognition of Intellectual Curiosity, Professionalism, and Dedication to Fellow Students

**Leonard Tow Humanism in Medicine Award** - Presented by the Gold Humanism Honor Society in recognition of a graduating student who demonstrates both clinical excellence and compassion in the delivery of care and who shows respect for patients, their families and healthcare colleagues.
Additionally, UofSC School of Medicine Greenville has two named scholarships that are selected by committee and presented to students annually at a special awards ceremony in the spring.

**The Christopher Michael McManus Memorial Scholarship** – The scholarship was established to honor the life and memory of Dr. Christopher Michael McManus, a nationally recognized and board certified Interventional Radiologist from the Greenville community who tragically passed away in 2013. Awarded annually, the scholarship recognizes a student who most closely epitomizes the ideals and spirit with which Dr. McManus practiced medicine on a daily basis:

- Commitment and dedication to the practice of medicine
- Compassion for patients and their families
- Personal integrity and enthusiasm
- Intellectual and professional excellence

The recipient of the scholarship is selected from a list of rising fourth-year candidates identified by the directors of the third-year clinical clerkships as students who most exemplify the characteristics of Dr. McManus in his work with patients, families, and his peers.

**The Patricia Peeples Westmoreland Community Service Award** – The Westmoreland Community Service Award was established in honor of Dr. Patricia Peeples Westmoreland for her dedication to volunteerism in the Greenville community that extended beyond her medical practice. This award is presented to a graduating student who demonstrates attributes that reflect Dr. Westmoreland’s heart for service. Students are nominated to the selection committee for their commitment to serving the community as indicated by their activities outside of the scope of their medical school curriculum.

For a list of previous award winners, please visit our [Website](#).
Applicants admitted to the UofSC School of Medicine Greenville are selected by an admissions committee composed of members of the biomedical science and clinical science faculties of the Medical School, M4 students and the offices of diversity, academic services, and research at Prisma Health. In making admissions decisions, members of the Admissions Committee recognize that they are charged to select future physicians who will be challenged to practice medicine in a compassionate, patient-centered, cost-effective manner. The admission procedure is therefore an effort to select applicants who possess the individual characteristics required for both the study and the practice of medicine. The UofSC School of Medicine Greenville seeks applicants whose experiences will bring added value to the learning environment. Admissions criteria also consider the applicant's credentials from the perspective of the UofSC School of Medicine Greenville's Guiding Principles. The School seeks to enroll students with varied backgrounds who have achieved academic excellence, bring diversity to the academic environment commensurate with the population they serve, and who exhibit exceptional interpersonal and communication skills, integrity, honesty, empathy, a propensity for teamwork, maturity, emotional stability, leadership, a strong work ethic, self-direction and passion for becoming a doctor. The Committee also seeks to identify groups of motivated students whose life experiences demonstrate the ability to overcome diversity. All applicants are required to take the Medical College Admissions Test (MCAT), complete specified prerequisite coursework, and submit their application through the American Medical College Application Service (AMCAS).

In accordance with the Background Check Policy, all admitted students must undergo a background check and be cleared for matriculation by the Office for Student Affairs.

Visit our Website for more information regarding the admissions process.
The UofSC School of Medicine Greenville is deeply committed to fostering a culture of fairness, equity and inclusion among its diverse students, faculty, staff and other key stakeholders. Therefore, we do not deny educational opportunities to qualified persons on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation or veteran status. Please review the Equal Educational Opportunity & Student Anti-Discrimination Policy for more information.

Diversity Education

Health care is changing, and the patient populations of tomorrow will be the most diverse in United States history. At the UofSC School of Medicine Greenville, we want to ensure that our students have the skills and confidence to provide compassionate, high-quality care to meet each patient’s unique needs while also recognizing the broader societal and healthcare system patterns that can impact the health of various people differently. For more information on how Diversity has been integrated into the curriculum, please view our website.

Student Advocates for Diversity & Inclusion

The Student Advocates for Diversity and Inclusion (SADI) committee exists as a body of welcoming students, faculty and staff committed to: advancing the integration of diversity and inclusion within the medical school’s curriculum; supporting student organizations with an emphasis on diversity; and fostering an environment for meaningful discussions centered on diversity and inclusion at the UofSC School of Medicine Greenville. The students serving on this committee will be utilized as a conduit for medical students of any race, creed, ethnic background, ability, sexual orientation or gender identity to express themselves in a safe and supportive setting.

To learn more about our diversity & inclusion initiatives, please visit our website.
White Coat Ceremony

The UofSC School of Medicine Greenville White Coat Ceremony celebrates an important milestone in the lives of our first-year medical students. The purpose of the White Coat Ceremony is to remind students of the privileges, responsibilities and obligations of caring for patients and their families. During the ceremony, students receive their white coats, a symbol of their entry into the medical profession. Each student will also take an oath, “A Pledge of Commitment”, to become the most competent and compassionate physician they can be.

The White Coat Ceremony is held annually in September. For more details on this event, please visit our Website.
Match Day Celebration

Match Day occurs annually on the third Friday of March for every allopathic medical school in the United States. On Match Day, students are informed of their residency placements at noon. The UofSC School of Medicine Greenville faculty, staff and community celebrate this occasion with graduating students and their families at our annual reception.

For more information about our Match Day Celebration, please visit our Website.

Convocation

The UofSC School of Medicine Greenville's Convocation ceremony is a very personal opportunity for faculty, staff, friends, family and the Greenville community to come together and celebrate the many accomplishments of graduating fourth-year students.

For more information about our Convocation Ceremony, please visit our Website.

Commencement

The UofSC School of Medicine Greenville Commencement event is a combined ceremony for both the Greenville and Columbia medical schools with official conferral of degrees and recitation of the Hippocratic Oath. This ceremony takes place annually at the parent campus in Columbia, SC.

For more information about our Commencement ceremony, please visit our Website.
REGISTRATION & RECORDS

Notification of Student Rights under FERPA

The UofSC School of Medicine Greenville collects personal student information that is considered necessary to fulfill its purpose as an institution of higher education. Information is maintained and made available in accordance with the federal Family Educational Rights and Privacy Act (FERPA), and the South Carolina Family Privacy Protection Act of 2002. FERPA affords students certain rights with respect to their education records. A summary of these rights and protections may be found at HERE. Should you have any questions concerning this legislation and the University’s procedures for release of academic information, you should contact the Office for the University Registrar at 803-777-5555.

Transcripts and Other Documents

Students can access their academic transcripts including course grades and cumulative GPA through the University’s online Self Service Carolina. Official transcripts must be requested from Self Service Carolina or by mail or fax to the Office for the UofSC Registrar. A fee is charged for each official transcript copy requested. For more information on how to request a transcript, please see the Transcript Policy.

Transcript/Diploma/Registration Holds

Students who are indebted to the UofSC School of Medicine Greenville or the University of South Carolina will receive a hold on their account which prohibits them from registering for courses and/or receiving an official transcript/diploma.

Please review the following policies regarding Registration and Records:

• Handling of Student Records
• Transcript Policy
• Registration, Records and Diploma Holds
**Educational Testing Services**

Students who encounter academic problems that may be associated with a previously undetected disability may be referred for a consultative visit with a licensed doctoral level psychologist and a learning specialist to be evaluated for potential learning disabilities, deficits in retention and recall, attention deficit disorder, auditory processing disorders, etc.

Any associated costs of recommended testing and follow-up will be covered by the UofSC School of Medicine Greenville. The Office for Student Affairs is available to assist with the referral of any student recommended to undergo evaluation and diagnostic assessment.

**Services for Students with Disabilities (SSD)**

The UofSC School of Medicine Greenville is committed to doing everything reasonably possible to accommodate students with disabilities in the attainment of their academic objectives. The UofSC Student Disability Resource Center serves as a resource to help students with documented disabilities receive appropriate accommodations in testing and assessment.

Please see the Curriculum Accommodations Policy for more details. For additional information medical students should contact:

**Student Disability Resource Center**

University of South Carolina
LeConte College, Room 106
Columbia, SC 29208
803-777-6742, (TDD 803- 777-6744)

SDRC Website
Ombudsman

The ombudsman is empowered to receive and investigate reports of mistreatment in a completely confidential manner, to mediate between the parties involved, and, in the event mediation is not successful, to make recommendations with the student’s consent directly to the Dean for the School of Medicine Greenville regarding appropriate resolution of any complaints.

