Student Handbook
2021–2022
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 regulations, policies, and procedures and ensure that all requirements are met by the established deadlines.
PORTABLE COMPUTERS AND MOBILE DEVICES POLICY ................................................................. 15
CANVASMED LEARNING MANAGEMENT SYSTEM ..................................................................... 15
TECHNOLOGY POLICIES ........................................................................................................ 15
EMAIL POLICY .......................................................................................................................... 15
USE OF FIU EMAIL .................................................................................................................. 16
PRINTING AND SCANNING ..................................................................................................... 16

7. ACADEMIC INTEGRITY AND PROFESSIONALISM .............................................................. 16

COMPLIANCE WITH FIU POLICIES AND REGULATIONS ....................................................... 16
ACADEMIC INTEGRITY ............................................................................................................ 16
FIU ACADEMIC INTEGRITY Pledge ........................................................................................ 16
DEFINITION OF ACADEMIC MISCONDUCT ............................................................................. 16
SECURITY OF INSTRUCTIONAL AND EXAMINATION MATERIAL, PLAGIARISM, AND FABRICATION POLICIES ................................................................. 17
SEXUAL HARASSMENT AND DISCRIMINATION POLICIES .................................................... 17
PROFESSIONALISM AND ITS EVALUATION............................................................................. 17
PROFESSIONALISM ASSESSMENT RUBRIC ........................................................................ 19
ACADEMIC GRIEVANCE PROCEDURE .................................................................................. 20
TEACHING FACILITIES .......................................................................................................... 20
STUDY FACILITIES ............................................................................................................... 20
MEDICAL LIBRARY ............................................................................................................... 20
MEDICAL LIBRARY ACCESS .................................................................................................. 20
BOOKS .................................................................................................................................... 21
JOURNALS ............................................................................................................................... 21
ARTICLES ................................................................................................................................. 21
DATABASES ............................................................................................................................. 21

8. INTERVIEW AND ADMISSION TO THE HWCOM MD DEGREE PROGRAM ...................... 21

CRITERIA FOR CONDITIONAL ACCEPTANCE TO THE MD DEGREE PROGRAM .................. 21
CRITERIA FOR GUARANTEED INTERVIEW FOR THE MD DEGREE PROGRAM ................. 22
GRADUATE CERTIFICATE COMMITTEE LETTER OF RECOMMENDATION ...................... 22
ADMISSION TO HWCOM MD DEGREE PROGRAM ................................................................. 22

9. STUDENT RESOURCE GUIDE TO FIU ................................................................................... 23

OTHER STUDENT SERVICES .................................................................................................. 23
STUDENT SUCCESS AND REMOTE LEARNING ................................................................. 23
Message from the Dean

Florida International University (FIU) serves the needs of a diverse South Florida population, and is focused on educating students to become thought-leaders, innovators, and collaborators. At FIU Herbert Wertheim College of Medicine (HWCOM), our mission of teaching human biology is intermeshed with social justice and with the promise of research to discover and advance medical knowledge. Our Graduate Certificate in Molecular and Biomedical Sciences aims to prepare students for careers in a wide variety of healthcare fields, and in biomedical research.

As you pursue the certificate, you will learn the functions of molecules, cells, tissues, and organisms. This knowledge will arm you with the ability to recognize how the human body functions and will also give you greater power to think critically and analytically. Beyond this fact, you will hone your skills in communication and collaboration, and most importantly, continue your path of life-long education.

It is my sincere pleasure to welcome you to HWCOM, and to support your pursuit of knowledge.

Robert Sackstein, MD, PhD
Senior Vice President for Health Affairs and Dean - FIU Herbert Wertheim College of Medicine
Message from the Executive Associate Dean for Academic Affairs

On behalf of HWCOM, I would like to welcome you to our Graduate Certificate Program 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.

Carolyn D. Runowicz, MD
Executive Associate Dean for Academic Affairs,
Professor of Obstetrics and Gynecology
crunowic@fiu.edu
Message from the Graduate Certificate Program Directors

It is a pleasure to welcome you to the Graduate Certificate Program in Molecular and Biomedical Sciences at FIU HWCOM. 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.

