

ADMINISTRATIVE POLICIES AND PROCEDURES

Registration and Tuition Policies

The M.D. degree curriculum is restricted to students who have been competitively selected by the School of Medicine Admissions Committee to earn the M.D. degree. The only exception to this policy, are students selected to participate in OHSU graduate degree and special programs. These students and/or advisors may seek permission from the Associate Dean for Medical Education to participate in selected courses in the M.D. curriculum. Appeals of decisions made by the Associate Dean for Medical Education should be directed to the Dean of the School of Medicine.

Tuition Policy

1. All medical students enrolled are required to pay annual tuition and fees as a full time student for 15 quarters. Tuition and fees are paid in quarterly installments each year of the four year curriculum.

Students that chose to extend their curriculum beyond four years are expected to pay all fees during each quarter of enrollment after the four year full tuition and fees requirement has been met. The School may require a student to pay tuition beyond 15 quarters if the extension is due to unsatisfactory academic progress.

2. Students who extend their curriculum beyond four years due to unsatisfactory academic performance must re-register for each required course and may be required to pay tuition and fees for the appropriate number of credit hours. Students who are required to register for nine or more credit hours in a quarter must pay full tuition and fees.
3. Students in the MD/OMFS program are required to pay resident tuition and fees for seven consecutive quarterly installments for years two and three of their curriculum. During their elective year (year 4) MD/OMFS students are required to pay fees for 4 quarterly installments
4. Tuition and fees status is based on matriculation year. Students can expect an annual cost of living increase in tuition and fees. Tuition and fees status for students on an extended curriculum or in a combined degree program are based on matriculation year plus annual cost of living increases for quarters they are in medical school.

Tuition Payment Policy

1. Students are expected to pay tuition and fees at the beginning of each quarter.
2. The OHSU Business Office will provide the students with bills regarding delinquent payments
3. Students will be notified of an outstanding balance for that academic year and will receive a request for payment in full before they may start the next academic year or quarter.

Malpractice Insurance

The Dean explicitly authorizes medical students, as a part of their academic responsibilities, to participate in clinical activities, including care and treatment of patients, taking histories and performing physical examinations at OHSU, OHSU facilities or non-OHSU sites. Such authorization is to be for academic activities (including clinical) under the direction of and where told to go by persons with faculty positions. Such sites include: inpatient (such as hospitals and extended care facilities, nursing homes and hospices), outpatient (such as clinics and physician offices), patient dwellings and any other location where education and training of medical students may occur. In order to be covered by the State Tort Claims Act, a medical student must be registered for an approved course including all electives on and off campus.

Disability Insurance

Accreditation standards for the School of Medicine requires that all students obtain disability insurance. At the beginning of each academic year the insurance provider will distribute an information brochure describing the medical student disability program coverage and costs. On an annual basis all medical students are required to purchase disability insurance.

OHSU Health Insurance

All medical students are required to have major medical health insurance. Contact the Student Health Service Center for specific information for student health insurance for spouses, registered domestic partners and dependents is also available and eligibility rules and restricted enrollment times are described in the section entitled [Health Insurance Info and Waiver Applications](#). Also available on the OHSU ozone website.

OHSU Student Health Service Center

WHOM WE SERVE

We serve OHSU health sciences students at the Portland campus on Marquam Hill. Specifically, all currently registered students in degree and certificate training programs who are assessed the required health fees in addition to their tuition at OHSU are eligible for health and counseling services at the Student Health Service. Eligibility for new students begins on the first day that classes start. In addition to students, we also make available the services of the OHSU Student Health Service to the spouse or registered domestic partner of an eligible student. Enrollment times and registration rules and affidavits for domestic partnership apply and these are available upon request at the Student Health Service office. Health insurance for spouses, registered domestic partners and dependents is also available and eligibility rules and restricted enrollment times are described in the section entitled [Health Insurance Info and Waiver Applications](#). See OHSU ozone website for counseling and clinic hours.

STAFF

Our staff includes primary care clinical staff (2 primary care physicians and a nurse practitioner), clinical psychologists, a psychiatric nurse practitioner, registered nurses, a certified medical assistant, and 4 administrative support persons who are an integral part of the team as well and are particularly knowledgeable about insurance problems, helping with referrals, securing lab

results, etc. Although we have a variety of professional degrees, background and experience, we all work together as a team to serve you during your years of training at OHSU.

