



**Herbert Wertheim  
College of Medicine**

**Graduate Certificate in Molecular  
and Biomedical Sciences**

# Student Handbook 2017–2018



# **Graduate Certificate in Molecular and Biomedical Sciences**

## **Student Handbook Effective August 22, 2017**

This Student Handbook has been compiled as a resource for students enrolled in the Graduate Certificate Program in Molecular and Biomedical Sciences at Florida International University (FIU) Herbert Wertheim College of Medicine (HWCOM). It is the student's responsibility to understand and follow policies and procedures and ensure that all requirements are met by the established deadlines.

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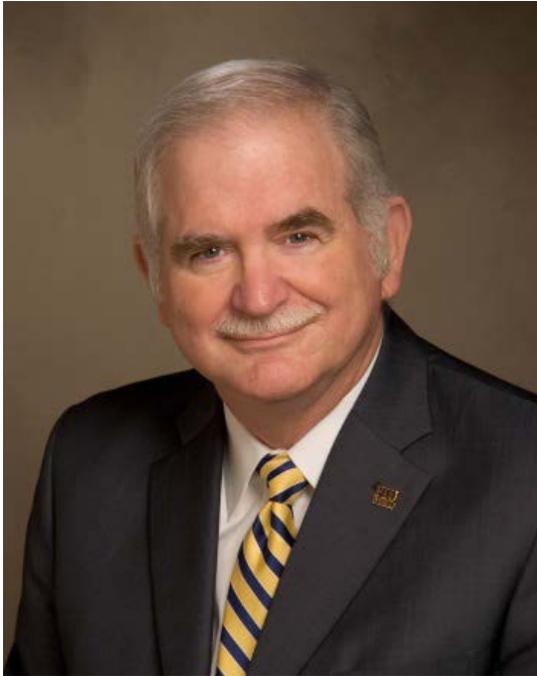
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## Message from the Dean



**John A. Rock, MD, MSPH**  
Dean and Senior Vice President for Health  
Affairs  
FIU Herbert Wertheim College of Medicine

Florida International University (FIU) is an integral part of the South Florida community, serving the needs of a diverse population while educating students to be innovators and collaborators. At FIU Herbert Wertheim College of Medicine (HWCOCM), fostering research to discover and advance medically relevant knowledge is a key tenet of our mission. Our Graduate Certificate in Molecular and Biomedical Sciences aims to prepare students for careers in human, veterinary, and dental medicine; public health; nursing; and other health care fields.

As you pursue the certificate, learning the functions of molecules, cells, organs, and organisms, I hope you will embrace the opportunity to think outside the box: theorize, hypothesize, think critically and analytically, collaborate with other students, and most importantly, recognize the power of biomedical sciences in transforming medicine.

It is my pleasure to welcome you and I wish you well in your pursuit of knowledge.

## Message from the Executive Associate Dean for Academic Affairs



**Carolyn D. Runowicz, MD**  
Executive Associate Dean for Academic Affairs,  
Professor of Obstetrics and Gynecology  
[crunowic@fiu.edu](mailto:crunowic@fiu.edu)

On behalf of HWCUM, I would like to welcome you to our Graduate Certificate in Molecular and Biomedical Sciences. Our academic curriculum is designed to facilitate learning the fundamental basic science concepts relevant to health care and related fields.

I look forward to getting to know you and providing any assistance you may seek as you embark on this exciting scientific journey into the molecular and biomedical sciences.

## Message from the Graduate Certificate Program Directors



**Tracey Weiler, Ph.D.**

Academic Program Director  
Assistant Professor,  
Human and Molecular Genetics

**Barbra Roller, Ph.D.**

Administrative Program Director  
Assistant Professor,  
Cellular Biology and Pharmacology

It is a pleasure to welcome you to the Graduate Certificate in Molecular and Biomedical Sciences at FIU HWCOC. This curriculum has been developed by our medical school faculty who will serve as teachers and mentors throughout the program. The courses have been designed to strengthen students' knowledge in basic biomedical science, which can benefit students with aspirations of entering medical school or other health care professions. Students are encouraged to be professional, innovative, self-directed learners, critical thinkers, and rational analyzers of scientific information. We look forward to getting to know you and providing any help you might need to successfully complete the program and continue on to health care careers.

## Introduction

The Graduate Certificate in Molecular and Biomedical Sciences at HWCOC provides a curriculum that is unique, distinguishing it from other certificate programs throughout the university. Participating faculty are from three basic science departments within HWCOC— Cellular Biology and Pharmacology, Human and Molecular Genetics, and Immunology.

