Keck
School of
Medicine
of USC

MEDICAL STUDENT
HANDBOOK
Policies & Procedures
2023 - 2024

Keck School of Medicine of USC

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Overview of the Keck School of Medicine

Who's Who in the MD Program

Dean's Office Administration (KAM 500)

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Data Visualization Specialist

Office of Student Affairs (KAM 100)

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Student Services Advisor

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Student Services Advisor, OSA and MD/PHD Program   mdphdpgm@usc.edu

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Office of Admissions (KAM 102)

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Office of Curriculum (KAM 200)

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Office of Diversity and Inclusion (KAM B22)

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> Associate Dean for Diversity and Inclusion   jrichey@usc.edu
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> **Juniper Estes**   estesc@usc.edu
> Senior Student Engagement Programs Advisor
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> **Charleen Flores**   csalgado@usc.edu
> Student Programs Advisor II
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> **Francisco Rodriguez**   frodrigu@usc.edu
> Student Programs Advisor I

Office of Financial Aid (KAM B28)

> (323)-442-1016
> medfao@usc.edu

MD/PhD Program

> **Brian Lee, MD, PhD**
> Interim Director of the MD/PhD Program
>
> **Roland Rapanot**   (323) 442-2965
> Student Services Advisor, OSA and MD/PHD Program   mdphdpgm@usc.edu

Parking – HSC (KAM 120)

> https://transnet.usc.edu/index.php/parking-rates/   (323) 442-1201

Student Health Center

> USC Student Health Center   (213) 740-9355
> https://studenthealth.usc.edu/

Student Affairs Committee

The Student Affairs Committee considers and evaluates all matters dealing with student affairs and services, including but not limited to financial aid, student housing, student recreation, career advising, student mistreatment, student wellness and well-being and assists the Associate Dean for Student Affairs (or responsible administrator) in the area of student affairs.

Student Performance Committee

The Student Performance Committee (SPC) has the responsibility and authority to evaluate academic performance and student professional conduct of all students, determine adherence to school performance expectations, determine the ability of the student to meet the Essential Technical Standards, make decisions about remediation, and decide eligibility for promotion and graduation.

All information pertaining to student performance, including information of a non-academic and personal nature, which is presented at the Committee meetings, and all deliberations and details of Committee voting are strictly confidential and are not discussed outside the Committee. On an annual basis, committee members are required to complete Family Educational Rights and Privacy act (FERPA) training. Actions of the Committee may be disclosed by the Committee Chair as appropriate.

Technical Standards Committee

The Technical Standards Committee is charged with determining whether admitted and enrolled medical students meet the Keck School of Medicine's Essential Technical Standards. In addition, the Committee is responsible for overseeing the implementation of accommodations for students with disabilities to ensure that accommodations are delivered in a manner that is consistent, practical in both the classroom and clinical setting, and does not fundamentally alter the nature of the academic program. This oversight allows the School to support medical students receiving reasonable accommodations approved by the Office of Student Accessibility Services. Admitted students who believe that they are eligible for accommodations should initiate discussions with the Office of Admissions as soon as the offer of admission is received. Committee members must complete Family Educational Rights and Privacy Act (FERPA) Training on an annual basis.

Student Affairs Information and Resources

Accommodations Procedure

Students with disabilities are encouraged to contact the Office of Student Accessibility Services (OSAS) prior to or during the first week of class attendance or as soon as possible when a need for an accommodation has emerged. OSAS will work with the KSOM Technical Standards Committee to arrange for reasonable accommodations. It is the student's responsibility to provide documentation verifying accommodations in a timely way.

Awards

Primary Contact: Mandy Garcia, mandygar@usc.edu

The Keck School of Medicine seeks to recognize students who distinguish themselves within the core domains of the Physician-Citizen-Scholar curriculum.

ACADEMIC EXCELLENCE AWARDS

Selections for awards are made in accordance with individual awards' established deadlines; therefore, academic determinations will be based on student achievement officially recorded at the time of the award deadline.

Keck School of Medicine Award for Academic Excellence – Presented to the top senior medical student based on performance during the four years of medical school.
Note: Beginning with the Class of 2025 this will be for the top performance in the required clerkships.

Academic Distinction – Awarded for consistent excellence in clerkships to students who demonstrate the qualities most valued in a physician. Students must achieve a specified percent of Honors during the Year III/IV Continuum to receive this award.

Alpha Omega Alpha National Honor Society – The major consideration for election is the, "promise of future leadership in medicine," either as a practitioner or academician as reflected in a student's academic record in medical school and other achievements. The selection committee considers student academic performance, professionalism, service, leadership and research and scholarship in making its determinations. New members are selected in August/September of the senior year.

Class of 2024 and 2025: The overall score for determination of eligibility is calculated based on student academic achievement, defined as passing all system exams on the first attempt and overall class ranking based on the percentage of Honors received in the core clerkships (Family Medicine, Internal Medicine, Pediatrics, Psychiatry, Obstetrics/Gynecology, and Surgery). The top 50% of the class are eligible to apply for selection. Once deemed eligible, the academic metrics are removed, the applications blinded, and the selection is based on leadership, service, and research and scholarship. No more than 20% of the class may ultimately be selected for AOA.

Class of 2026 and beyond: The criteria is the same as for the classes of 2024 and 2025 except that neurology will be a required core clerkship and included in the calculation of core clerkship performance.

CITIZENSHIP AWARDS

Distinction in Community Service – This award is given to students who have exemplary accomplishments in the areas of community service, health system enhancement, and/or social justice. A Selection Committee organized by the Office of Diversity and Inclusion will review applications twice a year to determine recipients based on the criteria listed below. To be considered, applications must be submitted by March 31 or August 31. Students may only receive this award once.

Students (Years I-IV) must meet the following criteria:
- Be in good standing (including professionalism) at the Keck School of Medicine.
- Provide a one-page statement describing the student's advocacy and contributions to health system enhancements and/or work with community service organizations for the betterment of the community and/or patients' lives while in medical school.
- Provide a curriculum vitae highlighting the aforementioned advocacy and contributions.
- Provide a letter of support from a faculty or community organization member with whom the student has worked supporting the student's application for "Distinction in Community Service."

Dr. George Herron, M.D., Memorial Award – An award given to the graduating senior who, in the opinion of the senior class, has given the most to the class during the four years of medical school. The recipient is selected by a vote of the class.

The Order of Arête – Graduating seniors who have distinguished themselves through campus or community leadership roles beyond those required for their programs of study, often making notable contributions to the university, academic discipline, community or world at large as nominated by the associated dean for student affairs. To be nominated, students must have demonstrated significant depth and scope of responsibility in their leadership roles and be recognized as upholding value and meaning in their efforts over individual achievement. The final selection is made by a university committee.

PHYSICIANSHIP AWARDS

Eric Cohen, M.D., Introduction to Clinical Medicine Award – Recognizes the one student who best exemplifies the goals and objectives of the ICM program. Students are nominated by their ICM faculty and a selection committee makes the final determination. Award is presented at the end of Year II.

Gold Humanism Honor Society – The GHHS recognizes students who exemplify humanistic attributes and will serve as leaders and role models who enhance the culture of support and compassion for patients and health care providers. Students must be in the top 25% of the ranked Peer Nomination Survey results and in good standing to be considered for membership. A maximum of 15% of the class are elected each year. A selection committee considers a student's peer nomination ranking, humanistic activities and essay response in making its determinations. New members are elected in August/September after completion of the clerkship phase.

Leonard Tow Humanism in Medicine Award (presented by The Arnold P. Gold Foundation) - Given to one senior student who, by class vote, is felt to consistently demonstrate compassion and empathy with peers and patients.

RESEARCH AWARDS

Dean's Research Scholars Award – awarded to the top senior medical student who has conducted the most outstanding research as a Dean's Research Scholar as determined by the DRS director and the Medical Student Research Committee.

Distinction in Research - This award is given to students who have first or second authorship on a publication in a peer-reviewed journal.

Students (Years I-IV) must meet the following criteria:
- Be in good standing (including professionalism) at the Keck School of Medicine. MD/PhD students are excluded from consideration.
- If special circumstances prevented first or second authorship, documentation and evidence of significant student contribution to a publication must be provided from the mentor and the student. Case reports may be considered. Review articles are not eligible. Exceptions will be considered on a case-by-case basis.
- Provide a summary of the student's contributions to the published work with an associated time line.
- Provide a letter from the research mentor supporting the student's application for "Distinction in Research."

