This guidebook is meant to help you, as a faculty member or resident, understand the policies and procedures of the Keck School of Medicine, our core values and principles, and resources available to assist medical students. We must adhere to all policies and procedures outlined in this guidebook, the KSOM Student Handbook, and all policies of the University. Answers to many questions that you may have regarding students, USC policies, and KSOM academic and professionalism policies can be found in the Student Handbook. The full KSOM Student Handbook can be accessed here.
# TABLE OF CONTENTS

**The Keck School of Medicine Administration**  
Academic and Career Advising Objectives  

**PROFESSIONAL BEHAVIOR EXPECTATIONS**

USC Code of Ethics  
USC Non-discrimination Policy  
USC Principles of Community  
USC Discrimination and Harassment Policy  
KSOM Medical Student Code of Professional Behavior  
Violations of the Medical Student Code of Professional Behavior  
Student Mistreatment Procedure  
Essential Characteristics and Abilities Required for Completion of the MD degree  
Policy on Official Correspondence  
Dress Code and Appearance Guidelines  

**SUPPORT SERVICES FOR STUDENTS**

Health and Wellness  
Access to Health Services  
Policy on the Assessment of Student Performance by Faculty Healthcare Providers  
Accidental Exposure (*Needlestick*) Policy  
Safety, Transportation and Emergencies  

**ACADEMIC POLICIES**

Attendance Policies  
Time Requirements for Educational Activities  
Student Records Confidentiality  
Grades and Grading Policy  
Evaluation Appeal Process  
Promotion and Graduation Requirements
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Academic & Career Advising Objectives

Year I
• Identify and use career advising resources provided by the Keck School of Medicine and the AAMC
• Develop a deeper understanding of personal values and interests as they relate to career goals
• Understand academic and non-academic factors that contribute to a successful residency application
• Understand how to prepare an effective curriculum vitae
• Gather information about several medical specialties through student interest groups, clinical experiences, and other opportunities provided by the school

Year II
• Continue to explore various medical specialties
• Refine and update curriculum vitae
• Choose a third-year course schedule to maximize exposure to specialties of interest
• Prepare for and complete USMLE Step 1

Year III
• Gain clinical exposure to at least eight medical specialties, as well as a variety of practice environments
• Narrow list of specialty choices to no more than three
• Develop rapport with faculty members in specialties of interest
• Understand the logistics of applying to residency and participating in the Match
• Develop a fourth-year schedule that will allow for final specialty choice and successful preparation of residency application

Year IV
• Finalize specialty choice
• Apply to an appropriate breadth and number of residency programs
• Learn effective interviewing techniques
• Match into a residency program
PROFESSIONAL BEHAVIOR EXPECTATIONS

All members of the USC community are held to the standards in the USC CODE OF ETHICS.

CODE OF ETHICS
OF THE UNIVERSITY OF SOUTHERN CALIFORNIA

At the University of Southern California, ethical behavior is predicated on two main pillars: a commitment to discharging our obligations to others in a fair and honest manner, and a commitment to respecting the rights and dignity of all persons. As faculty, staff, students, and trustees, we each bear responsibility not only for the ethics of our own behavior, but also for building USC’s stature as an ethical institution.

We recognize that the fundamental relationships upon which our university is based are those between individual students and individual professors; thus, such relationships are especially sacred and deserve special care that they not be prostituted or exploited for base motives or personal gain.

When we make promises as an institution, or as individuals who are authorized to speak on behalf of USC, we keep those promises, including especially the promises expressed and implied in our Rule and Mission Statement. We try to do what is right even if no one is watching us or compelling us to do the right thing.

We promptly and openly identify and disclose conflicts of interest on the part of faculty, staff, students, trustees, and the institution as a whole, and we take appropriate steps to either eliminate such conflicts or insure that they do not compromise the integrity of the individuals involved or that of the university.

We nurture an environment of mutual respect and tolerance. As members of the USC community, we treat everyone with respect and dignity, even when the values, beliefs, behavior, or background of a person or group is repugnant to us. This last is one of the bedrocks of ethical behavior at USC and the basis of civil discourse within our academic community. Because we are responsible not only for ourselves but also for others, we speak out against hatred and bigotry whenever and wherever we find them.

We do not harass, mistreat, belittle, harm, or take unfair advantage of anyone. We do not tolerate plagiarism, lying, deliberate misrepresentation, theft, scientific fraud, cheating, invidious discrimination, or ill use of our fellow human beings – whether such persons be volunteer subjects of scientific research, peers, patients, superiors, subordinates, students, professors, trustees, parents, alumni, donors, or members of the public.