The advantages of our graduate certificate program include:

- Small class size
- Close interaction with faculty involved in the MD degree program curriculum
- Preparation for careers in medicine, biomedicine and biotechnology, medical research, and/or other health care fields
- Course content that complements the first academic period of the MD degree program at HWCOC

## Administrative Personnel

### **Barbra A. Roller, PhD**

Administrative Program Director

Assistant Professor, Department of Cellular Biology and Pharmacology

Assistant Dean for Student Affairs

AHC2 368A

[rollerb@fiu.edu](mailto:rollerb@fiu.edu)

305-348-7289

### **Tracey Weiler, PhD**

Academic Program Director

Assistant Professor, Department of Human and Molecular Genetics

GL 495C

[tweiler@fiu.edu](mailto:tweiler@fiu.edu)

305-348-4993

### **Odalys De La Rosa, MBA**

Senior Program Coordinator

AHC2 661

[odalys.delarosa@fiu.edu](mailto:odalys.delarosa@fiu.edu)

305-348-4372

### **Andrea Matamoros**

Program Coordinator

GL 495

[amatamor@fiu.edu](mailto:amatamor@fiu.edu)

305-348-4571

# 1. Graduate Certificate Curriculum Overview

## **Course Registration**

Students are registered for all four certificate courses offered each semester by HWCOM and cannot drop, add, or withdraw from individual courses .

A student who does not attain a GPA of 2.50 in the first semester of the Graduate Certificate Program will not be registered for the second semester courses.

### **Fall courses**

<b>Course Number</b>	<b>Course Title</b>	<b>Credits</b>
<b>BMS 6004</b>	Medical Molecular Biology	3
<b>BMS 6013</b>	Medical Cell Biology and Biochemistry	3
<b>BMS 6301</b>	Medical Microbiology and Immunology	3
<b>GMS 6922</b>	Professional Skills in Medical Sciences I	1

### **Spring courses**

<b>Course Number</b>	<b>Course Title</b>	<b>Credits</b>
<b>BMS 6003</b>	Medical Genetics	3
<b>BMS 6130</b>	Pathology and Medical Histology	3
<b>BMS 6501</b>	Medical Physiology	3
<b>GMS 6923</b>	Professional Skills in Medical Sciences II	1

### **Learning Formats**

Learning formats include didactic lectures, case-based learning, team-based learning, small- and large-group discussions, and other active learning strategies. It is expected that for every hour of in-class time, students devote at least 2 hours out of class for preparation and review of class material.

### **Advising**

All students are required to meet with each of the Program Directors (Academic and Administrative) at least once a semester (at the beginning of the program and periodically thereafter). During advising appointments, the Academic Program Director reviews the student's performance in the certificate program and develops strategies to optimize student success. Appointments with the Administrative Program Director include assessment of credentials and suitability for application to future health-related degree programs and assistance with plans to maximize competitiveness for health-related degree program applications.

# 2. Finances

## **Tuition and Fees**

Tuition for the 2017–2018 graduate certificate program is \$18,000 . Tuition and fees for the program total approximately \$21,000. Tuition paid covers semester courses and program-related events. Tuition and fees are charged per credit hour per semester (10 credits in the fall and 10 credits in the spring).

Expense	Fall 2016 Semester	Spring 2017 Semester	FY 2016-2017
Tuition by semester	\$9,000.00	\$9,000.00	\$18,000.00
Fees based on credits*	\$1,277.00	\$ 1,277.00	\$2,554.00
Fees per semester*	\$104.00	\$104.00	\$208.00
Student ID	\$10.00		\$10.00
Other fees*	\$91.00	\$91.00	\$182.00
<b>Total *</b>	<b>\$10,482.00</b>	<b>\$10,472.00</b>	<b>\$20,954.00</b>
<b>*Figure is an approximation and is subject to change based on FIU Board of Trustees regulations.</b>			

### ***FIU Installment Payment Plans***

Students are able to utilize these FIU Payment Plans per semester:

- Choice of either two or three installments each semester.
- Payments due on a monthly basis (e.g., on a three-installment plan, first payment due August 29, second payment due September 29, third payment due October 29).

<http://onestop.fiu.edu/Student%20Financials/FIU-Installment-Payment-Plan/index1.html>.

### ***Withdrawals, Refunds, and Cancellations***

Students receive financial mailings and follow the university graduate calendar, regulations, and deadlines for payments and withdrawals. Student withdrawal and refund policies align with the FIU Board of Trustees regulations below:

- Student withdraws during the first week of the program (drop/add week): 100 percent refund of that semester's tuition and applicable fees.
- Student withdraws after drop/add and prior to the end of the fourth week of classes: 25 percent refund of that semester's tuition and applicable fees.
- Student withdrawals for exceptional circumstances beyond the control of the student that preclude the student from completing the certificate program are reviewed on a case by case basis.

Associated 2017–2018 Tuition Fee Action Dates*	Fall 2017	Spring 2018
Last day to drop, 100% refund	August 28, 2017	January 16, 2018
Tuition and fees due	August 29, 2017	January 17, 2018
Late fees applied to unpaid balance	August 30, 2017	January 18, 2018
Last day to withdraw, 25% refund	September 15, 2017	February 2, 2018
<b>*Dates are subject to change; please check the <a href="#">academic calendar</a> for updates:</b>		

Enrollment is canceled in the case of unpaid tuition and fee balances not covered by the payment plan or other awards per university guidelines. Note: a student is still liable for payment of tuition and the University may send the account for collection.