SOM Policy Regarding Infectious Diseases

Medical students exposed to an infectious disease (through needle stick, bodily fluids, etc.) should follow the protocols established by the Student Health Service. The SOM requires all medical students have Hepatitis B vaccination or show evidence of immunity. (See Student Health Service policy for the OHSU)

Blood Borne Pathogen Instruction

Medical students are provided specific presentation and demonstrations on Blood Borne Pathogens at the beginning of medical school and again during the Transition to Clerkship prior to entering the third year curriculum.

Universal Precautions

Medical students are provided with a “red card” which delineates the procedures to be followed when a student is exposed to blood/ body fluids. If a student has an exposure, they should follow the protocol of the hospital in which it occurred for the initial care. After the initial work up, the student must report the occurrence to the OHSU Student Health Center for follow up medical attention.

Basic Life Support Instruction

All students participate in a Basic Life Support Certification for Health Professionals course early in the first year and are recertified during the Transition to Clerkship course.

Photo Usage Policy

The School of Medicine prints and distributes a class photo and a picture directory of the students by class. These lists are distributed publicly to students, staff and faculty. If students do not want their picture in this public forum they are required to notify the Office of Education and Student Affairs in writing by the first day of Fall Term each year.

Inclement Weather Policy

OHSU, as a health care system, must always remain open during inclement weather. However, adverse weather conditions may present travel problems or other unsafe situations, causing classes to be delayed or canceled, as well as alterations in some office, clinic and lab schedules. Outlined below are guidelines for medical students concerning inclement weather.

First and Second Year Students

Announcements and decisions regarding OHSU class schedules will be made by the OHSU President’s Office. Classes may be on a normal schedule, delayed or canceled. Please contact the Weather Hot Line at 494-9021 or listen to the local radio and television stations for the status of classes at OHSU. Decisions are to be made by 6:00AM.

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If classes are to be held or delayed you are expected to make a reasonable effort to attend class. If conditions make it impossible for you to travel safely to the OHSU for a scheduled activity requiring attendance (e.g. examination), please contact TSO at 494-8428 or by email (lehmannnd@ohsu.edu) and indicate your absence.

If you are scheduled for a preceptorship, follow the procedures above for classes. You are responsible for contacting your preceptor regarding your attendance for that day.

Third and Fourth year Students

If you are assigned to a ward/inpatient clerkship, then you are expected to meet your clinical responsibilities since OHSU Hospital remains open in inclement weather. Students should contact their attending physician or resident in the morning regarding your clinical responsibilities. If conditions make it impossible for you to travel safely, contact your attending or resident regarding your circumstance.

If you are assigned to an outpatient clerkship, then follow the OHSU announcements regarding the status of your clinic. Clinics may be on a normal schedule, delayed or canceled. Contact the Weather Hot Line at 494-9021 or listen to the local radio and television stations for the status report from the OHSU. The report should be given by 6:00AM.

If clinics are to be open or delayed in opening you are expected to make a reasonable effort to meet your clinic responsibilities. However, if conditions make it impossible for you to travel safely, contact your attending or resident regarding your absence.

If you are scheduled to participate in clerkship orientation and/or the Continuity Curriculum, then follow the OHSU announcements regarding the status for classes. See policy above for first and second year students.

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MEDICAL STUDENT INFORMATION REGARDING DRUG TESTING

OHSU requires all faculty, staff, residents and students who are involved in patient care to have a drug screening test. The information provided below is to assist you with complying with that policy.

Testing Deadlines:

Students are required to complete the drug screening test prior to September 30 of their first year.

If students do not comply with the deadline, you can be removed from clinical duties until testing has been completed.

Instructions for Obtaining a Drug Test

1. Select a collection site from the list below that is convenient for you to report to.

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2. You do not need to make an appointment, it is first come first served when you arrive so plan to allow for at least 1 hr. in case there is a wait.
3. Note that the collection sites are not open from 12:00-1:00 M-F.
4. You do not have to pay a fee when you arrive. The Collection site will bill OHSU and the funds have been set aside from your financial aid to cover the fee.

