



# MEHARRY MEDICAL COLLEGE

NASHVILLE, TENNESSEE



# Student Handbook

2006-2007

# FOREWORD

The Student Handbook is a compilation of services and other information critical to Meharry Medical College. It is designed to familiarize students with their rights and responsibilities as well as College policies, procedures and regulations. In addition, this handbook includes useful information on community services that lend to promoting an optimum environment for student development, health and satisfaction.

The provisions of this handbook reflect the general nature of and conditions concerning student services at Meharry Medical College, but do not constitute a contract or otherwise binding agreement. Procedures set forth in this handbook are subject to change at any time, and all programs and activities described in this handbook are subject to cancellation or termination by Meharry Medical College without prior notice.

Meharry Medical College is an Equal Opportunity Employer and Affirmative Action (EOE/AA) institution and does not discriminate on the basis of sex, age, race, creed, color, national origin, or handicapped conditions in its admissions, employment and education programs or activities, as thereto in Title IX of the Education Amendments of 1972 and the regulations adopted pursuant thereto in Title VII of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973, not to discriminate in such manner. The requirement not to discriminate in education programs and activities extends to employment therein and admission thereto. Inquires concerning the application to this College may be referred to the College's General Counsel, Meharry Medical College, Kresge Learning Resources Center, Suite 503, Nashville, TN 37209, (615) 327-6921.

*Disclaimer:*

The information in the Student Handbook is current and accurate as of February 7, 2007. The College reserves the right to change information described in this handbook without prior notice. Changes will be posted on the College website and made available in hard copy in the Office of Student Services and Enrollment Management.

# STUDENT ASSISTANCE REFERENCE GUIDE

Office Name	Assistance Provided	Telephone
Academic/Student Affairs Dentistry: School of Dentistry Building 2 <sup>nd</sup> Floor Graduate: West Basic Sciences Building, Mezzanine Medicine: West Basic Sciences Building, 1 <sup>st</sup> Floor	Academic counseling/ advising, career counseling, withdrawals, leaves of absence Dean's excuses	Dentistry: 327-6076 Graduate: 327-6533 Medicine: 327-6413
The A. Cherrie Epps, Ph.D. Center for Educational Development and Support Rolfe Student Center	Study Skills, Test taking skills Academic Support and tutorial services	327-6500
Admissions Records Kresge Learning Resources Center 5 <sup>th</sup> Floor	Admissions process and information, student records, academic status verification, address and name changes, identification cards, registration information, tuition assessment, health insurance, and regalia	327-6223
Student Services and Enrollment Management Kresge Learning Resources Center 6 <sup>th</sup> Floor, Suite 604	Student support services	327-6084
Counseling Services Rolfe Student Center Lower Level	Personal counseling, health related referrals and consultation	327-6915
Post Office Rolfe Student Center	Mail boxes, aerogram, stamps (books only)	327-6278
Information Technology Information Technology Building	Assist Students with Computer Support Issues (Purchasing questions, software and computer advice)	327-6231
Matthews Meharry Bookstore West Basic Sciences Building, First Floor	Course textbooks, review books, school supplies, souvenirs, and snacks	327-6269 West Basic Sciences Building (Lobby Level)
Library Kresge Learning Resources Center	Photocopy services, micro- computing learning lab (MLL), academic resources.	327-6318
Pastoral Services Rolfe Student Center Lower Level	Spiritual and marital counseling	327-6915
Student Services (Recreation) Elam Center	Recreation facilities, activities and intramural sports	327-6387
Public Safety and Security Old Hubbard Hospital Basement Level	Security services and crime prevention, ID and vehicle registration	Emergencies: Dial 6666 327-6254
Treasurer Services Kresge Learning Resources Center, 5 <sup>th</sup> Floor	Check cashing, refunds, student accounts, collections	327-6220
Student Financial Aid Kresge Learning Resources Center 6 <sup>th</sup> floor, Room 606	Financial Aid Awards Federal Loan Programs Federal Work, Study Cost Of Attendance Grants And Scholarships Financial Planning Debt Management	327-6826
Student Health Services Meharry Community Health Center	Provide qualified individuals to support student health care needs	327-5757

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## **ABOUT MEHARRY**

**M**eharry Medical College is the nation's largest private, independent historically black institution dedicated solely to educating health science professionals. The College has a rich and distinguished legacy of providing health professions education opportunities to minority students and individuals from disadvantaged backgrounds, regardless of race or ethnicity. Throughout its history to present-day, Meharry has been highly regarded as a respected advocate for quality, community-based health care and research in the biosciences that benefits poor and medically underserved people. The College has earned national distinction for its innovative community outreach programs and community-based partnerships targeted to the under- and uninsured. What's more, Meharry graduates are known for their dedication to practicing in medically underserved areas and providing care to people who otherwise would not have access to patient services.

## **MISSION STATEMENT**

Meharry Medical College exists to improve the health and health care of minority and underserved communities by offering excellent education and training programs in the health science, placing special emphasis on providing opportunities to people of color and individuals from disadvantaged backgrounds, regardless of race or ethnicity; delivering high quality health services; and conducting research that fosters the elimination of health disparities.

## **VISION STATEMENT**

To achieve national recognition as a community-focused, quality-driven academic health center noted for its:

- Uniquely nurturing, highly effective educational programs;
- Pre-eminence in health disparities research;
- Culturally appropriate, evidence-based health services; and
- Significant contribution to the diversity of the nation's health professions workforce

# ACCREDITATIONS

Meharry Medical College is accredited by the Southern Association of Colleges and Schools to offer academic programs leading to the following degrees: Doctor of Philosophy, Doctor of Medicine, Doctor of Dental Surgery, Master of Science, Master of Science in Public Health and Master of Science in Clinical Investigation. Certificates in health professions training are also offered, and these programs are also fully accredited.

Southern Association of Colleges and Schools  
Commission on Colleges  
1866 Southern Lane  
Decatur, Georgia 30033-4097  
404-679-4501  
[www.sacscoc.org](http://www.sacscoc.org)

The School of Medicine is a member of the Association of American Medical Colleges. It is accredited by the Liaison Committee of Medical Education of the American Medical Association and the American Association of Medical Colleges.

The School of Dentistry is a member of the American Dental Education Association and is fully accredited by the American Dental Association's Commission on Dental Accreditation.

Meharry Medical College is an EOE/AA employer and does not discriminate on the basis of gender, age, race, religion, color, national origin, handicap, veteran, or immigrant status in its admissions, employment and education programs or activities. Inquiries concerning the College's non-discrimination policies may be referred to the Office of the General Counsel, S.S. Kresge Learning Resources Center, (615) 327-6435, the Affirmative Action Officer, or to the Office of the President, (615) 327-6904.

# HISTORY

**M**eharry Medical College was founded in 1876 as the Meharry Medical Department of Central Tennessee College to educate freed slaves as health care professionals. Fifty years prior to its formal founding, a 16-year-old Ohio farmer, Samuel Meharry, was befriended by a family of former slaves while traveling through rural Kentucky. Meharry was touched by the kindness and generosity of the poor black family and promised to repay his debt of gratitude. In 1876, Meharry and his brothers donated cash and property valued at \$30,000 toward the establishment of the medical department. The Freedmen's Aid Society of the Methodist Episcopal Church and the John F. Slater Fund were also contributors.

A dental department within the Meharry Medical Department of Central Tennessee College was founded in 1886. This expanded the medical department's mission as the first institution in the Deep South to train black dentists. It was also one of a few in that era to promote the recruitment of women into the profession.

In 1915, Meharry separated from Walden University, the successor institution to Central Tennessee College, having received a new charter from the State of Tennessee. It did, however, retain its affiliation with the Methodist Church. In 1916, by-laws were adopted providing for the governance of the College by an 18-member Board of Trustees. At the same time, the board appointed Dr. George W. Hubbard as the institution's first president.

Over the years, Meharry has maintained its reputation as a leading educator of highly skilled physicians, dentists, biomedical scientists, public health practitioners, and allied health professionals. Meharry Medical College today is the largest private, historically black institution in the United States dedicated exclusively to educating health care professionals and biomedical scientists. The College serves approximately 700 students each year in its Schools of Dentistry, Graduate Studies and Research, and Medicine, and in its program in Allied Health Sciences co-conducted with Tennessee State University. It has remained independent and is accredited by the Southern Association of Colleges and Schools. The College continues its relationship with what is now the United Methodist Church, receiving approval by the Church's University Senate and funding from its Black College Fund.

# COLLEGE MOTTO

Worship of God Through Service to Mankind

# **POLICIES AND PROCEDURES**

*Copies of the full policies may be found in the policies manual of the respective schools.*

## **Privacy and Access to Academic Records**

### ***Privacy and Access to Academic Records***

Meharry Medical College is subject to the provisions of federal law known as the Family Educational Rights and Privacy Act (also referred to as the Buckley Amendment or FERPA). This act affords matriculated students certain rights with respect to their educational records. These rights include:

- The right to inspect and review their education records within 30 days of the day the College receives a request for access: students should submit written requests to the College Registrar and identify the record(s) they wish to inspect. The College Registrar will make arrangements for access and notify the student of the time and place where the record(s) may be inspected. If the College Registrar does not maintain the record(s), the student will be directed to the College official to whom the request should be addressed.
- The right to request amendment of any part of an education record that they believe is inaccurate or misleading: students who wish to request an amendment to their educational record should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the student will be notified of the decision and advised of his or her right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education record(s) to third parties, except in situations in which FERPA allows disclosure without the student's consent: One such situation is disclosure to school officials with legitimate educational interests. A "school official" is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including College law enforcement personnel and health staff); a person or company with whom the College has contracted; a member of the Board of Trustees; or a student serving on an official College committee or assisting another College official in performing his or her tasks. A College official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

The Buckley Amendment provides the College the ability to designate certain student information as "directory information." Directory information may be made available to any person without the student's consent unless the student gives notice as provided for below. Meharry Medical College has designated the following as directory information:

- Student's Name
- Email address
- Major Field of Study
- Enrollment Status (Part or Full-Time)
- Classification
- School
- Dates of Attendance

- Prior Postsecondary Institution(s) Attended
- Degrees and Awards Received

Any new entering or currently enrolled student who does not wish disclosure of directory information should notify the College Registrar in writing. No element of directory information as defined above is released to students who requests non-disclosure except in situations allowed by law. The request to withhold directory information will remain in effect as long as the student continues to be enrolled or until the student files a written request with the College Registrar to discontinue the withholding. To continue nondisclosure of directory information after a student ceases to be enrolled, a written request for continuance must be filed with the College Registrar during the student's last term of attendance.

