

## **ADMINISTRATION AND SUPERVISION**

The University reserves the right to make changes at any time in the requirements for admission, in the curriculum of the School, or in any regulations governing the School. The University reserves the right to refuse further registration to any student believed to be incompetent in scholarship or otherwise unfit to be awarded the degree of Doctor of Medicine. Such judgement to deny further registration to a student is the responsibility of the Dean who acts on the advice of the faculty of the School of Medicine.

### ***POLICY ON ACADEMIC HONESTY***

In keeping with its mission, Creighton University seeks to prepare its students to be knowledgeable, forthright, and honest. It expects and requires academic honesty from all members of the university community. Academic honesty includes adherence to guidelines established by the university, its colleges and schools and their faculties, its libraries, and the computer center.

Academic or academic-related misconduct includes, but is not limited to, unauthorized collaboration or use of external information during examinations; plagiarizing or representing another's ideas as one's own; furnishing false academic information to the university; falsely obtaining, distributing, using or receiving test materials; developing or using study guides for course examinations or National Board of Medical Examiners' examinations that are known to be based on memorized examination questions; altering or falsifying academic records; falsifying clinical reports or otherwise endangering the well-being of patients involved in the teaching process; misusing academic resources; defacing or tampering with library materials; obtaining or gaining unauthorized access to examinations or academic research material; soliciting or offering unauthorized academic information or materials; improperly altering or inducing another to improperly alter any academic record; or engaging in any conduct that is intended or reasonably likely to confer upon one's self or another an unfair advantage or unfair benefit respecting an academic matter. Students alleged to have engaged in the above behaviors will be subject to reporting to the Associate Dean for Student Affairs and will be subject to the policies and procedures designated for allegations of unprofessional behavior.

Further information regarding academic or academic-related misconduct, and disciplinary procedures and sanctions regarding such misconduct, may be obtained by consulting the current edition of the Creighton University Student Handbook and the School of Medicine Student Handbook. Students are advised that expulsion from the University is one of the sanctions that may be imposed for academic or academic-related misconduct.

The University reserves the right to modify, deviate from, or make exceptions to the School of Medicine Student Handbook at any time, and to apply any such modification, or make any such deviation or exception applicable to any student without regard to date of admission application or enrollment.

### ***REQUIREMENTS FOR THE DEGREE OF DOCTOR OF MEDICINE***

In order to receive the degree of Doctor of Medicine (M.D.), students must satisfactorily pass all course, clerkship, and elective requirements of the School of Medicine. Students shall have demonstrated the knowledge, skills, maturity, and integrity and be judged by the faculty as ready to undertake the responsibilities of a physician. The degree is conferred upon students who have satisfactorily completed not less than four years of study in the basic and clinical sciences. Each student must pass Step 1 of the United States Medical Licensing Examination, take Step 2 Clinical Knowledge and Step 2 Clinical Skills of the United States Medical Licensing Examination and post a score on each, pass Advanced Cardiac Life Support, and pass the Junior Clinical Competency Examination.

## *UNIT OF INSTRUCTION*

The School of Medicine defines the credit unit of instruction as the semester hour. One semester hour is equivalent to one fifty-minute period of recitation or lecture per week for one semester. Two or three fifty-minute periods of laboratory are equal to one period of recitation or lecture.

## *FULL-TIME STUDENTS*

All students must be enrolled full time unless the Associate Dean for Student Affairs has approved other arrangements. Registration for each session must be completed on the days designated by the Associate Dean for Student Affairs. Students who take 12 or more semester hours of credit during a semester are considered full-time students.

## *POLICY ON ATTENDANCE*

### *A. Mandatory Activities*

Regular attendance at all curricular activities is expected. Attendance at certain designated activities is **MANDATORY**. These include:

- orientation and general class meetings organized by the Office of Student Affairs, Office of Medical Education, or Departments.
- examinations and quizzes.
- small group sessions.
- clinically related activities, including but not limited to Interviewing and Physical Exam sessions and Neuroscience Grand Rounds in Component I, longitudinal clinic in Component II, and clinical rotations in Components III and IV.
- sessions of the Dimensions of Clinical Medicine course in Component III.
- activities at the Clinical Assessment Center.
- any other activity designated as mandatory.