The Medical Student Research Committee will review applications twice a year to determine recipients based on the criteria listed above. To be considered, applications must be submitted by March 31 or August 31. Students may only receive this award once.

Irving I. Lasky, M.D. Memorial Award – Recognizes the most outstanding research during the four years of medical school. Dean's Research Scholars and M.D./Ph.D. students are excluded from consideration as determined by the Medical Student Research Committee.

DISABILITY INSURANCE

All medical students enrolled full-time in the School of Medicine will be covered in an AMA-sponsored group disability insurance program, which will be added to your student fee bill. Should you become disabled due to illness (including pregnancy) or accidental bodily injury which occurs while you are insured; the plan will provide you with an income of approximately $1,500.00 per month, after a 90-day elimination period, during your disability. Students may continue their coverage upon entering a residency program by purchasing the conversion policy at a rate determined by the provider.

Terms and costs cited above are accurate as of the time of printing, but students should verify this information by consulting the actual policy.

A full description of your benefits while in school and, potentially for the remainder of your professional career is available in the Guardian Life Insurance-USC Keck School of Medicine Benefits Booklet. For more information, contact Teresa Cook in the Department of Medical Education, teresa.cook@med.usc.edu or (323)-442-2419.

Dual Degree Programs

MD/MBA Program - The Keck School of Medicine of USC and the USC Marshall School of Business jointly offer an innovative program for students seeking knowledge in both medicine and business administration. The program prepares graduates with knowledge and skills to assume leadership in business and health care.

The MD/MBA program spans five years. Interested students must be approved by the Associate Dean for Student Affairs prior to applying to the program after completion of the clerkship phase of the MD curriculum. An application for the program must be submitted to the USC Marshall School of Business. At the conclusion of the program, students will have completed 48 units in the USC Marshall School of Business, and four years of coursework in the Keck School of Medicine of USC. Additional information about the application process and business curriculum is contained in the Marshall School's application, available from the Marshall School of Business on University Park Campus, (213) 740-7846, marshallmba@marshall.usc.edu. Students considering this program should contact the Office of Student Affairs, (323) 442-2553 or medstuaf@usc.edu

For more information, please visit: MD/MBA Program

Students will receive 6 weeks of elective credit in the MD program for their joint-degree coursework.

The Financial Aid Office is required to adjust aid eligibility to reflect the lower cost of attendance during the year of MBA courses. In addition, students are not eligible for the higher Direct Unsubsidized Loan limits during their MBA year. Students who are applying for financial aid should notify the Financial Aid Office prior to the start of their MBA year. Failure to notify the Financial Aid Office may result in the reduction of aid and the need to pay back loans borrowed in excess of aid eligibility.

MD/MPH Program - The joint MD/MPH program is designed for individuals who wish to acquire not only medical practice competencies but also an understanding of the history, organization, goals and philosophy of public health. Areas of study will focus on the broader determinants of health including the effects of the environment and health behaviors on health status, preventive medicine, health promotion, health services delivery and health policy. It will also help students develop competencies needed for population health management such as biostatistics, epidemiology, policy analysis and evaluation.

Students can complete the dual MD/MPH degree in five years. They may enroll in the program after the completion of the clerkship phase of the MD Curriculum. An application for the program must be submitted to the Keck School of Medicine's MPH Program.

For more information, please visit: MD/MPH Program

Students will receive 4 weeks of elective credit in the MD program for their joint-degree coursework.

The Financial Aid Office is required to adjust aid eligibility to reflect the lower cost of attendance during the year of exclusive MPH courses for students in the program. In addition, students are not eligible for the higher Direct Unsubsidized Loan limits during their MPH year. Students who are applying for financial aid should notify the Financial Aid Office prior to the start of their MPH year. Failure to notify the

Financial Aid Office may result in a reduction of aid and the need to pay back loans borrowed in excess of aid eligibility.

MD/PhD Program - The Keck School of Medicine's MD/PhD Program is a fully funded joint program of the University of Southern California (USC) and the California Institute of Technology (Caltech), which is designed for individuals who aspire to a career in academic medicine or a leadership role in bio-medical industry. The mission of the program is to train a qualified and diverse group of physician scientists to become the next generation's leaders in translational science.

The combined MD/PhD degree is awarded for demonstrated competence in clinical knowledge and skills and research. Clinical training occurs under the auspices of the Keck School of Medicine at the University of Southern California and MD/PhD candidates must complete all the same requirements of the MD degree as those not obtaining a dual degree. During this Experience, students may participate as an active medical trainee (MSII or equivalent) in a clinical venue 12 times per academic year. Overall, the goal of this experience is to maintain clinical skills and gain exposure to clinical problems to enrich students' potential to become physician scholars.

For description of these graduate programs and selecting participating PhD programs, visit www.usc.edu/pibbs. For other University programs, you may also visit http://viterbi.usc.edu/ or http://dornsife.usc.edu/.

Each student must complete the requirements for the PhD degree (including their thesis defense) before they re-enter the MD curriculum. Students who expect to complete the PhD and enter MD curriculum in the summer of the respective year of completion must contact the Office of Student Affairs by the end of January to notify this office of their intent and to develop a rotation schedule. In addition, the students should notify the MD/PhD Program Advisor. Students must complete the dissertation deadlines imposed by either USC or Caltech prior to returning to the MD curriculum.

For more information on the MD/PhD Program, please contact:

MD/PhD Program
Keck School of Medicine of USC
1975 Zonal Avenue KAM 103
Los Angeles, CA 90089-9023
Tel: (323) 442-2965
Fax: (323) 442-2318
Email: mdphdpgm@usc.edu

The Financial Aid Office is required to adjust aid eligibility to reflect the lower cost of attendance while the student is completing PhD requirements. In addition, students are not eligible for the higher Direct Unsubsidized Loan limits while they are exclusively enrolled in coursework for the PhD. Students who are applying for financial aid should notify the Financial Aid Office prior to the start of their PhD coursework. Failure to notify the Financial Aid Office may result in reduction of aid and the need to pay back loans borrowed in excess of aid eligibility.

MD/OMFS Program - Admission with advanced standing is only allowed for those candidates admitted through the Oral Maxillofacial Surgery Program Advanced Specialty Certificate Program offered in conjunction with the Herman Ostrow School of Dentistry of USC, which leads to a medical degree in addition to the certificate.

Educational Technologies

Student Information Systems
MedOASIS is the MD program's student information system. Students can access their personal information and grades by logging into MedOASIS through mymedweb.usc.edu or through my.usc.edu. To access the University's student information system, OASIS, to register for classes, students can sign onto https://camel2.usc.edu/OASIS/ or login into my.usc.edu and search for the OASIS widget.

Elentra is the learning management system where you will find daily lecture schedules, webcasts of lectures and the academic calendar.

To access Elentra log in to elentra.usc.edu

Financial Aid

Financial Aid

The USC Financial Aid Office and Keck School of Medicine are dedicated to ensuring that all eligible students have the financial resources necessary to pay for educational expenses. Counselors are available to help students complete applications, prepare loan repayment strategies and receive information on student financial planning.

They can be reached at (323) 442-1016 or medfao@usc.edu

Jury Duty

To request assistance with Jury Duty postponement, submit a Document Release Form (found here) and your original Jury Duty Summons completely filled out to Hazel Martinez (KAM 218).

Attention: Hazel Martinez
Keck School of Medicine of USC
University of Southern California
1975 Zonal Avenue, KAM 218
Los Angeles, California 90089-9024

Learning Communities

Primary Contact: Maria Saavedra, marias@usc.edu

The Keck School of Medicine Learning Communities (LC) are used for small group instruction primarily in Years I and II. Students in the first and second year are assigned a locker where they may store their personal belongings including white coats and medical equipment.

https://medstudent.usc.edu/learning-communities/

Learning Enhancement and Academic Development (LEAD)

Primary Contact: Dr. Ranna Nash, ranna.nash@med.usc.edu

The Keck Learning and Academic Support Services (KLASS) office provides an array of resources to help all Keck School of Medicine of USC medical students retain and master their curriculum throughout their four years of medical training. This goal is accomplished through the implementation of support services, catering to the individual needs of students and best practices in helping them understand complex curriculum content. All students are encouraged to meet with the KLASS team to discuss anything related to academic skills and strategies.