We do not misappropriate the university’s resources, or resources belonging to others which are entrusted to our care, nor do we permit any such misappropriation to go unchallenged.

We are careful to distinguish between legal behavior on the one hand and ethical behavior on the other, knowing that, while the two overlap in many areas, they are at bottom quite distinct from each other. While we follow legal requirements, we must never lose sight of ethical considerations.

Because of the special bonds that bind us together as members of the Trojan Family, we have a familial duty as well as a fiduciary duty to one another. Our faculty and staff are attentive to the well-being of students and others who are entrusted to our care or who are especially vulnerable, including patients, volunteer subjects of research, and the children in our daycare and community outreach programs.

By respecting the rights and dignity of others, and by striving for fairness and honesty in our dealings with others, we create an ethical university of which we can all be proud, and which will serve as a bright beacon for all peoples in our day and in the centuries to come.

Adopted by the Board of Trustees of the University of Southern California, March 28, 2004
Links to the following University documents that also relate to the professional behavior expectations at the Keck School of Medicine of the University of Southern California are provided below.

- USC Non-discrimination Policy
- USC Principles of Community
- USC Discrimination and Harassment Policy

KECK SCHOOL OF MEDICINE MEDICAL STUDENT CODE OF PROFESSIONAL BEHAVIOR

The students of the Keck School of Medicine of USC subscribe to the following CODE OF PROFESSIONAL BEHAVIOR in order that their activities reflect the high standards of moral character demanded by the medical profession.

Honesty and Integrity:
- We will conduct ourselves with the highest degree of integrity and honesty.
- We will truthfully conduct our research and report our research findings, and will not represent others’ work or ideas as our own.
- We will not seek, by action or implication, oral or otherwise, to create an incorrect impression of our abilities or to create an unfair advantage over our colleagues.
- We will not tolerate or support unethical behavior in ourselves or in our colleagues and will report such behavior when it occurs through established procedures as detailed in the Student Handbook.

Responsibility, Reliability, and Accountability:
- We accept our professional responsibility to be punctual and to respect the time and effort of others.
- We hold ourselves accountable to policies and procedures of the school and its associated clinical sites including, but not limited to, evaluations, charting, and documentation requirements.
- We will respond in a timely manner to all official communication.
- We recognize our own personal limitations and will seek help when needed. We will not assume responsibilities beyond our capabilities.
- We will represent the Keck School of Medicine of USC appropriately in all relevant settings including all forms of electronic communication.

Respect for others (students, colleagues, faculty, staff, and patients):
- We will treat others with respect and honor their dignity.
- We will not discriminate nor tolerate discrimination based on race, ethnicity, language, religion, gender, sexual orientation, age, disability, disease, or socioeconomic status.
- We will respect the confidentiality of our patients at all times.
- We recognize the importance of team work and will work respectfully in collaboration with others.
- We will demonstrate respect for our patients and colleagues by maintaining an appearance that is appropriate to learning and patient care.

In addition:
- Students must abide by all University of Southern California policies as described in the University Catalogue and the SCAMPUS student guide book (section 11.00 – 11.55, Behavior Violating University Standards).

Specific examples of violations of the KSOM Code of Professional Behavior include but are not limited to the Professional Behavior Expectations.
VIOLATIONS OF THE MEDICAL STUDENT CODE OF PROFESSIONAL BEHAVIOR

Students are held to the standards outlined in the Code of Professional Behavior, USC Campus, and to all polices in the KSOM Student Handbook. Violations of those codes and policies are taken very seriously and should be reported to the appropriate student performance committee or the Office of Student Affairs (delliott@usc.edu or syacoob@chla.usc.edu) or the Student Ethics Committee.

The Student Ethics Committee at KSOM is a body that is elected by the students and asked to interpret and describe for them what is ethical behavior, and in certain instances, to judge whether a certain student has met those criteria. The Student Ethics Committee can be contacted if a medical student violates the KSOM Code of Professional Behavior. Student Ethics Committee

STUDENT MISTREATMENT

While we expect that all members of the Keck community will behave in a professional manner and abide by all codes of conduct, we understand that there will be times when violations occur, and the Student Mistreatment Procedure provides the roadmap for students to discuss any concerns and report any violations. This procedure seeks to limit any breach in the integrity and trust among students and professionals in the healthcare environment, establishing a method of fairly dealing with student mistreatment.