The ombudsman strives for impartiality, fairness and objectivity in the treatment of people and the consideration of issues. The ombudsman advocates for fair and equitably administered processes and does not advocate on behalf of any individual within the organization. These unique characteristics distinguish the ombudsman from mediators, arbitrators, and other alternative dispute resolution professionals. The use of the ombudsman’s services to resolve a complaint represents a form of alternate dispute resolution. For this reason, the services of the ombudsman will no longer be available to a student once that student engages an attorney to initiate legal action against UofSC School of Medicine Greenville, the University of South Carolina, or the employees of those institutions. More general information about the Ombudsman from the University of South Carolina can be found HERE.

Mistreatment

The educational program at the UofSC School of Medicine Greenville is dedicated to supporting and encouraging collegiality and professionalism essential to an effective learning environment. Students who believe that they have been punitively assessed or mistreated because of religion, race, ethnicity, gender, sexual orientation, age or for any other matters of importance to them have access to the UofSC School of Medicine Greenville ombudsman. To report mistreatment, please call the ombudsman’s office and leave a confidential message for follow-up; email is not recommended for sharing confidential information. In addition, students may complete the Online Mistreatment Report Form. Please review the Student Mistreatment Policy for procedures and additional resources.

Medical Educator/Learner Relationship

The UofSC School of Medicine Greenville is committed to fostering an environment that promotes academic and professional success in learners and medical educators at all levels. An atmosphere of mutual respect, collegiality, fairness, and trust is essential to achieve this success. Both medical educators and learners bear responsibility in creating and maintaining this atmosphere. Please see Guidelines for Conduct in Medical Educator/Learner Relationship Policy.

Kevin Kopera, M.D.
Ombudsman
(864) 455-3754
Student Insurance Policies

All students are required to maintain active health insurance throughout their enrollment at the UofSC School of Medicine Greenville. Student health insurance is automatically added to each semester’s tuition bill. Students who have an equivalent/alternate health insurance plan must waive the university student insurance each semester or it will be automatically billed to their tuition.

More information about the benefits and cost of the university’s student health insurance plan as well as information on how to waive the University sponsored plan is available on the UofSC Student Health Services website. Please review the Required Health Insurance Policy for more information.

Professional Liability Insurance

All students are insured for professional liability and tort liability provided by UofSC School of Medicine Greenville through the South Carolina General Services Administration Sinking Fund.

Medical students of UofSC School of Medicine Greenville are insured for medical professional liability by the State of South Carolina Insurance Reserve Fund with a limit of $300,000/$600,000 per occurrence, no aggregate.

Students are responsible for providing their own liability insurance coverage above this level whenever it is required by a state or institution in which they rotate away from their home institution. To obtain supplemental liability insurance for an elective away rotation, contact Academic Medical Professionals Insurance RRG.

Please review the Professional Liability Insurance Policy for more information.

Workers Compensation Insurance

All medical students are covered by Workers Compensation Insurance through the State Accident Fund for any injuries sustained by students during the course of those clinical activities that are a part of their medical education. The premium for this insurance is paid by the School of Medicine. Information about Workers Compensation insurance policies and procedures and the reporting requirements for injuries sustained by students during their medical educations is provided to students annually and available in the Office for Student Services.

Students who experience a workplace injury will have to promptly complete the following steps to file a Worker’s Compensation claim. If the injury is not reported immediately, you may be denied the right to compensation.

1. Any student who sustains an injury while on duty or develops a work-related illness must immediately report the injury or illness to their supervisor and CompEndium at 877-709-2667.

2. Student must complete an Employee Injury Report and provide it to the Office for Student Affairs. Ask the treating physician to fax all statements and reports to CompEndium Services at 877-710-2667.

3. Your faculty supervisor will need to submit the Employee Injury Report along with a Supervisors Report to CompEndium.

4. You must report the injury to CompEndium Services within 10 days of the date of injury.

Reporting forms are available online HERE.

Please review the Workers Compensation Policy for more information.
Student Health Services

The UofSC School of Medicine Greenville is committed to providing all students with appropriate health care and personal counseling in a compassionate, confidential, and professional manner.

While the UofSC School of Medicine Greenville campus does not have a stand-alone student health center, we have established partnerships with several Prisma Health System providers who have agreed to serve as medical providers for the School of Medicine students. Students may choose a primary care practitioner from one of the following four patient care offices:

Cypress Internal Medicine- Patewood
200 Patewood Dr., Ste. B460
Greenville, SC
864-454-2226

Riverside Family Medicine- Eastside
215 Halton Rd.
Greenville, SC
864-454-2700

Prisma Health Pediatrics & Internal Medicine- Wade Hampton
1809 Wade Hampton Blvd., Ste. 120
Greenville, SC
864-522-5000

Greenville Family Medicine
2-A Cleveland Ct.
Greenville, SC
864-271-7761

To be established with a physician at one of these practices students should call the practice, identify themselves as a medical student and make an appointment with the practitioner of their choice.

Should a student choose a medical home other than one designated above, the Student Health Fee will not serve as their secondary insurance guarantor, and the student will be responsible for any fees incurred not covered by their health insurance plan.

The Employee Care Center (ECC) at Greenville Memorial Hospital is staffed by several experienced nurse practitioners with physician back-up and will refer students to physician specialists when clinically indicated. Visits to the ECC are covered by the student health fee. The student health services plan also provides basic gynecological services at ECC, by appointment. Hours of operation are from 8:30AM – 4:30 PM Monday-Friday. Please call (864) 455-2455 for appointments. Same day appointments are available.

MD360, staffed by Prisma Health physicians, is also available to students for non-emergent health needs. Services provided include acute illness care, radiology services, lab services, vaccinations and basic orthopedic care for minor injuries. A more comprehensive description of MD360 and the services provided is at their website. MD360 has 5 different locations in the Greenville area that are available to students:
Formal appointment times are not necessary, but students must inform the staff that they are a medical student and present their UofSC School of Medicine Greenville ID badge, personal health insurance card and Student Health Services Card upon arrival at any MD360 location.

**Pharmacy Services**

Students may fill a prescription for a non-controlled medication at the Upstate Medical Pharmacy on the first floor at Greenville Memorial Hospital. Students may fill a prescription for a controlled medication at Upstate Medical Pharmacy located in Cross Creek Medical Park at 111 Doctors Drive, Greenville, SC.

Students may also contact the Student Health Center at the University of South Carolina and request that a 3-month supply of any non-controlled medication be shipped to their homes.

**Counseling & Behavioral Health Services**

Counseling services are provided by the Employee Assistance Program (EAP). EAP is staffed by licensed counselors who have no role in medical education. Students are eligible to receive most services at the EAP at no additional charge. However, students who request more than 12 sessions of individual counseling per academic year may incur additional fees.

Office hours are Monday-Friday, 8:30 a.m.-5 p.m. Evening appointments are available most weekdays. More information about EAP services is available on their website.

**Prisma Health Psychiatry – Outpatient Services** provide confidential psychiatric services to UofSC School of Medicine Greenville students. Students will be evaluated only by a psychiatrist who is not involved in the teaching or grading of medical students.
Located at a private office in the EAP facilities (1020 Grove Road) appointments are available on the first or third Tuesday afternoon of each month. Appointments for emergent reasons are available at other times.

To make an appointment, students should call 864-455-2360 or 1-800-868-6869 and identify themselves as a medical student. When all counselors are busy or unable to answer the phone, students can leave a confidential voice message. Your phone call will be returned to confirm an appointment time and to verify demographic and insurance information. Students will be responsible for the co-pay designated by their insurance company and their insurance will be billed. Any remaining changes will be covered by the student health fee and will not be the responsibility of the student. Students should be aware that a fee may apply if they miss a scheduled appointment or cancel an appointment within 24 hours at this practice.