### **Financial Assistance**

Students enrolled in the certificate program are not eligible for any financial aid from the university or for federal student loans. However, private loans are available. Please utilize the following link for more information on private student loans: <http://www.finaid.org/loans/privatestudentloans.phtml>

The [HWCAM Office of Financial Assistance](#) is available to help students access resources to obtain private loans.

## **3. Grading and Assessment Policies**

### **GPA Requirement to Earn Graduate Certificate**

To earn the Graduate Certificate in Molecular and Biomedical Sciences, a student must pass all certificate courses and attain a cumulative GPA of 3.00 over the eight courses in the two-semester program (as shown on the official FIU transcript).

### **Official FIU Transcripts**

According to the FIU University Graduate School policy, should a cumulative GPA fall below a 3.00 for the first semester, the student is issued a 'Warning' in PantherSoft which is reflected on their transcript. This is a permanent notation on the FIU transcript. A graduate student on 'Warning', whose cumulative GPA remains below 3.00 in the following semester is placed on 'Probation'. This is also a permanent notation on the FIU transcript.

### **Letter Grade Determination**

The highest achievable numerical grade is 100 percent; the lowest passing grade is 63 percent. All numerical grades are converted to letter grades. Refer to specific course syllabus for details.

### **Incomplete (IN) Grading Policy**

If a student finds his or herself unable to complete the course, the student may provide appropriate documentation and request an "IN" (incomplete). To qualify for an "IN," a student must have completed at least half of the course material and be in good standing (on track to pass the course) at the time they request an "IN". Approval of an "IN" is given by the Graduate Certificate Administrative Program Director in consultation with the individual course director(s). If granted, the requirements to complete the course are outlined by the course director. Should an "IN" not be satisfied within 4 weeks of the end of term, the IN becomes an "F."

Refer to specific course syllabus for details.

### **Physical, Mental, and Sensory Challenges**

Every effort is made, where feasible and practical, to accommodate students who have physical, mental, or sensory challenges. Students that require accommodations should contact the Disability Resource Center (DRC) for assessment <http://drc.fiu.edu/about-us/index.html>. The DRC determines appropriate accommodations and informs the Graduate Certificate Program directly. DRC recommendations are considered by the program administration and accommodations are made where possible.

## 4. Attendance and Tardiness

### ***Class Session Attendance***

Refer to specific course syllabus for details.

### ***Tardiness***

Refer to specific course syllabus for details.

### ***Exam Attendance***

Refer to specific course syllabus for details.

### ***Emergencies, Documented Hardship, Excused Absences, and Planned Absences***

In the event of an emergency or other unplanned absence, students should contact [biomedcert@fiu.edu](mailto:biomedcert@fiu.edu) and [rollerb@fiu.edu](mailto:rollerb@fiu.edu) as soon as possible in order to explain the nature of the emergency. If preliminary pardon of the unplanned absence is granted, the student must submit the "[Unplanned / Emergency](#)" [Excused Absence Request Form](#) on CanvasMed within 5 business days of the absence. Supporting documentation is required. A student absent for 2 or more class days due to illness must submit a note written by a healthcare provider documenting and attesting to the student's illness. Cases of documented hardship may result in an excused absence.

All requests for a planned excused absence should be submitted using the "[Planned](#)" [Excused Absence Request Form](#) on CanvasMed. These requests should be made at least 4 weeks in advance of the planned absence.

**Excused absences are generally granted** for the following events (submission of supportive documentation is required):

1. Acute illness
2. Accidents
3. Death of an immediate family member
4. Medical school interviews
5. MCAT examinations (only when exam registration occurred prior to the start of the graduate certificate program)
6. Other emergencies on a case by case basis

**Excused absences MAY be granted for:**

1. Health needs (nonacute)
2. Religious observation
3. Weddings (of a student or his/her first-degree relatives)
4. Maternity/ paternity
5. Military orders or officer training
6. Jury duty/legal matters
7. Professional activities (students participating in professional development or representing HWCOM)
8. Scholarly activities (students presenting scholarly work at a meeting)

**Excused absences are NOT granted for:**

1. Weddings (other than that of a student or his/her first-degree relatives)
2. Graduations
3. Social events
4. Family vacations and reunions

The Administrative Program Director reviews and makes a determination for each excused absence request in consultation with course directors on matters that impact academic obligations. The Administrative Program Director notifies students via CanvasMed as to whether excused absence requests are granted or denied. Students are strongly encouraged not to make any plans that affect attendance (travel or otherwise) before receiving an approval. Results of all excused absence requests are conveyed to the relevant course directors. Students are required to contact each relevant course director to determine how and when to make up missed activities. Course directors are responsible for providing suitable alternatives to the missed activities, where possible. All absences (excused and unexcused) are recorded in CanvasMed to screen for patterns of repetitive or undesirable behavior. Any such behavior may be considered a violation of professionalism. Refer to specific course syllabus for details.