STUDENT MISTREATMENT PROCEDURE

The Student Mistreatment Procedure is designed to maximize student protection in the complex medical learning environment. The medical learning environment is more complex than the undergraduate environment for several reasons. These include physical intimacy of medical examination and teaching, overnight call environment, prolonged hours in many medical arenas, patient care must supersede teaching and learning objectives, intimate partner relationships that may develop between members of the medical community, medical student vulnerability due to career aspirations, residency matching, and the subjective nature of medical education evaluation, and the teacher, student, and patient all have rights which must be respected within the teaching and patient care framework.

The Student Mistreatment Procedure provides an opportunity for local, rapid solutions without necessarily resorting to legal remedies and creates a procedure for reporting and adjudication that does not conflict with other institutional procedures. The procedure seeks to limit any breach in the integrity and trust among students and professionals in the healthcare environment, by establishing a means of fairly dealing with problems of student mistreatment. This procedure has been developed for the Keck School of Medicine of USC with several goals in mind. Before stating those goals, however, it should be emphasized that this process is, by definition, subordinate to State and Federal Law, USC University Procedure and Affiliating Institutional Procedure (for problems in other medical education venues).

Goals of this procedure:

a. Explication of standards of conduct within the medical school and its clinical and research communities.

b. To provide an equitable method of locally investigating and resolving complaints, consistent with other university procedures, to obtain mutually satisfactory remedies.

c. Delineation of a non-threatening and easily accessible mechanism for reporting alleged mistreatment and an equitable method of investigating and adjudicating student mistreatment complaints.

d. Provision of a means of monitoring complaint occurrences within the medical school so resources can be directed toward solutions.

e. To guarantee the rights of due process and to provide appropriate protection of the rights of both the complainant and the accused.
The Office of Equity and Diversity must be notified of complaints by faculty, staff, students or applicants who believe themselves to be harmed by sexual harassment or discrimination and harassment related to issues that have protected class status (which includes, but is not limited to, sex, race, gender, national origin, color, religion, marital status, and any other class protected by law). The exception is if the complaint is from one student about another student (see process below). The office represents the University to government agencies, including Los Angeles County, on those same matters. Should a complaint of sexual harassment or discrimination and harassment be brought forth, it is extremely important that the Office of Equity and Diversity is contacted immediately. Keck School of Medicine of USC may not proceed in any way to investigate allegations of this sort on its own.

A prompt report of harassment, mistreatment or retaliation is very important for several reasons. The Keck School of Medicine of USC is better able to investigate and remedy complaints if they are immediately brought to attention. The recollection of witnesses generally diminishes over time. Many perpetrators will discontinue inappropriate behavior once they understand that it is objectionable. The School’s ability to impose a meaningful remedy dissipates with the passage of time. For all these reasons, the Keck School of Medicine of USC urges that complaints be filed promptly.

In the absence of a complaint, the Keck School of Medicine of USC may initiate an investigation if it has reason to believe that harassment, mistreatment or retaliation has occurred.

**Process to Report a Complaint**

I. **Informal Consultation**

A student considering making a report may bring his or her concerns related to the incident(s) to the Senior Associate Dean for Student and Educational Affairs or the Assistant Dean for Student Affairs. Complaints should ideally be brought forward as soon as possible, but within 90 days of the incident(s). This 90-day limit does not apply to cases that fall under the purview of the Office of Equity and Diversity. Any such informal consultation will be confidential unless the student consents to mediation with the alleged offender, or if the alleged offense is reportable by law or otherwise required to be reported.

II. **Formal Reporting**

To make a formal complaint of an alleged violation of the Standards of Conduct, a written, signed description of the alleged violation should be submitted to the Senior Associate Dean for Student and Educational Affairs or the Assistant Dean for Student Affairs. The report should be filed within 90 days of the occurrence of the alleged act. Early filing is encouraged so that the investigation can be more complete and more detailed. The student has the option to suggest a possible remedy.

III. **Online Reporting**

In addition to the informal consultation and formal reporting processes outlined above, a student has the option of using the Keck School of Medicine of USC online reporting system to report any concerns related to unprofessional behavior or mistreatment by students, residents, faculty or staff. The report will be sent to the Senior Associate Dean for Student and Educational Affairs and the Assistant Dean for Student Affairs who will oversee the investigation of the incident. The report may be anonymous; however, that may limit the ability to complete the investigation or to provide follow up information. The website for the online report is https://mymedweb.usc.edu/source/mistreatment.asp.

IV. **Reporting Process**

Additionally, students are encouraged to discuss any concerns with ICM, PPM, or clerkship faculty, clerkship directors, Medical Student Educators or Issues in Clinical Practice Faculty if they have observed or experienced mistreatment or unprofessional behavior. These faculty can assist students in accessing the appropriate route for reporting. Students can reach a student affairs dean 24/7 by calling the Office of Student Affairs and stating that they have an urgent issue. The answering service will call the dean-on-call who will return the student’s call in a timely manner.
All official reports made by a student who identifies himself or herself begins with a meeting with the student to gather additional information and to develop a plan for addressing the concern that adheres to the policies of KSOM and removes the student’s fear of identification or retaliation.