If a student believes the College has failed to comply with the Buckley Amendment, he or she may file a written complaint with the Associate Vice President of Student Services and Enrollment Management. Questions about the application of the provision of the Family Educational Rights and Privacy Act should be directed to the College Registrar or to the Office of the General Counsel.

### **Confidentiality of Student Records**

It is the policy of Meharry Medical College to protect the confidentiality of personally identifiable educational records of students and former students as regulated by the Family Educational Rights and Privacy Act (FERPA).

### **Sexual Harassment**

This policy is intended to ensure that Meharry Medical College provides and maintains an environment that is appropriate to its educational mission and free from harassment and intimidation. This policy also ensures that the College is in compliance with its legal and ethical obligations, that policies exist to respond to allegations of sexual harassment, and that all persons are provided information about this policy. Teaching and learning can best be accomplished in an environment of understanding and mutual respect for the dignity and rights of each individual. Thus, this sexual harassment policy applies to all administrative officers, faculty, staff, residents, students, persons seeking admission to or employment at Meharry Medical College, vendors, consultants, independent contractors and all others acting on the College's behalf.

### **Accountability**

Responsibility for implementing this policy is delegated by the President to the Vice President for Administration/General Counsel and the Affirmative Action Officer for assuring implementation of this policy.

### **Definition**

*Sexual harassment* – Sexual harassment is defined as any sexual solicitations, advances, remarks or actions that are demeaning or intimidating. Sexual harassment constitutes any sexual attention that is unwanted, deliberate, and/or repeated advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when (1) submission of such conduct is made explicitly or implicitly the terms or condition of an individual's employment or academic standing; (2) submission to or rejection of such conduct by an individual is used as a basis for employment or educational decision affecting an individual; or (3) such conduct has the purpose of unreasonably

interfering with an individual's work or academic performance, or of creating an intimidating, hostile or offensive environment for working or teaching and learning.

*An informal complaint* – is one that does not require an investigation and can be resolved between the Affirmative Action Officer and the parties involved.

*A formal complaint* – is one that requires a written complaint from the complainant and an actual in-depth investigation, including interviews with complainant, alleged harasser, and witnesses.

Sexual harassment is unacceptable behavior and will not be tolerated at Meharry Medical College. When the College has notice of possible sexual harassment, it will take immediate and appropriate steps to investigate and take action to resolve the matter in a serious, objective and confidential manner. Where necessary, a range of disciplinary measures may occur up to and including dismissal or expulsion.

## **Policy**

Sexual harassment inhibits an individual's academic or work performance, or creates an intimidating, hostile, or demeaning education or working environment. Faculty member(s) or other instructional personnel shall not engage in an amorous relationship with a student who is enrolled in a course being taught by the faculty member or whose academic work is being supervised by the faculty member, even when both parties appear to have consented to the relationship. Such relationships may easily be perceived as promoting or showing inappropriate favoritism to student(s) based on non-meritorious consideration. Relationships between faculty and students outside the instructional context may also prove problematic, particularly when the faculty member participates in decisions that may reward or penalize students.

Relationships between residents/students and patients, during treatment or after termination of treatment, may lead to negative consequences: therefore, such relationships are discouraged.

## **Procedures**

Complaints of a violation of this policy shall be brought to the attention of the Affirmative Action Officer (AAO), a member of the President's Council, or to any other appropriate member of the institutional community, including any academic or administrative officer. The person receiving the complaint shall counsel the complainant as to the options available under this Policy, including referral to the AAO or other appropriate institutional representative for help in resolving the complaint informally; or help in drafting a formal complaint.

The institution's sexual harassment policy shall be explained during new faculty and staff orientations and faculty/staff development workshops. A copy of the institution's policy shall also be submitted to the campus library for display.

Vendors, consultants, independent contractors and all others acting on behalf of the College who are not required to participate in faculty/staff orientations shall receive a copy of this policy upon commencement of their contracts. Violation of this policy may result in Meharry's termination of such contracts.

The policy is also reissued on an annual basis, through payroll distribution. The policy shall also be included in the following publications: College Policy Manual; Faculty Handbook; Personnel Policy and Procedures Manual; and Student Handbook.

All complaints, informal and formal, shall be immediately forwarded to the AAO in the Office of the Vice President for Administration/General Counsel. The AAO will consult with the appropriate academic or administrative officers of the College to determine the appropriate method for investigating the complaint.

### **Investigation**

The purpose of the investigation is to ascertain whether an actual violation of this policy has occurred. Investigations shall include the following:

- An interview with the complainant to determine the facts upon which the complaint is based. This meeting should be used to find out the “who, what, when, and where” of the complaint. Any evidence of, or witnesses to, an alleged incident should be obtained during the interview.
- An interview with the accused to inform him/her that a complaint has been made against him/her. The complainant should not be identified, but if the alleged harasser knows the identity of the complainant, it should be made clear that no retaliatory action will be tolerated.
- In a formal complaint, interviews with any other persons believed to have pertinent/ factual information or knowledge of the alleged policy violation.
- The person investigating the complaint will take steps to ensure confidentiality of all parties involved.
- The accused shall have a full opportunity to respond to all allegations.
- If it is concluded that there is a reasonable basis for believing that a policy violation has occurred and a negotiated settlement cannot be reached, formal action will be taken. The AAO will inform the complainant and the accused of the results of the investigation and actions to be taken to resolve the complaint.
- Upon completion of the investigation, a written notice of disposition shall be forwarded to the accused as well as the complainant.

### **Regulations**

Complaints and cases of sexual harassment will be dealt with promptly. Any member of the institutional community found to have engaged in sexual harassment will be disciplined. Disciplinary action for violation of this policy shall include, and not be limited to, any of the following courses of action, as appropriate, based upon the severity of the violation: written warning and reprimand, with letter being placed in employee’s, student’s, or contractor’s official file, and appropriate counseling; suspension; termination of employment or contractual relationship, or expulsion.

Every effort shall be made to protect the privacy of all parties involved. Such efforts are intended to protect the complainant and any witnesses from retaliation and to assure that the rights of the accused are protected. All parties involved in sexual harassment complaints should be cautioned about discussing the case outside of the resolution process.

### **Examples of Sexual Harassment**

Examples of sexual harassment include, but are not limited to:

- Direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion, grades or letters of recommendation.
- Direct proposition of a sexual nature and/or sexually suggestive or obscene gestures.
- Subtle pressure for sexual activity, such as repeated or unwanted stares.
- Conduct intended to discomfort or humiliate, that includes comments of a sexual nature or sexually explicit statements, questions, innuendoes or jokes.
- Suggestive or inappropriate communications, notes, letters or other written materials displaying objects or pictures that is sexual in nature that would create a hostile or offensive work or learning environment.
- Physical assault, or attempted or actual kissing, fondling, pinching, or other inappropriate touching, such as brushing against the body.
- Remarks of a sexual nature about a person's clothing or body or remarks about sexual activity or speculations about previous sexual experience.

### **Student Dismissal and Appeals**

The Student Disciplinary Committee reviews charges of breaches of the rules, regulations, policies and procedures of Meharry Medical College by a student relating to all non-academic matters. Members of the Committee shall be appointed for a two-year term except for the student member, who shall be appointed on an annual basis. The Student Disciplinary Committee and its chairperson shall be appointed by the president. Any person may inform any member of the Student Disciplinary Committee of an allegation of a breach of rules, regulations, policies and/or procedures of Meharry Medical College within the jurisdiction of the Student Disciplinary Committee. The Student Disciplinary Committee shall determine whether the allegations or charge, if proved true, is governed by the procedures for review and appeal of disciplinary action governing non-academic matters.

If the Student Disciplinary Committee determines that the allegations or charge is governed by the procedures for review and appeal of disciplinary actions, the chairperson shall send a written notice to the student stating the charge(s) and notice of a hearing before the Student Disciplinary Committee. The student shall receive notice of the scheduled hearing no later than 72 hours before the hearing. The Student Disciplinary Committee may grant additional time, at its discretion, if the student's request is reasonable.

In the event of a challenge of whether a matter should be governed by the procedure for review and appeal of academic actions or procedure for review and appeal of disciplinary actions, the Senior Vice President for Health Affairs/Dean of the School of Medicine, Dean of the School of Dentistry, and Dean for the School of Graduate Studies and Research shall have sole responsibility for determining which procedures govern. Any such challenge must be submitted in writing to the Dean of the respective schools no less than 24 hours before the scheduled hearing.

The student shall have the right to be present at the hearing to present witnesses, to rebut the evidence against him/her and to have a Meharry Medical College student or faculty member accompany him/her. Legal counsel may be present but may not participate in the hearing.

The hearing will be an informal one, not governed by technical rules of evidence as employed in a court of law, but the Student Disciplinary Committee may accept any information it deems pertinent to the charges made.

The Student Disciplinary Committee shall render its decision based upon the evidence presented at the hearing. The standard for determining whether the student has breached a rule, regulation, policy or procedure, and is subject to disciplinary action, shall be whether a preponderance of the evidence supports the Committee's decision. The burden of proof shall be upon the College.

The Student Disciplinary Committee shall maintain a record of the hearing pending final determination of the charges against the student.

The Student Disciplinary Committee shall notify the student of its decision in writing by certified or registered mail at the address maintained in the Registrar's Office within fifteen days.

A student may appeal the decision on the grounds as set forth in the following paragraph by writing a letter of appeal to the president no later than 72 hours from the receipt of the decision of the Student Disciplinary Committee.

The President or his designee will determine whether there has been substantial compliance with the published administrative procedures and whether there is sufficient evidence to support the decision of the Student Disciplinary Committee, and notifies the student by certified or registered mail at the student's address as recorded in the Office of Records. The president shall also inform the dean of the student's school and the Associate Vice President for Student Services and Enrollment Management.

The President may request the student and/or the Student Disciplinary Committee to provide additional information prior to issuing a decision.

The President's decision is final. The student shall be notified of the President's decision in writing no later than 15 days from the receipt of the student's appeal.

The student shall be allowed to continue in the academic program during proceedings unless extraordinary circumstances exist such as exemplifying conduct which may endanger the welfare of others.