***Religious Observances***

Every effort is made, where feasible and practical, to accommodate students whose religious practices coincide with class requirements or scheduling. Students should be sure to complete the Planned Excused Absence Request Form on CanvasMed **at the beginning of the semester**, indicating which dates they plan to be absent or any anticipated problems with completing course work.

## 5. Technology

***Portable Computers and Mobile Devices Policy***

Students are required to have their own personal laptop computers for class on a daily basis. Students are responsible for purchasing the required software/hardware necessary for access and completion of assignments and examinations. During scheduled National Board of Medical Examiners (NBME) examinations, students use HWCAM computers in place of their personal laptops. Students are not charged any usage fee for loaner laptops during these exams.

HWCAM Information Technology (IT) does not offer technical support for personal computers. However, students experiencing problems with any required software or with CanvasMed may contact, HWCAM IT for assistance (305-348-4843). The HWCAM IT HelpDesk office is located in AHC2 358 and the iLearn Lab is located in AHC2-562.

We recommend that students utilize [FIU Panther TECH](#), FIU's on-campus computer store, to purchase laptops and maintain these laptops throughout the length of the program. FIU Panther TECH is located in the Graham Center (GC 165). The benefits of purchasing a laptop with Panther TECH include better pricing and personalized on-campus care. Students requiring computer repair or upgrade can contact Panther TECH at [panthertech@fiu.edu](mailto:panthertech@fiu.edu) or at 305-348-8324.

***CanvasMed Learning Management System***

CanvasMed is the learning management system used to support the graduate certificate program and can be accessed at [www.canvasmed.fiu.edu](http://www.canvasmed.fiu.edu). Students can access course syllabi, announcements and documents within CanvasMed. Communication between faculty and students is done within

CanvasMed through the announcements and also through CanvasMed mail. Syllabi contain details on lecture topics, delivery and learning formats, learning objectives, schedules, faculty, course materials, grade distribution and weighting, other grading policies, etc. **Students are expected to review the syllabi and coursework prior to the course.**

Lectures are recorded using the Tegrity system and are made available online through CanvasMed. Students are expected to check CanvasMed frequently for updates and changes.

### ***Technology Policies***

FIU expects graduate certificate students to abide by the established policies on the use of information technology. To learn more about information technology policies at FIU, please visit <http://security.fiu.edu>.

### ***Email Policy***

Only HWCAM faculty, staff, students, and other persons who have received permission from the HWCAM Information Technology (IT) office are authorized users of the FIU e-mail systems and resources. Use of e-mail is permitted and encouraged where such use supports the university's academic goals and facilitates communication between faculty and students.

It is expected that faculty will respond to student communications within 1 business day. Similarly, it is expected that students will respond to communications from the Graduate Certificate Program and/or faculty within 1 business day.

### ***Unacceptable Use of Email***

If a student uses e-mail in an unacceptable manner, he or she is subject to sanctions, including having his or her e-mail account deactivated. Unacceptable uses of e-mail include :

- Distributing, disseminating or storing images, text, or materials that might be considered discriminatory, offensive, or abusive in that the context is a personal attack, sexist or racist, or might be considered harassment.
- Using e-mail systems for any purpose restricted or prohibited by laws or regulations.
- "Spoofing" (i.e., constructing an e-mail communication so it appears to be from someone else).
- "Snooping" (i.e., obtaining access to the files or e-mail of others).
- Attempting unauthorized access to e-mail or attempting to breach any security measures on any email system, or attempting to intercept any e-mail transmissions without proper authorization.
- Sending chain mail.
- Introducing any form of computer virus or malware into the network.
- Including the work of others into e-mail communications in violation of copyright laws.

### ***Printing and Scanning***

A copy machine with printing and scanning functions is available for use in the medical library. Other copy machines are located throughout the FIU Green Library and in AHC2. Use of these machines incurs a per-page charge. Students can visit <https://library.fiu.edu/blog/ballm/new-printing-scanning-options> or see an FIU Medical Library Help Desk staff member for more information.

## 6. Academic Integrity and Professionalism

### **Academic Integrity**

FIU is a community dedicated to generating and imparting knowledge through excellent teaching and research, the rigorous and respectful exchange of ideas, and community service. Students at FIU must adhere to the highest standards of integrity in every aspect of their lives. Academic integrity is the adherence to those special values regarding life and work in an academic community. The principles of conduct and ethics are established in the FIU Standards of Conduct.

Honesty in academic matters is part of this obligation. All students should respect the right of others to have an equitable opportunity to learn and honestly demonstrate the quality of their learning. Therefore, all students are expected to adhere to a standard of academic conduct, which demonstrates respect for themselves, their fellow students, and the educational mission of FIU. The FIU policies on Student Conduct and Conflict Resolution may be found at <http://studentaffairs.fiu.edu/get-support/student-conduct-and-conflict-resolution/>.