The Senior Associate Dean for Student and Educational Affairs or the Assistant Dean for Student Affairs shall then forward the complaint to the appropriate supervisor or the Professionalism Committee for review. If reviewed by the Professionalism Committee, relevant information will be collected. Thereafter, the Professionalism Committee shall issue a written report to the appropriate supervisor(s) who will decide on final disciplinary action. Discipline will be consistent with University and School of Medicine policies on disciplinary actions as set forth in the USC Faculty Handbook, the USC Staff Employee Handbook, and the Keck School of Medicine of USC Student Handbook, as applicable.

Concerns regarding the professional behavior of students can be brought to the attention of the appropriate student performance committee and are investigated and appropriate action, in accordance with Keck School of Medicine policies, is taken. The Vice Dean for Medical Education is informed of all performance committee decisions. Students’ violations of the Code of Professional Behavior can alternatively be reported to the Student Ethics Committee.

If a resident is accused of unprofessional behavior or mistreats a medical student, the program director is notified. The program director will investigate the incident and counsel or impose sanctions as deemed appropriate. The Designated Institutional Official is also notified when a pattern of mistreatment occurs. Unprofessional behavior on the part of a faculty member is taken very seriously. If a report is made, the Senior Associate Dean for Student and Educational Affairs informs the Vice Dean for Medical Education and the Department Chair who, if appropriate, consults with the Vice Dean for Faculty Affairs and counsels the faculty member or imposes sanctions. The job description for each clinical chair includes accountability for the professional conduct of his/her faculty and residents.

For University employees (non-faculty), Los Angeles County employees or others, the appropriate supervisor and/or Human Resources department is contacted.

V. Protection of Complainant and Accused

Students, hospital employees, patients, residents, fellows and faculty have individual rights, which should be recognized in the application of these procedures. With regard to allegations of student mistreatment, the student and teacher should remain vigilant to each other’s rights and responsibilities. Since disputes of this nature can be career threatening, all must understand that false accusations must be prohibited. Protection of the faculty and residents from false accusation is essential for both the students and the faculty/residents. Finally, neither the faculty’s, resident’s nor the student’s rights supersede the patient’s right for care. Both the teacher and the student must be aware of this priority at all times.

Retaliation for reports of mistreatment is unacceptable. The law, University policy and the Student Conduct Code all prohibit threatened, attempted, or actual retaliation against anyone who, in good faith, brings a complaint of mistreatment, discrimination or harassment as they are defined in the Discrimination, Harassment, Sexual Harassment, and Sexual Assault policy or other relevant policies; participates in a discrimination or harassment investigation; or protests the alleged discrimination, harassment or retaliation.

Any incident of retaliation must be reported immediately to the Office of Equity and Diversity or any Designated Recipient (see the website details on Designated Recipients). Complaints of retaliation will be investigated. Retaliation may include, but is not limited to, the following acts, when such action is taken because the individual brought forward a complaint, participated in an investigation, or protested the alleged discrimination, harassment or retaliation: adverse employment or academic action, lowering a grade, giving a poor academic recommendation, exclusion from employment or educational opportunities, limited scholarly activities, and/or spreading negative information about individual involved in complaint.
ESSENTIAL CHARACTERISTICS AND ABILITIES REQUIRED FOR COMPLETION OF THE M.D. DEGREE AT THE KECK SCHOOL OF MEDICINE OF USC

The Keck School of Medicine of USC awards the M.D. degree to its students who demonstrate mastery of the requisite general knowledge and basic skills necessary to continue training as interns and residents in order to practice medicine. Essential characteristics and abilities required for completion of the M.D. program consist of certain minimum physical abilities, communication skills, intellectual, conceptual, integrative and quantitative abilities, and behavioral and social attributes. A candidate for the M.D. degree, here-in referred to as “candidate,” must demonstrate sufficient mental stability to successfully complete the entire course of study and participate fully in all aspects of medical training. Graduates are expected to be capable of satisfactorily completing graduate medical education programs, passing licensing exams, and obtaining medical licenses. Consistent with this goal, the University of Southern California (USC) is committed to fully comply with the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA). The Keck School of Medicine of USC does not discriminate against qualified individuals with these essential characteristics and abilities who apply for admission to the M.D. degree program or are enrolled as medical students. Any applicant or student with these essential characteristics and abilities requesting special accommodations based on a disability is required to register and be approved by the Disability Services and Programs (DSP) Office in the Center for Academic Support on the University Park Campus.