Breach of rules, regulations, policies and procedures governed by the disciplinary procedures shall include, but are not limited to:

- Furnishing false information to the college with the intent to deceive;
- Knowingly giving false information or testimony during the investigation or hearing of a disciplinary matter;
- Forgery, alterations, destruction, damage, or misuse of college documents; records, or identification;
- Physical abuse of any person on college-owned or controlled property; or conduct which threatens or endangers the health or safety of any person;

- Theft;
- Unauthorized use of or entry to college facilities and/or unauthorized possession of keys to college facilities;
- Failure to comply with directives of college officials acting in the performance of their duties;
- Violation of written college policies and regulations as stipulated herein or as announced by authorized personnel;
- Violation of the terms of probation;
- An attempt to commit or to be an accessory to the commission of any act in violation of other standards of conduct;
- Breach of any municipal, state or federal laws rules ordinances on college property;
- Breach of any rules of sister institutions while on rotations;
- Breach of recognized ethical and professional standards applied to student's area health professional schools.

The Student Disciplinary Committee's sanctions may include expulsion, suspension from one or more classes for a specified or an indefinite period of time, probation, reprimand and restriction of privileges. The Student Disciplinary Committee may use its discretion in requiring alternative disciplinary actions.

### **Substance Abuse**

Any student or employee found to be in violation of the following drug and alcohol policy may be subject to one or more of the disciplinary sanctions described. Meharry Medical College reserves the right to exercise discretion in the imposition of disciplinary sanctions.

The use or possession of alcoholic beverages on campus or at any college-sponsored activity may result in required participation in a drug or alcohol treatment of rehabilitation program and placed on probation, suspension, expulsion or termination.

The distribution of illicit drugs on campus or at any college-sponsored activity may result in required participation in a treatment program, suspension, expulsion, termination and/or referral of the matter for criminal prosecution.

Much has been written in the press about the prevalence and effects of substance abuse in our society. While we are not aware of widespread alcohol or drug abuse at Meharry Medical College, it would be naïve to assume that no problems exist. Each student has a responsibility to pursue his/her academic endeavors in a safe and conscientious manner. In order to ensure that this responsibility is met, students must be free from the effects of alcohol and other performance impairing substances. Meharry has instituted this policy to address the risk of substance abuse at the college and to make certain that a high quality of academic achievement and integrity is maintained.

### **Purpose**

Meharry Medical College regards substance abuse (alcohol and chemical dependencies) as an illness which may respond to medical treatment. This policy seeks to allow any student suffering from this illness the opportunity to receive the same careful consideration and referral for

treatment as those having other illnesses. Student status will not be jeopardized by a voluntary request or referral for diagnosis and treatment of alcoholism or chemical dependency.

### **Definition**

Alcohol and chemical dependencies are defined as illnesses in which a student's use of alcohol or other chemicals interferes with his/her academic and/or clinical performance, interpersonal skills and relationships.

### **Policy**

- When a student is suspected to have an alcohol or chemical dependency problem, it should be discussed with the Student Affairs office in the respective school and/or the Counseling Center. As with any apparent medical problem the student should be referred to a physician. A professional evaluation will determine whether or not the student has an abuse problem and requires treatment.
- When a student's performance is unsatisfactory and it has been medically determined that alcohol or chemical dependency is at least partly the cause, the student must accept referral and agree to a program of treatment. Continued unsatisfactory performance may result in the student being relegated to administrative leave of absence with reevaluation prior to reinstatement.
- Failure to follow through with referral for medical evaluation and/or treatment shall be cause for appropriate disciplinary sanctions including dismissal. This information will be treated as confidential.
- It shall be the responsibility of each student who observes or has knowledge of another student in condition which impairs the ability to perform academically, or who poses a hazard to the safety and welfare of others or is otherwise in violation of this policy, to promptly report that fact to the Student Affairs Office in the respective school and/or Counseling Center.
- Any student who is present on campus or at an affiliated institution in an intoxicated condition as a result of the illegal use of drugs or due to alcohol consumption shall be subject to disciplinary sanctions including possible dismissal.
- The off-campus use of alcohol or illegal drugs which results in impaired academic performance, or interpersonal relationships, may be grounds for disciplinary sanction including possible dismissal.
- The illegal use, sale or possession of narcotics, drugs or controlled substances while on college and/or hospital premises are grounds for disciplinary sanction including possible dismissal. The criminal conviction for the illegal sale of narcotics, drugs or controlled substances while off campus is also grounds for disciplinary sanction including possible dismissal.
- Where there is reasonable suspicion of a violation of this policy, and at the discretion of the institution, vehicles, lockers, pocketbooks and/or related personal items may be searched without prior notice to ensure an environment free of illegal drugs or alcohol. Any student found to have illegal drugs and/or drug paraphernalia in their

possession or control, vehicle and/or personal area will be subject to immediate disciplinary sanctions including dismissal.

The institution earnestly solicits the understanding and cooperation of all students in implementing the policies set forth herein. Questions regarding this policy and its application should be directed to the Student Affairs Office in the respective schools and/or the Counseling Center, with assurance that inquiries will be kept confidential.

*Copies of the full policy, which includes criminal sanctions and counseling services, can be found in the policies manual of the respective schools.*

## **Drug-Free Campus**

### **Code of Conduct**

Drunkness, distribution or possession of alcoholic beverages and/or the unlawful use, possession or distribution of illicit drugs on campus is prohibited.

It shall be a violation of the Code of Conduct to possess, distribute or consume alcohol beverages and/or any illegal drug on campus. Violation of these provisions of the Code of Conduct shall result in the imposition of one or more of the disciplinary actions set forth in the Substance Abuse Policy and Drug-Free Workplace Statement. Violation of these standards of conduct may result in severe criminal penalties under local, state and federal law. Federal legislation requires that these penalties be set forth in writing.

### **Smoking**

As an institution committed to providing quality in its health care services and health professions education, Meharry Medical College tries to provide an environment which is conducive to good health. Accordingly as of January 1, 1989, all campus buildings are considered “smoke free”. No smoking will be allowed inside any building on campus. Smoking will be allowed outside of the building as long as it does not create a hazardous condition.

The sale of any and all tobacco products is prohibited on the campus of Meharry Medical College.

## **Students with Disabilities**

Meharry Medical College is committed to the provisions of the Rehabilitation Act of 1973 and Americans with Disabilities Act in creating an inclusive community for students with disabilities. Students seeking accommodations for any type of disability are encouraged to contact the Office of Student Affairs in their respective schools. Services include, but are not limited to, extended time for testing, assistance with locating sign language interpreters, audio-taped textbooks, physical adaptations, note takers and reading services. Accommodations are tailored to meet the needs of each student with a documented disability. Specific concerns pertaining to services for people with disabilities or any disability issue should be directed to the Office of General Counsel.

## **Student Immunization Policy**

Meharry Medical College is committed to providing a safe environment for the education of its students in the health professions and sciences, particularly those students who work in the hospital or with patients. Students, faculty and staff in the health sciences setting are vulnerable to communicable diseases such as tuberculosis, measles, mumps, rubella, diphtheria and polio. Those students who may come in contact with blood or blood products also have the potential of being infected with hepatitis, HIV or other viruses. These diseases are susceptible to control by appropriate immunizations.

### **Required Immunizations**

Meharry Medical College requires that all students entering the schools of Medicine, and Dentistry undergo tuberculosis skin testing during registration and document prior immunity to tuberculosis, hepatitis B, measles, varicella, mumps, rubella, diphtheria, polio, and tetanus either by serological evidence, previous physician-diagnosed disease, or validated immunization. Students known to have the Hepatitis B antigen or an antibody-positive (or already immune) or for whom contraindications are established by Student Health Services may be exempted from immunization. Student Health Services will determine whether immunization documentation is adequate. Students, who cannot provide adequate documentation of prior immunization or physician-diagnosed diseases, (as indicated by serological evidence) must receive immunization to these diseases prior to the beginning of the fall semester of the said academic year.

## **HIV/AIDS**

### **Admission of Students**

The existence or diagnosis of HIV infection shall not be a factor in the decisions regarding admission to Meharry Medical College, so long as the individual's physical condition is such that he or she can participate fully in the required activities of the school to which the application is made. It is recognized, however, that this latter proviso might prevent acceptance of certain infected persons, particularly those with clinically evident AIDS.

### **Managing Students with positive antibody tests for HIV**

During the student orientation process all students shall be informed of their responsibility, if they know themselves to be antibody positive, to report this fact to a physician on the Student Health Services staff, in order to obtain medical treatment and consultation for their protection and that of others. This same responsibility is applicable to students who are diagnosed as HIV positive or develop symptomatic AIDS infection at any time during their course of study. Every effort will be made to reserve the confidentiality of the student's medical record. Information concerning a student's positive HIV antibody status shall be limited to those with a demonstrable need to have such information.

### **Curricular Implication of HIV Infection**

Any student known to have a positive HIV antibody test shall be counseled regarding the transmission of this virus and the means to minimize the risk of such transmission. The recommendation of the U.S. Public Health Service regarding prevention of HIV must be scrupulously observed by all health science professionals and students. Students known to have a symptomatic HIV infection or AIDS shall be counseled to the potential risks to themselves posed by exposure to certain infections and agents, such as mycobacterium-tuberculosis. The need, if

any, for restriction of clinical assignments will be made on a case-by-case basis. Given the implication of the diagnosis of AIDS as regards to physical vigor, mental acuity, and longevity, strong consideration may be given to granting the student who develops this disorder an indefinite leave of absence.

Because of their special curriculum needs, health professional students may be required to obtain and process blood and other body fluids of patients.

Meharry Medical College subscribes to the safety guidelines proposed by the U.S. Public Health Service for protection of personnel in its hospitals, clinics and clinical laboratory techniques.

The appropriate infection control committee or other responsible groups in college-operated health care facilities will establish guidelines and procedures to assure the protection of students and patients against the possible of the HIV virus.

Faculty responsible for educational training activities for students in hospitals, and clinics will establish guidelines to assure that students in training are required to perform possible hazardous procedures only if appropriate to their level of training and experience.

In general, all statements made here with regards to students also apply to other trainees at higher levels e.g. residents and fellows. However, because the duties of residents, unlike students, vary greatly with the particular departments for which they are associated, it is required that each department establishes its own discipline written guidelines.

In addition to specific provisions listed here, all HIV/AIDS policies established for employees and patient care facilities are generally applicable to students and trainees. The general policies can be found in the following offices: Student Services and Enrollment Management, Counseling Center, Admissions, Academic/Student Affairs, Graduate Medical Education and Human Resources.