The Collection Sites are called A WorkSAFE Service and are Located in the following places:

1. 545 NE 47th Avenue Suite B, Portland (next to Providence Hospital) 503 233-2335
Hours 8-5 M-F and closed 12:00-1:00
2. 1755 Coburg Rd, Bldg 1, Eugene (OML Path at Sacred Heart) 541 349 8439 Hours
7:30 -5:00 M-F closed 12:00-1:00

You must take the drug test at one of these authorized sites in order for the fee to be covered by OHSU and financial aid.

Preparation for the Testing:

1. Refrain from drinking liquids prior to collection as to not dilute the sample.
2. Bring your PHOTO ID with you (OHSU ID is fine)
3. Listen carefully to the instructions when you arrive and make sure you comply with the instructions for obtaining a good sample.

For those of you with medications that might affect the test you do not need to bring or list medications. If medical information is needed to make a final determination of your test results, you will be contacted by the Medical Review Officer, an MD who understands interactions of diet and prescription medications with the drug test. If you are on prescription medications, it may be helpful for you to list them on the back of your copy of the form the collector gives you as a memory jogger.

What Happens After the Testing

A report will be forwarded to Assistant Dean for Medical Education in the SOM who will obtain a record that you have complied and have a negative result.

The report will not be part of your permanent record and are only maintained until you graduate.

This information can be shared with affiliated hospitals requesting this information to prevent you from having to comply with further drug testing at their facility and to assure them you have complied with the policy.

If you are requested to have a review with the Medical Review Officer and then receive a negative report, then only the negative report is provided to the SOM. Results of the inquiry will not be forwarded to the SOM.

If you receive a positive result it will be forwarded to the Assistant Dean for Medical Education in the SOM and will then be shared with the Associate Dean for Student Affairs and the Medical Student Progress Board (see section for Role of Board). The student will be asked to meet with the Medical Student Progress Board to further review the problem and to outline recommendations and/or accommodations to resolve the issue.

M.D. Satisfactory Academic Progress Policy

Maintaining Financial Aid Satisfactory Academic Progress

Federal regulations require that all students receiving federal financial assistance maintain Satisfactory Academic Progress. Satisfactory Academic Progress will be reviewed in August for all terms of attendance within the academic year, even those in which financial aid funding was not received. At OHSU, to maintain Satisfactory Academic Progress, students in the M.D. program must meet all of the following standards:

- Be eligible to register (not academically dismissed)

and

- Within 12 months of matriculation, a grade of satisfactory or better must have been earned in each required first year course. Unsuccessful grades include, but are not limited to: incomplete (I), no grade received/no basis for grade (X), failing or marginal marks (F, M, NP), withdrawals (W, WS, WU) and audited courses (AUD).

and

- At the completion of the second year, a grade of satisfactory or better must have been earned in each required second year course. Unsuccessful grades include, but are not limited to: incomplete (I), no grade received/no basis for grade (X), failing or marginal marks (F, M, NP), withdrawals (W, WS, WU) and audited courses (AUD).

and

- At the end of the third year, successful completion of all of the clinical courses attempted with an earned grade of satisfactory or better in those courses. Unsuccessful grades include, but are not limited to: incomplete (I), no grade received/no basis for grade (X), failing or marginal marks (F, M, NP), withdrawals (W, WS, WU) and audited courses (AUD).

and

- At the end of the fourth year, completion of the requirements for graduation, which include a grade of satisfactory or better in each required course. Unsuccessful grades include, but are not limited to: incomplete (I), no grade received/no basis for grade (X), failing or marginal marks (F, M, NP), withdrawals (W, WS, WU) and audited courses (AUD).

Financial Aid Probation

At the end of each summer term, M.D. students who fail to meet any of the Satisfactory Academic Progress standards will be placed on Financial Aid Probation for one term. Financial Aid Probation is a warning, and students still will be eligible to receive financial assistance during the probationary term. We encourage students to contact their advisor in their program to explore potential services that may assist the student in being academically successful.