Students are responsible only for the co-pay designated by their insurance policy. The insurance will be billed and any remaining changes will be covered by the Student Health Fee (included in tuition) and are not the responsibility of the student. Students should be aware that a fee may apply if they miss a scheduled appointment or cancel an appointment within 24 hours. Students should also be aware that their co-pay at MD360, because it is an urgent care facility, will likely be higher than at a primary care office.

When clinically indicated, students are referred to a Prisma Health sub-specialist; the cost of visits to will be the responsibility of the student and their personal health insurance provider. Students on the UofSC Student Health Insurance plan are required to obtain a referral from their primary care physician for subspecialty care.

Chemical Dependency

The UofSC School of Medicine Greenville recognizes that chemical dependency represents a problem of national proportions and that medical students may be at increased risk.

The UofSC School of Medicine Greenville is therefore committed to:

- Providing an integrated substance abuse curriculum to medical students as a component of their medical education
- Promoting student wellness by identifying and assisting students who may be chemically dependent
- Providing medical students with information regarding confidential chemical dependency treatment programs that will not jeopardize their professional career goals.

Please review the Chemical Dependency Policy for more information.
Immunization Requirements

The UofSC School of Medicine Greenville requires that all matriculating students have certain immunizations as recommended by the Centers for Disease Control and Prevention (CDC) and the Association of American Medical Colleges (AAMC). Prior to matriculation, students will be required to submit a form completed by their health care provider summarizing their medical history and immunization status.

For a complete list of immunization requirements for matriculating and continuing students, please review the Required Immunization Policy.

Exposure to Infectious and Environmental Hazards

It is the policy of UofSC School of Medicine Greenville to maintain a safe healthcare environment for patients, students and staff. Students caring for patients experience an increased risk of exposure to several infectious diseases, including Hepatitis-B (Hep B), Hepatitis-C (Hep C) and Human Immunodeficiency Virus (HIV). UofSC School of Medicine Greenville and the partner health system, Prisma Health–Upstate, shall implement measures to prevent transmission of infectious diseases, which may at times warrant exclusion of students from certain patient care settings or types of patient contact.

UofSC School of Medicine Greenville and the partner health system do not discriminate against otherwise qualified students based upon disabilities, including students infected with HIV, Hepatitis C or Hepatitis B virus, as long as the individual is able to perform the essential functions of the job safely and effectively with reasonable accommodations.

Additional information regarding established procedures following potential exposure to an infectious disease are available at Exposure To Blood Borne Pathogens Policy.

Radiation Safety

It is the policy of the UofSC School of Medicine Greenville to ensure the safety of students, patients, faculty and other parties with respect to exposure to radiation. As such, we observe the rules and regulations promulgated by federal and state agencies overseeing radioactive sources and follow policies concerning radiation safety and exposure prevention set forth by our partner health system.

Additional information regarding procedures to monitor radiation exposure are available in the Radiation Safety Policy.
The UofSC School of Medicine Greenville has several standing committees which include student representation. Each committee gives continuous attention to the general subject matter entrusted to it and makes recommendations for changes in those areas as indicated.

The Admissions Committee

In their fourth year, selected students may serve on the admissions committee. Students are full voting members of the committee and are expected to interview candidates and participate in regularly scheduled meetings.

The Curriculum Committee

The Curriculum Committee has the responsibility to review, advise, and make policy recommendations to the Dean on matters related to the design, delivery and evaluation of the undergraduate medical education program. Four students will be elected, and two of those students will serve in the voting membership along with designated faculty and staff.

The Program Evaluation & Assessment Subcommittee

This subcommittee is composed of faculty members and elected student representatives. The primary responsibility of the Program Evaluation and Assessment Subcommittee is to establish procedures to evaluate the educational program, analyze and report results of evaluation surveys and make recommendations to address identified areas in need of improvement.
BANKING & HOUSING

**Carolina Collegiate Credit Union**

With locations throughout the state and thousands of available ATMs around the country this credit union is available to all students, faculty and staff. Students are eligible for **Stress Free Student Checking**. This account offers the same benefits as a regular Stress Free Checking account and has been established especially for students.

- No minimum balance required
- No per check charges
- No monthly service charge fees
- Unlimited use of any Carolina Collegiate ATM

**ATM Locations on Campus**

There is an ATM located in the main lobby Greenville Memorial Hospital that does not charge usage fees. However, if accessing an account from another bank, that bank may require a fee.

**Housing**

There are many available options for students interested in locating safe, affordable housing close to campus. The Office for Student Affairs maintains a list of students interested in finding a roommate(s) and also has additional information regarding housing options.
The Student Lounge, located on the third floor of the UofSC School of Medicine Greenville Building, provides ample relaxation space, as well as, refrigerators and microwaves for student use with the expectation that students will be responsible for maintaining the cleanliness of the space. Please review the Student Lounge Maintenance Policy. A wellness room is also available on the third floor of the UofSC School of Medicine Greenville Building. Outdoor study and relaxation spaces are also available on the campus.

UofSC School of Medicine Greenville Building

Au Bon Pain Bakery Cafe

Monday - Friday  7 A.M. to 2 P.M.

A large restaurant commons is accessible at the Greenville Memorial Hospital, open 24-hours a day.
Hospital Cafeteria Dining Options

**Hospital Cafeteria**

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday to Thursday</td>
<td>7:30 A.M. to 9 P.M.</td>
</tr>
<tr>
<td>Friday</td>
<td>7:30 A.M. to 8 P.M.</td>
</tr>
<tr>
<td>Saturday</td>
<td>10 A.M. to 8 P.M.</td>
</tr>
<tr>
<td>Sunday</td>
<td>11 A.M. to 8 P.M.</td>
</tr>
</tbody>
</table>

**Chick-Fil-A**

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday - Thursday</td>
<td>10 A.M. – 9 P.M.</td>
</tr>
<tr>
<td>Friday</td>
<td>10 A.M. – 2:00 A.M.</td>
</tr>
<tr>
<td>Saturday</td>
<td>11 A.M. – 2 A.M.</td>
</tr>
<tr>
<td>Sunday</td>
<td>Closed</td>
</tr>
</tbody>
</table>

**Starbucks**

24 hours a day

**Au Bon Pain Bakery Cafe**

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday - Sunday</td>
<td>7:00 A.M. – 8:00 P.M.</td>
</tr>
</tbody>
</table>

**Subway**

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday - Friday</td>
<td>10 A.M. – 9 P.M.</td>
</tr>
<tr>
<td>Saturday</td>
<td>11 A.M. – 2 A.M.</td>
</tr>
<tr>
<td>Sunday</td>
<td>1 P.M. – 9 P.M.</td>
</tr>
</tbody>
</table>
FITNESS FACILITIES

Medical students are provided a membership to the Life Center, located on the Greenville Memorial Hospital campus, within walking distance from the UofSC School of Medicine Greenville. The Life Center has a variety of physical fitness equipment, wellness and nutrition programs, an indoor pool, an indoor running track, outdoor running/walking path and organized exercise and fitness programs led by exercise physiologists.

Life Center

For more information on the Life Center, visit their website. 864-455-4231

Hours of operation:

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday - Thursday</td>
<td>5 A.M. – 9:30 P.M.</td>
</tr>
<tr>
<td>Friday</td>
<td>5 A.M. – 8 P.M.</td>
</tr>
<tr>
<td>Saturday</td>
<td>8 A.M. – 6 P.M.</td>
</tr>
<tr>
<td>Sunday</td>
<td>1 P.M. – 6 P.M.</td>
</tr>
</tbody>
</table>

Included with Life Center Student Membership is access to YMCA of Greenville facilities through a PATH membership (Partners Achieving Total Health). For more information on PATH membership features, visit their website.
Students enrolled in the School of Medicine should conduct themselves in an appropriately professional manner as defined by the UofSC School of Medicine Policy on Expectation of Personal and Professional Conduct. Conduct should be in conformity with the high moral and ethical standards of the medical profession as well as within the legal constraints of any law-abiding community.

**Honor Code**

The Honor Code is a set of principles established by the university to promote honesty and integrity in all aspects of a student’s academic career. It is the responsibility of every student at the University of South Carolina to adhere steadfastly to truthfulness and to avoid dishonesty in connection with any academic program. A student who violates, or assists another in violating the Honor Code, will be subject to university sanctions.