Tracey Weiler, PhD
Academic Program Director
Associate Professor,
Department of Human and Molecular Genetics

Barbra Roller, PhD
Administrative Program Director
Associate Professor,
Department of Cellular Biology and Pharmacology
Mission Statement
The Graduate Certificate in Molecular and Biomedical Sciences program at Herbert Wertheim College of Medicine (HWCOM) at FIU is targeted to any applicants of health-related professional degree programs. It delivers a rigorous, integrated course of study that provides academic enhancement and professional development and challenges students to meet their highest potential. The Graduate Certificate Program strengthens the biomedical knowledge, professional and collaborative skills of applicants through the implementation of innovative pedagogical strategies that make students more prepared for the rigors of their subsequent health-professions education.

Introduction
The Graduate Certificate in Molecular and Biomedical Sciences at HWCOM provides a unique, integrated curriculum, distinguishing it from other certificate programs throughout the university. Participating faculty are from four departments within HWCOM — Cellular Biology and Pharmacology, Human and Molecular Genetics, Immunology and Nanomedicine, and Translational Medicine.

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 HWCOM

Administrative Personnel
Barbra A Roller, PhD
Administrative Program Director
Assistant Dean for Academic Affairs
Associate Professor, Department of Cellular Biology and Pharmacology
AHC2 664
rollerb@fiu.edu; 305-348-7289

Tracey Weiler, PhD
Academic Program Director
Associate Professor, Department of Human and Molecular Genetics
GL 495C
tweiler@fiu.edu; 305-348-4993

Andrea Matamoros
GCP Program Coordinator
GL 495
amatamor@fiu.edu; 305-348-4571

Katyuska Hernandez
GCP Program Coordinator
AHC2 663
khernan@fiu.edu; 305-348-9064
1. Graduate Certificate Overview

**COURSE REGISTRATION**

After matriculation into the Graduate Certificate Program, students are automatically registered by GCP for all four certificate courses offered by HWCOM each semester.

*Fall courses*

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

*Spring courses***

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BMS 6003</td>
<td>Medical Genetics</td>
<td>3</td>
</tr>
<tr>
<td>BMS 6130</td>
<td>Pathology and Medical Histology</td>
<td>3</td>
</tr>
<tr>
<td>BMS 6501</td>
<td>Medical Physiology</td>
<td>3</td>
</tr>
<tr>
<td>GMS 6923</td>
<td>Professional Skills in Medical Sciences II</td>
<td>1</td>
</tr>
</tbody>
</table>

***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 and will be withdrawn from the program.

**LEARNING FORMATS**

Learning formats can include didactic lectures, case-based learning, team-based learning, IF-AT activities, 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 as needed). The appointments may be held via Zoom, or in person in faculty offices. During advising appointments, the Academic Program Director may review the student’s performance in the certificate program and help students develop strategies to optimize academic 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.

**LEARNING SPECIALIST**

All students are required to meet with a Learning Specialist at least once a semester. The first meeting should be
scheduled before the first set of Block exams on 5th week of the fall semester. Failure to comply will result in a notification in the student’s professionalism evaluation.

EDUCATIONAL RESEARCH

The Graduate Certificate in Molecular and Biomedical Science uses evidence-based educational strategies to optimize delivery of the course content. We also evaluate all our curricula and teaching practices annually. On occasion, GCP Faculty will initiate educational research projects in the GCP classroom to determine best practices for a particular learning module or strategy. Informed consent will be obtained for this research, and students can opt out of the research project at any time. If interested, GCP students can also participate in leading these research projects. Publications that arise from these research projects will report data in aggregate and individual students will not be identifiable.

2. Finances

TUITION AND FEES

Tuition for the 2021–2022 Graduate Certificate Program is $18,000. Tuition and fees for the program total approximately $21,000 and covers 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).