The Keck School of Medicine of USC is responsible for the safety of patients with whom candidates will interact. Consideration of patient safety is an essential factor in establishing requirements for physical, cognitive, and emotional capabilities for admission, continued enrollment, promotion and graduation. An avowed intention to practice only a narrow part of clinical medicine does not alter the requirement that all students demonstrate full competence in the entire curriculum. Essential characteristics and abilities as described in the document are a prerequisite for admission, continued enrollment, promotion and graduation from the Keck School of Medicine of USC. All candidates for the M.D. degree must meet all essential characteristics and abilities as described in the document:

POLICY ON OFFICIAL CORRESPONDENCE

Official correspondence from the Keck School of Medicine of USC to students will be considered to have been delivered if sent to the student’s home address on record, MDL mailbox, or USC University email account. However, email is considered the official mechanism of communication at the Keck School of Medicine of USC. Students are expected to read messages sent to their official USC email address in a timely manner. Students are responsible for checking these on a regular basis and will be held accountable for materials sent via any of these routes. Failure to read official university and medical school communications sent to students’ official email addresses does not absolve students from knowing and complying with the content of official communications.

DRESS CODE/APPEARANCE GUIDELINES

The Keck School of Medicine of USC recognizes that dress, grooming, and personal hygiene contribute to the morale of all and the image that the Keck School of Medicine presents to patients, families, and the community. The image presented in interactions with patients, colleagues, and visitors has a major influence on how one is perceived as a professional. Students at the Keck School of Medicine are expected to promote a professional environment. Students must adhere to the dress code policies of any assigned clinical sites. The guidelines are the minimum standards for all Keck School of Medicine students and can be found here.
SUPPORT SERVICES FOR STUDENTS

HEALTH AND WELLNESS

Eric Cohen Student Health Center (Health Science Campus)

Medical Services

The Eric Cohen Student Health Center provides primary care providers, specialists, and nursing visits free of charge to all registered USC students on the health science campus. All in-house laboratory tests such as urine dips, rapid strep tests, pregnancy tests, flu tests, and PPD skin tests are free to all USC registered students at HSC. Further tests, vaccinations, and procedures may incur charges. Tests associated with Bloodborne Pathogen Exposure are also covered by the ECSHC. If students contact the ECSHC immediately after exposure and are treated at the ECSHC, all fees associated with that visit will be waived. Appointments can be scheduled online on the patient portal MySHR, by phone at (323) 442-5631, or in person. For hours of operation, please check the website. For urgent care needs during after-hours, students should call (323) 442-5631 or visit the nearest urgent care facility within their insurance carrier's network. Website: http://ecohenshc.usc.edu/

Counseling Services

The Eric Cohen Student Health Center offers counseling services to all registered USC students on the HSC campus free of charge. Counseling services are provided by four psychologists and a licensed clinical social worker. Psychiatric services are provided by a licensed psychiatrist. First appointments for counseling require a phone call. The same for students who are returning to counseling but have not been seen in over a year. Otherwise, follow-up appointments can be made online with any counseling provider. For hours of operation, please check the ECSHC website. For urgent care needs during after-hours, students should call (323) 442-5631 or visit the nearest urgent care facility within their insurance carrier's network. Webpage: http://ecohenshc.usc.edu/counseling/counseling/

MEDICAL STUDENTS NEEDING ACCESS TO HEALTH SERVICES

Medical students needing to access health services must be excused from classes or clinical activities. They must complete an online absence form. In the case of an acute health issue, the student needs to promptly inform their supervising faculty member and/or resident and the course or clerkship office.

ASSESSMENT OF STUDENT PERFORMANCE BY FACULTY HEALTHCARE PROVIDERS

Faculty who have provided health care services to a medical student or are currently providing health care services to a medical student cannot participate in the assessment of that student’s performance in any venue, including, but not limited to, a course, clerkship, or performance committee. If, in the best interests of a student’s health, specialized care is sought and delivered to a medical student by a faculty member, that faculty member must recuse him or herself from any role in the subsequent assessment of that student.

ACCIDENTAL EXPOSURE (NEEDLESTICK) POLICY/PROCEDURE

Needlestick and Bodily Fluid Exposure Protocol:

An exposure incident occurs when human blood or other potentially infectious materials enter your body by:

- A splash to the eye, mouth or other mucus membrane
- Contamination of non-intact skin
- A puncture or cut with a sharp instrument which has been exposed to another's body fluid
If exposed, immediate first aid should be administered:

- Wash needle-sticks and cuts with soap and water. Flush splashes to the nose, mouth, or skin with water. Irrigate eyes with clean water, saline, or sterile irrigants. Report the incident to your supervisor and immediately seek medical treatment.