When placed on Financial Aid Probation, a written notice will be sent to students informing them of the requirements for re-establishing Satisfactory Academic Progress. The specific requirements that an M.D. student on Financial Aid Probation must satisfy are:

- By the end of the probationary term, full time students must successfully complete at least 9 credits; three-quarter time students must successfully complete at least 7 credits; half-time students must successfully complete at least 5 credits. Your enrollment status

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is determined by the enrollment level your financial aid is based upon for that term. If no aid is awarded for that term, it will be based on your enrollment at the end of the add/drop period for the term. Unsuccessful grades include, but are not limited to: incomplete (I), no grade received/no basis for grade (X), failing or marginal marks (F, M, NP), withdrawals (W, WS, WU) and audited courses (AUD).

Financial Aid Suspension

Students on Financial Aid Probation who successfully complete all of the Satisfactory Academic Progress standards at the end of the probationary term will have the probationary status removed.

Students on Financial Aid Probation who do not successfully complete all of the Satisfactory Academic Progress standards at the end of the probationary term will be placed on Financial Aid Suspension. Students placed on Financial Aid Suspension will be notified of this status in writing. Students on Financial Aid Suspension will be denied future financial aid.

- Students placed on Financial Aid Suspension have the right to submit an appeal to the Director of Financial Aid to have their aid reinstated. In most cases, a student's appeal would need to include an academic plan formulated by their academic advisor for successful completion of the program within the maximum time frame (as described below.) Additionally, students may submit appeals based on unusual circumstances such as an injury/illness of the student, the death of a relative of the student or other special situations. The decision to approve an appeal to reinstate aid eligibility is at the discretion of the Director of Financial Aid.
- If an appeal is denied or the student chooses not to appeal, the Financial Aid Suspension can be removed by successfully completing at least half time enrollment (5 credits) for one term with no federal/state financial aid. The credits must be through OHSU or pre-approved through an OHSU consortium agreement. Unsuccessful grades include, but are not limited to: incomplete (I), no grade received/no basis for grade (X), failing or marginal marks (F, M, NP), withdrawals (W, WS, WU) and audited courses (AUD). The student must notify the OHSU Financial Aid Office upon completion of the term and grades being posted. The Financial Aid Office will review the grades to determine if the student can be removed from Financial Aid Suspension.

Cumulative Attempted Credit Limit

An M.D. student is allowed to receive federal financial aid up to a maximum of 150% of the published credits required to complete the OHSU curriculum. All attempted credits at OHSU or through an OHSU approved consortium (even credits attempted during terms in which aid was not received) will be counted toward the maximum credits allowed. If a student reaches that maximum, they are no longer eligible to receive federal or state financial aid for that program. A student may file an appeal of the time frame maximum with the financial aid office. The appeal should include an academic plan formulated by their academic advisor for successful completion of the program. In addition, the appeal should include a written explanation of why the program was not completed within the allotted credits. The decision to approve an appeal to reinstate aid eligibility is at the discretion of the Director of Financial Aid.

Policy on Global Health Educational Experiences

There are three methods for students to seek an international educational experience as specified below:

- A) Authorized by the School of Medicine to receive academic credit and scholarship support
- B) Authorized by the School of Medicine to receive academic credit
- C) Non sponsored by the School of Medicine and receive no academic credit.

A) Potential Scholarship Support for International Education Experiences Earning Academic Credit

The School of Medicine in collaboration with Global Health Center provides endowed scholarship support for students to pursue opportunities for international clinical experiences. Eligibility for funding requires that the student must meet the criteria and follow the procedures outlined below.

1. Students requesting scholarship funds in support of an international experience are required to submit an application for funding by the deadline indicated by the announcement each year. The SOM and the Global Health Center will review applications, interview applicants, and make final recommendations for funding to the Associate Dean for Medical Education who will make a final decision regarding the awarding of funds.
2. Eligibility criteria for a competitive scholarship application are as follows.
 - a. Successful completion of the required first, second and the third year curriculum.
 - b. Passed USMLE Step 1
 - c. Previous preparation for international experience will make an application more competitive. (Examples: International health coursework such as JCON 705A, previous international healthcare, education or service experience, foreign language course, etc)
 - d. Submit the following information by the deadline to Office of Education and Student Affairs.
 - 1) Indicate the name and location of a person or agency that is supervising/responsible for your experience at each site.
 - 2) Submit a letter from the supervisor at the site indicating the objectives you plan to accomplish during this visit.
 - 3) Indicate the length of stay (dates) for each experience.
 - 4) Describe the learning experience expected to be achieved during these experiences.
 - 5) Explain basis by which this experience will enhance your medical education.
 - e. Experiences of 2-3 months in duration are encouraged.
3. Upon completion of the international experience, students receiving funding are required to submit a written report (limited to 5 pages double spaced) about their experience(s) and to make a presentation on the experience(s) to the SOM Committee for International Medical Education and other interested faculty and students. Upon completion of the

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written report and presentation the student will receive the final one third portion of approved funding.