Academic Support Services

Lounges, Computer Lab, and Quiet Study

Primary Contact: Office of Student Affairs medstuaf@usc.edu

McKibben Hall and Bishop Medical Teaching Building
There are two medical student lounges, one computer lab with study carousels and one quiet study room exclusively for the use of medical students.

For more information , please visit https://medstudent.usc.edu/learning-communities/

Personal Property
All academically-related personal items – e.g., laptop computers, books, office supplies, and clothing – are expected to be stored and fully contained within the lockers.
Non-academically-related personal items, equipment, furniture, or animals will not be permitted in the learning community rooms.

Prohibited items include, but are not limited to, posters, chairs, beds, sleeping cots, rugs, drapery materials, electric hot plates, sports or exercise equipment, or any items that are large or unwieldy.

Decorations and Pictures - Lockers
No materials such as posters or stickers may be attached to the lockers in the LCs.

Loss/Damage of Personal Property

Students should be aware that the University's insurance coverage does not include any personal property, even though permission may have been granted for academically-related personal property to be used or stored within University buildings.

Students are advised that all financial responsibility for loss or damage rests solely with the owner or private insurer. Please report any loss of personal equipment immediately to USC's Department of Public Safety at (213) 740-4321.

Name Change

To request a name change, submit the Request for Change/Correction of Name form to the KSOM Office of the Registrar (KAM 218) or medstuaf@usc.edu

Keck School of Medicine of USC
University of Southern California
1975 Zonal Avenue, KAM 218
Los Angeles, California 90089-9020

Office of Student Affairs

The Office of Student Affairs offers all students exceptional individualized support. They support them not only as students but also as emerging professionals. They accomplish this by providing programs and services in a supportive environment that promotes intellectual and professional development, provides cultural and global experiences, supports career goals, nurtures growth as leaders, and inspires excellence.

The deans and staff provide support and services in the areas of counseling for academic or personal issues, career advising, registrar services, student health and wellness, student organizations and interest groups, summer enrichment opportunities, student leadership, leaves of absence, letters of recommendation, and medical student research.

For more information, please reach out at reach out at (323) 442-2553 or via medstuaf@usc.edu

Parking

The Transportation Office for the Health Sciences Campus is located in the Keith Administration Building, Room 120. They can be reached at (323) 442-1201 or the Parking Website

Various permits offered include semester, weekend, evening, and temporary.

Parking Rates

Research and Research programs

Primary contact: Dr. Jeffrey C. Riddell, jriddell@usc.edu

The Keck School of Medicine offers various programs for students to become involved in research during their medical education, which includes the Scholarly Project, the Dean's Research Scholar Program, and research electives.

Dean's Research Scholars Program - This program provides students the opportunity to take 10 months of research experience time following the clerkship phase of medical school. Students electing this program will continue to be considered enrolled as full-time students. Students may elect such a research program with a faculty mentor at another institution if the program is approved by the appropriate department at Keck School of Medicine of USC and the Director of the Dean's Research Scholars Program. Any student interested in this option should contact the Office of Student Affairs at (323) 442-2553 or medstuaf@usc.edu for more information and an application.

Students in the Dean's Research Scholars Program are not eligible for federal financial aid. Research Scholars should notify the Financial Aid Office prior to the start of their research year to ensure the Financial Aid Office is aware of their enrollment plans. Please note that students may continue to receive automatic notifications regarding financial aid but will not be eligible for aid until they return to the medical curriculum. Unfunded Dean's Research Scholars that have extenuating circumstances are encouraged to contact Teresa Cook at (323) 442-2419 or teresa.cook@usc.edu to explore additional funding opportunities.

Dean's Research Scholarship - A 10-month stipend that is approximately equal to the authorized university stipend for a graduate student in a postgraduate year may be provided to students in the Dean's Research Scholars Program. Students may apply for this scholarship at the time they submit their application for the Dean's Research Scholars Program. Only students completing the Dean's Research Scholars Program at the Keck School of Medicine are eligible for the Dean's Research Scholarship.

Room Reservation Guidelines and Audiovisual Services

All learning spaces reservation requests must be made online at https://usc-keck.emscloudservice.com/web/samlauth.aspx. Since there is a heavy demand for learning spaces, requests should be submitted as soon as possible and, in any case, at least two weeks in advance.

Room Reservation Guidelines and AV Services

STUDENT ORGANIZATIONS

Primary Contact: Antony Tritto, M.Ed., anthony.tritto@med.usc.edu

For more information, visit Associated Students of the School Of Medicine (ASSM)

Associated Students of the School of Medicine (ASSM) is the medical school's student government and is charged with representing the needs and interests of the medical student community to Keck School and University leadership. ASSM is the umbrella organization of the University's Graduate Student Government (GSG) and is responsible for managing the student programming fees allotted to the medical student body.

Student Councils
Each phase of the curriculum is represented by a group of their classmates. Student councils represent the interest and concerns of the students in their class to KSOM administration; primarily by serving as liaisons to the Offices in Medical Education including Curriculum, Diversity and Inclusion and Student Affairs.

Although students who hold these positions are elected by their peers, they serve with the approval of the Associate Dean for Student Affairs. If at any time it is determined that they are not acting in a professional manner, not maintaining satisfactory academic progress, on Academic or Professional Behavior probation, and/or performing the duties of their position they will be removed from their office.

Satisfactory Academic Progress

Graduate Student Government (GSG)
The GSG mission is to enhance the University of Southern California graduate and professional student experience by serving as the face of the student body. To accomplish this, GSG is responsible for managing student resources efficiently, providing a voice for the student community, building a community that fosters interdisciplinary exchanges, and informing students about their rights, resources, and opportunities. Elected officers, senators who represent all schools and departments, and special interest committees tackle issues specific to graduate and professional students and provide venues for interaction beyond the academic realm.
Graduate Student Government

Student Interest Groups
Keck students lead many diverse organizations. Whether you want to explore a medical specialty, get involved in mentoring local teens, or join a weekend ski trip, you have a way to pursue your passion.

For a list of opportunities, check out the Student Group Directory to learn more https://www.uscassm.org/groups

Technology Requirements

Primary Contact: Patrick Crispen, pcrispen@usc.edu

Student laptop requirements can be found at Laptop Requirements

Transcripts and Enrollment Verifications

Primary Contact: Teresa Cook, teresa.cook@med.usc.edu

The Medical Education Registrar's Office processes transcripts, enrollment verifications, name changes and provides other matriculation services. There is no fee for document requests for currently enrolled students.

To request a document, go to the Transcript/Document Request

Registrar

USC Principles of Community

The University of Southern California does not tolerate acts of bias within its community, and members of the Trojan Family are expected to be respectful and inclusive.

All incidents of bias, hate crimes, and hate incidents are considered a serious breach of our community expectations (Principles of Community) and need to be reported allowing for appropriate investigation and response.

You may report incidents using the online form: Public CARE

USC Student Basic Needs

Ensures student well-being through food, housing, and economic justice. They offer resources and services on- and off-campus that students may utilize. Staff, faculty, and students can learn about on-going research and programs that impact students across California and be up-to-date on new initiatives and events around campus addressing how USC is striving for a basic needs secure community.

For more information, please visit https://studentbasicneeds.usc.edu/.

Wellness

At the Keck School of Medicine, we believe that a physician is only able to care for others if they care for themselves first. We acknowledge the stress inherent in medical school and encourage a culture of compassion for self and others, with an emphasis on leading a balanced lifestyle. Our mission is that our array of wellness resources not only helps students thrive throughout their four years of medical school but inspires them to become champions of physician well-being in their future endeavors.

KSOM Student Wellness

General and University Policies

Access to LAC+USC Medical Center - Historic Hospital Building

Access to the 5th thru 19th floors of historic General Hospital (Old County) is restricted to authorized personnel only. This policy applies to all USC, including students. Any unauthorized person found trespassing will be reported to the Los Angeles County Sheriff's Department, which could lead to civil penalties and sanctions by the University. Additionally, sanctions by the Keck School of Medicine can include probation and/or dismissal from the medical school.

Essential Technical Standards Policy

Primary Contact: Dr. Tanisha Price-Johnson tanisha.price-johnson@med.usc.edu

All students admitted to and enrolled in the Keck School of Medicine must meet, and continue to meet throughout their enrollment, the Essential Technical Standards set forth in this policy.