### **FIU Pledge**

As a student of this university:

- I will be honest in my academic endeavors.
- I will not represent someone else's work as my own.
- I will not cheat, nor will I aid in another's cheating.

### **Definition of Academic Misconduct**

Any act or omission by a student which violates the concept of academic integrity and undermines the academic mission of the university shall be defined as academic misconduct and shall be subject to the procedures and penalties that follow.

Academic misconduct is defined as the following intentional acts or omissions committed by any FIU student:

**Cheating.** The unauthorized use of books, notes, aids, electronic sources, or assistance from another person with respect to examinations, course assignments, field service reports, class recitations; or the unauthorized possession of examination papers or course materials, whether originally authorized or not. Any student helping another cheat may be found guilty of academic misconduct.

**Plagiarism.** The deliberate use and appropriation of another's work without any indication of the source and the representation of such work as the individual's own. Any individual who fails to give credit for ideas, expressions, or materials taken from another source, including internet sources, is guilty of plagiarism. Any student helping another to plagiarize may also be found guilty of academic misconduct.

**Misrepresentation.** Intentionally lying to a member of the faculty, staff, administration, or an outside agency to gain academic advantage for oneself or another is an academic misconduct offense, as is interfering with the investigation of a charge of academic misconduct.

**Misuse of Computer Services.** Any student found engaging in unauthorized use of any computer, computer resource or computer project number, or the alteration or destruction of computerized information or files or unauthorized appropriation of another's program(s) may be found guilty of academic misconduct.

**Bribery.** Any student who offers money or any item or service to a member of the faculty, staff, or administration in order to commit academic misconduct may be found guilty of academic misconduct.

**Conspiracy and Collusion.** The planning or acting with one or more fellow students, any member of the faculty, staff or administration, or any other person to commit any form of academic misconduct together.

**Falsification of Records.** the tampering with or altering in any way any academic record used or maintained by the university.

**Academic Dishonesty.** In general, by any act or omission not specifically mentioned above and which is outside the customary scope of preparing and completing academic assignments and/or contrary to the above stated policies concerning academic integrity.

Any violations such as those described in this section shall first require a determination as to whether the act or omission constitutes academic misconduct. More information related to academic misconduct and the procedures related to academic misconduct are described at <http://academic.fiu.edu/academicbudget/misconductweb/1acmisconductproc.htm>.

### ***Security of Instructional and Examination Material***

Refer to specific course syllabus for details.

### ***Plagiarism***

Refer to specific course syllabus for details.

### ***Fabrication Policy***

Refer to specific course syllabus for details.

### ***Sexual Harassment and Discrimination Policies***

FIU has a zero tolerance policy for sexual harassment, abuse, and violence. The Equal Opportunity Programs and Diversity Office (<https://diversity.fiu.edu/>) is responsible for handling issues related to sexual harassment or discrimination based on age, sex, religion, race, marital status, national origin or disability in accordance with procedures developed to comply with the Florida Equity Act.

In compliance with Title IX, all FIU students are **required** to complete a training program (<http://studentaffairs.fiu.edu/get-support/victim-empowerment-program/programs/haven-understanding-sexual-assault/index.php>) on the university's sexual harassment and discrimination policies. Students must register for and complete this program **during the Fall semester** to avoid any interruption to enrollment.

### ***Professionalism and its Evaluation***

It is important that students maintain the highest standards of ethical conduct and professionalism in their academic and personal lives in order to successfully attain their goals as future health care professionals. The Graduate Certificate Program faculty expect students to demonstrate respect for themselves and others, abide by all rules and guidelines, and exhibit professional behaviors, including accountability, truthfulness, conscientiousness, self-awareness, teamwork, and continuous self-improvement.

The following table describes the attributes to which we expect students to aspire. Each attribute is assessed using a Likert Scale (4-Exemplary; 3-Meets Expectations; 2-Needs Improvement; 1-Unacceptable) with narrative comments where appropriate.