Cost of Attendance

<table>
<thead>
<tr>
<th>Expense</th>
<th>Fall 2021 Semester</th>
<th>Spring 2022 Semester</th>
<th>FY 2021-2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$9,000.00</td>
<td>$9,000.00</td>
<td>$18,000.00</td>
</tr>
<tr>
<td>University Fees (based on credits) *</td>
<td>$1,479.00</td>
<td>$1,479.00</td>
<td>$2,958.00</td>
</tr>
<tr>
<td>Student ID</td>
<td>$10.00</td>
<td>$10.00</td>
<td>$20.00</td>
</tr>
<tr>
<td>Books &amp; Supplies</td>
<td>$500.00</td>
<td>$500.00</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Room</td>
<td>$7,054.00</td>
<td>$7,054.00</td>
<td>$14,108.00</td>
</tr>
<tr>
<td>Board</td>
<td>$2,907.00</td>
<td>$2,907.00</td>
<td>$5,814.00</td>
</tr>
<tr>
<td>Transportation</td>
<td>$1,583.00</td>
<td>$1,583.00</td>
<td>$3,166.00</td>
</tr>
<tr>
<td>Personal</td>
<td>$1,337.00</td>
<td>$1,337.00</td>
<td>$2,674.00</td>
</tr>
<tr>
<td>Loan Fees</td>
<td>$162.00</td>
<td>$162.00</td>
<td>$324.00</td>
</tr>
<tr>
<td>Totals*</td>
<td>$24,032.00</td>
<td>$24,022.00</td>
<td>$48,054.00</td>
</tr>
</tbody>
</table>

*Figure is an approximation and is subject to change based on FIU Board of Trustees regulations.

FIU INSTALLMENT PAYMENT PLANS

Students can utilize FIU Payment Plans per semester to help offset the cost of tuition and fees. There are several payment plans available. For information on installment plans, visit the FIU OneStop webpage.

WITHDRAWALS, REFUNDS, AND CANCELLATIONS

Students cannot withdraw themselves from the Graduate Certificate Program or any individual GCP course. Students who wish to withdraw from the GCP program should contact Dr. Barbra Roller or Dr. Tracey Weiler. In addition to being withdrawn from the program, they will be automatically withdrawn from each of the Graduate
Certificate Program courses in which they are registered. Students must remain enrolled in each course for the duration of each semester in order to successfully complete the program.

Students who wish to drop, withdraw or make accommodations to their course load on the basis of the ADA, should contact the Disability Resource Center at drc@fiu.edu. If a student elects to drop or withdraw from an individual course, they will be withdrawn from Graduate Certificate Program for the entire semester. Note: Since fall semester courses are prerequisites for spring courses, students who are withdrawn in the fall semester cannot be enrolled for spring semester.

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

- Student is withdrawn during the first week of the program (drop/add week): 100% refund of that semester’s tuition and applicable fees.
- Student is withdrawn after drop/add period and prior to the end of the fourth week of classes: 25% 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.

<table>
<thead>
<tr>
<th>Associated 2020–2021 Tuition Fee Action Dates*</th>
<th>Fall “C” Term 2021 Main Session</th>
<th>Spring “C” Term 2022 Main Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last day to drop, 100% refund</td>
<td>August 30, 2021</td>
<td>January 18, 2022</td>
</tr>
<tr>
<td>Tuition and fees due</td>
<td>August 31, 2021</td>
<td>January 19, 2022</td>
</tr>
<tr>
<td>Late fees applied to unpaid balance</td>
<td>September 1, 2021</td>
<td>January 20, 2022</td>
</tr>
<tr>
<td>Last day to withdraw, 25% refund</td>
<td>September 17, 2021</td>
<td>February 4, 2022</td>
</tr>
<tr>
<td>Last day to drop with DR Grade</td>
<td>November 1, 2021</td>
<td>March 21, 2022</td>
</tr>
</tbody>
</table>

*Dates are subject to change; please check the academic calendar for updates

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: In the event that a student withdraws, or enrollment is cancelled due to unpaid tuition and fee balances, a student is still liable for payment of tuition and the University may report the account for collection. Additionally, students with unpaid tuition and fee balances at the end of the program will not receive a certificate nor will they be able to access their university transcripts until all balances are paid.

**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 visit the Private Student Loans page on FinAid.org for more information on private student loans.