Please review the Academic Responsibility Policy for a list of Honor Code violations and sanctions.

**Statement of Professionalism**

The UofSC School of Medicine Greenville vision of professionalism has the primacy of patient welfare as its central tenet. The Guiding Principles upon which the UofSC School of Medicine is founded express core values of altruism, integrity, a commitment to excellence, and high moral and ethical standards as the necessary foundations for the development of medical professionals.

Students will be evaluated on professionalism as a component of their overall assessment. The Honor & Professionalism Council (HPC) will be charged with the responsibility of making recommendations for students who have exhibited unprofessional behavior.
Expectations of Personal and Professional Conduct

Students at the UofSC School of Medicine Greenville have the responsibility to maintain the highest levels of personal and professional integrity and to show compassion and respect for themselves, colleagues, faculty, staff, and, most important, the patients who participate in their education.

Expectations of the personal and professional conduct of medical students will include the following general and specific considerations:

1. Demonstrating concern for the welfare of patients
2. Demonstrating concern for the rights of others
3. Demonstrating evidence of responsibility to duty
4. Trustworthiness
5. Maintaining a professional demeanor
6. Possessing those individual characteristics required for the practice of medicine.

Please review the **Expectation of Personal and Professional Conduct Policy** for a detailed description of the expectations for professional conduct.

Social Media & Social Networking

Students should exercise appropriate caution with social media and social networking. Misuse of social media can lead to professional behavior and/or confidentiality violations up to and including expulsion. Please review the **Social Media & Social Networking Policy**.

Guidelines on the Use of Social Media for Faculty and Students

Social media has been a powerful force for communication and is widely used by students, faculty, staff, patients and the public. Thoughtfully done, it can enhance relationships and communications among all of these constituencies. It is not without the potential for complications, however, particularly when the individuals involved play multiple roles, or their roles change over time. The following general considerations may be of help in determining where to place boundaries or whom to include as “friends”:

- Physicians, faculty, staff and students must be cognizant of prevailing laws, standards and institutional policies regarding privacy of patient and student information
- Privacy settings can be used to help limit access to your information and confine messaging to your intended audiences;
- Be thoughtful about what you post, and always show respect, avoid vulgarity, intimidations and threats
- It is important to accurately represent yourself, your professional roles, titles and accomplishments, and to keep your profile up to date; you are personally responsible for all content that you post.
Expectations of Professional Demeanor & Attire

Students are expected to dress in an appropriate manner while at UofSC School of Medicine Greenville and affiliated learning sites. Medical students should present a professional appearance to their University community of faculty, staff and colleagues, as well as to those whom they encounter in a clinical setting — including but not limited to physicians, patients, and all hospital employees. In addition, UofSC School of Medicine Greenville students are expected to maintain a professional attitude towards patients, colleagues, and faculty. Please review the Demeanor & Attire Policy for more detailed guidance on appropriate dress.

Honor & Professionalism System

The purpose of the Honor and Professionalism System of UofSC School of Medicine Greenville is to promote and maintain the basic ethical and professional principles paramount to the success of a student preparing for the profession of Medicine. The Honor and Professionalism System obligates medical students, as future physicians and representatives of the UofSC School of Medicine Greenville, to conduct themselves with honor and integrity in all aspects of their lives. There are three aspects of the Honor & Professionalism System: 1) UofSC Honor Code 2) UofSC School of Medicine Greenville Statement of Professionalism and 3) UofSC School of Medicine Greenville Policy on Personal and Professional Conduct.

The Honor & Professionalism System at the UofSC School of Medicine Greenville has been developed by an Honor & Professionalism Council (HPC), which is a committee of medical students elected from the second, third, and fourth year classes with endorsement by the Dean. First year students are included as non-voting members. The HPC functions to ensure the upholding of the Honor and Professionalism System by students during their interactions with colleagues, faculty, patients, and in the community.

The Honor & Professionalism System is introduced to new medical classes each year at M1 Orientation, and each student is asked to sign a statement acknowledging that they have been informed of the Policies and Procedures of the Honor & Professionalism System. The acceptance of the Honor Code assures that the integrity of students is unquestioned and accepted by all in the academic, clinical and research communities.

Please review all three policies for more detailed information about the Honor and Professionalism System:
• Honor & Professionalism System

• Academic Responsibility - The Honor Code

• Student Code of Conduct

Any unethical conduct within the UofSC School of Medicine Greenville community that undermines the spirit of the Honor and Professionalism System is a violation. Specific incidents will be considered with regard to the context in which they occur, the alleged infraction, and the magnitude of the alleged offense.

Violations of the Honor Code, Professionalism or Student Code of Conduct standards include, but are not limited to:

• Lying - including any form of dishonesty or misrepresentation, omission, fabrication or falsification or documents or clinical reports

• Cheating - using or attempting to use any unauthorized materials, devices or study aids in or prior to an examination, OSCE or any other academic work. Giving or receiving any unauthorized assistance in the completion of any examination, OSCE or other academic work as well as preventing or attempting to prevent others from using authorized materials

• Plagiarism or copyright violation

• Stealing

• Substance abuse

• Unprofessional behavior, including but not limited to, any breach of patient confidentiality

• Inappropriate conduct on campus, in the community or via social media

• Repeated lack of accountability
The UofSC School of Medicine Greenville encourages students to be actively involved in local, regional and national organizations and interest groups. Student Government with the help of the Office for Student Affairs will assist students with the development of student organizations. Student organizations and special interest groups are provided access to a page in Canvas (Med Students Greenville) to describe their organization, leadership and faculty sponsors, and activities. See the Student Activities/Volunteer Community Service Policy for more details.

Medical Student Association – Class officers nominated and elected by their peers will represent the student body in a variety of capacities related to student life and activities. MSA also plans events to enhance student life at UofSC School of Medicine Greenville.

**Officers and Student Representatives**
- President
- Vice President
- Secretary
- Treasurer
- Program Evaluation & Assessment Subcommittee Rep
- Curriculum Committee Rep
- Organization of Student Representatives (national) Rep
- Honor & Professionalism Council Rep (x4)
- Student Advocates for Diversity & Inclusion Rep
Medical Profession Interest Groups – These groups provide opportunities for students to learn more about medical specialties and professions. UofSC School of Medicine Greenville currently has interest groups in:

- Anesthesiology
- Cardiology
- Dermatology
- Emergency Medicine
- Family Medicine
- Genetics
- Global Health Interest Group
- Hands Up Greenville
- Health Outreach Initiative
- Hematology and Oncology
- Hospice
- Infectious Disease
- Integrative Medicine
- Internal Medicine
- LGBTQ Health
- Medical Pediatrics
- Medical Roots Garden
- Medical Students for Health Advocacy
- Military
- Musicians in Medicine
- Neuroscience
- Obstetrics and Gynecology
- Ophthalmology
- Orthopaedics and Sports Medicine
- Otolaryngology
- Pathology
- Pediatrics
- Physical Medicine & Rehabilitation
- Prehospital & Disaster Medicine
- Psychiatry
- Radiology
- Simulation
- Supporting Women in Medicine
- Surgery
- Ultrasound
- Wilderness Medicine
- Women in Surgery
Organizations and Clubs – Students also participate in a number of clubs and organizations that are related to professional development, personal interests and recreation. Currently these include:

- American Medical Association
- Jon Snow Society
- Latino Medical Student Association
- Positive Exposure
- South Carolina Medical Association
- Student National Medical Association

Community Engagement – Medical students are actively engaged in service to the Greenville community. Some of the projects and organizations that they participate with are:

- Community Outreach Committee
  - Achilles
  - Greenville Free Medical Clinic
  - Juvenile Detention Center
- Student Advocacy, Diversity and Inclusion (SADI)
THE COLLEGES PROGRAM

I. College Leadership
II. Social Engagement
III. Student Advising

Table of Contents
COLLEGE LEADERSHIP

The Colleges Program at the UofSC School of Medicine Greenville is a social support system that provides medical students with fellowship and community engagement opportunities as well as access to a robust academic and career advising team.