Obtain Source Patient Information:

- Obtain as much demographical data on the source patient as possible: Name, Date of Birth, Medical Record Number, the Diagnosis and History (including history of hepatitis, liver disease, HIV status, blood transfusions and IV drug or alcohol abuse).
- Exposure must be reported to the student’s immediate supervisor (Resident, Chief, Attending).
- The supervisor will consent the source patient to testing for HIV, HBV and HCV at the time of exposure or when medically able to obtain consent.

Students must immediately call the USC Eric Cohen Student Health Center. During business hours, please call (323) 442-5631. During afterhours or weekends – please call either the Needlestick Hotline at (323) 442-7900 or call the ECSHC at (323) 442-5631 and ask for the nurse on call.

For treatment to prevent bloodborne disease after exposure:

- Hepatitis B (HBV) can be prevented by vaccination. For students who are HBsAb negative, including “nonconverters,” Hepatitis B immunoglobulin may be offered for prevention.
- Human Immunodeficiency Disease may be prevented by taking post exposure antiretroviral therapy.
- Hepatitis C (HCV) has no preventive therapy.

For all students, all required initial baseline care, follow-up lab testing, and prophylactic medications for a reported episode of potential occupational Bloodborne Pathogen (BBP) exposure are provided at no cost.

SAFETY, TRANSPORTATION AND EMERGENCIES

Students can call the Office of Student Affairs 24/7 by calling 323-442-2553. A dean-on-call will be paged if the student states he/she has an urgent issue.

USC Public Safety
For all emergencies, students and faculty should call USC Public Safety. If a student, resident or faculty member needs a ride after 10 pm or on weekends, please contact the Department of Public Safety (DPS): (323) 442-1200.

Campus Cruiser
Campus Cruiser will walk or drive you to your destination from the Health Sciences Campus. Please check the Campus Cruiser website for the policies and boundaries for Campus Cruiser.
Hours: 5:00 PM-10:00 PM Monday-Friday.
Phone: 323-442-2100

USC Transit
Provides shuttle service to the Soto Building (HSC Gym location), the University Park Campus and Union Station. Click here for the USC Transit schedule.

Emergency Situations
In the event of an emergency at USC, information will be posted at http://emergency.usc.edu or on the Emergency Information Line: (213) 740-9233. To report an emergency, call (323) 442-1000. USC Emergency Response Plan.
Trojans Alert

Trojans Alert is an alert system that allows University Officials to contact you during an emergency by sending a message to your e-mail account (school, home, office, etc.) or cell phone. Trojans Alert is your connection to real-time updates, instructions on where to go, what to do or what not to do, who to contact, and other important information. Click here to register for Trojans Alert.

Mobile Safety App powered by LiveSafe

The Mobile Safety App powered by LiveSafe, managed by the USC Department of Public Safety and the USC Department of Emergency Planning, is a free downloadable app that mobile users can use to initiate contact with emergency responders around the University Park and Health Science campuses. Features include: immediate “push button” calls to DPS, easy reporting for suspicious activity or crimes in progress, and location services to notify friends of your route through campus. Download the “LiveSafe” app from the Apple App Store or Google Play. Create a user profile to log in. Select “University of Southern California” from the drop down menu. More information can be found at https://dps.usc.edu/services/safety-app/

The USC emergency and disaster preparedness policies and plans can be accessed here.

ACADEMIC POLICIES

ATTENDANCE POLICIES

Medical students needing to access health services must be excused from classes or clinical activities. They must complete an online absence form. In the case of an acute health issue the student needs to promptly inform their supervising faculty member and/or resident and the course or clerkship office.

I. Clerkship Attendance Policy

Absence for Reason of Illness: Absence due to illness must be reported to the clerkship director or medical student educator on a required clerkship. In case of extended absence (2 days or more), a note from a physician (who is not a relative), is required and the absence will be reported to the Office of Student Affairs. A physician note may be requested for any absence due to illness at the discretion of the clerkship director or designee.