The HWCOM Office of Financial Assistance is available to help students access resources to obtain private loans. There is a special email address for GCP students: GCPMedFin@fiu.edu
3. Communication, Remote Learning, COVID-19 and Natural Disasters

COMMUNICATION

We value frequent, open and honest communication with students. We will employ CanvasMed announcements, CanvasMed Inbox messaging and FIU email as our primary communication routes. Once you are registered for classes, these are the ONLY communication methods we will employ. Please be sure to check frequently to ensure you do not miss any important messages. All communication will remain appropriate, attuned to the needs of this program and your learning, and will respect your privacy.

CAMPUS CLOSURES

It is possible that the campus may close during the semester for reasons including a hurricane, COVID-19 surge, etc. If this occurs, please ensure that you are frequently checking CanvasMed Announcements and your FIU email account for information about the plans for GCP. In case of a hurricane or other natural disaster during the semester, please follow FIU guidelines outlined in the FIU Student Handbook.

The syllabi for each course in CanvasMed will be updated ASAP with new dates and times and the CanvasMed calendar will reflect any changes to the normal schedule. When in doubt, check the CanvasMed syllabus link to find the most recent version of the syllabus. Note that the release date of the syllabus pdf file can be found at the bottom of every page.

COVID-19

All FIU information about FIU and COVID-19 can be found on the FIU Coronavirus webpage. Check out the FAQ for answers to your questions. FIU has created a plan titled “Panthers Protecting Panthers”. This plan describes the importance of each person taking responsibility for their health and safety, as well as that of the greater community.

It is extremely important to all of us that GCP faculty, staff and students model the behaviors that keep us all healthy and safe.

In the case of a campus closure due to a COVID-19 surge...

- Please follow FIU safety guidelines.
- As soon as we have guidance from FIU and HWCOM, we will let you know how we plan on proceeding with the semester.

Panthers Protecting Panthers

It is important to recognize that public health measures and vaccinations are our best tools to decrease the impact of COVID-19. These include:
1. Wear a face covering;
2. Avoid touching your face;
3. Wash your hands frequently;
4. Practice physical distancing;
5. Stay home if you feel ill;
6. Clean surfaces frequently.
FIU P3 Screening App

Before you arrive on campus, you must complete the survey on the P3 FIU Screening App. After you answer the questions, the app will tell you whether you should stay home or whether you are OK to come to campus.

COVID-19 Safety for Students

1. This course is an important component of FIU’s Panthers Protecting Panthers plan. By completing it, you will gain the knowledge and information needed to help keep yourself safe and protect our university community.

The Panthers Protecting Panthers: COVID-19 Safety for Students course is hosted in FIU Develop powered by Canvas, a separate website from the instance of Canvas used to complete coursework for your classes. FIU Develop is used for special non-credit courses, workshops, and trainings at FIU.

All students registered for Fall 2021 must complete this course by Sunday, August 22nd. Learn how to get started [https://develop.fiu.edu/browse/shwad/p3/courses/p3-students](https://develop.fiu.edu/browse/shwad/p3/courses/p3-students)

As cases and hospitalizations due to the Delta variant continue to increase in our community, we must unite and take necessary steps to prevent further spread.

- Please take every precaution to keep yourself and others healthy. Per CDC guidelines, you are encouraged to get vaccinated and strongly advised to wear a mask AT ALL TIMES in public.
- You can find a sign-up sheet and seating chart in the General Program Information Site, that you will use to choose a seat for the week. This will enable us to do effective contact tracing and will minimize the number of people to whom you are exposed during class.
- Daily and before arriving to campus, complete the P3 app. If you are not given the green check mark to enter campus, stay home, and contact the administrative program director by email.
- When you arrive in class, clean your area using the cleaning supplies provided in the classroom.
- If you do not feel well, have tested positive for COVID, or have been in contact with a person with COVID while not yet being fully vaccinated, please do not come to class, immediately complete the P3 app to notify the COVID Response Team or call them at 305-348-1919, and contact the administrative program director by email as soon as you can. If you are directed to quarantine because of COVID-19, your absences will be considered excused.
- A vaccinated, asymptomatic individual exposed to a COVID positive person should consider the situation carefully to determine if they should quarantine. They need to continue to wear a mask. It is recommended to test 3-5 days post known exposure. However, if at any time they become symptomatic, they need to test immediately. If the test returns positive, they need to follow the COVID positive protocol at that time.
- Please check your FIU email account and your Canvas course at least once a day. Email and Canvas
are the best ways for the university, and your professors, to contact you.