There are five Colleges consisting of students from all classes (M1-M4). Each College has two College Mentors (faculty members who support the social engagements of the College), student leaders to represent each class (determined by peer election) and an affiliated College Advising Team (faculty & staff who support academic success and career exploration). Please see the Student Success Handbook and our website for leadership contacts.

The Colleges are named after the following individuals:

- **Hinton** - William Augustus Hinton was an internationally renowned expert in the diagnosis and treatment of syphilis and the first black doctor to teach at Harvard. In 1936, Hinton published *Syphilis and Its Treatment* (New York: The Macmillan Company), the first medical textbook by a black American.

- **Hunter** - John Hunter was a Scottish surgeon and one of the most distinguished scientists and surgeons of his day. He was an early advocate of careful observation and scientific method in medicine.

- **Osler** - Sir William Osler created the first residency program for specialty training of physicians, and he was the first to bring medical students out of the lecture hall for bedside clinical training. He has frequently been described as the “Father of Modern Medicine.”

- **Preston** - Ann Preston was the first woman to become the dean of a medical school, a position that allowed her to champion the right of women to become physicians.

- **Von Hofe** - Dr. Stanley Von Hofe was dedicated to teaching students the importance and value of listening to patients and performing a comprehensive physical examination. Following an illustrious career characterized by humility, selfless dedication to his patients and superb clinical and diagnostic acumen, teaching medical students at UofSC School of Medicine Greenville became his passion. Dr. Von Hofe’s dauntless spirit in the face of difficult odds, his character and his courage will never be duplicated and will always be revered.
The social component of the Colleges Program is designed to promote camaraderie, a sense of community, wellness and mentorship through activities related to team building, civic engagement and medical student well-being. Each college serves as a learning community that provides students with opportunities to bond with college members from all four classes by participating in community service projects, social activities, mentoring, wellness activities and more.

**College Cup**

College Cup is an annual competition between the 5 College learning communities. Students from each college compete throughout the year via ongoing competitions and larger annual events. There are many ways for students to support their college in competing for the College Cup. The core elements of the competition are athletic intramural sports, knowledge and trivia, community service, and wellness activities. Students earn points for their College by participating in events, competitions, and games throughout the year. The winner of College Cup is celebrated with a trophy.

**Community Outreach**

The Colleges program is committed to being a community partner in the Upstate of South Carolina. Students are encouraged to participate in volunteer and service activities for points towards their end of year college points.
Activity Theme Months

Each month has a wellness theme to encourage students to care well for themselves while tackling the rigor of medical school life. Themes can include, but are not limited to: fitness activities, arts and culture, giving, and mindfulness.

Fellowship

Every year, each College hosts at minimum one social event and is encouraged to host more. Social activities have included pizza night at a mentor’s house, bowling, kickball or a picnic at a local park.
The advising program and timeline are modeled after the AAMC Careers in Medicine (CiM); these activities are coordinated through the Office for Student Affairs and the Office for Academic Affairs.

All students are assigned an IPM Faculty Mentor at the beginning of the M1 year; these mentors are the Small Group Leaders for the Case Reasoning component of the M1 year Integrated Practice of Medicine module.

Through weekly meetings with the M1 small groups, these clinical faculty members have ongoing contact to build a mentoring relationship with their group of students. In this role, faculty mentors support and encourage students, observe for any signs that a student may be struggling personally or academically and then assist the student in identifying relevant resources that are available to aid in these situations. Faculty Mentors may contact the Office for Student Affairs/Director of Student Success Initiatives to facilitate access to additional student resources.

**College Advising Team**

In addition, all students are assigned to a College Advising Team. The advising team will serve all students assigned to their respective college (M1-M4). Each College Advising Team consists of:

- Dean
- Success Coach
- Career Counselor (x2)

**Deans** serve as the leadership oversight to address issues that may arise related to personal, social and/or academic concerns for students within their assigned College(s). Deans will support the initiatives of the College system at all levels of the organization and...
assist in advancing efforts to optimize student well-being and the medical school experience.

**Student Success Coaches** are committed to supporting students’ success and well-being in medical school and are tasked with ensuring that all students are aware of, and connected with, the resources they need to maximize their academic success, personal wellness and holistic growth. Responsibilities include:

- Helping students adjust to medical school
- Being aware of a student’s well-being
- Identifying students who are potentially struggling with personal or academic issues
- Maintaining a knowledge of available resources for students and assisting students in accessing these resources

All students are assigned a Success Coach at the beginning of their M1 year. Students are required to meet with their Success Coach at least once per semester throughout their M1 and M2 years, but are encouraged to utilize this resource at any time throughout their matriculation.

M1 and M2 students may also seek the advice of the Office for Student Affairs to identify volunteer activities, non-credit electives, and a summer practicum opportunities to obtain additional research or clinical experience.

**Career Counselors** will assist students with career exploration and planning, M3 and M4 scheduling, and the residency application and Match processes. Career Counselors are specifically trained clinical faculty members who are knowledgeable about the M3 and M4 clerkships and electives and the residency application process. Each College include two assigned Career Counselors. Their responsibilities include:

- Assisting with career decisions and planning based upon student interest, academic history and the current state of The Match
- Approval of M3 and M4 schedules, based upon academic policies & procedures as well as each student’s individual goals and career plan
- Assisting students with identifying specialty advisors
- Assisting students with navigating resources for academic support/success, career planning and personal counseling
- Attending orientation/training sessions for career counseling

All students are assigned to a Career Counselor at the beginning of their M1 year. Students are required to meet with their Career Counselor at least once per semester throughout their matriculation, but are encouraged to meet more frequently in M3 and M4 years in preparation for clerkship scheduling and application for residency.

**Residency Advising**

Once students have identified an area of specialization for their residency, students can meet with clinical faculty **Specialty Advisors** who are knowledgeable of their specific field of medicine and can provide sound advice to students interested in pursuing that field. Students receive a list of specialty advisors who are available to guide their career decisions. These advisors are not associated with a particular college, but rather are available to meet with all students interested in pursuing their specialty. Responsibilities include:

- Meeting with interested students to answer questions related to their field of expertise
- Being knowledgeable of the current Match landscape as related to their field
Residency Application Advising

Information sessions are routinely scheduled by the Offices of Student Affairs and Academic Affairs to provide students an overview of the application process for residency, discuss rules governing the Match process, interview techniques, the ranking process, and appropriate methods of correspondence to and from programs. As the residency application process moves forward, M4 students continue to meet with the associate and assistant deans, career counselors, specialty advisors and others whom they have chosen to write letters of recommendation.

Student Success Program

The UofSC School of Medicine Greenville Student Success Initiatives are established resources for academic success and personal wellness that students can access throughout their education. The school’s stimulating faculty, dedicated academic coaches, knowledgeable tutors and compassionate student affairs professionals are all excellent sources of support and coaching.

Resources include:

- **Success Coaching:** Each Success Coach is a member of the College Advising Team and are professionals with expertise in study strategies, note taking, work/life balance, health and wellness, and reducing stress. In this role, Success Coaches support students’ success through one-on-one and group meetings focused on goal setting, time management, test preparation, and addressing issues that may be barriers to one’s success in medical school. There is one Success Coach assigned to each College.

- **Tutoring:** One-on-One, Small Group, Workshops and Large Group session tutoring activities are available to assist medical students to improve their understanding of instructional material and promote appropriate study habits. Students can request a near peer tutor through Canvas.

- **Referral Services:** In addition to providing support, Student Success Coaches can also point students to resources beyond their service. These resources include: learning specialists, clinical psychologists, psychiatrists, and specialists in sleep disorders/sleep hygiene.