KSOM Essential Technical Standards Policy

Good Standing

Primary Contact: Teresa Cook teresa.cook@med.usc.edu

Progress toward the completion of the Doctor of Medicine degree is monitored by the Student Performance Committee. Good Standing and Satisfactory Academic Progress are defined by the criteria listed below:

KSOM Good Standing and Satisfactory Academic Progress Policy

Graduation Requirements

Primary Contact: Teresa Cook teresa.cook@med.usc.edu

Medical students must successfully complete the requirements stated in the policy (link below) in order to be granted the degree of Doctor of Medicine from the Keck School of Medicine.

KSOM Graduation Requirements Policy

HIPAA Policy

The Health Insurance Portability and Accountability Act (HIPAA) protects the privacy of individually identifiable health information. The Privacy Rule prohibits the use or disclosure of "protected health information," or PHI, unless the patient has signed a specific authorization. PHI is defined in the Privacy Rule as any health information created or received by a health care provider that: (1) identifies an individual; and (2) relates to that individual's past, present, or future physical or mental health condition or to payment for health care. Protected health information includes information in any form or medium, from a paper medical record to a fax authorization or referral to a conversation between colleagues consulting on the care of a patient.

Medical students are required to complete HIPAA training at the time of matriculation to medical school and refresh this training at certain periods of enrollment. Training can be accessed via TrojanLearn. You will need your USC NetID and password, also known as your Shibboleth or enterprise account.

HIPAA Privacy Regulations

Official Correspondence

University email (@usc.edu) is considered the official mechanism of communication at the Keck School of Medicine of USC.

KSOM Official Correspondence Policy

Pets on University Property

Students are prohibited from bringing pets into any USC building, including, but not limited to, classrooms, work areas, housing and research areas. Dogs walked on campus must be kept on a leash and must be picked up after, in accordance with Los Angeles sanitation requirements.

This policy does not apply to animals used as a disability aid or animals associated with research.
Pets on University Property Policy

Photographing of Patients

LAC+USC Medical Center employees, including medical students, are reminded of our hospital policy #225, "Photographing Patients" that prohibits unauthorized photography (e.g. camera, cell phone, etc.) and transmittal (e.g. email, text, etc.) of a photo without the proper authorization. An authorized photograph is one for which written informed consent has been obtained, or if written informed consent is not possible for medical or logistical reasons, verbal consent is obtained and then documented in the medical record. In the event that a medical emergency exists that requires a photograph to provide medical care, but no one is able to provide consent, an emergency exception to informed consent must be documented in the medical record, including why the taking of the photograph is required to care for the medical emergency.

Under California Medical Information Act, any person who knowingly and willfully obtains or uses medical information without written authorization shall be subject to an administrative fine of up to $25,000 per violation, and/or up to $250,000, if the use is for financial gain. Furthermore, breach notification by the facility may also launch a criminal investigation by the Department of Justice and a referral to any of the following entities: Attorney General, District Attorney, County Counsel, City Attorney.

Additionally, any healthcare provider who discloses unauthorized medical information may be subject to civil liability under both State and Federal law and are subject to licensing sanctions. DHS Human Resources may also impose discipline ranging from suspension, up to termination.

If you would like further information on how to protect patient's rights for privacy, please contact our Privacy Office at (323) 226-6100.

Regulatory Reference(s):
Calif. Medical Information Act, 56.10
Health and Safety Code, 1280.15
Civil Code 1798.82

Policy on the Use of KSOM Class Listserv Email Lists

To reduce the volume of email messages that students receive, restrictions have been placed on what can be sent and received through the listservs. For messages not meeting the guidelines of the Class Listserv policy, students can make submissions to the Central Line (ASSM Newsletter), post on their class Facebook group, or email messages via SIG listservs.

Keck School of Medicine MD Program Policy on the Use of KSOM Class LISTSERV Email Lists

Satisfactory Academic Progress

Primary Contact: Teresa Cook, teresa.cook@med.usc.edu

Students must maintain satisfactory academic progress toward their stated degree objective at all times.

KSOM Good Standing and Satisfactory Academic Progress Policy

Student Mistreatment Prevention and Reporting Policy

Primary Contact: Dr. Tanisha Price Johnson, tanisha.price-johnson@med.usc.edu

The Keck School of Medicine (KSOM) is committed to maintaining and promoting a respectful learning environment for all members of the Keck community. Mistreatment or disrespectful interactions are not tolerated by the KSOM or the University of Southern California. Retaliation against individuals who report unprofessional behavior/ mistreatment, harassment or discrimination is also prohibited by KSOM and the University.

For the purposes of this policy, mistreatment, as defined by the Association of American Medical Colleges, is behavior that shows disrespect for the dignity of others and unreasonably interferes with the learning process. Mistreatment can take the form of physical punishment, sexual harassment, psychological cruelty, and discrimination based on race, religion, ethnicity, sex, age or sexual orientation.

For reporting procedure please click here: KSOM Professional Behavior and Mistreatment Policy

USC Policy on Accommodations for Students with Disabilities

The university is committed to the full accessibility of our campus, programs and activities to individuals with disabilities. USC will make a good faith effort to provide reasonable accommodation for qualified visitors, prospective students, enrolled students, employment applicants, and employees with a disability unless the accommodation requested would cause an undue hardship as defined by the ADA. In compliance with Section 504 of the Rehabilitation Act, the university provides academic adjustments and auxiliary aids for students with disabilities. Disability Accommodations

Grievance Procedures
Detailed information about processing a grievance is found in a brochure available in the Office of Student Accessibility Services, STU 301.

USC Policy on Alcohol and Other Drugs

The illegal or abusive use of alcohol and/or other drugs by students, faculty or staff adversely affects USC's commitment to provide an environment of excellence in teaching, research and learning. As members of the USC community, we all share in the responsibility for creating and maintaining a healthy and productive environment for work and study alike. With this responsibility comes the obligation to be involved in preventing problems caused by the abuse of alcohol, tobacco and other drugs.

Policy on Alcohol and Other Drugs

USC Policy on Free Expression and Dissent

The university's position is set forth in the following statement on Student Rights and Responsibilities:

"Students and student organizations shall be free to examine and discuss all questions of interest to them and to express opinion publicly and privately. They shall be free to support causes by all orderly means, which do not disrupt or substantially interfere with the regular and essential operations and activities of the university, since such disruption or substantial interference violates the responsible exercise of free inquiry and expression. Students and organizations shall make it clear to the academic and larger communities that in their public expression they speak only for themselves."

Guidance on Medical Student Participation in Peaceful Protests

As a student you must not convey the impression that you are acting on behalf of the Keck School of Medicine or the University when participating in any demonstrations or protests. Wearing your white coat in peaceful protest and dissent where it doesn't violate the USC Policy on Free Expression. The USC Policy on Free Expression can be found here: https://policy.usc.edu/studenthandbook/

For more information, see Guidance on Medical Student Participation in Peaceful Protests

USC Policy on Prohibited Discrimination, Harassment, and Retaliation

USC's Policy on Prohibited Discrimination, Harassment, and Retaliation incorporates a University-wide approach to preventing and responding to discrimination and harassment on the basis of protected characteristics, retaliation, and specific forms of harassment based on sex: sexual assault, dating violence, domestic violence, stalking, and related forms of conduct. The Policy provides resources, supportive measures, and care to all USC community members – students, faculty, and staff – who make a report under the Policy, as well as fair and equitable Resolution Processes in response to a formal complaint of conduct prohibited under the Policy.

Policy on Prohibited Discrimination, Harassment, and Retaliation

Notice of Non-Discrimination

Questions on this policy may be directed to:
Vice President for Equity, Equal Opportunity, and Title IX

eeotix@usc.edu

USC Policy on Religious Observance

University policy grants students excused absences from class for observance of religious holy days. Faculty are asked to be responsive to requests when students contact them **in advance** to request such an excused absence. The student should be given an opportunity to make up missed work because of religious observance. The Deans of Religious Life recommend that faculty not schedule an exam on a major holy day or plan something that cannot be made up afterwards. They are also asked to keep in mind that some holy days require additional time for preparation or travel before and/or after the actual observance.

Students are advised to scan their syllabi at the beginning of each course to detect potential conflicts with their religious observances. Please note that this applies only to the sort of holy day that necessitates absence from class and/or whose religious requirements clearly conflict with aspects of academic performance.

The holy days calendar represents most, not necessarily all, holidays, with Jewish holy days most likely to conflict. Please contact the Office of Religious Life at 213-740-6110 or orsl@usc.edu when doubtful cases arise, if you have questions, or if you have suggestions for next year's calendar. You can also write directly to Varun Soni, Dean of Religious Life, vasoni@usc.edu.