### *B. Absence from a Mandatory Activity*

A student who will be unavoidably absent from a mandatory activity must receive written permission in advance. The student should first have the reason for the absence approved by the Component Director and then make arrangements with the Course Director to complete an assignment or alternative activity to make up the missed activity. The Associate Dean for Student Affairs must approve the arrangements. A Component III or IV student must also obtain the permission of the attending physician and in no case should be absent if patient care is compromised. Rescheduling of an examination requires prior arrangement with the Component Director or the Associate Dean for Student Affairs. Excessive requests will be denied.

Written permission for an absence is sought by completing the *Student Absence/Exception Request Form*, which is available from the Office of Medical Education web site, the Curriculum Coordinator or the Office of Student Affairs. If the request is approved, the Associate Dean for Student Affairs places the completed form in the student's permanent file.

Students are responsible for ALL missed work, regardless of the reason for the absence. Absence without permission may result in failure of the course or clerkship as well as referral to the Advancement Committee for unprofessional behavior.

### *C. Absence from a Mandatory Activity Due to Illness*

In the case of acute illness or trauma where advance completion of a Student Absence/Exception Request Form is not possible, students must phone or email the Curriculum Coordinator or Component Director as soon as practical. In components III and IV, students must also ensure that the attending physician is aware of their illness.

A student who misses an activity due to an illness must complete a Student Absence/Request Form upon his/her return, and present a doctor's note that explains the absence.

Failure to verify the illness may be subject to course failure and disciplinary actions for unprofessional behavior and/or failure of advancement.

The student is responsible for ALL missed work, regardless of the reason for the absence. The course director or attending physician will determine the arrangements (assignment or alternative activity) that the student must complete to make up the missed activity. If an examination has been missed, the student will be expected to take a make-up exam at the earliest possible time following his/her return.

### *D. Absence Associated with USMLE Step 2 CS Administration*

A student is allowed two days off from an M4 elective in order to complete the USMLE Step 2 CS examination. Prior to any absence for this examination, the student must complete a Student Absence Request Form, available from the curriculum coordinator or from the Office of Student Affairs website. Students are discouraged from taking time off from the two-week clinical electives.

### *E. Inclement Weather*

In inclement weather, cancellation of Component I and II classes follows the Creighton University policy. The Creighton University Hotline at 280-5800 will announce any University closing. Cancellation of activities for Component III and IV students, and Component II students scheduled for Longitudinal Clinic, is decided by the Clinical Site. As professionals, students are expected to fulfill their clinical responsibilities - if inclement weather delays or prohibits their attendance at clinical activities, they must contact both their physician preceptor and departmental curriculum coordinator immediately. If an exam is postponed by a University closing, students will be notified by email regarding the new date/time for the exam.



## *GRADING SYSTEM AND POLICY*

Course Directors (including Preceptors) or courses, clerkships, and electives in the School of Medicine are the instructors of record and assign grades at the end of each course or clerkship/elective. Instructors evaluate students in a manner that is fair, unbiased, and consistent with the criteria and mechanisms announced at the beginning of the course or clerkship. Final course grades are Honors (SH), Satisfactory (SA), or Unsatisfactory (UN):

A. Honors (SH)

The student performs exceptionally well as defined by the criteria for honors in the course syllabus.

B. Satisfactory (SA)

The student completes all course requirements in a satisfactory manner as defined by the course syllabus.

C. Unsatisfactory (UN)

The student fails to meet the minimum requirements for a course, clerkship, or elective as defined in the syllabus or:

1. attains an overall course average less than 65%, or
2. fails an NBME Subject Examination from a Component III clerkship twice, or
3. fails the clinical component of a clerkship or elective, or
4. fails to complete the requirements of a course within one year, or
5. attains an overall course average below 70% AND has previously received a grade of UN and/or a temporary grade of I (i.e., the student had a final course average between 65-69%) in two or more courses in that Component.