- **Workshops:** Student Success staff hold regular workshops centered on topics related to academic success and personal well-being. These events are posted on the Student Events Calendar, and all students are encouraged to attend.
Advising Timeline

**M1**
- Students assigned to a College with College Mentors & College Advising Team
- IPM Clinical Reasoning Faculty serve as Faculty mentors
- Biannual Success Coaching meetings & Introduction to Student Success Program
- Biannual Career Counseling meetings & Introduction to Careers in Medicine (CIM)
- Opportunities to be involved in speciality interest groups to connect with faculty in various specialties

**M2**
- Biannual Success Coaching Meetings
- Continue to take advantage of academic support resources: tutoring, workshops, Step 1 study/prep etc.
- Biannual Career Counseling meetings
- Continue to explore career options through CiM, interest groups, workshops, and self-assessment
- Meet with Career Counselor to plan 3rd year Clerkship schedule based on career interests

**M3**
- Begin clinical rotations
- Biannual Career Counseling meetings
- Assess speciality interests & determine career path
- Meet with Career Counselor to discuss career options and M4 schedule
- Students choose a Speciality Advisor to help navigate residency application process
- Continue meeting with Success Coach as needed

**M4**
- Prepare residency application working with Career Counselor, Specialty Advisor & Office for Student Affairs
- Research residency programs
- Attend available workshops on Residency application & interview prep
- Submit Residency application via ERAS or other relevant application services
- Interview at Residency programs
- Prepare program Rank Order List with help of Speciality Advisor, Career Counselor, Mentors and/or Office for Student Affairs
I. Academic Affairs Contacts
II. Academic Calendar and Course Descriptions
III. Curriculum
IV. Academic Regulations & Policies
V. Student Research
Academic Affairs Contacts

Marjorie Jenkins, M.D.
Dean for UofSC School of Medicine
Greenville
Chief Academic Officer for Prisma Health-Upstate
marjorie.jenkins@prismahealth.org

Angela Sharkey, M.D.
Senior Associate Dean for Academic Affairs
angela.sharkey@prismahealth.org

April Buchanan, M.D.
Associate Dean for Curriculum
april.buchanan@prismahealth.org

Robert Best, Ph.D.
Associate Dean for Faculty Affairs and Professional Development
rbest@greenvillemed.sc.edu
M1 and M2 Biomedical Sciences Contacts can be found here.
M3 and M4 Clinical Clerkship Contacts can be found here.
ACADEMIC CALENDAR & COURSE DESCRIPTIONS

The current Academic Calendars are located on our website.

For Course Descriptions, please visit the Oasis Course Catalog.

For a schematic of our 4 year curriculum, please visit our website.
Registration for courses offered in the UofSC School of Medicine Greenville is limited to medical students enrolled in School of Medicine programs or visiting students from other LCME accredited medical schools who have applied to take fourth year electives through the HSC Office for Student Affairs Administration at the Prisma Health System.

The educational program at the UofSC School of Medicine Greenville integrates the basic and clinical sciences with a graduated increase in clinical skills and responsibilities across the four years of the curriculum. The curriculum is designed to provide students with a solid understanding of the biomedical, psychosocial, and professional foundations for the practice of medicine that will prepare them be integral members of the health care delivery team.

**EMT Training**

The curricular design begins with an introduction to core clinical skills with EMT training. EMTs work in an environment requiring skills in communication, focused patient assessment, documentation, and patient safety. Their role necessitates an understanding and ability to function as a member of a larger health care team; an essential quality for successful physicians. This early clinical training serves as a practical approach for students to actively contribute to patient care. Throughout the program, students are required to keep patient logs and reflect on their experiences within the framework of the objectives of the Integrated Practice of Medicine (IPM) modules, which expands their knowledge and skills in patient care towards competency as physicians. Furthermore, the early and ongoing experience as an EMT provides students the exposure and awareness of the many
challenges and issues facing health care delivery, and serves as an experiential basis for proposing a patient centered research project to be completed by graduation.

**The First Year**

In the M1 year, students primarily focus on the normal human body: understanding of the biochemical, molecular, and cellular basis of the human body; how cells communicate and form tissues; tissues develop into systems; and how the function of the systems is dependent on defined structural organization. Students also study how systems are controlled and homeostasis is maintained, and ultimately to how the body responds to and defends against disease. Clinical scenarios punctuate and emphasize how alterations of normal processes lead to illness and disease as M1 students are challenged to recognize deviations from normal and identify where deviations most likely occurred.

In addition to learning appropriate communication, examination, and procedural skills in IPM, students also study the non-biological determinants of health, explore community resources, learn the roles and explore the responsibilities of other members of health care teams and learn the fundamental principles of evaluating literature, developing research questions, and conducting quality research studies. Students work in small groups exploring the community support resources, epidemiology, and evidence for prevention, diagnosis and treatment modalities for these inherited disorders.

**The Second Year**

During the M2 year, students continue learning the scientific basis of medicine in an organ-system based approach, focused more on pathophysiological and pathological disease processes, diagnostic testing and imaging, and principles of treatment and management. With their increasing clinical and basic science knowledge, students are challenged to develop differential diagnoses, identify clinical laboratory testing or imaging required, propose prevention and treatment plans, and learn to perform procedures working with Standardized Patients and by practicing procedural skills in the Simulation Center. Embedded in this progress of clinical skills is the understanding and utilization of the tools and systems of medical practice, including electronic health records and writing notes.

**The Third Year**

Through the graduated continuum of integrated knowledge and skills, students enter the clerkship years prepared to perform as active members of the healthcare delivery team. In core clerkships, students continue to develop their clinical skills and accept increased clinical responsibility. M3 electives provide students exposure to various residency match options. Assessment includes clerkship specific Objective Structured Clinical Exams (OSCEs) and NBME developed subject exams, in addition to clinical evaluations. M3 IPM encompasses topics such as point of care use of evidence based medicine, systems-based practice issues, legal and ethical issues in medicine, the business of medicine, and reinforcement of the longitudinal curricular themes.
The Fourth Year

Once students have identified their chosen specialty, they are placed into a specialty-specific intensification track. This track meets the Year 4 requirement for an acting internship. After discussion with their specialty advisors, a menu of electives is provided to each student. In addition, four weeks are dedicated to the final skills intensification experience at the conclusion of the M4 year. All students complete two weeks of core skills, procedures practice, and assessment for competency assurance in those that are identified as essential for graduating medical students, regardless of their chosen specialty. An additional two weeks of practice and competency assurance are designed to be specialty specific. This intensification process is intended to better prepare students for their residency training program. Twelve weeks of elective opportunities are available during the fourth year beyond this intensification track.

Electives

The Oasis Course Catalog contains a list of required and elective courses for each academic year.

Opportunities also exist for away electives at other LCME or ACGME accredited institutions. For more information on third and fourth year electives, please contact the Office for Academic Affairs.

Lifestyle Medicine Integrated Curriculum

Lifestyle Medicine is an integral longitudinal curricular theme within UofSC School of Medicine Greenville, and is reflected in the Lifestyle Medicine vision statement:

- Our vision is to integrate lifestyle medicine into medical education. Lifestyle factors including nutrition, physical activity, and stress are critical determinants of health, causing a pandemic of chronic disease and unsustainable health care costs. We will provide an array of evidence-based curricular resources for prevention and treatment of lifestyle related diseases throughout medical education.

The purpose of the implementation of lifestyle medicine into the curriculum is two-fold: to promote self-care among the student body as they persevere through school, and for students to impart this knowledge to their future patients.
Distinction Tracks

The UofSC School of Medicine Greenville offers Distinction Tracks to enrich the medical school experience through an immersive, longitudinal curriculum that will enhance a student’s knowledge and contribution to the improvement and transformation of health care. There are two program offerings that students can apply for in their second semester of their first year. Successful track completion will be noted in the Dean’s Letter and a certificate of completion will be awarded at graduation.

High Value Care, Performance Improvement and Population Health

The High Value Care, Performance Improvement and Population Health Distinction Track prepares future physicians to be effective leaders and innovative participants in health care improvement. Students will learn established strategies and methods for performance improvement to achieve high-value health care for their patients and the surrounding community. The critical population health issue of substance misuse and addiction will serve as the centerpiece of this track as students work with a community partner FAVOR Greenville (Faces and Voices of Recovery).

Lifestyle Medicine

The Lifestyle Medicine Distinction Track prepares future physicians to become frontline advocates for healthy lifestyle behaviors in their patients and communities through the effective application of Lifestyle Medicine principles. Students will also learn how to effectively use evidence-based Lifestyle Medicine to prevent and treat chronic diseases that include obesity, type 2 diabetes, hypertension, cardiovascular disease and some forms of cancer.