Absence for Reasons Other Than Illness: Anticipated absences must be approved in advance by the clerkship director or designee. The required Student Absence Request Form must be submitted along with supportive documentation at least 6 weeks in advance of the start of the clerkship to be considered for approval. Absences where less than 6 weeks notice is provided will be considered at the discretion of the Clerkship Director. Some general guidelines include:

- In general, absences due to illness, residency interviews, USMLE Step 2 CS, or presentation of student research are examples of appropriate reasons for excused absences. Printed email verification of the invitation to interview must be submitted with the request. USMLE Step 2 CK and BLS/ACLS will not be considered excused absences.
- While faculty will try to accommodate reasonable requests, students are not guaranteed time away from courses. All absences, excused or unexcused, must be made up before a passing grade can be assigned. The specific make-up activities will be determined by the clerkship director. Only by successfully petitioning the Committee on Performance, Professionalism, and Promotion may a student obtain a waiver from having to make up lost time.
- Unexcused absences from a clerkship may be grounds for failing and/or disciplinary action. Any unexcused absence makes the student ineligible to earn a final grade of “Honors,” and may be grounds for failure regardless of final exam or clinical performance evaluations. Additionally, failing to notify staff or faculty in the clerkship office when a student is unable to attend lecture may preclude them from earning a final grade of “Honors.”
II. Selective/Elective Attendance Policy

In order to ensure adequate clinical exposure, no more than 3 days of excused absences (to include official Holidays) can be accepted during a four-week selective or elective; 1 day for a two-week elective. This policy does not imply that absences are guaranteed; absences may be excused at the discretion of the faculty. Absence due to illness must be reported to the faculty or his/her designee as soon as possible. In case of extended absence (2 days or more), a note from a physician (who is not a relative) is required and the absence will be reported to the Office of Student Affairs. A physician note may be requested for any absence, at the discretion of the faculty.

Students will generally be required to make up days before a passing grade can be assigned. All absences must be excused and any planned absence must be registered with the Course Director and preceptor prior to the first day of the selective. Students should use discretionary time if they anticipate a need for missing more than 3 days during a four-week or 1 day during a two-week selective or elective, respectively. In general, absences due to illness, residency interviews, USMLE Step 2 CS, or presentation of student research are examples of appropriate reasons for excused absences. Printed email verification of the invitation to interview must be submitted with the request. USMLE Step 2 CK and BLS/ACLS will not be considered excused absences.

Ample weeks of discretionary time are allotted during the Junior/Senior Continuum. Students should use discretionary time for studying for Step 2 and residency interviews as well as for vacation time.

MEDICAL STUDENT TIME REQUIREMENTS FOR CLINICAL AND EDUCATIONAL ACTIVITIES

I. Year I/II Instructional Time Policy

During the Year I/II continuum, instructional time is limited to a maximum of four hours per day, with the exception of ICM and PPM activities. Adjustments may be made in particular weeks to accommodate faculty schedules and holidays, but when averaged over the entire system, it is expected that the average number of instructional hours does not exceed four hours per day. This is inclusive of required activities that are assigned to be completed outside of scheduled class time. The Year I/II Curriculum Committee and its subcommittee review and monitor the number of instructional hours and days in each system on an annual basis.

II. Year III/IV Instructional Time Policy

Keck School of Medicine of USC policy places value on achieving the optimal clinical educational experience for medical student learners, while recognizing the effects of fatigue and sleep deprivation on learning, clinical activities, and health and safety. Student activities on clerkships are therefore structured to assure a meaningful and clinically relevant educational experience. Moreover, the experiences are structured to reflect the realities of patient care, provide the students with an understanding of the timeless nature of a physician’s responsibilities, and engender the highest medical ideals of altruism and lifelong learning. Becoming a physician includes learning to accept responsibility for patients 24 hours a day, 7 days a week, 365 days a year—except when alternatives for coverage have been arranged.

Duty hours:

a. Duty hours are defined as all clinical and academic activities related to the students, i.e., patient care (both inpatient and outpatient), administrative duties related to patient care, the provision for transfer of patient care, time spent in-house during call activities, and scheduled academic activities such as conferences. Duty hours do not include reading and preparation time spent away from the duty site.
b. Duty hours must be limited to 80 hours per week, averaged over the length of the clerkship, inclusive of all in-house call activities.
c. Students must be provided with one day in seven free from all educational and clinical responsibilities, averaged over the length of the clerkship, inclusive of call. One day is defined as one continuous 24-hour period free from all clinical, educational, and administrative activities.
d. Because resident and intern schedules will vary in each department, please refer to the individual clerkship manuals for details regarding clerkship-specific implementation of medical student duty hours.

STUDENT REVIEW OF EDUCATIONAL RECORDS

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

A student who wishes to view his or her academic record must submit a written request to the registrar in the Office of Student Affairs. Appointments to view the record will be scheduled as soon as possible after requested, but within the university's policy of 45 days from making such a request. The right of inspection and review includes: the right to access, with an explanation and interpretation of the record; and the right to a copy of the education record when failure to provide a copy of the record would effectively prevent the student from inspecting and reviewing the record. The institution may refuse to provide a copy of a student's education record provided such refusal does not limit access.