- Note that missing excessive days may lead to failing a class or a grade of incomplete.

REMOTE LEARNING

- We recognize that moving to remote learning is a difficult situation, and that there is a great deal of uncertainty. We will do our best to provide information to you as soon as possible so you can make plans appropriately. Nevertheless, it is important that we all remain flexible and adaptable as circumstances evolve.
- We will work with each of you to find a way for you to be successful as possible in the GCP program.
- In the event that remote learning becomes necessary, you can optimize your remote learning experience by …
  - Find/establish a dedicated quiet space where you can study or work from.
  - Check out the following links for tips for creating a learning environment or managing your time while learning remotely.
  - The university can provide you with resources if you have trouble with internet connectivity or getting access to a computer.
  - Refer to the individual course syllabi for more on student success strategies
- If you have any questions about anything related to individual courses or the GCP program in general, please reach out to the course directors, course faculty or program directors as early as possible so that they can address your concerns and assist you through whatever situation you have.

4. 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

Official FIU transcripts can be obtained from OneStop student records. Course grades are added to the student’s official transcript after the semester in which they are completed. The GPA is rounded to two decimal places. An official notation will be added to the transcripts of students who successfully completed the program with a minimum GPA of 3.00. Expect a delay of at least 6-8 weeks before transcripts are posted with the official notation (mid to end of June).

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.

A student is allowed to be registered for Spring semester with a GPA > 2.5. If the GPA is between 2.5 and 3.0, the GCP program will register the student for Spring semester, but, as described above, a ‘Warning’ will be put on the transcript in PantherSoft. If the student does not move their cumulative GPA to >3.0 by the end of Spring
semester, the transcript will have a “probation” annotation.

LETTER GRADE DETERMINATION

The highest achievable numerical grade in a course is 100 percent; the lowest passing grade is 56 percent. All numerical grades are converted to letter grades at the end of the course. Refer to course syllabi Section 7. Grading and Assessments for details.

INCOMPLETE (IN) GRADING POLICY

If a student finds his or herself unable to complete a course, they 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 Academic Program Director and 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 two consecutive semesters of the end of term, the IN becomes an "F.”

ACCESSIBILITY AND ACCOMMODATIONS

The Disability Resource Center (DRC) collaborates with students, faculty, staff, and community members to create diverse learning environments that are usable, equitable, inclusive and sustainable. The DRC provides FIU students with disabilities the necessary support to successfully complete their education and participate in activities available to all students. If you have a diagnosed disability and plan to utilize academic accommodations, please contact the Disability Resource Center at 305-348-3532 or visit them at the Graham Center GC 190. The DRC recommends appropriate accommodations and informs the Graduate Certificate Program Directors of their recommendation. DRC recommendations are considered by the program administration, accommodations are made where possible, and the GCP course directors will be notified.

5. Attendance and Tardiness

CLASS SESSION ATTENDANCE, TARDINESS, AND EXAM ATTENDANCE POLICIES

Refer to course syllabi Section 8. HWCOM Graduate Certificate Program Policies for details on class attendance and tardiness.