### **Graduation Requirements**

Degrees are awarded at the annual commencement exercise in May. The degree may be dated for May or for June 30<sup>th</sup>, October 31<sup>st</sup>, or December 31<sup>st</sup> for persons who complete clinical experiences after the Commencement date.

### **School of Medicine**

A student is deemed eligible for the M.D. degree after satisfactorily completing all graduation requirements outlined in the Student Academic Policies and Procedures Manual, School of Medicine, including the successful completion of the prescribed course work and attainment of passing scores on the USMLE Steps 1, Step 2 Clinical Knowledge and Step 2 Clinical Skills.

An affirmative vote of the faculty of the School of Medicine with concurrence of the dean and confirmation by the Board of Trustees is required for candidacy for the M.D. degree. Students who do not complete graduation requirements prior to commencement will receive diplomas when requirements are met.

## **School of Dentistry**

1. Regular dental school attendance for a minimum of four years of total instruction. In instances where students transfer from other dental schools, the student must matriculate a minimum of two academic years at the School of Dentistry Meharry Medical College. (See the School of Dentistry Academic Policies and Procedures Manual regarding admission and advance standing).
2. Satisfactory completion of both Part I and Part II of the National Board Dental Examinations (NBDE).
3. Satisfactory completion of all didactic and clinical courses, all clinical experiences, practical examinations and all Clinical Competency Examinations, which constitute the prescribed curriculum.
4. Demonstration of high standards of moral and ethical conduct.
5. Payment of all financial obligations to the School of Dentistry and to Meharry Medical College.
6. Return of all loaned equipment, patient charts, borrowed items, etc.

## **Doctoral Program**

To receive the Ph.D. degree a student must (a) complete at least 40 hours of graduate coursework; research courses do not count towards this requirement; not more than nine credit hours of graduate courses taken at other institutions may be credited toward the forty hours (grades earned in courses at other institutions prior to admission to Meharry are not included in computations of the student's average); (b) pass qualify examinations prepared by his or her major emphasis division; (c) complete a dissertation which meets the approval of his or her committee on instruction, division chair, and the graduate dean; d) publish or have accepted for publication in a peer reviewed journal, a manuscript based on the dissertation research of which the student is the first author; and e) successfully defend the dissertation in a public seminar. (Note: The requirements above are the minimal stipulations by the SOGSR; the major emphasis divisions may present additional requirements.)

## **Master of Science in Public Health (MSPH) Program**

To receive the MSPH, a student must complete the required course work including an externship and either a thesis or a comprehensive examination. If the student selects the thesis option, his/her curriculum must include research courses and a thesis that meets approval of the student's thesis chairperson and committee, division director, and the Graduate Dean, which must be submitted and successfully defended prior to graduation. The completion of the curriculum consisting of 60 credit hours of approved course work, 480-hour externship and a thesis or comprehensive examination leads to the MSPH in Public Health.

## **Master's of Science Degree in Clinical Investigation (MSCI)**

To receive the MSCI, a student must a) complete 36 hours of the appropriate coursework (27 hours of core curriculum instruction and 9 elective hours); b) develop and conduct original mentored research and must participate on an on-going clinical research project; c) present the

research project at a local or national meeting; d) must prepare a manuscript suitable for submission to a peer-reviewed journal in the medical field; d) must have the endorsement of the mentoring committee, the program director and the graduate dean.

### **Consumer Information Notice**

All institutions that participate in Federal Student Aid Programs are required to notify enrolled and prospective students about the list of consumer information that must be provided and the procedures for obtaining this information. This notice is provided by the Student Financial Aid Office.

### **Environmental and Infection Control**

The Office of Environmental and Infection Control is responsible for bio-safety, chemical management and disposal, personnel training, and routine workplace monitoring. The Office of Environment Health and Safety also provides academic support to the division of Occupational and Environmental Medicine. The Environmental Safety Officer evaluates all work place records pertinent to inspection: obtain detailed information, as needed to complete TOSHA-IA and other regulatory compliance issues.

**For emergencies, please contact the Environmental Safety Officer at (615) 327-6577.**

# **STUDENT SERVICES AND ENROLLMENT MANAGEMENT**

Meharry Medical College has offices, which deal specifically with the individual student. Personnel are available to assist students with procedures, personal, or educational matters and other concerns.

## **Objective**

Student Services and Enrollment Management is concerned with the provision of non-academic needs of students. Its objectives are to:

- Provide assistance in routine procedures of student life such as admission, recruitment, records, registration, financial aid, housing, health care, counseling, maintaining mental and physical fitness, and other areas to help students adjust to the professional school environment.
- Conduct an orientation program that helps students adjust to the professional school environment as they pursue their respective careers in the health sciences.
- Promote student participation in student and institutional governance.
- Nurture a sense of well-being among students by providing activities which promote good health habits and positive attitudes.

## **Administration**

Student Services and Enrollment Management at Meharry is a centralized, college wide administrative unit primarily concerned with student services. The division of Student Academic Affairs maintains staff that deals with the unique academic support services endemic to the student body.

## **Office of Admission**

For prospective students, the first point of contact is the Office of Admissions and Recruitment. This office provides information about the college and the admission process. The office also serves as staff and consultants to the committees on admission for the Schools of Dentistry, Medicine and Graduate Studies and Research.

The Committee on Admissions of the respective school selects students for admissions to Meharry Medical College. Each applicant must meet the specific requirements of the school or division to which admission is sought. The committee of each school has the responsibility of selecting students for their profession. The Office of Admissions assists these committees in the collection, analysis, and distribution of materials.

## **Student Identification Cards**

All students are required to wear a photo ID badge (card) while on-campus. ID cards are issued during Student Orientation; cards are color-coded to represent the school the student is attending. ID cards are issued through the Office of Admissions.

If lost during the school year, cards can be replaced; however, a fee is charged. Students must first receive a signed ID replacement form from the Office of Admissions, pay the fee in the Treasurer's Office, and pick up a reprinted card. If a new photo needs to be taken, returning students must schedule an appointment.

### **Foreign Student Services**

The Office of Admissions and Recruitment coordinates and supports the processing of foreign or international student Visa (F-1) for admission to Meharry Medical College. The office serves as a central resource and point of first contact for all new international students seeking approval for employment -- Curricular Practical Training (CPT) and Optional Practical Training (OPT). For additional information, contact the Office of Admissions at (615) 327-6223.

### **Intra-School Transfer**

A student who is enrolled in an academic program at Meharry Medical College whose professional career goal is altered is eligible to be considered for admission to another program at Meharry Medical College only after official withdrawal from the school in which he/she is enrolled.

Such applications shall follow the regular admission process without prior guarantees of acceptance to the school of choice or enrollment in the school from which the student withdrew.

### **Records and Registration**

The Registrar's Office is the office responsible for student registration and the official keeper of records. A student cannot register until he/she has received official notification of admission to the College. Each student is required to complete a trial schedule with the Student Academic Office in his/her respective school. The trial schedule is forwarded to the Registrar's Office and entered into the Banner system as the student's official registration record. Once the trial schedule is entered, fees are assessed and the academic registration process is complete. Payment of tuition and fees is handled by the Office of the Treasurer.

This Office also handles Cross Registration. Meharry Medical College participates with Fisk University, Tennessee State University and Vanderbilt University-Peabody College in cooperative programs among the four participating institutions. Students who desire to cross-register (take courses at a participating school) must determine if the courses are available and obtain the permission of the respective dean and advisor to enroll in such course(s). He/she must then bring a signed statement of permission (schedule) to the Registrar's Office to complete the registration process.

### **Address Change**

A student, who after registration has a change of mailing address or legal name, should report the change in writing to the Registrar's Office as soon as possible. Any communication from the College bearing the name and address on file is considered to be properly delivered.

### **Name Change**

Name change requests must be in writing and include your student ID or social security number, your name PRIOR to the change as well as your new name, date of birth, marital status

(unmarried, married, widowed, separated), your signature, and a copy of one of the following court-generated documents:

- birth certificate
- marriage certificate
- court order / divorce decree
- passport or visa (Required for international students. Must be original, not a copy.)

The College reserves the right to request more than one form of documentation for verification purposes.

### **Enrollment/Attendance**

No student is allowed to attend a class for which he or she is not officially registered by the Registrar's Office. No credit is given for coursework taken before official registration. Unexcused absences in excess of 20 percent of the scheduled classes may result in a failure in the course. A dean's excuse may be granted for personal illness, death of a close relative, financial exigencies, etc. If a dean's excuse is granted, the student will not be penalized for work missed during his or her absence from class, although departments may require make-up for the work missed. Requests for dean's excuses are made in the individual schools, and appropriate documentation is required at that time.

### **Student Health Insurance**

Meharry Medical College sponsors a group student health insurance plan. All students must have health insurance. Waiver of participation may be granted if the student presents proof of coverage, which is equal to or better than the Meharry Insurance Plan. The group health insurance plan is designed to defray a major portion of the cost of hospitalization and covers the student when on or off campus.

The plan covers students for one academic year at Meharry Medical College. Insurance coverage must be renewed each year. The fee for the group insurance is collected during registration each year, and the student may contract for additional coverage for spouse and children. For information, contact the Registrar's Office at (615) 327-6223.

### **Student Financial Aid**

The Office of Student Financial Aid is committed to providing financial services to all students in support of their professional school education. From the beginning of their matriculation into the College and beyond graduation, we assist students in attaining their goal of becoming health care professionals. We advise prospective students, enrolled students and alumni on all aspects of student aid, the application process, funding available for professional school, consumer credit and debt management matters, and political issues that affect students and their financial future.

### **Rights and Responsibilities of Financial Aid Students at Meharry Medical College**

Your Meharry Medical College Estimated Award Notification is based on information you submitted, our estimates of available funds, and on the anticipated number of applicants applying for financial assistance.

## **Financial Aid Student's Rights**

**As a student receiving financial aid at Meharry Medical College, you have the following rights:**

Accept, reject, or seek adjustment to your financial aid award without prejudice. You may decline all or any part of your financial aid award. This must be done in writing. However, aid being rejected may not result in the Office of Student Financial Aid (OSFA) being able to offer you substitute aid.