<b>Attribute</b>	<b>Description</b>
<b>Self-Directed Learner</b>	<ul style="list-style-type: none"> <li>• Inquisitive</li> <li>• Pursues personal learning goals</li> <li>• Routinely seeks information and understanding through personal inquiry</li> <li>• Demonstrates motivation for understanding and knowledge development vs seeking only a grade</li> </ul>
<b>Critical Thinking Skills</b>	<ul style="list-style-type: none"> <li>• Identifies gaps in his/her knowledge</li> <li>• Forms effective and appropriate questions</li> <li>• Is resourceful in gathering and validating new information to solve problems</li> <li>• Is open minded, recognizing and assessing both the assumptions and implications of ideas</li> <li>• Uses information effectively to solve problems</li> </ul>
<b>Respect</b>	<ul style="list-style-type: none"> <li>• Shows respect in all interactions with peers, faculty/TAs, staff, facilities</li> </ul>
<b>Leadership and Teamwork</b>	<ul style="list-style-type: none"> <li>• Takes leadership roles willingly</li> <li>• Leads effectively, understands role, and gains respect of peers as leader</li> <li>• Contributes constructively and dependably as a team member</li> </ul>
<b>Discerning</b>	<ul style="list-style-type: none"> <li>• Effectively identifies personal limitations in knowledge acquisition, test-taking strategies and interpersonal skills</li> <li>• Develops strategies to overcome personal limitations in knowledge acquisition, test-taking strategies and interpersonal skills</li> <li>• Seeks advice and assistance appropriately and in a timely manner</li> </ul>
<b>Honest and Trustworthy</b>	<ul style="list-style-type: none"> <li>• Accurate and accountable in all interactions with peers, faculty, and staff</li> <li>• Forthright and candid</li> </ul>
<b>Feedback</b>	<ul style="list-style-type: none"> <li>• Graciously receives and is responsive to feedback from peers, faculty and staff</li> <li>• Provides constructive feedback to peers, faculty and staff</li> </ul>
<b>Compliance</b>	<ul style="list-style-type: none"> <li>• Has less than 1 unexcused absence per month</li> <li>• Arrives to class sessions on time</li> <li>• Follows rules and regulations</li> </ul>

Professionalism is monitored on a session by session basis and students receive constructive feedback from course faculty on their professionalism. Where students exhibit exemplary or unacceptable behavior, faculty provide a narrative account by email to the course director and program directors ASAP. These brief but full accounts are used in letters of recommendation and/or addressed with the student as they arise. Each student is formally assessed twice during each semester of the program (once at the midpoint of the semester and again at the end). Evaluations are shared with the student, course directors, and graduate certificate program directors. Opportunities to demonstrate improvement are made available.

## 7. Academic Grievance Procedure

A quality graduate education is most effective in an environment of informality, mutual respect, cooperation, and open communication. Since there is a unique relationship between students and faculty members, students in the graduate certificate program should have professional expectations of faculty members.

Often grievances grow out of misunderstandings or misperceptions about expectations. Faculty have an obligation to ensure that students are aware of professional and academic expectations. Students have a concomitant obligation to diligently pursue and satisfy these standards; they are bound to observe and respect the policies, rules, and regulations of the university and of their professors.

Occasionally, a rift develops that cannot be settled informally. Although students have a right to seek redress for academic grievances, they often forgo their rights so as not to offend the professor. These grievances should be settled through open communications. Students should be aware that bringing a formal grievance may have the consequence of damaging the working relationship with the professor, and that any straining of the relationship with the professor may interfere with learning. When all means of informal resolution have been exhausted, the parties must have a forum in which to seek review and resolution of an academic grievance.

### ***Purpose***

The purpose of this policy and procedure is to provide a means for students to seek investigation and possible resolution of academic grievances, as defined below.

### ***Scope of Policy***

This policy and procedure covers student academic grievances which are defined as any complaint or controversy alleging:

- Unprofessional conduct by a professor which adversely affects a student's ability to satisfy academic expectations
- Improper counseling
- Arbitrary grading for coursework or examinations

This policy does not address issues related to sexual harassment or discrimination based on age, sex, religion, race, marital status, national origin, or disability; the Equal Opportunity Programs and Diversity Office ([https://hrapps.fiu.edu/index.php?name=equal\\_opportunity\\_programs](https://hrapps.fiu.edu/index.php?name=equal_opportunity_programs)) is responsible for handling such issues in accordance with procedures developed to comply with the Florida Equity Act.

### ***Informal Grievance Procedure***

Students must attempt to informally resolve an academic grievance as soon as possible; however, a student must initiate informal resolution by contacting the professor (or program director) no later than 10 business days after classes begin in the following term. If the matter cannot be resolved, or if the professor cannot be reached, the student must meet next with the program directors. If the student's grievance is against the Graduate Certificate Faculty Committee, the students must meet with the Executive Associate Dean for Academic Affairs of HWCOC. Grievance resolutions shall be formalized through a notation in the student's file/record, which is initialed by the student and the professor. If an informal resolution cannot be reached within 30 business days after the initial contact with the professor, then the student has the right to seek a formal resolution of the academic grievance.

### ***Formal Academic Grievance Procedure***

The formal academic grievance procedure is initiated by filing a written complaint with the Dean of University Graduate School ([http://gradschool.fiu.edu/documents/grievance\\_form.pdf](http://gradschool.fiu.edu/documents/grievance_form.pdf)). The complaint must be filed within 15 days of the date the informal resolution process ends, or within 20 business days after classes begin in the term following that in which the complaint arose, whichever is later. After receipt, the Dean of University Graduate School, in consultation with the Chairperson of the Graduate

Grievance Committee, reviews the complaint to determine whether it falls within the scope of this policy and whether a formal hearing is warranted. When there are disputed issues of material fact which must be determined, a formal hearing is warranted. If the complaint does not fall within the scope of this policy, then the student shall be so notified in writing by certified mail.