EMERGENCIES, DOCUMENTED HARDSHIP, EXCUSED ABSENCES, AND PLANNED ABSENCES

In the event of an emergency or other unplanned absence, students should contact biomedcert@fiu.edu and rollerb@fiu.edu as soon as possible 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 who is 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:

a. Acute illness  
b. COVID-19  
c. Accident  
d. Maternity/paternity  
e. Death of an immediate family member  
f. Religious observation  
g. Medical school interview  
h. Military orders or officer training  
i. MCAT examination (only when exam registration occurred prior to the start of the Graduate Certificate Program)  
j. Other emergencies on a case-by-case basis

Excused absences MAY be granted for the following reasons:

a. Health needs (nonacute)  
b. Wedding (of a student or his/her first-degree relatives)  
c. Jury duty/legal matters  
d. Professional activity (students participating in professional development or representing HWCOM)  
e. Scholarly activity (students presenting scholarly work at a meeting)

Excused absences are NOT granted for the following reasons:

a. Wedding (other than that of a student or his/her first-degree relatives)  
b. Graduation  
c. Social event  
d. Family vacation and/or reunion

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 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.

Make up opportunities are not provided for quizzes. Course directors are responsible for providing suitable alternatives to other 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 and will be noted on the student’s professionalism evaluation.

MEDICAL LEAVE

Refer to the FIU Student Affairs Medical Leave Policy.

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 in the General Program Information Site in CanvasMed at the beginning of the semester, indicating which dates they plan to be absent or any anticipated problems with completing course work.

6. Technology

PORTABLE COMPUTERS AND MOBILE DEVICES POLICY

Students are required to have their own personal laptop computers and to bring their computers to each class meeting. Students are responsible for purchasing the required software/hardware necessary for access and completion of assignments and examinations.

HWCOM Information Technology (IT) does not offer technical support for personal computers. However, students experiencing problems with any required software or with CanvasMed may contact HWCOM IT for assistance (305-348-4843). The HWCOM 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 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. 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. Section 9 of the Syllabi (Section 9. Course Outline and Schedule) 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 expected coursework prior to the start of the course.

Lectures are recorded using the Panopto 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 HWCOM faculty, staff, students, and other persons who have received permission from the HWCOM 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. Once the GCP program begins, communications from the Graduate Certificate Program will be sent to the student’s FIU email address, or to their Canvas inbox. It is expected that faculty will respond to student communications within one (1) business day. Similarly, it is expected that students will respond to communications from the Graduate Certificate Program and/or faculty within one (1) business day.

**USE OF FIU EMAIL**

Guidelines about the appropriate use of FIU email are outlined in [FIU Email Policy #1910.010](#). If a student uses e-mail in an unacceptable manner, he or she is subject to sanctions. Depending on the severity of the infraction, this may include deactivations of his or her e-mail and CanvasMed account and/or filing of formal professionalism charges against the student.

**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 [http://libanswers.fiu.edu/faq/18025](http://libanswers.fiu.edu/faq/18025) or see an FIU Medical Library Help Desk staff member for more information.

7. **Academic Integrity and Professionalism**

**COMPLIANCE WITH FIU POLICIES AND REGULATIONS**

As graduate students at FIU, all students are required to comply with all [University regulations](#), policies and procedures as set forth by the [University Graduate School](#), and University policies in the [FIU Student Handbook](#). Specifically students should be familiar with the [FIU Student Conduct and Honor Code](#).

**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. 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. Academic integrity is the adherence to those special values regarding life and work in an academic community. Information about Academic Integrity at FIU can be found at the website for the [Academic Integrity Office](#). The principles of conduct and ethics are established in the [FIU Student Conduct and Honor Code](#).

**FIU ACADEMIC INTEGRITY 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 that 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 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 of 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.

- More information related to academic misconduct and the procedures related to academic misconduct are described at [http://conduct.fiu.edu](http://conduct.fiu.edu)

**SECURITY OF INSTRUCTIONAL AND EXAMINATION MATERIAL, PLAGIARISM, AND FABRICATION POLICIES**

Refer to course syllabi Section 8. HWCOM Graduate Certificate Program Policies for details.

**SEXUAL HARASSMENT AND DISCRIMINATION POLICIES**

FIU has a zero-tolerance policy for sexual harassment and violence. The Division of Diversity, Equity and Inclusion [https://dei.fiu.edu/](https://dei.fiu.edu/) is responsible for handling issues related to discrimination based on age, sex, religion, race, marital status, national origin or disability in accordance with FIU Regulations 105 and 106.