4. Students approved for an international education experience, are required to be registered and pay University tuition (if due) and fees while away on an international experience. Students can earn up to a total of 9 clinical elective academic credits which apply to graduation requirements. The remaining academic credits may be applied to qualify as a full time student for financial aid purposes and will be represented on the academic transcript. Students are required to meet with the Financial Aid staff prior to departure regarding financial aid regulations. Students need to meet with the Administrative Director for Education and Student Affairs to arrange for academic credits.
5. Students are responsible for requesting a final grade from their sponsor, who submits it to Office of the Dean.
6. Prior to departure, students are required to obtain consultation from a travel clinic regarding appropriate immunization and prophylactic medications.
7. OHSU does not provide malpractice insurance for international experiences.
8. Students are required to secure medical insurance as well as emergency medical evacuation insurance prior to departure and this coverage should be in place for the duration of the international experience. It is suggested that students contact AEA-SOS International or a comparable organization to purchase insurance. AEA-SOS, Inc. can be found on the web at www.internationalsos.com or reached at 1-800-767-1403.

B) Authorized International & Global Health Experiences for Earning Academic Credit

The following are the guidelines for medical students wishing to earn academic credit, receive financial aid or be granted an extension of their curriculum in order to pursue an international educational experience(s). Eligibility for an international educational experience requires that the following criteria must be met at least 12 weeks prior to departure.

1. Successful completion of the required first, second and third year curriculum.
Passed USMLE Step 1
2. Submission of an application to the SOM Committee for International Medical Education by the deadline. The following is the required information to be submitted in writing for approval.
 - a. Indicate the name and location of a person or agency that is supervising/responsible for your experience at each site.
 - b. Indicate the length of stay (dates) for each experience.
 - c. Describe the learning experience expected to be achieved during these experiences.
 - d. If this experience extends your medical curriculum beyond four years, explain why this experience will enhance your education
 - e. Meet with the Assistant Dean for Education for Medical Education to arrange academic credits and financial aid for the period you are away.
 - f. Meet with the University Financial Aid Office staff prior to departure regarding financial aid regulations.

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3. Students approved for an international education experience, are required to register and pay University tuition (if due) and fees while away on an international experience. Students can earn up to a total of 9 clinical elective academic credits which apply to graduation. The remaining academic credits may be applied to qualify as a full time student for financial aid purposes and will be represented on the academic transcript.
4. Students are responsible for requesting a final grade from their sponsor, who submits it to Office of the Dean.
5. Prior to departure, students are required to obtain consultation from a travel clinic regarding appropriate immunization and prophylactic medications.
6. OHSU does not provide malpractice insurance for international experiences.
7. Students are required to secure medical insurance as well as emergency medical evacuation insurance prior to departure and this coverage should be in place for the duration of the international experience. It is suggested that students contact AEA-SOS International or a comparable organization to purchase insurance. AEA-SOS, Inc. can be reached at P.O. Box 11568, Philadelphia, PA 19116 or 1-800-767-1403.

C) Non-Sponsored International Education Experiences without Academic Credit Medical students may also pursue international experience(s) during the summer term between years one and two. Successful completion of the year one curriculum is required. Students earn no academic credit toward graduation requirements and are considered not sponsored by the School of Medicine. Non-sponsored students pursuing education experiences are encouraged to obtain medical insurance as well as emergency medical evacuation insurance in this circumstance. In this regard, students should contact AEA-SOS International or a comparable organization. AEA-SOS, Inc. can be reached at P.O.Box 11568, Philadelphia, PA 19116 or 1-800-767-1403.