- Know the cost of attendance for your degree program.
- Be informed of financial aid programs, which are available to you. Be notified in writing of any changes made by the OSFA to your financial aid eligibility and/or your awards. Be informed of financial aid deadlines for submitting the necessary applications and supporting documents.
- Be informed of the financial aid awarding procedure. Know on what basis your financial need was determined – elements considered in estimating your educational expenses and resources.
- Know what part of your financial aid must be repaid and what part is grant or scholarship aid.
- Know the interest rate, amount and repayment starting date for any loans offered to you. Know the possibilities for deferment and forbearance of all of your student loans and any special consolidation or refinancing options.
- Know your educational loan indebtedness.
- Know all the consequences of loan default.
- Know the terms of Federal Work Study (FWS) Program if it is offered to you.
- Be informed of the Meharry Medical College's refund policy.
- Know your School's definition and determination of Satisfactory Academic Progress. Request a re-evaluation of any decision (except from the Satisfactory Academic Progress Appeals Committee) concerning your financial aid award.
  - In protection of your rights under the Family Education Rights and Privacy Act (FERPA), the staff at the OSFA cannot release specific information about your financial aid award to anyone over the telephone.
  - Students have the right to contact the Student Financial Aid Ombudsman to resolve issues related to student loans.
- Expect that all information reported by you and/or your family will remain confidential and cannot be released without your written consent according to the FERPA Privacy Act.
- Meet with a Financial Aid staff person and review your financial aid record. Request a Financial Aid staff person to review any decision you feel warrants consideration due to an emergency or circumstance beyond your control. Request review of your financial aid application due to special or unusual circumstances that would change the "Expected Family Contribution" and/or the "Cost of Attendance." All such requests should be submitted in writing to the OSFA.
- Know the average starting salaries of graduates in your anticipated career fields.
- Be advised of the requirements in cases of withdrawal, such as refunds or repayments of financial aid.
- Report to the OSFA in writing, any additional resources such as Veterans Education Benefits, scholarships, tuition waivers and funding from outside agencies, etc.
- Be admitted by the Office of Admissions and Recruitment (OAR) to a course of study leading to a degree program at Meharry Medical College.

- Immediately inform the OAR if you do not plan to attend Meharry Medical College.
- Confirm the awarded loan amounts on the Financial Aid Award Notification and return one copy to the OSFA.
- Apply for financial aid early if a student wishes to be considered for financial assistance.
- Submit all required forms accurately and completely.
- Provide documentation, verification of income, corrections and/or any information to complete your financial aid file.
- Accept responsibility for all forms and agreements the student signs.
- Use financial aid only for the student's actual educational expense.
  - Apply each year for financial aid programs.
  - Meet satisfactory academic progress in order to ensure continued eligibility in financial aid programs.
  - Dropping classes or withdrawing early from the college during the semester/term may affect a student's financial aid award. Check with the OSFA before making any change to your status as a full-time student. Part of the financial aid award may have to be adjusted as a result of any change.
  - FWS students are paid every two weeks by paper check or direct deposit for hours worked and reported on the work-study time sheet. All time sheets must be signed by the student and the work-study supervisor and submitted to the OSFA every pay period.
  - FWS jobs are located throughout the campus. Students are expected to report to work on time. They should notify their work-study supervisor if they must be late or absent. Students will be paid only for hours actually worked. Students who find their work-study assignment incompatible should discuss this matter with the FWS Coordinator.
- Signing a (loan) promissory note means that you're agreeing to repay the loan even if you don't complete your education or you can't get a job after you complete the program.
- Make payments, in the full amount, on your student loans even if you don't receive a bill or repayment notice.
- Apply for a student loan deferment every semester that you're enrolled at Meharry Medical College. Notify your lender if you graduate, withdraw from school, or transfer to another school.
- Receive entrance counseling before you're given your first loan disbursement, and you must receive exit counseling before you leave school.
- Defaulting on your student loan means that the lender may take action to recover the money, including notifying national credit bureaus of your default. This affects your credit rating for a long time. For example, you may find it very difficult to borrow money from a bank to buy a car or a house.
- In addition, if you default, the U.S. Department of Education might ask the Internal Revenue Service to withhold your U.S. individual income tax refund and apply it to the amount you owe or the agency holding your loan may ask your employer to deduct payments from your paycheck. Also, you are liable for expenses incurred in collecting the loan. If you decide to return to school, you're not entitled to receive any more federal student aid. Legal action might also be taken against you.
- Acquire all necessary forms needed to receive financial aid. Acquire necessary information about applying for aid, Meharry Medical College's financial aid policies, and important dates by reviewing Meharry's OSFA publications to acquire necessary forms. Submit all forms to meet advertised deadlines.
- Read thoroughly materials sent to you from the OSFA. Keep copies of all pertinent documentation for financial aid consideration.

- Comply with the rules governing the aid, which you receive.
- Apply annually for each year you wish to receive financial aid.
- Notify the OSFA of changes in information you supplied on application materials.
- Notify the OAR of any name and/or address changes
- Repay all loans according to the terms of the respective truth-in-lending and promissory notes signed by you.
- Contact the OAR as well as OSFA for changes in enrollment status, withdrawing from school, dropping below half time, graduating or transferring to another school.
- Return all missing and incomplete documentation to the OSFA upon receiving a letter requesting the information.
- Complete entrance and exit interview and repay all loans according to the terms of your promissory note and truth-in-lending statement forms. (A hold will be placed on your records if you fail to comply).
- Provide complete and accurate information when completing applications and read thoroughly materials sent to you from the OSFA.

### **Banner Student Self Service**

Student Self-Service enables all students to view grades, unofficial transcripts, holds, and account summary information. It also allows students to access Financial Aid information such as aid by award year, eligibility, and the 1098T. It is our hope that providing you with this system will enable you to access your academic and financial information with greater ease.

#### **Accessing Banner Student Self-Service**

- To access Banner Student Self-Service you will need to first open your web browser on a computer that is connected to the Meharry network.
- Next, you should type the word **Banner** in the address field and hit enter.
- Once the Banner screen appears click on the **Self-Service** link located on the left side under Production login.
- After the Self-Service page loads, click on the **Enter Secure Area** link to log in.
- Your Student Self-Service user-id will be your Meharry ID which is printed on your ID badge. Your initial PIN is your birth date (MMDDYY). The first time you sign on to Self-Service you will be prompted to change your PIN to something only you will know. You will also be prompted to enter a Security Question/Answer. This can be used to reset your PIN to your birth date if you forget your PIN and click on FORGOT PIN.
- If you have problems accessing your Student Self-Service account, please contact the Help Desk (Ext. 4357) for assistance with logging on to the system.
- Once you are logged on to the Student Self-Service system, you will be able to click the **Student & Financial Aid** link to view your academic information.

## **Student Records**

In the Records portion of Student Self-Service you will have the capability of viewing holds, grades, unofficial transcripts, your account summary, the Academic Catalog, and the Student Handbook. You will also have the capability of requesting official transcripts and tracking the status of your requests (made after 2/12/07) and access to the Change of Address form.

Please note: Questions regarding transcript matters and address changes can be submitted to [RecordsDepartment@mmc.edu](mailto:RecordsDepartment@mmc.edu). Inquiries regarding grades should be directed to your respective schools. Questions regarding your account summary should be directed to Treasury Services – (615) 327-6220.

## **Financial Aid**

The Financial Aid portion of Student Self-Service will allow you to view your overall status of Financial Aid by award year, eligibility, award information, and 1098T information.

Please note: Questions regarding your Financial Aid information can be directed to [finaid@mmc.edu](mailto:finaid@mmc.edu).

## **Student Services**

The Office of Student Services is committed to developing and maintaining a diverse and supportive environment that fosters the personal and academic growth of students. The pursuit of this mission has necessitated involvement in an array of student activities.

- Orientation
- Housing
- Health Matters
- Recreation
- Organization
- Community Involvement

## **Activities & Recreation**

The academic year at Meharry usually begins with a get acquainted picnic on campus and often ends with a cookout and block party in the outdoor amphitheater. During the orientation process, students are invited to participate in an ice cream social that is often the forum for acquiring information about the campus Greek organizations. Orientation culminates with the Rite of Passage Ceremony. This ceremony formally inducts students into the Meharry family.

The Family and Friends Weekend is a time for students and their loved ones to gather on campus for three days of fun and fellowship, each year. This week includes the Pre-Alumni Ball, which is the annual formal social event for students and the Miss Meharry Coronation.

Student organizations sponsor many other social activities each year that are anticipated and appreciated by the students, and both informal and formal class celebrations are common after examinations or other academic benchmarks.

Recreation is that change of pace that helps keep the stress of professional school manageable, and so intramural sports are an important part of the social agenda at Meharry. Co-ed softball, co-ed volleyball, basketball and other recreational activities such as handball, racquetball, pool, ping-pong and more help keep life interesting and fun.

Recreation facilities will soon be located in the Lloyd Elam Mental Health Center (June 30, 2007). Currently, we also use other community facilities to support our recreational programs, such as basketball, volleyball and aerobics. There are student lounges in the SOD Building and the West Basic Sciences Building equipped with TV, telephone, microwave oven and tables with chairs for student use.

### **Counseling Services**

Meharry Medical College provides counseling services from professional providers at a conveniently located campus Counseling Center. The center is committed to a highly effective counseling support system that compliments the educational and human enrichment endeavors of the institution. Counseling services include individual, family and group therapies as well as academic counseling and career development advisement.

Workshops related to stress reduction, time management and a variety of clinical presentations are regular features of the center. Moreover, psychologists and counselors at the center assist in making provisions for special academic and test accommodations for students with disability needs. This includes psychological testing, neuropsychological evaluation and psycho-educational assessment.

The services of the Counseling Center are broad-based and encompass services to students' partners and dependents, as well as to faculty and staff. Appointments may be made by visiting the Counseling Center at the Daniel T. Rolfe Student Center or by calling (615) 327-6915 or 327-6156. All counseling services are confidential as mandated by professional ethics codes and by law.

### **Religious Services**

The Office of the College Chaplain provides effective and comprehensive pastoral care and Religious counseling to students, faculty, staff and administration of the College, with a special emphasis on service to students. The College Chaplain serves as the spiritual leader of the institution.