Lauren D. Demosthenes, M.D.
Track Director
864-455-8974
lauren.demosthenes@prismahealth.org

Jennifer L. Trilk, Ph.D.
Track Director
864-455-9824
trilk@greenvillerned.sc.ed
ACADEMIC AFFAIRS & POLICIES

Curriculum Accommodations

UofSC School of Medicine Greenville has an ethical and legal responsibility to provide equal opportunities for medical students with disabilities. This policy exists to provide medical students who have a documented disability with equal opportunity to participate in all aspects of each module/clerkship. Please review the Curriculum Accommodation Policy for more detailed information.

Class Attendance

Please review the following policies for more detailed information:

- M1 and M2 Student Attendance Policy
- M3 and M4 Student Attendance Policy
- Integrated Practice of Medicine Attendance Policy
- Inclement Weather Policy
- Exam Tardiness and Unscheduled Absence Policy

Academic Workload and Duty Hours

Providing medical students with a sound didactic and clinical education must be carefully planned and balanced with concerns for patient safety and medical student well-being. While didactic and clinical education should have priority when it comes to the medical students’ time and energy, this should not be at the expense of their physical/mental health or their ability to learn. Please review the Academic Workload and Duty Hour Policy for detailed information.

Alternative Clinical Site or Assignment

Medical students are informed at M3 and M4 orientations of the opportunity to request an alternative clinical site or assignment. Please review the policies Request an Alternative Clinical Site and Alternative Assignment policies for more detailed information.
Medical Student Supervision

All clinical activities must be supervised by a UofSC School of Medicine Greenville clinical faculty member. It is recognized that non-faculty physicians may occasionally be utilized in community practice electives or the faculty member may send the student to a colleague who has interesting case(s) on a particular day. However, in order for a student to be supervised or taught by the non-faculty preceptors, a faculty member who is credentialed with the School of Medicine must oversee the clinical experience. Patient management, inclusive of medical student participation, is governed by the Prisma Health – Upstate Medical Staff Policy on Patient Management when working in the Prisma Health System or when in other clinical settings, the practices and policies of that location.

Chaperones

At all affiliated hospitals, when a medical student examines a patient of the opposite sex, preferably another person of that sex and preferably a nurse or other professional must be present at the time of the examination. Each student is expected to maintain a purely professional relationship with his/her patients and to refrain from outside personal contact with any patient.

Grading System

Please review the following policies for more detailed information about the grading system at UofSC School of Medicine Greenville

- **Grading System Policy**
- **Timeliness of Grade Reporting Policy**

Promotion and Remediation of Incomplete or Failed Coursework

The **Student Evaluation, Remediation, Requirements for Promotion and Appeals Policy** outlines those academic and professional standards and the role of the Student Evaluation and Promotion Committee (SEPC) in reviewing progress, and the conditions that constitute promotion, remediation of unsatisfactory academic progress and professional conduct, and dismissal. The policy also outlines the Student Appeal Process and elements of due process. Students must meet academic and professional standards defined by the faculty to qualify for promotion.

Students with one or more Incomplete (I), Unsatisfactory (U), or Failing (F) grades and/or with reports of unprofessional or unacceptable behavior will be reviewed by SEPC to determine their suitability for continuing in the medical school. SEPC may recommend additional educational activities and support requiring the student to attend programs for modification of behavior, retake of a module, repeat of a year, or may recommend dismissal from the medical school.

If a student receives an I in a Biomedical Science module in M1 or M2 year, they must take a similar summative exam (and/or practical exam) covering the content of the failed module during the remediation date below.

### M1 Dates to Remediate

<table>
<thead>
<tr>
<th>Module</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st failed module</td>
<td>June 8, 2020</td>
</tr>
<tr>
<td>2nd failed module</td>
<td>June 22, 2020</td>
</tr>
<tr>
<td>3rd failed module</td>
<td>July 6, 2020</td>
</tr>
</tbody>
</table>

### M2 Dates to Remediate

<table>
<thead>
<tr>
<th>Module</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st failed module</td>
<td>April 8, 2020</td>
</tr>
<tr>
<td>2nd failed module</td>
<td>April 24, 2020</td>
</tr>
<tr>
<td>3rd failed module</td>
<td>July 6, 2020</td>
</tr>
</tbody>
</table>

If Cardio/Pulm: April 16, 2020
If Cardio/Pulm: May 4, 2020
Grade Appeal

Students have the right to be graded in an equitable manner, free from arbitrary bias or capriciousness on the part of faculty members. This policy is in place to permit a medical student to review and to challenge his or her educational records, if he or she considers the information contained therein to be inaccurate, misleading, or inappropriate. Please see the Grade Appeal Policy for more details.

Formative Faculty Feedback on Student Performance

To ensure the success of our medical students in the learning process, UofSC School of Medicine Greenville faculty will deliver formal Formative Feedback early enough during each required course or clerkship to allow sufficient time for remediation. Please see the Formative Feedback Policy for details.

Student Feedback on Course Faculty/Resident Performance

Student feedback is essential for the continuous quality improvement of the medical education experience. Students are required to provide feedback in the form of faculty, resident, and course evaluations at the conclusion of each clerkship and elective. Please review the Course and Faculty/Resident Evaluation Completion Policy for details.

Leave of Absence (LOA) and Withdrawal

For a variety of reasons, it may become necessary for a student to take a leave of absence from his/her medical education. Occasionally a student may decide to withdraw from the School of Medicine without an approved leave of absence. Please see Leave of Absence and Withdrawal Policy for details.

Requirements for Graduation

The degree of Doctor of Medicine will be conferred by the University of South Carolina upon persons who have complied with the degree requirements as recommended by the faculty. For full details, please review the Requirements for Graduation Policy.

United States Medical Licensing Examination

Students in the School of Medicine Greenville are required to pass the United States Medical Licensing Examination (USMLE) Steps 1 and 2 prior to graduation. Students are required to pass Step 1 in order to officially be promoted to the third year, although they may begin clerkships while awaiting a score. Students are permitted a maximum of three attempts at Step 1 and at Step 2. Failure on the third attempt at Step 1 or Step 2 will render students subject to dismissal from the School of Medicine Greenville. For full details, please review the United States Medical Licensing Examination Policy.
Educational Objectives and Competencies for Graduates

The UofSC School of Medicine educational program objectives are categorized into eight core competency domains, based on the ACGME six core competencies and the AAMC Reference List of General Physician Competencies (Academic Medicine 2013) At the time of graduation, it is expected that every graduate will have demonstrated competency in each of the program learning objectives listed below. Evidence of performance will be collected and documented throughout the educational program.

PATIENT CARE

Provide patient-centered care that is compassionate, appropriate, and effective for the treatment of health problems and the promotion of health

- Demonstrate the ability to perform routine technical procedures.
- Gather essential and accurate information about patients and their condition through history-taking, physical examination, and the use of laboratory data, imaging, and other tests.
- Organize and prioritize responsibilities to provide care that is safe, effective and efficient.
- Interpret laboratory data, imaging studies, and other tests required for the area of practice.
- Make informed decisions about diagnostic and therapeutic interventions based on patient information and preferences, up-to-date scientific evidence, and clinical judgment.
- Develop and carry out patient management plans.
- Counsel and educate patients and their families to empower them to participate in their care and enable shared decision making.
- Provide appropriate referral of patients including ensuring continuity of care throughout transitions between providers or settings and following up on patient progress and outcomes.
- Provide health care services to patients, families, and communities aimed at preventing health problems or maintaining health.

KNOWLEDGE FOR PRACTICE

Demonstrate knowledge of established and evolving biomedical, clinical, epidemiological, and social-behavioral sciences, as well as the application of this knowledge to patient care.