Limitations exist on students' rights to inspect and review their education records. For example, the institution is not required to permit students to inspect and review the following:

- Financial information submitted by parents.
- Education records containing information about more than one student. (However, the institution must permit access to that part of the records that pertains only to the inquiring student.)
- Confidential letters and recommendations placed in the student's file before January 1, 1975.
- Confidential letters and statements of recommendation, placed in the records after January 1, 1975, to which the student has waived his or her right to review and that are related to the student's admission, application for employment or job placement, or receipt of honors. Upon a request from a student, he or she will be notified of the names of the persons making the recommendations and that such recommendations cannot be used other than for their intended purposes.

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

The registrar will review the request, consult the Senior Associate Dean for Student and Educational Affairs, and inform the students of the action taken, in a reasonable amount of time after receiving the request. If the record is not amended, per the policy of the University of Southern California, students have the right to a hearing. A hearing officer appointed by the Vice President for Student Affairs will conduct the hearing. The hearing will be held within a reasonable amount of time after the request for the hearing has been received. The hearing officer will notify the student, reasonably in advance, of the date, place and time of the hearing.

Students will be afforded a full and fair opportunity to present evidence relevant to the issue raised. One or more other persons, including an attorney, may accompany the student. The hearing officer and/or board will make its decision in writing based upon the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.

If the hearing officer and/or board supports the complaint, the education record will be amended accordingly, and the student will be so informed. If the hearing officer and/or board decides not to amend the education record, students have the right to place in the education record a statement commenting on the challenged information and/or stating the reasons for disagreement with the decision. This statement will be maintained as part of the education record as long as the contested portion of the record is maintained, and whenever a copy of the education record is sent to any party, the student's statement will be included.
ACADEMIC POLICIES

GRADES AND GRADING POLICY

GRADING SYSTEMS

Years I/II Grades: P=Pass; F=Fail; I=Incomplete; E=Exempt; F/P=Fail/Pass

The Keck School of Medicine has an integrated systems-based curriculum throughout the first two years of medical school and students are graded on a Pass/Fail basis. The grade Exempt is awarded to students who are deemed by the Student Performance Committee to have met a course’s requirements by means other than taking the course and receiving a grade.

Years III/IV Grades:

- Required Clerkships: H=Honors; HP=High Pass; P=Pass; F=Fail; I=Incomplete; F/P=Fail/Pass
  - The following courses are Required Clerkships: Family Medicine, Internal Medicine, Internal Medicine Sub-Internship, Neurology, Obstetrics/Gynecology, Pediatrics, Psychiatry, Surgery, Surgical Subspecialty
- Transitions to Clinical Practice and Intersessions I and II: CR=Credit; NC=No Credit
- Selective/Elective Clerkships: CR=Credit; NC=No Credit; I=Incomplete

The full Grading Policy, including the processing and recording of Examinations, Evaluations, and Grades, can be found here.

EVALUATION APPEAL PROCESS

Students have a right to appeal evaluations only on the basis of:

- Procedural Irregularity - documented error in, or divergence from, the prescribed or customary process of evaluating and grading students
- Extenuating Circumstances - severe and documented situations that were beyond the student’s control and which prevented the student from performing in a manner truly reflective of his/her knowledge and skills. Appeals will be acted upon favorably only when real, clear and convincing evidence is presented to suggest that application of the policy is inappropriate.
- Grade assigned in an erroneous manner.

Appeal of Evaluations: ICM, PPM, Clerkships, Selectives, Electives

It is important that students discuss any difference of opinion they may have regarding their grade or content of their evaluation with the Course/Clerkship Director or Selective/Elective Preceptor. Only the Course/Clerkship Director has the authority to change the grade or the content. A student should not discuss his/her evaluation with any course/clerkship faculty, preceptors, or residents. If the student is still dissatisfied after discussing the evaluation with the Course/Clerkship Director or Selective/Elective Preceptor, he/she should submit a written appeal to the Course/Clerkship Director or Selective/Elective Preceptor. The student must also report the matter to the Office of Student Affairs. Appeals must be initiated within six (6) weeks of the receipt of the evaluation. For the complete process of appeal, please see the full Evaluation Appeal Process.

PROMOTION AND GRADUATION REQUIREMENTS

- All students are held to the policies listed in the Keck School of Medicine Promotion Requirements.
- All students are held to the policies listed in the Keck School of Medicine Graduation Requirements.