In compliance with Title IX, all FIU students are required to complete the Sexual Assault Prevention for Graduate Students training program on the university’s sexual harassment and discrimination policies. Students must register for and complete this program at the beginning of 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.

Students are encouraged to report incidents of professionalism (both exemplary and of concern), to the GCP Professionalism Incidents Reporting System Form that can be found in the CanvasMed General Program Information Site. This is an anonymous system where incidents involving faculty, staff and/or students can be described.

Student 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 as soon as possible. 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.

The following table describes the attributes to which we expect students to aspire. Each attribute is assessed using a Likert Scale (Exemplary; Meets Expectations; Needs Improvement; Unacceptable) with narrative comments where appropriate. It is expected that students meet expectations for each attribute and occasionally exceed expectations, resulting in an exemplary rating.
## PROFESSIONALISM ASSESSMENT RUBRIC

<table>
<thead>
<tr>
<th>Attribute</th>
<th>Description</th>
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| **Self-Directed Learner**        | • Demonstrates inquisitiveness.  
• Pursues personal learning goals.  
• Routinely seeks information and understanding through personal inquiry and continually exercises the skills of inquiry and intellectual advancement.  
• Demonstrates motivation for understanding and knowledge development vs. seeking only a grade.  
• Completes work in a timely fashion and in the manner prescribed. |
| **Critical Thinking Skills**     | • Acquires, assimilates, interprets, integrates, and applies information from direct observation and oral communication.  
• Effectively identifies gaps in his/her knowledge.  
• Develops strategies to overcome personal limitations in knowledge acquisition, test-taking strategies, and interpersonal skills.  
• Forms effective and appropriate questions.  
• Is resourceful in gathering new information and using it effectively to solve problems.  
• Seeks advice and assistance appropriately and promptly. |
| **Resilience and Dependability** | • Possesses the emotional health required for full utilization of his or her intellectual abilities, the exercise of good judgment, and the prompt completion of all responsibilities.  
• Displays flexibility and demonstrates tolerance of stressful and taxing workloads, changing environments or situations; adapts effectively to change and functions effectively under stress.  
• Is persistent, even in difficult situations; recovers from setbacks. |
| **Communication**                | • Effectively and efficiently conveys and elicits information to and from others (faculty, staff, and peers) using written, spoken, and nonverbal modes of communication.  
• Recognizes potential communication barriers and adjusts approach or clarifies information as needed.  
• Exhibits development of mature, sensitive, and effective relationships with others regardless of their position, race, ethnicity, gender, culture, religion, or sexual orientation. |
| **Respect**                      | • Exhibits respect for self (grooming, appropriate dress, etc.).  
• Shows respect, compassion, integrity, and interpersonal skills in all interactions with all individuals:  
  o Peers  
  o Faculty  
  o Teaching assistants  
  o Staff  
  o Community members and patients  
• Exhibits care for facilities and equipment. |
| **Leadership and Teamwork**      | • Takes leadership roles willingly.  
• Leads effectively, understands their role, and gains respect of peers as a leader.  
• Contributes constructively and dependably as a team member.  
• Takes responsibility for group behavior and productivity. |
| **Feedback**                     | • Graciously receives and is responsive to feedback from peers, faculty, and staff.  
• Provides constructive feedback to peers, faculty, and staff. |
| **Honest, Trustworthy and Accountable** | • Demonstrates accuracy and accountability in all interactions with peers, faculty, and staff.  
• Takes responsibility for personal actions and performance.  
• Demonstrates forthrightness and candor. |
| **Compliance**                   | • Has fewer than 1 unexcused absence per month.  
• Arrives to class sessions on time.  
• Follows rules and regulations.  
• Consistently fulfills obligations in a timely and satisfactory manner. |
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.

Grievances can be handled either informally or formally. More information about the policies and procedures can be found at the Academic Integrity Grievance webpage.

This policy does not address issues related to discrimination based on age, sex, religion, race, marital status, national origin, or disability. The Division of Diversity, Equity and Inclusion handles all matters related to these issues.