The Religious Services Program includes pastoral and spiritual services to students, which consist of the following:

- Spiritual counseling, as it relates to the student's search for spiritual meaning and relationship to God, and relationship to fellow persons, as viewed in the Christian context. The depth and scope of this counseling is determined by the student's quest, level of anxiety, frustration and/or feelings of guilt, relating to spiritual growth or lack of growth.
- Pre-marital counseling in preparation for marriage, its expectations and responsibilities
- Marital counseling, in an attempt to help students and their families recognize the tension and problem areas, which are causing difficulties and conflicts in the marital relationship, and to work at resolving the problems and conflicts.
- Counseling in ethics, as it relates to human values, human dignity and divine creation.
- Counseling in death and dying, as it relates to loss and grief.

## **General Orientation**

New Student Orientation is coordinated by the Office of Student Services and Enrollment Management and is a mandatory one-day program required of all incoming freshman students. During New Student Orientation students receive pertinent information that will help them to succeed at Meharry Medical College. This general orientation is the mechanism used to introduce new students to the College. Also, new students are registered during this orientation session.

\* All three schools have their respective orientation program beginning the day after general orientation concludes.

## **Orientation Day Schedule**

The Orientation Program begins at 8:00 a.m. and ends at 5:00 p.m. and includes the following:

- Meeting with administrators and staff
- Attending workshops and presentations from key campus offices
- Registering for classes
- Getting your Meharry Medical College Banner ID Card — your all-in-one picture ID and library card
- Taking a campus tour
- Meeting other incoming students
- Learning how to navigate Blackboard with the Associate Dean of Academic Computing

## **Orientation Fee**

This non-refundable fee includes costs associated with the preparation and implementation of orientation. All freshman students are assessed an Orientation Fee.

## **OTHER STUDENT SERVICES**

### **The A. Cherrie Epps, Ph.D. Center for Educational Development and Support**

The A. Cherrie Epps, Ph.D. Center for Educational Development and Support located in the Daniel T. Rolfe Student Center is a comprehensive academic support unit established to create an environment that stimulates and nurtures excellence in teaching and learning, fosters teaching effectiveness and provides students with instructional assistance/resources, including board review.

### **Mentoring Program**

Transitioning into a professional school is critical. Meharry Medical College's strength resides in its caring nature. The mentoring program is designed to provide the essential foundations for our students as future clinicians and scientists. Students will be provided assistance with time management, fiscal management, professional development and career development. Our major goal is to demonstrate the importance of ties between basic scientists and clinical scientists. Such ties can expedite translational studies involving bench and bedside investigators. The program emphasizes to students the importance of scholarship (independent thinking and learning) and communication. It is the intent of the program to ensure that no student "falls between the cracks."

### **Office of General Counsel**

The Office of General Counsel exists to further the needs and best interests of Meharry Medical College. To this end, the Office provides legal advice and counsel to the Board of Trustees and to all departments of the College. Typically, the Office addresses issues involving health care law, contracts, fiduciary duty, regulatory compliance, intellectual property, immigration, business law, risk management, faculty tenure, and labor and employment. In addition, the Office oversees and manages all litigation on behalf of the College and provides education to members of its community in order to improve the quality of services provided by the College and to limit the risk of loss to its assets. These responsibilities are fulfilled by the Office or by outside counsel retained by and held accountable to the Office.

While the Office of General Counsel cannot give legal advice or assume representation that creates a real or apparent conflict with its duties to the College, the Office strongly encourages all students to observe the following practices:

- Use the utmost care in executing legal documents and conducting any other activities that could create legal liability for yourself or others.
- Understand, adhere to, and utilize the policies and procedures enacted by the College for your protection, such as its Code of Conduct, its anti-discrimination policy, and its sexual harassment policy. Any suspected violation of these policies should be brought to the immediate attention of the Office of General Counsel by use of the Compliance Hotline at 1-800-695-1534.
- Understand, adhere to, and utilize the policies and procedures enacted by the federal and state governments for your protection, such as the Family Educational Rights and Privacy

Act (FERPA) and the regulations pertaining to financial aid. Any suspected violation of these statutes should be brought to the immediate attention of the Office of General Counsel by use of the Compliance Hotline at 1-800-695-1534.

- Report any other matter which you believe may warrant the attention of the Office of General Counsel by use of the Compliance Hotline at 1-800-695-1534.

### **Information Technology**

The Office of Information Technology provides students with support of desktop computers, laptops, wireless connectivity to the Meharry Medical College network, email, and network accounts. Students may visit the Computer Center or call the Help Desk (on campus dial 4357; off campus dial 327-6231) for assistance during the hours of 8:30 a.m. until 5 p.m., Monday-Friday. In addition to providing technical support, the Office of Information Technology will assist students with obtaining competitive price quotes for the purchase of laptops, software, and other computer peripherals.

### **Academic, Research, and Clinical (ARC) Computing**

Academic Computing encompasses the use of technology in the education, research, and clinical departments of the College. In order to support the adoption of technology in these departments, services are provided for faculty, staff and students of the College in technology assessment, evaluation, acquisition, administration, maintenance, instruction, training/testing, development, customization, and support.

The services are administered from The Blackboard Technology Center (BTC); it opened in early 2004 to primarily provide technical resources to Curriculum Designers and Developers and Blackboard Users (faculty, staff, and students). It is located in room 2003, 2<sup>nd</sup> floor of the West Basic Sciences building at 327-6265.

#### **Technology Assessment and Evaluation**

- Conducts yearly survey of faculty and students on technology use and needs
- Assesses problems and deficiencies in use of technology and proposes plans for additional training and technology upgrades
- Results of yearly surveys are published

#### **Training/Testing**

- Provides scheduled classes for faculty, staff, and students in the following areas
  - E-mail and Logging on to the Meharry network
  - Microsoft Office Suite of Tools (Outlook, Word, Excel, PowerPoint, and Access)
  - Biomedical Informatics
  - Blackboard Learning System
  - Use of Instructional Technology (i.e. Smartboard, document cameras, CPS Interactive Response System)
- Tests all incoming students in Basic Computer Skills and knowledge of Microsoft Word and/or PowerPoint
  - All students must pass the Basic Computer Skills Test with 70% or better

- All Medical Students must pass the Word and PowerPoint Test with a grade of 70% or better
- Students not achieving a grade of 70% or better are trained until this objective is met

Development, Customization, and Support:

- Audio Visual – support for using audiovisual aids for instruction and presentation
  - Set-up
  - Photography
  - Training on use of equipment
- Customization Services – offers customized creation of material in these areas
  - PowerPoint
  - Digital Photography
  - Digital Video
  - Digital Scanning
  - Color & B/W poster-size prints
  - Conversion of slides to digital format
  - Conversion of VHS tape to digital format
  - Transfer of media (Zip, Floppy, etc.) to CD
- Web Development – supports the design and development of web sites
- Videoconferencing – supports the design, development, scheduling, and maintenance of videoconferencing facilities: M001, Surgery, Utmost Bound, M208
- Help Desk – on-site support for day-to-day problems such as minor computer and laptop repairs, software installations, support for problems encountered when using software applications, and more.

**Student Financial Services**

Meharry Medical College recognizes the importance of funding a professional school education. The primary responsibility of the Student Financial Services team is to manage all federal and campus-based student loan programs, and to receipt and disburse student aid in an accurate, efficient, and timely manner while complying with regulatory requirements. We are committed to serving each student by assisting to meet his or her financial needs in any way possible.

The Office of Student Financial Services consists of two units that provide a broad range of financial and related administrative support service to students. These units are: Student Accounts Receivable and Student Campus-Based Loans. Student Financial Aid is a department within Student Services and Enrollment Management.

**Student Accounts Receivable**

The Office of Student Accounts acts as a clearinghouse for various charges and credits that are placed directly on the student's account by departments and offices of the College. We manage the billing and collection of student accounts, provide customer service and account analysis to students.

## **Billing Schedule**

Bills are mailed on the 15th of each month and are due in full by the first business day of the following month. Charges applied to the student account during the semester will be due upon receipt of the monthly Student Account Statement.

## **Payment Information**

Payments can be made with personal check, cashier's check, money order, wire, or a credit card. Checks should be made payable to Meharry Medical College in U.S. Dollars; any difference in exchange rates and bank collection charges will be charged to the student account.

## **Refund or Credit Balance**

Any student who has a refundable credit balance will receive a refund within five working days of the credit balance. The first date for refunds for each semester is in compliance with federal mandates.

After the first refund date in each semester, refunds will be processed twice weekly. If an account has a refundable credit balance by noon on Monday, a refund will be processed and available no later than the following Friday. If an account has a refundable credit balance by noon on Wednesday, a refund will be processed and available no later than the following Wednesday via direct deposit or paper check. Refund checks that are not picked up at the Cashier's window within 30 days will be voided and re-issued only at the student's request.

It is the responsibility of each student to keep the College's Registrar informed when an address or telephone number change. Student Financial Services cannot be responsible for delays caused by inaccurate addresses and telephone numbers.

## **Delinquent Student Accounts – Financial Holds**

Outstanding balances will prevent a student from registering for any subsequent semester and may jeopardize continued enrollment with the College. The College also reserves the right to refuse to furnish grades, transcripts, certificates, diplomas, letters of honorable dismissal or recommendation for students who fail to pay their student account balances.

### ***Mailing Address/Location to Remit Payment:***

**Meharry Medical College  
Office of the Treasurer  
LRC Bldg., 5th Floor, Room 505  
1005 Dr. D. B. Todd, Jr. Blvd.  
Nashville, TN 37208**

Please be sure to include your name and account number on your check when you remit student payments to assure proper credit.

The cashier's window is located on the 5th floor of the Kresge Learning Resource Center. The window is open Monday through Friday during the hours of 9 a.m. 12 p.m. and 2 p.m. to 4 p.m. The disbursement window (student checks and refunds) is open from 9 a.m. 12 p.m. and 2 p.m. to 4 p.m.

## **Student Refund Policy**

A student is entitled to a refund of tuition and fees by Meharry Medical College if he/she withdraws or changes his/her enrollment status prior to sixty percent of the semester.

Meharry Medical College students must observe the College's Policy for Tuition and Fee Refunds. Students are required to complete the College's Withdrawal Form prior to the first day of class to qualify for a 100 percent refund. Meharry Medical College students who intend to withdraw from all coursework are required to submit a Meharry Medical College Withdrawal Form to the Office of the Registrar, Room 504, Kresge Learning Resources Center (LRC).