Medial students must submit an absence request form to request an absence for religious observance.

Policy on Religious Observance

Curriculum Information and Academic Policies

Academic Probation and Dismissal

Primary Contact: Dr. Tanisha Price-Johnson, tanisha.price-johnson@med.usc.edu

Academic Probation
The Student Performance Committee (SPC) or the Assistant or Associate Dean for Student Affairs may place a student on academic probation at any time during the student's enrollment. Probation status may have financial aid implications and consequences.

KSOM Probation Policy

Dismissal
A student may be dismissed from the Keck School of Medicine of USC without first having been placed on probation. A student may be dismissed from the Keck School of Medicine for, but not limited to, the following reasons:
- Failure to demonstrate satisfactory academic progress as determined by the Student Performance Committee.
- Failure to pass USMLE Step 1 or Step 2 CK after three attempts or within one year of the first attempt.
- Failure to complete all graduation requirements within six (6) years from the date of matriculation.
- Behavior that places patients or others at risk as determined by the Student Performance Committee.
- Violations of the Code of Professional Behavior
- Violations of the University Student Conduct Code

KSOM Dismissal Policy

Attendance Policy

Primary Contact: Dr. Tanisha Price-Johnson tanisha.price-johnson@med.usc.edu

The Keck School of Medicine expects KSOM students to demonstrate professional behaviors consistent with those expected of physicians, including attendance at all required sessions or assignments and appropriate communication when a need to be absent arises due to anticipated conflicts or as the result of unanticipated events (e.g., illness or personal or family emergencies).
KSOM Attendance Expectations and Absence Request Policy

Criminal Background Check, Toxicology Screening, and Disclosure Policy and Procedures

PART I. CRIMINAL BACKGROUND CHECK, TOXICOLOGY SCREENING AND DISCLOSURE POLICY AND PROCEDURES

Policy

The Keck School of Medicine of the University of Southern California ("Keck") requires applicants who have been conditionally accepted to the Doctor of Medicine Program to participate in and provide the results of a national and, where applicable, international criminal background check. Keck also requires that accepted students undergo Live Scan fingerprinting as part of the on-boarding requirements for the Los Angeles County+USC Medical Center.

No information obtained by Keck from a criminal background check will automatically disqualify a conditionally accepted applicant from obtaining full admission. However, omission of required information or submitting false or misleading information by the applicant in the AMCAS and/or in any communication with Keck or the agencies conducting the criminal background check will result in rescission of conditional acceptance.

Students are placed at clinical sites that require additional on-boarding requirements such as a toxicology screening. A positive toxicology screen may prompt additional review of a student by the Student Performance Committee.

[Criminal Background Check Toxicology Screening and Disclosure Policy and Procedures](#)

Educational Objectives

The KSOM Physician-Citizen-Scholar curriculum is a competency-based curriculum. It is desired that our physician graduates be inspired and able to make original contributions as skilled clinicians, as scientists advancing the field of medicine, and as compassionate citizens improving health and healthcare delivery locally and globally. Upon completion of the four-year course of medical training, the graduating student will be able to: [Educational Objectives](#)

Medical Student Performance Evaluation (MSPE)

Primary Contact: Dr. Tanisha Price-Johnson tanisha.price-johnson@med.usc.edu

The Keck School of Medicine uses the AAMC recommended template for the construction of Medical School Performance Evaluation (MSPE). The MSPE is prepared by the Associate Dean for Student Affairs. A student may request that the Assistant Dean for Student Affairs author their MSPE if there is a substantial reason that the Associate Dean for Student Affairs should not prepare the MSPE.

The MSPE is not a letter of recommendation, but an objective summary of a student's performance throughout medical school in accordance with nationally defined guidelines.

KSOM Medical Student Performance Evaluation Policy

The following summary adjectives will be used: Acceptable, Good, Very Good, Excellent, or Out- standing, based on a formula computing the percent of weeks of Honors/High Pass/Pass on required clerkships received in the Office of Student Affairs when the letter is written. Neurology clerkship grades are excluded from this computation, as most students will not have taken this rotation by the time the MSPEs are written.

The minimum criteria are as follows:
OUTSTANDING: minimum of 40% weeks of Honors; no grades of Pass
EXCELLENT: more than 60% weeks of High Pass
VERY GOOD: 50% weeks of High Pass and 50% weeks of Pass
GOOD: more than 50% weeks of Pass
ACCEPTABLE: Rarely used (notably irregular academic progress)

Medical Student Time Requirements for Clinical and Educational Activities

Primary Contact: Dr. Ron Ben-Ari, rbenari@usc.edu

The Keck School of Medicine of USC policy places value on achieving the optimal clinical educational experience for medical student learners while recognizing the effects of fatigue and sleep deprivation on learning, clinical activities, and health and safety. Student activities on clerkships are therefore structured to assure a meaningful and clinically relevant educational experience. Moreover, the experiences are structured to reflect the realities of patient care, provide the students with an understanding of the timeless nature of a physician's responsibilities, and engender the highest medical ideals of altruism and lifelong learning.

KSOM Medical Student Time Requirements for Clinical and Educational Activities Policy

OSCE and CPXs Information

Primary Contact: Dr. Alan Liu, alan.liu@med.usc.edu

Objective Structured Clinical Examinations (OSCEs) are required clinical examinations (Physical Exam OSCE, ICM Year II OSCE, CPXs). Students are expected to conduct themselves at all times in accordance with the Code of Professional Behavior.

The OSCE is a method designed to assess a student's competency on the ability to take a relevant history, perform a complete or focused physical exam and, when appropriate, discuss the next steps in management with a standardized patient in a simulated setting.

KSOM OSCE and CPX Policy

Promotion Policy

Primary Contact: Dr. Tanisha Price-Johnson tanisha.price-johnson@med.usc.edu

The Keck School of Medicine has a single standard for progression and promotion. Any student ineligible for promotion at any time may be considered for dismissal from the Keck School of Medicine.

KSOM Promotion Policy

KSOM Repeat of the Academic Year Policy

Site Assignment Policy

Primary Contact: Dr. Tanisha Price-Johnson, tanisha.price-johnson@med.usc.edu

As part of the Keck School of Medicine's commitment to providing the best educational experiences for all students, we offer off-site rotations for the core clerkships. These sites have been selected based on their ability to provide exposure to a wide variety of patient encounters, in combination with outstanding faculty teaching and mentorship. Students will submit their preferences and the final site determination will be made by lottery.

Note that all students are expected to have transportation to get to assigned clinical sites.

KSOM MD Student Year III Clerkship Placement and Site Assignment Policy

Supervision of Medical Students

Primary Contact: Dr. Ron Ben-Ari, rbenari@usc.edu

KSOM departments and central medical school administration ensure that medical students on required clinical experiences are appropriately supervised and that the learning environment is safe for both students and patients.

KSOM Medical Student Supervision Policy

United States Medical Licensing Examinations (USMLE)

Primary Contact: Teresa Cook, teresa.cook@med.usc.edu

All students are required to take and pass USMLE Step 1 and Step 2CK to meet graduation requirements.

Three Steps of the United States Medical Licensing Examination (USMLE) are required for licensure in the United States. The USMLE program recommends that U.S. licensing authorities require completion of USMLE Steps 1, 2 CK, and 3 within a seven-year period, though this varies from state to state (California currently requires completing all three steps within a 10-year period). This period begins when the examinee first passes a Step examination. All students are required to take and pass USMLE Step 1 and Step 2 CK in order to graduate from the Keck School of Medicine.

KSOM USMLE Exam Policies (Step 1, Step 2 CK)

Application for USMLE Examinations - Application to take the examination is the responsibility of the student. Students should apply well in advance of desired examination dates to maximize the chance of receiving a testing appointment for the desired date and location. Applications and information about the examination may be obtained from the USMLE website http://www.usmle.org. All fees and examination dates are subject to change. See the USMLE website for current information. Examination centers are located throughout the United States and around the world.

Guidelines for USMLE Examinees with Disabilities - The National Board of Medical Examiners (NBME) provides reasonable and appropriate accommodations for examinees with documented disabilities. Examinees are informed of the availability of test accommodations in the USMLE. Because the NBME's requirements for documentation may result in requests for supplemental information, we encourage students requesting accommodations to apply well in advance of deadlines.