### Student Academic Grievance Committee

Where a complaint falls within the scope of this policy and there are disputed issues of material fact to be determined, the Dean of University Graduate School refers the matter to the Graduate Student Academic Grievance Committee. The grievance committee is composed of five members, two of whom should be graduate students selected by the Dean of University Graduate School from a list of names supplied by the Graduate Student Association (GSA) and/or the academic deans. The other members of the committee shall be three full-time faculty who have experience with graduate programs. They are selected from lists supplied by the academic deans and/or the Faculty Senate. The faculty members of the committee include two faculty members from academic units outside of the school/college where the student is enrolled and where the grievance has been filed. The chairperson of the committee is jointly selected by the Dean of University Graduate School and the chairperson of the Faculty Senate.

### Procedures

A hearing shall be scheduled as soon as possible, but no later than 45 business days after receipt of the grievance. The grieving student and the professor shall be notified by the Dean of University Graduate School by certified mail of the date and time of the formal hearing. The hearing shall be conducted with such formality as is necessary to ensure the proceeding is fair and in a manner that allows both sides of the dispute to be presented. The hearing shall be recorded. At the conclusion of the hearing, the members of the committee shall have the opportunity to deliberate outside the presence of the parties. A written report including findings of facts, conclusions and recommendations shall be prepared and forwarded to the Dean of University Graduate School. The Dean of University Graduate School shall issue a written decision within 15 university days of receipt of the committee's report. The student and the professor will be sent copies of the Dean's determination by certified mail.

### Appeals

Any decision of the Dean of University Graduate School may be appealed by either the grieving student or the professor where there is evidence that a significant impropriety in the review process occurred. The appeal must be in writing, specifying in detail the alleged procedural impropriety, and must be filed in the Office of the Provost within 10 university days of the date of receipt of the Dean's decision. The Provost or a designee shall review the appeal and the record of the formal hearing and issue a decision within 20 university days. The decision of the Office of the Provost is final.

## 8. Facilities

### ***Teaching Facilities***

Courses in the graduate certificate program are held on the FIU Modesto Maidique Campus (<http://campusmaps.fiu.edu/index.html#/campus/MMC>). Wherever possible, lectures are held in the auditoria in the Academic Health Center buildings AHC2 and AHC4. These auditoria are fully equipped with audio-visual and lecture capture technology.

### ***Study Facilities***

There are numerous study locations at FIU. The Green Library has many study cubicles and several quiet floors. HWC0M graduate certificate students have access to the medical library. The FIU Medical Library, located on the third floor of the Green Library, has study cubicles as well as small group study rooms and lounge areas. Study spaces in AHC2 and AHC4 are designated as medical-student-only spaces, due to specific accreditation requirements and limited space. **It is inappropriate for graduate certificate students to study in these medical-student-only spaces, even when the rooms are unused or if medical students provide access.**

### ***Medical Library***

The FIU Medical Library has the primary objective of providing collections and services for the medical and graduate curricula. The medical library is located on the third floor of the Green Library at the Modesto Maidique Campus. The website for the FIU Medical Library can be accessed at <http://medlib.fiu.edu/>.

### Access

Students are granted physical access to the medical library by swiping a Panther ID card at the door. In the event a student's ID card is misplaced, a doorbell is available to alert the Help Desk staff during designated hours (<http://libguides.medlib.fiu.edu/friendly.php?s=COMlibrary/aboutus>).

### Books

The Medical Library acquires all textbooks in print and online (if available) formats. Each year, the medical library acquires new and updated editions to its list of titles. The collection is supplemented with additional titles to provide depth. Textbooks for graduate certificate program courses can be found at <http://libguides.medlib.fiu.edu/textbooks/cert>.

### Journals

The FIU Medical Library access to over 11,000 biomedical journals. Additional journals may be recommended for purchasing with approval from appropriate departmental chair.

### Articles

Students may request journal articles via Interlibrary Loan in case a specific journal isn't available at FIU. A request can be made by filling out the Article Request form. The form is accessible through the "Book/Article Request" link at the top of the FIU Medical Library web page or directly at <http://libguides.medlib.fiu.edu/friendly.php?s=COMlibrary/services>. There is no charge for obtaining articles. Articles are delivered by email, usually in 1–3 days.

### Databases

Databases housed in the medical library are selected for their coverage of biomedical knowledge and include many resources commonly used by biomedical researchers. Over 40 biomedical databases are available through the medical library webpage, including EMBASE. Another 85 related science databases are available through the FIU Libraries webpage, such as Biological Abstracts. <http://libguides.medlib.fiu.edu/az.php>

## Self-Instructional Materials

Self-instructional materials are available electronically through the medical library at [medlib.fiu.edu](http://medlib.fiu.edu). They cover a broad array of information management skills on biomedical topics and include tutorials on searching medical literature databases, finding and evaluating evidence-based biomedical research, copyright applications, and other useful topics.