Procedures for students who withdraw from coursework at Meharry Medical College are:

- 1) Meharry students receiving federal student aid to pay for tuition and fees may be required to return any or all of the aid disbursed to them. The Office of Student Financial Aid, Room 606, Kresge Learning Resources Center (LRC) will estimate how much federal aid a student will earn if he or she withdraws, and how much he or she may have to return based on federal regulations.
- 2) Meharry students who pay cash for tuition and fees may be entitled to a refund based on the time of their official withdrawal from coursework. Meharry Medical College will refund 100 percent of a student's tuition and fees prior to the first scheduled day of the semester. Tuition and fees will be prorated based on the time of the student's official request to withdraw from coursework after the first day of class.

## **Eligibility for Disbursement of Refunds**

Before refunding any tuition and fees, the Office of the Treasurer shall examine all student financial obligations to the College, i.e., tuition, fees, rent, bookstore, library, etc., as well as matured and/or past due emergency loans.

Promised student financial aid cannot be considered in determining eligibility for refunds; therefore, requests for refunds can be approved only for the amount of cash receipts and/or other credits in excess of charges as shown in the student's account.

Disbursement forms are prepared by the Office of the Treasurer upon official notification from the Office of Records that a student has withdrawn from the college 10 working days after an application for refund has been made. The checks should be in the Treasurer's Office for distribution. Lending agencies will be notified immediately of any change in student status.

## **Student Campus-Based Loans**

The Meharry Medical College Student Loan Office is responsible for managing all federal campus-based loan programs. We are responsible for the management and collection of federal Perkins (NDSL), Health Professions Student Loans (HPSL), Loans for Disadvantaged Students (LDS), and Primary Care Loans (PCL).

The student account will not be credited with loan funds until the student has completed an entrance interview. Before leaving the College, a student is required to participate in an exit interview for these loan programs. Students who participate in any federal loan program are required to complete an exit interview.

The Student Financial Aid Office determines student eligibility for financial aid and awards all federal and campus-based student loans. Award notices are sent to the student and entrance

interview packets are obtained in the Student Financial Aid Office. Students are instructed to complete the packet and submit them to the Student Loan Office. Once the student completes all required documentation, and signs the promissory note, the campus-based loan funds are credited directly to the student's account. If a credit balance is created, a refund is processed. See the Student Account Office for processing of refunds.

The Loan Office is also responsible for the collection of all campus-based loans. Once the borrower enters repayment, information and applications for deferment, forbearance, and cancellation can be obtained from our office. Loan Coordinators are available to provide repayment assistance including information about consolidation, and loan rehabilitation.

For more information contact:

**Office of the Treasurer  
Division of Finance  
Meharry Medical College  
Suite 505, Kresge Learning Resources Center  
1005 Dr. D. B. Todd, Jr. Blvd.  
Nashville, TN 37208  
(615) 327-6220**

### **Student Health Services**

The Student Health Services Center is located adjacent to the Pediatric Clinic on the second floor of the Meharry Clinics. All students enrolled at Meharry Medical College are eligible to use the Student Health Center for their health care needs. Students are seen on a walk-in or appointment basis. The Student Health Center is open Monday-Friday from 8 a.m.-5 p.m.

The Student Health Services Center is staffed full time by a certified nurse practitioner who is supported by board-certified primary care physicians. Clinicians certified in various specialties such as general surgery, orthopedics, ophthalmology, internal medicine, pediatrics and obstetrics/gynecology also are available to assist students with their health care needs. In addition, the Student Health Services Center can provide access to mental health services staffed by board-certified psychiatrists.

A certified nurse practitioner is available for telephone consultation on illnesses, injuries, lab results or other health concerns and questions. The phone information nurse is available Monday-Friday from 8 a.m.-5 p.m. at (615) 327-5757.

Students needing care when the Student Health Center is closed should go to the Emergency Room at Nashville General Hospital at Meharry.

### **Library Services**

#### **The Digital Library**

The Meharry Medical College Library (MMCL) is increasingly focusing its collection on electronic resources to maximize the utility and accessibility of information across the campus and from home. The library subscribes to over 1,100 electronic journals, 450 books, 240 databases, and provides links to 650 web resources available via an integrated Digital Library. The Digital Library provides fast access and multiple routes to electronic resources including

tools to support evidence-based practice including synthesized topic reviews via Up-To-Date, a suite of evidence-based medicine Cochrane databases, the differential diagnosis tool DXPlain, eMedicine, a peer-reviewed clinical content repository, InfoRetriever/InfoPOEMs and the wealth of clinical textbooks and journals available in MDConsult. The MMCL also provides access to over 70 full-text journals through the Ovid system as well as over 300 clinical and research-focused full-text journals through the ScienceDirect database. StatRef provides users with clinical textbooks including Harrison's Principles of Internal Medicine, Griffith's 5 Minute Clinical Consult, and Current Medical Diagnosis & Treatment. Derm101, a clinical diagnostic tool, provides an online atlas for management of dermatopathology issues plus board review preparation materials. Users can also access health-focused databases such as Health Reference Center and Health and Wellness Resources Center.

### **Library Services**

The library offers a wide variety of services including access to an extensive digital library of electronic books, journals and data bases; circulation of library materials and computer laptops; assistance with informational needs; computerized literature searches; access to a networked computer laboratory; photocopy services; document delivery services; information management instruction; training in the use of biomedical databases; and a well organized college archives collection. For a full listing of library services, see <http://library.mmc.edu>.

**Circulation:** Books circulate for 28 days and audiovisuals circulate for five days. Journals do not circulate. Laptop computers are available for checkout within the building for a two-hour-loan period. The building is equipped with wireless network connections. To check out materials, users must register at the library with their Meharry Banner identification card. Fines are assessed for any materials not returned by the due date.

**Reference:** Reference librarians provide a full range of services including answering reference questions, assistance with online searches, and providing training sessions on the use of print and electronic resources (<http://library.mmc.edu/classes.html>). Librarian expert assistance is also available asynchronously through the "Ask A Librarian" (<http://library.mmc.edu/ask/>) and the "Library Information Desk" (<http://library.mmc.edu/libdesk/>) online forms.

**Document Delivery:** Library users may obtain desired materials not held by the library through this service. Electronic Document Delivery request forms are available through the Digital Library at <http://diglib.mmc.edu/dds.html>. Occasionally, charges may be incurred when using this service.

**Computer Learning Laboratory (MLL):** The computer lab is located on the first floor of the library. Its workstations operate in a Microsoft platform and provide access to the Meharry intranet and to the internet. Applications include standard office software; statistical packages (SPSS and SAS); multimedia and citation management applications (Reference Manager, Endnote).

**Photocopy Service:** The library has a self-service photocopy machine. The cost is 10 cents per page.

**Archives:** The archives section of the library collects and preserves information about the history of the College and minority health care. This collection is on the third floor of the library and it is open 8 am to 5 pm Monday through Friday.

Meharry students have access to the Eskind Biomedical Library (EBL) at the Vanderbilt University Medical Center through the auspices of the Meharry-Vanderbilt Alliance. This is collaboration between the two schools to enhance education, patient care, and research.

### **Library Practices and Fees**

Incoming students are required to make a one-time \$20.00 deposit to cover losses, mutilation and non-receipt of borrowed materials during their course of study at Meharry. Additionally, all students are assessed a yearly library fee which helps to maintain the library. Books may be checked out for 28 days; audiovisuals for five days; and reserve materials for 24 hours. Journals and laptops are available for in-library use only. Overdue charges are assessed.

Library users are expected to maintain a courteous study environment. To avoid unnecessary distractions we ask users to answer cell phone calls from the lobby **outside** of the library. Students are allowed to bring bottled water into the library. However, snacks are **restricted** to the “Study While You Eat Area” located on the 2<sup>nd</sup> floor of the library.

### **Public Safety & Security**

The Department of Public Safety and Security (DPSS) is located in the rear of the Dental building, adjacent to Shipping and Receiving. The Office is committed to providing an efficient, aesthetically pleasing, safe and user-friendly environment that promotes teaching, learning, and service delivery.

The DPSS is open 24 hours a day, seven days a week, to respond to emergencies and/or reports of criminal activities and to provide security to the campus. The telephone number, 327-6666 is used to report any emergency. The staff addresses the patrolling, crime prevention, escort services, traffic/parking, investigative and administrative needs of the college community.

The DPSS reports directly to the Vice President for Administration. The Department operates three shifts. Members of the staff have prior police/security experience and/or military backgrounds. In addition, the officers annually attend in-service training to gain additional skills. Prior to employment, officers are required to complete testing for state certification as security officers.

Security officers have the authority to detain individuals until Metro Nashville Police officers arrive on the premises. The campus community is encouraged to report all campus crimes to the DPSS immediately. Security officers conduct preliminary investigations of all reported situations and refer it to the appropriate law enforcement agency when necessary or mandated. An excellent working relationship exists between DPSS and the local, state, and federal law enforcement agencies. The DPSS meets monthly with the security offices of other universities in the Middle Tennessee area. All violations of state and federal criminal law that come to the attention of the DPSS are reported immediately to the appropriate law enforcement agency for investigation and disposition.

### **Emergencies**

The Meharry Medical College Department of Public Safety and Security is a professional organization dedicated to the protection and security of Meharry Medical College and its diverse community, committed to providing a safe, secure and accessible campus for students, faculty, staff, patients and visitors. Public Safety and Security Officers are on duty 24 hours a day, seven

days a week and should be contacted immediately if suspicious or potentially dangerous situations occur.

To contact a security officer, please call:

**EMERGENCY:** On campus, dial 6666  
Non-emergency: (615) 327-6290  
General Inquiries: (615) 327-6254

Metropolitan-Nashville Police Department  
Non-Emergency: (615) 862-8600  
911 for all Emergencies

### **Annual Security Report (“Clery” Report)**

The Director of Public Safety in cooperation with the Legal Affairs Office prepares the Meharry Medical College’s annual report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be located on the MMC Web site at <http://www.mmc.edu>. Additionally, a copy is available for reviewing at all Security Posts on campus (the lobby of West Basic Science Building; lobby and rear exit of the Stanley S. Kresge Learning Center). The report is prepared in cooperation with the local law enforcement agencies surrounding our campus, Residential Managers, College Legal Counsel, Deans of each school and the Disciplinary Committee. Annually, the Vice President for Administration sends a letter to all non-security/police "Campus Security Authorities" informing them of their responsibility to report crimes to the DPSS and/or the local police and asking for information on any crimes not reported. Each entity provides updated information on their educational efforts and programs to comply with the Act.