Year I/II Instructional Time Policy

Primary Contact: Dr. Ron Ben-Ari, rbenari@med.usc.edu

The Keck School of Medicine limits the total amount of time allotted for required instructional time in the pre-clerkship years to ensure that the volume of material is appropriate and to allow medical students sufficient time for independent study and reflection.

Keck School of Medicine Year I/II Instructional Time Policy

Evaluation, Examination, and Grading Policies

Assessment of Student Performance by Faculty Health-care Providers

KSOM believes that the health professionals who provide health and psychiatric/psychological services to a medical student cannot be involved in the academic assessment or promotion of the medical student receiving those services.

KSOM Policy on the Assessment of Student Performance by Faculty Healthcare Providers

Evaluation and Grade Appeal Process

Primary Contact: Dr. Ron Ben-Ari, rbenari@med.usc.edu

The Keck School of Medicine is committed to the fair and accurate evaluation of students and supports a final grade and evaluation appeal procedure that accounts for assessment errors or irregularities.

KSOM Evaluation and Grade Appeal Policy

Examination Policies

Primary Contact: Dr. Cha-Chi Fung, chachi.fung@med.usc.edu

Pre-Clerkship System/Course
In general, one or more examinations are administered for each system/course in the pre-clerkship phase of the curriculum. Examinations will emphasize primarily on the content taught during a given system/course, but when appropriate, an understanding of previously taught materials may be reinforced as the year progresses, so that content covered on the examinations are cumulative in nature.

Examination Administration
Students are expected to conduct themselves at all times in accordance with the Code of Professional Behavior. Examination administration is regulated by the policy listed below in order to ensure an efficient examination environment resulting in an accurate representation of the student's knowledge.

Policy on Computer-Based Written Examination Administration

Retake Exams and Exam Challenges
The Keck School of Medicine supports student achievement with retake exams allowing students the opportunity to demonstrate mastery of the relevant subject matter with subsequent attempts to pass an examination.

KSOM Retake Exam and Exam Challenge Policy

Formative Assessment and Feedback

The Keck School of Medicine recognizes formative assessment and feedback as critical components of students' professional growth and development.

Formative Assessment and Feedback Policy

Grading Policy

Primary Contact: Dr. Cha-Chi Fung, chachi.fung@med.usc.edu

All grading components are reviewed and approved by the Medical Education Curriculum Committee (MECC).

Grade designations at the Keck School of Medicine are as follows:
Grading structure for all 4 years of curriculum:

Years I/II Courses
- Pass (P)
- Fail (F)*
- Incomplete (I)**
- No Grade (NG)*

Required Clerkships
- Honors (H)
- High Pass (HP)
- Pass (P)
- Fail (F)*
- Incomplete (I)**
- No Grade (NG)*

Selectives/Electives
- Credit (CR)
- No Credit (NC)*
- Incomplete (I)**

* Grades of Fail (F) or No Grade (NG) or No Credit (NC) do not meet KSOM graduation requirements.
** Incomplete is not a grade but a temporary designation for students who have not completed course requirements and have the opportunity to complete outstanding requirements for a final grade.

Keck School of Medicine MD Student Grading Policy

Grades - Numerical grades are not awarded at the Keck School of Medicine. The Keck School of Medicine has an integrated systems-based curriculum throughout the first two years of medical school and students are graded on a Pass/Fail basis. For the Year III/IV continuum, students are graded Honors, High

Pass, Pass or Fail on the required clerkships and Credit/No Credit for all other courses.

Final Grade Submission and Reporting Policy

Ranking - Students are not ranked notwithstanding awards or honors (e.g., Alpha Omega Alpha) that mention class standing as a criterion for selection. KSOM neither maintains nor reports a grade point average or class ranking for medical students. To determine eligibility for awards based on academic performance, the School may prepare a temporary analysis of eligible students' performance; however, this analysis is not a part of a student's official student record. Grades and other records of performance are used to determine suitability for election to Alpha Omega Alpha, (the medical honor society) and other School and University honors and awards.

Conflict of Interest - Students may not be supervised or evaluated by a resident, faculty member, or other individual who is a family member, or by someone with whom they have had or have a close personal or intimate relationship. Additional information regarding faculty supervision and evaluation can be found in the Faculty Handbook, Section 3-G Personal Conflicts of Interest and the policy link below. For clarification, please contact the Office of Student Affairs.

KSOM Medical Student Conflict of Interest Policy

Narrative Assessment

The Keck School of Medicine recognizes narrative assessment as a critical component of student evaluation and professional development.

Narrative Assessment Policy

Professionalism Information and Policies

INTEGRITY AND ACCOUNTABILITY CODE

Our Culture – Promoting Our Mission and Living Our Values
At USC, our culture is defined first and foremost by what we do – **we serve our students, patients and communities, through enrichment of mind, body and spirit, in the pursuit of excellence.**

How we do what we do is equally important and also defines our culture – **we act with integrity in the pursuit of excellence, we embrace diversity, equity and inclusion and promote well-being, and we engage in open communication and are accountable for living our values.**

When we **keep our promises and are open and honest,** we earn and sustain trust from each other, our students, our alumni and our partners.

At Our Best – A Shared Commitment – *Integrity and Accountability* (also "Code") is intended to help us **honor** and **shape** our culture, put our Unifying Values into practice and build a stronger USC.

Our Code – Setting Expectations and Guiding Our Decisions and Actions
Our Code sets expectations and serves as a guide to everyday situations we may face. It also summarizes key policies and regulations that all Trojans must follow.

The Code does not address every possible situation, nor does it summarize every policy and regulation we must follow. Throughout the Code, links are provided to relevant USC resources that offer more detailed information. If you do not find the information you are looking for, talk to your supervisor, department chair or dean, or contact the Office of Culture, Ethics and Compliance at compliance@usc.edu.

Our Responsibilities – Meeting Our Shared Obligations
No matter what our roles or responsibilities may be, we all have a commitment to do our part to support and advance our mission. This includes:
- Being proactive and aligning our actions to our mission, vision, Unifying Values, this Code and our policies.
- Respecting others.
- Empowering each other, speaking up and taking action for what is ethical, and seeking advice when we have questions.
- Upholding the highest standards of ethical behavior and not allowing short-term objectives to supersede our values.
- Taking responsibility for our actions and decisions.
- Showing empathy, welcoming differences in opinions, actively listening and addressing concerns

More information can be found at https://policy.usc.edu/code-of-ethics/

Code of Professional Behavior

Primary Contact: Dr. Tanisha Price-Johnson, tanisha.price-johnson@med.usc.edu

PROFESSIONAL BEHAVIOR EXPECTATIONS

Although all students are expected to behave professionally without supervision, these expectations have been written to elaborate upon the responsibilities of all students at the Keck School of Medicine of USC (KSOM).

Specific violations of the KSOM Code of Professional Behavior include, but are not limited to, the following examples. It is not just the letter, but also the spirit, of the Code of Professional Behavior that is to be upheld by students.

The students of the Keck School of Medicine of USC, in order that our activities reflect the high standards of moral character demanded by the medical profession, do subscribe to the following Code of Professional behavior.

Attendance at the Keck School of Medicine of USC constitutes de facto acceptance of the CODE OF PROFESSIONAL BEHAVIOR and its concepts and its procedures.

Keck School of Medicine Code of Professional Behavior and Professional Behavior Expectations

Dress Code

Primary Contact: Dr. Tanisha Price-Johnson, tanisha.price-johnson@med.usc.edu

The USC Keck School of Medicine of USC recognizes that dress, grooming, and personal hygiene contribute to the morale of all and the image that the Keck School of Medicine presents to patients, families, and the community. The image presented in interactions with patients, colleagues, and visitors has a major influence on how one is perceived as a professional. Students at the Keck School of Medicine are expected to promote a professional environment. The following guidelines are the minimum standards for all Keck School of Medicine students.

Students must adhere to the dress code policies of any assigned clinical sites.

KSOM Dress Code Policy

Professionalism "at Risk" Policy

Primary Contact: Dr. Tanisha Price-Johnson, tanisha.price-johnson@med.usc.edu

A student will be placed on at risk for professionalism probation at the discretion of the Student Performance Committee (SPC) based on a pattern of behaviors or a specific behavior that demonstrates a concern about the student's professionalism patterns. This designation is meant to help educate the student about the professionalism concern in attempt to prevent further incidents as well as avoid placement on Professionalism Behavior Probation.