Advanced Standing /Transfer Policy

All advanced standing/transfer applicants will be reviewed by the Admissions Committee. Due to limited available clinical teaching slots the SOM MD program does not routinely admit transfer students. The only applicants that can be considered are students who are the legal partner of OHSU full time faculty or OHSU resident or medical student. Application procedures are available through Office of Education and Student Affairs. Due to the unique structure of our curriculum, most transfers are considered for entry into the third year, however, consideration can be made for other years.

If you meet the above criteria to receive consideration, then an applicant interested in advanced standing/transferring must be matriculated to an LCME accredited M.D. program, in excellent academic standing in their current medical school, eligible to enter the third year curriculum and have satisfactorily completed USMLE Step I prior to matriculation at OHSU.

- If the Dean determines a position is open for a specific year then all applicants that meet the eligibility requirements listed above may apply. Candidates for transfer should be prepared to provide the following information: Submit a formal application, a personal statement indicating the basis for requesting a transfer, recommendation letter from the Office of Student Affairs at your current school which indicates your performance in medical school, provide an official record of your USMLE Step I scores. In addition, each candidate must be available for an interview. Contact the Education and Student Affairs Office for the application process and selection criteria.
- Oral/Maxillofacial Surgery/M.D. Program - Each year, individual(s) will be selected for the Oral/Maxillofacial surgery /M.D. Program and will enter into the second year of medical school. This selection will be made by the Admissions Committee based on the recommendation of the Director of the Oral and Maxillofacial Surgery/M.D. Program in consultation with the SOM Assistant Dean for Admissions. The requirements for students in this program are available through the Office of Education and Student Affairs.

Readmission Policy

Consideration for readmission is provided only to students who withdrew from the OHSU School of Medicine M.D. Program in good standing and without impending academic progress action. Students who have been dismissed from the M.D. Program or who withdrew due to unsatisfactory academic progress or unsatisfactory professional development may not seek readmission through this process but must pursue the standard admissions process as specified in the School of Medicine Admissions Policy. The Associate Dean for Medical Education is responsible for reviewing applications for readmission to the M.D. Program and for forwarding such requests to the Assistant Dean for Admissions for advice. The Dean of the School of Medicine is responsible for granting or denying readmission based upon the recommendation of the Associate Dean for Medical Education.

Candidates for readmission must provide at least the following information: a secondary admission application, a personal statement indicating the basis for their withdrawal and an

explanation for their desire to return to medical school, a resume indicating all work and academic experiences since leaving medical school, three letters of recommendation from individuals who can currently evaluate the candidates, academic transcripts documenting all academic experiences following the withdrawal from medical school, and a release of OHSU's academic record and admissions data to the Associate Dean for Medical Education and the Admissions Committee. In addition, each candidate must be available for an interview if requested.

Approved by the Ad hoc Review Committee 12/96

Approved by the Admissions Committee - January, 1997

Travel Policy

There are limited funds to support student travel and want to make sure as many students as possible can have the opportunity to attend meetings. You must first go to the Student Senate to present your travel request. They will direct you to the appropriate funding resources. The following are the policies by which we are asking you to be abide by:

- Funds are provided to cover only the following: airfare, lodging and registration
- A cap of \$500 per year per student will be allowed
- A travel application must be completed and approved by the Student Senate prior to your departure. The Student Senate meets the first Tuesday of every month at 6:00 pm in the Old Library.
- When you return provide all receipts and a copy of your registration to Kathy Hollosy, L102, (ext 4-5260). **DO NOT GIVE YOUR RECEIPTS TO THE STUDENT SENATE.**
- Students must be making satisfactory academic progress.

Student Travel Funding Policy

1. Highest Priority - Presentation at scientific or medical meetings
 - A. Students must also be willing to present at OHSU Student Research Forum or Colloquia.
 - B. Students must complete Request for Travel Funds Application in advance of trip.
 - C. Up to \$500 will be allotted per trip (one trip per student).
2. High Priority —National Governance Meetings (AAMC, AMA, OMA, AMSA, AMWA)
 - A. Up to \$750 per group of students for each meeting
 - B. Up to two OSR funded for AAMC and western GSA meetings
3. Low Priority - Other (remediation for USMLE or other courses, etc)