## 9. Interview and Admission to the HWCOP MD Degree Program

### ***Criteria for Guaranteed Acceptance to the MD Degree Program***

Students on the wait list for the 2017 HWCOP MD degree program admissions cycle will be provided a conditional guarantee of acceptance to HWCOP upon completion of the certificate program, provided they have met defined academic and professional metrics, including attendance and mandatory advising sessions while enrolled in the graduate certificate program. Each student seeking a conditional guarantee of acceptance must:

- Maintain a minimum graduate certificate program GPA of 3.7, by week 5 of Spring Semester.
- Earn a grade of B or above in each graduate certificate program course.
- Exhibit professional performance. Students are assessed on professionalism in each graduate certificate program course, using the criteria in Section III of the Student Handbook.
- Submit completed American Medical College Application Service (AMCAS) application and HWCOP Secondary Application for the current cycle (2018) including a current MCAT score (within 3 years of medical school matriculation).
- Receive a Graduate Certificate Program Committee letter of recommendation. The Graduate Certificate Program Committee is comprised of all the Graduate Certificate course directors.
- Obtain satisfactory level 1 and 2 background checks (a requirement for all students accepted to the MD degree program).
- Obtain satisfactory drug screening test (a requirement for all students accepted to the MD degree program).

### ***Criteria for Guaranteed Interview for the MD Degree Program***

Students not previously on the wait list for the 2017 HWCOP MD degree program admissions cycles will be provided a guarantee to interview provided they meet defined academic and professional metrics, including attendance to mandatory advising sessions, while enrolled in the graduate certificate program. Each student seeking a guarantee to interview also must:

- Maintain a minimum graduate certificate program GPA of 3.7 by week 5 of Spring Semester.
- Earn a grade of B or above in each graduate certificate program course.
- Exhibit professional performance. Students are assessed on professionalism in each graduate certificate program course, using the criteria in Section III of the Student Handbook.
- Submit completed American Medical College Application Service (AMCAS) application and HWCOP Secondary Application for the current cycle (2018) including a current MCAT score (within 3 years of medical school matriculation).
- Receive a Graduate Certificate Program Committee letter of recommendation. The Graduate Certificate Program Committee is comprised of all the Graduate Certificate course directors.

### ***Graduate Certificate Committee Letter of Recommendation***

The Graduate Certificate Program Committee consists of all participating course directors and graduate program directors. The committee meets in February, during the second semester of the certificate program, to comprehensively review each student's grades and professionalism assessments for the fall term, and interim grades and professionalism assessments for the spring term. The committee then

writes a comprehensive letter for each student, describing academic and nonacademic activities and personal and professional attributes. Depending on a student's status in the certificate program, this letter will be sent to the HWCOC Admissions Committee (which determines admissions decisions for the MD degree program) with a recommendation for either an interview (if the student was not previously on the wait list) or acceptance into the MD program (if the student interviewed previously and was placed on the wait list). Ultimately, all admissions decisions rest with the HWCOC Admissions Committee.

For students who are applying for the 2019 admissions cycle, a more comprehensive Graduate Certificate Program committee letter of recommendation will be written at the end of the program. This letter will then be sent to designated MD and DO schools via pre-health offices, direct email, or uploads to AACOMAS, AMCAS or Interfolio.

### **Admission to HWCOC MD Degree Program**

HWCOC performs a holistic review of each applicant to determine qualifications for medical school based on academic and nonacademic factors. A thorough explanation of the HWCOC MD degree admissions process can be found at <https://medicine.fiu.edu/academics/degrees-and-programs/doctor-of-medicine/admissions/index.html> . Students must be aware that academic excellence in the Graduate Certificate Program alone may be insufficient for a recommendation of acceptance by the Admissions committee of HWCOC.

## 10. Graduate Student Resource Guide to FIU

There are many services and opportunities available to FIU graduate students. The University Graduate School has a list of resources and services to support graduate students by promoting a high-quality academic experience and to serve students' personal and professional needs. Among those services are:

- [Counseling & Psychological Services](#)
- [Wellness Center](#)
- [Health Services](#)
- [Disability Resource Center](#)
- [Multicultural Programs and Services](#)
- [Women's Center](#)
- [Lesbian, Gay, Bisexual, and Transgender Initiatives](#)
- [Victim Advocacy Center](#)

### Other Student Services

- [FIU Police Department and Public Safety](#)
- [FIU Alert, Department of Emergency Management](#)
- [Victim Empowerment Program](#)
- [Graham Center](#)
- [FIU Athletics](#)
- [FIU Wellness and Recreation Center](#)
- [FIU Department of Parking and Transportation](#)
- [Patricia and Philip Frost Art Museum](#)

For additional university resources, please visit <https://gradschool.fiu.edu/graduate-student-community.shtml>.