Professionalism At Risk Policy

Professional Behavior Probation

Primary Contact: Dr. Tanisha Price-Johnson, tanisha.price-johnson@med.usc.edu

Professional Behavior Probation
The Student Performance Committee (SPC) or the Associate Dean for Student Affairs may place a student on probation at any time during the student's enrollment. Probation status may have financial aid implications and consequences.

A student may be placed on Professional Behavior Probation for violations of the Keck School of Medicine Code of Professional Behavior and/or USC Conduct Code. Once a student has been placed on Professional Behavior Probation, any additional violations of these codes or these expectations may constitute the sole reason for further disciplinary action or dismissal from the Keck School of Medicine of USC.

Professional Behavior Probation is reported on the student's MSPE.

KSOM Probation Policy

Dismissal
A student may be dismissed from the Keck School of Medicine of USC without first having been placed on probation. A student may be dismissed from the Keck School of Medicine for, but not limited to, the following reasons:
- Failure to demonstrate satisfactory academic progress as determined by the Student Performance Committee.
- Failure to pass USMLE Step 1 or Step 2 CK after three attempts or within one year of the first attempt.
- Failure to complete all graduation requirements within six (6) years from the date of matriculation.
- Behavior that places patients or others at risk as determined by the Student Performance Committee.
- Violations of the Code of Professional Behavior
- Violations of the University Student Conduct Code

KSOM Dismissal Policy

Social Media Guidelines

Primary Contact: Dr. Tanisha Price-Johnson, tanisha.price-johnson@med.usc.edu

The Code of Professional Behavior applies when communicating via various media that include, but are not limited to Twitter, Facebook, Instagram, and other established or emerging media sites.

Student Social Media Policy

Student Evaluation Completion

Primary Contact: Dr. Tanisha Price-Johnson, tanisha.price-johnson@med.usc.edu

The Keck School of Medicine recognizes that student feedback concerning the evaluation of curricular materials as well as the learning environment are crucial components of the student's educational experience and professional development as physicians. Students are required to complete assigned evaluations in the time-frame designated for each individual course or clerkship. Lack of compliance with the evaluation completion policy is considered a violation of the Keck Code of Professional Behavior and students who are out of compliance may be referred to the Student Performance Committee.

KSOM Student Evaluation Completion

Student Health Information and Policies

COVID-19 Policies

Primary Contact: [USC Student Health](#)

COVID-19 Resource Center: https://coronavirus.usc.edu/

Immunization and Health Clearance Requirements

Primary Contact: Dr. Kimberly Tilley, ktilley@usc.edu

STUDENT HEALTH REQUIREMENTS UPON ENTRANCE TO THE SCHOOL

All medical students are required to submit a health clearance packet prior to their academic start date. The following health clearance requirements are required by LAC+USC Medical Center and are aligned with CDC guidelines for health-care workers. Students are not allowed to begin clinical experiences until they are compliant with all of the requirements listed in the health clearance packet found at https://studenthealth.usc.edu/health-professions/.

ONGOING STUDENT HEALTH REQUIREMENTS AFTER MATRICULATION TO THE SCHOOL

An annual tuberculin skin test or IGRA test is required for all students. An annual chest x-ray or negative annual IGRA test is required for those with positive tuberculin skin tests. The Student Health Fee will cover chest x-rays or IGRA tests only for those students whose skin tests show conversion **during** their education on the Health Sciences Campus.

All students are required to get a flu shot annually as required by hospitals or clinics where students will complete clinical experiences.

Policy on Medical Student Vaccination Requirements and Allowable Clinical Activities of Medical Students with Chronic Hepatitis B, Hepatitis C and/or HIV Infections

Primary Contact: Dr. Kimberly Tilley, ktilley@usc.edu

The Keck School of Medicine recognizes that there are implications of infectious and/or environmental disease or disability on medical student educational activities. Medical students infected with viral hepatitis can pose a threat to patients. Cases of hepatitis transmission from physician to patient are documented in the literature, and therefore students infected with viral hepatitis may have additional matters to consider regarding their contact with patients. Students with chronic Hepatitis B, Hepatitis C and/or HIV are required to discuss their diagnosis with a physician at USC Student Health.

[Policy on Medical Student Vaccination Requirements and Allowable Clinical Activities of Medical Students with Chronic Hepatitis B, Hepatitis C and/or HIV Infections](#)

Policy on Students Needing Access to Healthcare Services

Primary Contact: Dr. Tanisha Price-Johnson, tanisha.price-johnson@med.usc.edu

The Keck School of Medicine permits students to be excused from educational experiences to seek needed healthcare.

Policy on Students Needing Access to Healthcare Services

Prevention of Infection Following Accidental Exposure Policy

Primary Contact: Dr. Kimberly Tilley, ktilley@usc.edu

The Keck School of Medicine informs medical students (including visiting students) of policies and procedures to address exposure to infectious and environmental hazards before students undertake any educational activities that would place them at risk. Medical students are educated about the methods of prevention, procedures for care and treatment after exposure, including a definition of financial responsibility.

Prevention of Infection Following Accidental Exposure Policy

Student Health

USC Student Health offers comprehensive healthcare on both USC's University Park Campus (UPC) and Health Sciences Campus (HSC). Services are covered by the mandatory Student Health Fee each semester, and the facilities on both campuses are certified by the Accreditation Association for Ambulatory Health Care (AAAHC). On the HSC, students can receive care at the USC Student Health Center. On the UPC, students can receive care at the Engemann Student Health Center. Both centers can be reached at 213-740-9355. Services provided to students include basic primary care needs, mental health and counseling services, transgender care, sexual assault survivor support, and a variety of health and well-being activities through campus wide partnerships. On-site specialty care services such as allergy, immunization clinics, and dermatology are also offered.

USC Student Health

Student Records and Matriculation Policies

Student Education Records Policy

Primary Contact: Teresa Cook, teresa.cook@med.usc.edu

According to FERPA, personally identifiable information in an education record may not be released without prior written consent from the student.

Student Education Records Policy

Family Education Rights and Privacy Act (FERPA)

Primary Contact: Teresa Cook, teresa.cook@med.usc.edu

The University of Southern California maintains the privacy of student education records and allows students the right to inspect their education records as stated in the university's Access to Student Education Records policy, consistent with the requirements of the Family Educational Rights and Privacy Act of 1974 (FERPA). The entire text of the university's policy is located in the Office of the General Counsel, Office of the Vice President for Student Affairs, and the Registrar's Office.

Students wishing to review or seeking to amend their education records should submit a written request to the university office in which the record is maintained. FERPA

Leave of Absence Policy

Primary Contact: Dr. Tanisha Price-Johnson, tanisha.price-johnson@med.usc.edu

Leave of Absence Policy

Policy Statement:
A leave of absence is defined as a period of non-enrollment during which a student is not working on requirements toward completion of the MD degree or is in a state of remediation of degree requirement(s). A leave of absence from the Keck School of Medicine is approved by either the Student Performance Committee or the Associate Dean for Student Affairs or designee, depending upon the classification of the leave. Permission for a leave of absence is not guaranteed unless the leave is required by law. The maximum cumulative leave permitted is two years (except for MD/PhD students when fulfilling the requirements of their PhD).

Exceptions to the maximum time allowed for a leave is rare and must be approved by the Student Performance Committee. Failure to return from an approved leave of absence is grounds for administrative withdrawal from the Keck School of Medicine.

Students on a leave of absence from the MD curriculum are not permitted to hold student leadership/officer positions in the medical school or that represent the medical school. This includes, but is not limited to,

ASSM, class councils, Graduate Student Government, AAMC Organization of Student Representatives, and student interest groups.

Types of Leaves of Absence
There are two types of leaves of absence: voluntary and involuntary.

<u>Voluntary Leave</u>
A student may request a leave of absence for any of the following reasons:

1. **Health Leave:** When there is a medical reason for the student to leave the curriculum. Health leaves may also be determined by university policy. https://policy.usc.edu/student-health-leave-of-absence/ See below for additional information about the USC Health Leave policy and process.
2. **Dual Degree Leave:** To pursue a joint degree at USC or Caltech* (MD/MBA, MD/MPH, *MD/PhD).
3. **Research Leave:** To pursue a Dean's Research year or external research opportunity.
4. **Other/Personal Leave:** For time away that is not described by the other types of leaves listed above including auxiliary degrees.