D. Incomplete (I)\*

A student may temporarily receive a grade of Incomplete (I) if he/she:

1. has a final course average between 65-69% and is eligible to take a make-up examination before receiving a final course grade. A student is eligible to take make-up examinations in a maximum of two courses per academic year. The Advancement Committee determines if a student is eligible to take a make-up exam.
2. has failed a Component III NBME Subject Examination once and is eligible to take a second NBME Subject examination before receiving a final course grade.
3. has been granted an extension to complete course requirements (e.g., OSCE, H&Ps, written assignments, etc.).

The grade of Incomplete (I) is changed to Satisfactory (SA) when the student satisfactorily completes all required work for the course, clerkship, or elective within the time granted for the extension. If the student has not completed the required work in a satisfactory manner within the time granted (in no case later than one year after the completion of the original course), the Incomplete (I) is changed to Unsatisfactory (UN).

E. Withdrawal (W)

A grade of Withdrawal (W) will be recorded and no credit received when a student officially withdraws from a course while in good standing following consultation with the Associate Dean for Student Affairs.

## *POLICY ON ADVANCEMENT*

Students are advanced to the next component if they achieve satisfactory performance measured by both Academic and Professional Standards. Promotion to the next component or graduation requires a record of at least Satisfactory academic performance, with no failure outstanding in any course, clerkship or elective, and a record of Professional Conduct that indicates suitability to assume the responsibilities of the medical profession. Advancement to Component III also requires a passing score on the USMLE Step I examination.

## *COMMENCEMENT*

Annual University Commencement ceremonies are held in May and December. Students who complete their degree programs in the Spring Semester are required to be present at the Annual Commencement Exercises in May to receive their degrees. Students who complete their degree programs in the Fall Semester may attend Commencement ceremonies in December. Diplomas will be mailed upon confirmation of the completion of all degree requirements by the respective Dean. Students who complete their degree programs during the summer receive their degrees at the end of the Summer Sessions, but no ceremony is held; these students may participate in the preceding May Commencement. All candidates who receive degrees at the end of a Fall Semester or Summer Session are listed in the next Annual Commencement Program.

**NOTE: A student may participate in only one Commencement ceremony for each degree granted.**

To participate in the May Commencement, a candidate must have successfully completed all degree requirements and must be approved for graduation, or be able to and plan to complete all requirements by the date for conferral of degrees in the following August. The respective deans of the Schools and Colleges of the University shall have the responsibility for clearing all participants in the Commencement. Those participants in the May ceremony who have not completed all degree requirements shall be so designated in the Commencement Program.

## *GRADUATION HONORS*

Students graduating from the School of Medicine with outstanding performance may be eligible for summa cum laude, magna cum laude, or cum laude status.

- a. Summa Cum Laude  
Students graduating with greater than or equal to 87.5% of course work, clerkship, and electives with Honors (SH).
- b. Magna Cum Laude  
Students graduating with greater than or equal to 75% of course work, clerkship, and electives with Honors (SH).
- c. Cum Laude  
Students graduating with greater than or equal to 50% of course work, clerkship, and electives with Honors (SH).

## *PROFESSIONAL BEHAVIOR*

The regulations set forth regarding professional behavior are meant to assure that students are not only competent to undertake a career in medicine, but also that they possess honesty, ethical behavior and integrity, and a responsible attitude toward patients, other health care workers, faculty, and fellow students. The major emphasis of the policy on professional behavior is the education and development of the student and the protection of the rights of others. Unprofessional behavior on the student's part may result in action up to and including dismissal from the School of Medicine. For more detailed information regarding professional standards, regulations, and disciplinary procedures, the student is referred to the School of Medicine Student Handbook.