- Demonstrate knowledge of the normal structure and function of the body and of each of its major organ systems across the life span.
- Demonstrate knowledge of the molecular, biochemical, and cellular mechanisms that are important in maintaining the body’s homeostasis.
- Demonstrate knowledge of the various causes (genetic, developmental, metabolic, toxic, microbiologic, autoimmune, neoplastic, degenerative, and traumatic) of maladies and the ways in which they affect the body (pathogenesis).
- Demonstrate knowledge of the altered structure and function (pathology and pathophysiology) of the body and its major organ systems that are seen in various diseases and conditions.
- Demonstrate an investigatory and analytic approach to clinical situations.
• Apply established and emerging biophysical scientific principles fundamental to health care for patients and populations

• Apply established and emerging principles of clinical sciences to diagnostic and therapeutic decision making, clinical problem solving, and other aspects of evidence-based health care

• Apply principles of epidemiological sciences to the identification of health problems, risk factors, treatment strategies, resources, and disease prevention/health promotion efforts for patients and populations

• Apply principles of social-behavioral sciences to provision of patient care, including assessment of the impact of psychosocial-cultural influences on health, disease, care-seeking, care-compliance, and barriers to and attitudes toward care

PRACTICE-BASED LEARNING AND IMPROVEMENT

Demonstrate the ability to investigate and evaluate their care of patients, to appraise and assimilate scientific evidence, and to continuously improve patient care based on constant self-evaluation and lifelong learning

• Identify strengths, deficiencies, and limits in one’s knowledge and expertise

• Set learning and improvement goals

• Identify and perform learning activities that address one’s gaps in knowledge, skills, or attitudes

• Incorporate feedback into daily practice

• Locate, appraise, and assimilate evidence from scientific studies related to patients’ health problems

• Use information technology to optimize learning

• Participate in the education of patients, families, students, trainees, peers, and other health professionals

• Obtain and utilize information about individual patients, populations of patients, or communities from which patients are drawn to improve care

• Continually identify, analyze, and implement new knowledge, guidelines, standards, technologies, products, or services that have been demonstrated to improve outcomes

INTERPERSONAL AND COMMUNICATION SKILLS

Demonstrate interpersonal and communication skills that result in the effective exchange of information and collaboration with patients, their families, and health professionals
• Communicate effectively with patients, families, and the public, as appropriate, across a broad range of socioeconomic and cultural backgrounds

• Communicate effectively with colleagues within one’s profession or specialty, other health professionals, and health-related agencies

• Work effectively with others as a member or leader of a health care team or other professional group

• Maintain comprehensive, timely, and legible medical documentation

• Demonstrate sensitivity, honesty, and compassion in difficult conversations (e.g. about issues such as death, end-of-life issues, adverse events, bad news, disclosure of errors, and other sensitive topics)

• Demonstrate insight and understanding about emotions and human responses to emotions that allow one to develop and manage interpersonal interactions

PROFESSIONALISM

Demonstrate a commitment to carrying out professional responsibilities and an adherence to ethical principles

• Demonstrate honesty, integrity, compassion and respect in all interactions with others

• Demonstrate responsiveness to patient needs that supersedes self-interest

• Demonstrate respect for patient privacy and autonomy

• Demonstrate accountability to patients, society, and the profession

• Demonstrate sensitivity and responsiveness to a diverse patient population, including but not limited to diversity in gender, age, culture, race, religion, disabilities, and sexual orientation

• Demonstrate a commitment to ethical principles pertaining to provision or withholding of care, confidentiality, informed consent, and business practices, including compliance with relevant laws, policies, and regulations

SYSTEMS-BASED PRACTICE

Demonstrate an awareness of and responsiveness to the larger context and system of health care, as well as the ability to call effectively on other resources in the system to provide optimal health care

• Coordinate patient care within the health care system

• Incorporate considerations of cost awareness and risk-benefit analysis in patient and/or population-based care

• Advocate for quality patient care and optimal patient care systems for all patients

• Participate in identifying system errors and implementing potential systems solutions to promote patient safety and quality outcomes

INTERPROFESSIONAL COLLABORATION

Demonstrate the ability to engage in an interprofessional team in a manner that optimizes safe, effective patient and population-centered care
• Work with other health professionals to establish and maintain a climate of mutual respect, dignity, diversity, ethical integrity, and trust

• Use the knowledge of one’s own role and those of other professions to appropriately assess and address the health care needs of the patients and populations served

• Communicate with other health professionals in a responsive and responsible manner that supports the maintenance of health and the treatment of disease in individual patients and populations

• Participate in different team roles to establish, develop, and continuously enhance interprofessional teams to provide patient- and population-centered care that is safe, timely, efficient, effective, and equitable

PERSONAL AND PROFESSIONAL DEVELOPMENT

Demonstrate the qualities required to sustain lifelong personal and professional growth

• Develop the ability to use self-awareness of knowledge, skills, and emotional limitations to engage in appropriate help-seeking behaviors

• Demonstrate healthy coping mechanisms to respond to stress

• Manage conflict between personal and professional responsibilities

• Practice flexibility and maturity in adjusting to change with the capacity to alter behavior

• Demonstrate trustworthiness that makes colleagues feel secure when one is responsible for the care of patients

• Provide leadership skills that enhance team functioning, the learning environment, and/or the health care delivery system

• Demonstrate self-confidence that puts patients, families, and members of the health care team at ease

• Recognize that ambiguity is part of clinical health care and respond by using appropriate resources in dealing with uncertainty
STUDENT RESEARCH

Medical student research opportunities at the UofSC School of Medicine Greenville reflect the diverse interests of the student body and align with national priorities in meeting the complex health needs of local, regional and national populations. The school’s unique partnership with Prisma Health provides research activities along the continuum of clinical translational research. For more information regarding eligibility and research requirements please visit our website.

Please review the following policies relating to student research at UofSC School of Medicine Greenville:

- Research Authorship for Students
- Student Research Eligibility
- Student Research Travel

Richard L. Hodinka, Ph.D.
Chair, Biomedical Sciences
Director, Medical Student Research Office
hodinka@greenvillemed.sc.edu
864-455-7379

Shannon Ellis, MS
Research and Regulatory Coordinator
Sellis3@greenvillemed.sc.edu
864-455-7995
POLICY INDEX

Academic Affairs Policies
Student Affairs Policies
Information Technology Policies
Building Policies
Student Research Policies

The following index is a list of policies created as of July 2019, please visit our Website for an up-to-date list of policies.
Academic Affairs Policies

Academic Workload and Duty Hours
  Alternative Assignment
  Clinical Skills Examination
Conflict of Interest in Student Assessment
Course and Faculty/Resident Evaluation Completion
Curriculum Accommodations
Exam Incident Reporting
  Formative Feedback
  Grade Appeal
  Grading System
  Inclement Weather
Integrated Practice of Medicine Attendance
Leave of Absence and Withdrawal

Length of Exam
  M1 and M2 Student Attendance
  M3 and M4 Student Attendance
  MSPE Review and Appeal
  Professional Liability Insurance
  Request for Alternative Clinical Site
  Required Clinical Experiences
  Requirements for Graduation
  Student Challenge of Summative Exam Questions
  Student Evaluation, Remediation, Requirements for Promotion and Appeal
  Timeliness of Grade Reporting
  United States Medical Licensing Examination
Admissions Conflict of Interest
Alcohol Use
Applying with International Coursework
Background Check
Carolinian Creed
Chemical Dependency
Demeanor and Attire
Drug Free Workplace
Equal Educational Opportunity and Student Anti-discrimination
Exam Tardiness and Unscheduled Absences
Expectation of Personal & Professional Conduct
Exposure to Blood Borne Pathogens
Guidelines for Conduct in Medical Educator/Learner Relationship
Health for Pregnant Students
Health Insurance Portability and Accountability Act (HIPAA)
Honor and Professionalism
Medical Student Employment
Observation Experience
Radiation Safety
Registration/Records/Diploma Holds
Required Immunizations
Security Badge
Social Media and Social Networking
Student Activities/Volunteer Community Service
Student Email
Student Lounge Maintenance
Student Mistreatment
Study Room Use
Transcript
Worker’s Compensation
Building Policies
Animals on Campus
Campus Parking
Decoration
Tobacco-Free Campus
Use of Educational Facilities

Finance Policies
Required Health Insurance
Tuition Refund

Information Technology Policies
Acceptable Use of Information Technology
Information Technology Security

Student Research Policies
Research Authorship for Students
Student Research Eligibility
Student Research Travel