Process for Requesting a Voluntary Leave of Absence
Students who are considering a leave of absence must:

1. *Submit a Request for Leave of Absence form* to the Associate or Assistant Dean for Student Affairs.
2. Meet with the Associate or Assistant Dean for Student Affairs for consideration of the request for a leave of absence. The Associate Dean for Student Affairs or designee will determine if the Leave of Absence is approved or if the request must be reviewed by the Student Performance Committee.
3. Submit a completed leave of absence checklist to the Office of Student Affairs prior to beginning their leave.

https://campussupport.usc.edu/students/health-and-wellness/health-leave-of-absence/

<u>Involuntary Leave</u>
A student may be placed on an involuntary leave of absence when required by the Keck School of Medicine and University policies. Involuntary leaves of absence may include:

1. **Academic Remediation Leave:** When a student requires time away from the curriculum to remediate curricular content and/or a USMLE exam. Academic Remediation leaves are dictated by the following policies: Academic Standing and Satisfactory Academic Progress; Essential Technical Standards; Probation; Promotion, USMLE Exam Policy.
2. **Administrative Leave:** A school-mandated leave to address academic, professionalism, or technical standard deficiencies. The Associate Dean for Student Affairs or designee, or the Student Performance Committee may place a student on an administrative leave. Administrative Leaves are dictated by the following policies: Code of Professional Behavior; Essential Technical Standards; USC Principles of Community; Code of Ethics of the University of Southern California,

USC Student Conduct Code and Policies.

3. Mandated Health Leave: A Mandated Health Leave of Absence (MHLA) is designed to assist students under the following conditions:

- The student presents a substantial risk of harm to self or others or has engaged in threatening or violent activities;
- The student significantly disrupts activities of the university or university community and that disruption is deemed to be related to a health condition; or
- The student is unable or unwilling to carry out substantial self-care obligations or to participate meaningfully in educational activities.

Process for Involuntary Leaves

1. Students placed on an involuntary leave for a mandated health leave, academic remediation leave or administrative leave will be notified in writing by the Associate Dean for Student Affairs or designee, the Student Performance Committee, and/or the University or the USC Health Leave Coordinator. See process for *USC Health Leave of Absence* for additional information.
2. Students or their designee must submit a completed leave of absence checklist to the Office of Student Affairs prior to beginning their leave.

Process for USC Health Leave of Absence (Voluntary or Mandated)

1. Students (or their authorized representative) requesting a health leave through the USC Voluntary Health Leave of Absence must first notify the Associate or Assistant Dean for Student Affairs (verbally or in writing). The Associate Dean or designee will notify the KSOM Registrar as well as the Student Health Leave Coordinator in the Office of Campus Support and Intervention at UPC.
2. Mandated Health Leaves will be determined by the Office of Campus Support and Intervention and the KSOM Technical Standards Committee (TSC).
3. The Student Health Leave Coordinator (SHLC) will manage needs (as they relate to being a student) while the student is on leave. When the student requests evaluation for return, the SHLC, in consultation with the Associate Dean or designee, will assess the need for a referral to the KSOM TSC. If it is determined that no referral to the TSC is necessary, the Associate Dean or designee will notify all relevant parties of the student's planned return.
4. If it is determined that a referral to the TSC is warranted, all relevant and appropriate information will be made available to that committee.
   a. The TSC may determine that the student appears to meet Technical Standards, that no further information is needed and approve the return.
   b. The TSC may determine that there is sufficient evidence that the student does *not* meet Technical Standards and deny the request to return. If a request to return is denied, a re-evaluation for return may be initiated by the student at intervals deemed appropriate by the TSC.
   c. The TSC may determine that there is insufficient information to make a decision and request a Fitness for Duty assessment. The TSC, upon review of this evaluation and any other pertinent information, will determine if the request to return will be granted.

https://campussupport.usc.edu/students/health-and-wellness/health-leave-of-absence/

Requests for Extensions
1. Requests to extend a leave must be submitted in writing to the Office of Student Affairs.
2. Requests for extensions are reviewed annually by the Student Performance Committee.
3. Requests for extensions beyond two years of voluntary leave must be approved by the Student Performance Committee.

Requirements for Returning from a Leave of Absence
1. Students returning from a *voluntary leave* of absence must submit a **Request to Return from a Leave of Absence** form to the Office of Student Affairs by the deadline indicated. If the request is not received by the deadline stipulated in the original letter granting the leave, an administrative withdrawal may be processed. The Associate Dean for Student Affairs or designee will determine if the return is approved and will notify the KSOM Registrar.
2. Students returning from an *involuntary leave* must have approval by the appropriate office and must have satisfied all conditions required of them during the leave of absence.
3. Return after leave requires that the student has met all requirements for progression to the level to which they are returning. All returning students are held accountable to the current policies of the Keck School of Medicine.
4. Students are responsible for meeting all deadlines which may occur during the period of leave, e.g., scheduling deadlines, USMLE exam dates, or NRMP deadline dates.
5. Students must certify that they are capable of meeting the standards set by the Essential Technical Standards in order to return.
6. Students returning from a leave of absence greater than or equal to three years may be required to complete additional activities prior to beginning required clerkships.

https://campussupport.usc.edu/students/health-and-wellness/health-leave-of-absence/

Record Retention Policy

Primary Contact: Teresa Cook, teresa.cook@med.usc.edu

The Department of Medical Education at the Keck School of Medicine of USC abides by the Record Management Policy established by the University of Southern California. https://policy.usc.edu/record-management/. As an official repository for medical student records, the Office is charged with setting record management standards in accordance with applicable laws and regulations, as well as recognized best practices. In addition to compliance with university's record management policy, the Office of Medical Education has adopted the Guidelines for Maintaining Active and Permanent Individual Student Records developed by the Association of American Medical College's (AAMC) Committee on Student Records (COSR).

KSOM Record Retention Policy

USC Policy on Obligation for Payment

Request for registration constitutes a legal financial obligation to which students will be held liable if they do not follow the proper procedure to change or cancel their registration through the Office of Academic Records and Registrar. Students must receive written confirmation (the Registration Confirmation form) to verify that their requested change has been made.

By registering, students agree to be held responsible for all tuition and fees, including, but not limited to, payments denied by student loan lenders, agencies of the United States government, and agencies of foreign governments.

University Policy on Obligation for Payment

USC Policy on Student Review of Educational Records

Primary Contact: Teresa Cook, teresa.cook@med.usc.edu

Per the policy of the University of Southern California, students have three primary rights under FERPA. They have the rights to inspect and review their education records, have some control over the disclosure of information from their education record, and seek to amend their education records, under certain circumstances.

Limitations exist on students' rights to inspect and review their education records.

Student Review of Educational Records Policy

Students may make a written request to the Department of Medical Education's Registrar's Office that their education records be amended if they believe such information is inaccurate, misleading or in violation of privacy rights. Students should identify the part of the records they want corrected and specify why they believe it is inaccurate, misleading, or in violation of privacy rights.

USC Policy on Time Limit for Degree Completion

Primary Contact: Teresa Cook, teresa.cook@med.usc.edu

Students must maintain satisfactory progress toward their stated degree objective at all times. Progress is measured from the beginning of the first course at USC applied toward a specified degree, and all requirements for that degree must be completed within a specified time.

KSOM Good Standing and Satisfactory Academic Progress Policy

USC Policy on Withdrawal/Tuition Refund Policy

Continued enrollment at the Keck School of Medicine (KSOM) requires that students maintain good standing. A student in good standing may withdraw from the KSOM by submitting a written request. Students not in good standing must gain approval from the Student Performance Committee to withdraw from KSOM.

Students may only receive a refund of tuition and fees if courses are dropped before the refund deadline. All withdrawals are processed by the Registrar. There are withdrawal implications for students who receive financial aid and drop their enrollment. For more information, please see Financial Aid for Graduate Students. For questions about these dates and process, please contact the Registrar in the Office of Medical Education at (323) 442- 2553 or medstuaf@usc.edu.

USC Tuition Refund Insurance Program

Financial Aid for Graduate Students - Withdrawal Implications for Recipients of Financial Aid

KSOM Withdrawal Policy

Keck School of Medicine Implementation Guidelines for the USC Tuition Refund Policy

2023-2024 Academic Year

Fall Semester
MS I, II, MSIII, MSIV - Last day to drop and receive a refund: August 28, 2023

Spring Semester
MS I - Last day to drop and receive a refund: February 1, 2024
MS II, MSIII, MSIV - Last day to drop and receive a refund: January 26, 2024

Summer Semester
MS I, II, MSIII, MSIV - Last day to drop and receive a refund: N/A

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