### **Parking Services**

- Any motor vehicle operated on campus by faculty, staff or students must be registered and bear a registration decal obtained from the Security Office. Visitors must also obtain a visitors permit from the Security Office or office visited.
- Student vehicle registration must be completed no later than the last day of the official academic registration period.
- Expiration date on decals for all students and tenants living in campus housing is August 31 of each year. There is no expiration date on the faculty and staff decals; however, the Security Office reserves the right to cancel if deemed necessary.
- Display decal on driver’s side, lower left front windshield.
- Remove expired decal each year.
- Present the following at registration time:
  - Proof of liability insurance
  - Proof of ownership (on all cars to be registered)
  - Driver’s license
  - College I.D. Card or stamped academic registration card

- No student will be allowed to register another person's vehicle.
- Report ownership changes; mutilated or defaced decals are to be turned into the Department of Public Safety and Security.
- Registration fees will be announced at the beginning of each academic year.
- There will be a charge of \$2.00 for any replacement/second decal.
- All local and state rules and regulations, directional signs and signals governing the use of motor vehicles shall be observed at all times.
- The speed limit on campus is 15mph.
- Motorists must give pedestrians the right of way at designated crosswalks.
- Unnecessary noise from horns and mufflers is prohibited.
- Loading zones and service zones are reserved exclusively for service vehicles.
- Motor vehicles must be parked within the marked spaces where provided, not on the lines or curbs.
- Possession and display of a decal to which one is not entitled is a violation.
- Transferring a decal from one car to another is prohibited.
- Immobilized vehicles will not be left on the campus beyond seven days. Vehicles left on campus beyond the established time will be towed away at owner's expense.
- Backing into parking spaces is prohibited.
- Any vehicle in violation of the college parking regulations is subject to towing. Three or more violations in a twelve-month period may result in a vehicle being towed from campus.
- Parking restrictions are in effect twenty-four hours per day, seven days a week.

### **Parking and Vehicle Registration**

Parking decals are distributed through the Public Safety and Security office. Any student with an automobile on campus must obtain a valid parking sticker each academic year

### **Food Services**

The cafeteria on the Meharry Medical College campus is on the lower level of Nashville General Hospital. The cafeteria serves breakfast, lunch and dinner each day of the week. The menu is a la carte. There are a variety of choices, individually priced. A healthy, nutritious and well-

balanced cuisine is presented at each meal. There is also a grill, soup, salad and cold cuts bars. All the food is reasonably priced.

Scheduled mealtimes each day are as follows:

Meal	Begin	End
Breakfast	6:00 am	9:30 am
Lunch	10:30 am	2:00 pm
Dinner	5:30 pm	7:00 pm

## **Campus Support Services**

### **Housing**

Housing at Meharry Medical College is managed by Meharry Properties located on the campus. Students interested in campus housing should write to the Manager of Meharry Properties, 944 21st Ave. N., Nashville, TN 37208, or call (615) 320-5791. Applications for housing will be mailed to students upon written request. Returning residents of college housing will be permitted to renew their lease. Incoming students will receive priority for the remaining available housing.

**Dorothy Brown Hall** on Albion Street houses 70 female students in either single rooms or double suites. Each air-conditioned room is furnished with a bed, a desk and chair, an armchair, and a bookcase. The monthly rental rate in the dormitory varies for a single room and for a two-bedroom suite. Students should bring linen, blankets, and other items they wish to add to the furnishings. A security deposit is required.

**The Meharry Towers**, located on Dr. D. B. Todd, Jr., Blvd., is a 10-story residential complex that opened in September 1971 and was fully renovated in 2001. It contains 156 one- and two-bedroom apartments for Meharry's students, staff and faculty members and their families. Each unit is fully air-conditioned, carpeted, and furnished with a stove, refrigerator, and garbage disposal. Laundry facilities are located on select floors. Rental rates vary and a security deposit is required.

**The Herman Street Apartments**, located between 16th and 17th Avenues North, contains 76 one- and two-bedroom apartments approximately three blocks from the main campus. This complex provides air-conditioned, carpeted quarters. Occupants are responsible for all utility costs, except water. Rental rates vary and a security deposit is required.

### **Off-Campus Housing**

The Office of Student Services maintains a list of available off-campus accommodations in the Nashville area. Many of the rental properties are close to the campus. Cost, furnishings and conditions vary to allowing students several options. For the best choices, students seeking off-campus housing should visit the property or contact the Office of Student Services, Lloyd Elam Center, Meharry Medical College, 1005 Dr. D.B. Todd, Jr. Blvd., Nashville, TN 37208 or call (615) 327-6387.

### **Meharry Bookstore**

Matthews Meharry Medical Bookstore is located in the West Basic Sciences Building. The bookstore is open Monday through Friday from 9 to 5 and is also available online through the Meharry website or at [www.meharrybooks.com](http://www.meharrybooks.com). In addition to required textbooks, the Bookstore carries a wide selection of reference and general reading books, Meharry clothing and gift items, as well as an extensive line of medical equipment. Bookstore staff members are available to assist with special orders as needed.

### **Meharry Copy Center**

The Meharry Copy Center, located in the basement of the S.S. Kresge Learning Resources Center, provides full-service printing, copying and finishing services. The Copy Center is staffed and operated by Xerox and is open Monday through Friday from 7:00 am to 6:00 pm. Students may use this resource for low-cost black and white printing, full color printing, as well as for a variety of finishing and binding options. Payment for copying services may be rendered in cash, check or credit card forms. Please contact the Copy Center at (615) 327-6278 for more details.

### **Mail Services**

Mail Services, located on the first floor of the Daniel T Rolfe Student Center, provides campus post office boxes for all students. Post office boxes are assigned during registration. Students may also receive packages shipped via United Parcel Service (UPS), FedEx and DHL through Mail Services. Mail Services personnel will receive these items and keep them secured until the student is available to claim them. Mail Services also processes outgoing United States Postal Service mail, including Priority, Express, Certified and Registered Mail items. Mail Services is open Monday through Friday from 9:00 am to 4:00 pm.

# STUDENT RIGHTS AND RESPONSIBILITIES

Meharry Medical College expects its students to assume the responsibility for their own behavior, to follow the standards of conduct of academic communities, to conduct themselves in the highest traditions of health professionals who are engaged in the pursuit and application of knowledge and to abide by the laws of the United States, the State of Tennessee, and the rules and regulations of MMC. Special emphasis is placed on honesty and integrity in testing, research, and patient care, and on the appropriate acknowledgement of contributions of others to one's own work. Any student who violates the MMC's general standards of conduct may be subject to administrative and/or disciplinary action. More specific guidance concerning student rights and responsibilities can be found in this handbook and in the Academic Policies and Procedures Manual for each respective school.

## CAMPUS LIFE

### Student Governance

The Pre-Alumni Association is the student government body at Meharry. This organization provides student leadership and offers an official communication mechanism for student's ideas and opinions concerning the college. The Pre-Alumni Association sponsors many student activities and community service projects on campus.

### Student Organizations

Organizations are plentiful at Meharry. Students can choose from more than 30 approved student organizations, and more are being started each year. There are many professional groups such as the Student National Dental Association, American Student Dental Association, Graduate Student Association, Student National Medical Association, and American Medical Student Association.

Students interested in forming a new campus organization should contact the Student Services Office. Recognized student organizations at Meharry include:

- Afro Caribbean Student Association
- American Association of Women Dentist
- American Latino Medical Association
- American Medical Association
- American Medical Student Association
- American Student Dental Association
- Emergency Medicine
- Endodontic Study Club
- Ewell Neil Dental Society
- Family Medicine
- Geriatrics Student Forum
- Graduate Student Association
- Health Professionals for Christ
- Henry W. Foster Obstetrics and Gynecology
- Medical Genetics

- Meharry Muslim Student Union
- Meharry Roadrunners
- Meharry-Vanderbilt Student Alliance
- Medical Military Student Association
- Orthopedics/Sports medicine Club
- Pediatric Dental Club
- Physicians for Human Rights
- Pre-Alumni Association
- Psychiatry Club
- Radiology Club
- Saburo Hara Pediatric Society
- South Asia Meharry Students Association
- Student National Dental Association
- Student National Medical Association
- Surgery Club
- Thomas Hardy Internal Medicine Society

### **Honor Societies and Greek Organizations**

Alpha Omega Alpha (medicine) and Omicron Kappa Upsilon (dental) Honor Societies are active on campus. The Greek representation includes Alpha Phi Alpha, Kappa Alpha Psi, Omega Psi Phi, Phi Beta Sigma, Sigma Gamma Rho, Alpha Kappa Alpha, Delta Sigma Theta and Zeta Phi Beta.

### **Student Life Committee**

In an effort to increase student satisfaction with their experiences at Meharry Medical College, the administration organized a Student Life Committee. Its purpose is to promote academic, social, and college-sponsored activities that encourage outstanding quality-of-life experiences, from initial enrollment through graduation. The committee is a forum and structured process for receiving student input on ways to strengthen the college.

Improving relationships between students and the Meharry administration, faculty and staff is the principal goal of the process. The Student Life Committee aims to position itself as the catalytic agent for stimulating open debate and dialogue among the campus constituencies. The Student Life Committee brings together a range of expertise from across the campus to bear on a reasonably limited set of issues before action is taken.

Led by the president of the Pre-Alumni Association, the Student Life Committee is composed of 10 student leaders, 10 representatives from key areas of the administration, and three representatives from each school who are selected by student leaders. The committee reports to the Student Affairs Committee of the Board of Trustees. Its work is supported by the Associate Vice President for Student Services and Enrollment Management and the Associate Vice President for Administration. Student concerns can be submitted to the Associate Vice President for Student Services and Enrollment Management and the Pre-Alumni President who will in turn present them to the committee. Forms can be picked up from Student Services and Enrollment Management, the Student Services office, or download the form from the school website.

The committee meets the second Monday of each month in the TQM room located on the lower level of the Stanley S. Kresge Learning Resources Center. All students are welcome to attend.

### **Student Publication**

Students have the opportunity to participate in the production of *The Meharrian*, the student yearbook. This publication is developed by students with the advisement and technical assistance of faculty and staff.

### **Use of Facilities**

All registered students and recognized student organizations are eligible to request the use of campus facilities. A Reservation Request Form must be completed in the Office of Student Services at least two weeks prior to the planned event. After the appropriate officials of the college have approved the reservation request form, you will be notified. There is a facility charge for campus facilities and certain kinds of events. A security fee is usually charged for activities held after normal working hours.