TEACHING FACILITIES

Courses in the Graduate Certificate Program are held on the FIU Modesto Maidique Campus (map). Wherever possible, lectures are held in the Academic Health Center buildings AHC2 and AHC4. These rooms 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. Other study spaces you may use include unused classrooms throughout campus, the food courts, and outdoor tables and swinging benches. You might find available space at other FIU campuses in the area as well.

NOTE!!! Study spaces in AHC2 and AHC4, including OSCE rooms, 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.

MEDICAL LIBRARY ACCESS

Students are granted physical access to the Green Library building and the Medical Library by swiping a OneCard (Panther ID card) at the turnstiles on the second floor and the ML entrance door. In the event a student’s ID card is misplaced, a doorbell is available to alert the Help Desk staff during designated hours.

HOURS

Always check the library hours before coming to the library.
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 online at http://libguides.medlib.fiu.edu/textbooks/cert. The Medical Library has also constructed Reference Sheets for each course in the GCP, that collect high quality, online resources specific for each course all in one place.

JOURNALS

The FIU Medical Library has 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 (ILLiad) in case a specific journal is not available at FIU. 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 186 biomedical databases are available through the medical library webpage, including EMBASE. The list of all databases FIU libraries subscribe are available through the FIU Library webpage.

Self-instructional materials are available electronically through the medical library page. 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.

8. Interview and Admission to the HWCOM MD Degree Program

CRITERIA FOR CONDITIONAL ACCEPTANCE TO THE MD DEGREE PROGRAM

Students on the wait list for the 2021 HWCOM MD degree program admissions cycle will be provided a conditional guarantee of acceptance to HWCOM upon completion of the certificate program, provided they have met defined academic and professional metrics, including attendance to mandatory advising and learning specialist sessions while enrolled in the Graduate Certificate Program. Each student seeking a conditional guarantee of acceptance also must:

- Obtain a minimum Graduate Certificate Program GPA of 3.7 by week #5 of the spring semester. The total weighted GPA at Week #5 of Spring Semester is comprised of the final Fall semester GPA weighted 75%, and the Week #5 Spring Semester GPA weighted 25%.
- Earn a grade of B or above in each Graduate Certificate Program course.
- Meet or exceed expectations of professionalism. Students are assessed on professionalism four times throughout the program, using the criteria stipulated in Section III of the Student Handbook.
- Submit a completed American Medical College Application Service (AMCAS) application and HWCOM Secondary Application for the current cycle (2022), 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 2021 HWCOM MD degree program admissions cycle 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 the spring semester. The total weighted GPA at Week #5 of Spring Semester is comprised of the final Fall semester GPA weighted 75%, and the Week #5 Spring Semester GPA weighted 25%.
• Earn a grade of B or above in each Graduate Certificate Program course.
• Meet or exceed expectations of professionalism. Students are assessed on professionalism four times throughout the program, using the criteria stipulated in Section III of the Student Handbook.
• Submit completed American Medical College Application Service (AMCAS) application and HWCOM Secondary Application for the current cycle (2022), including a current MCAT score (within 3 years of medical school matriculation). If not applying this year, the guaranteed interview will roll over for next year (2023).
• 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 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. For eligible applicants, the committee then writes a comprehensive letter for each student who has applied to HWCOM for the current admissions cycle, 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 HWCOM 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 HWCOM Admissions Committee.

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

Refer to this GCP to MD Concept Map for more information about the ways that you can transition from the GCP program to the MD program at HWCOM.

ADMISSION TO HWCOM MD DEGREE PROGRAM

HWCOM performs a holistic review of each applicant to determine qualifications for medical school based on
academic and nonacademic factors. A thorough explanation of the HWCOM MD degree admissions process can be found at the [HWCOM MD program Admissions](#) page. Students must be aware that academic excellence in the Graduate Certificate Program alone is insufficient for a recommendation of acceptance by the Graduate Certificate Committee to the Admissions committee of HWCOM.

9. **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:

- FIU Dean of Students
- FIU Student Ombudsperson
- FIU Counseling and Psychological Services
- FIU Kognito Digital Role Playing for Difficult Conversations
- Wellness Center & Student Health Clinics
- Disability Resource Center
- Social Justice & Inclusion
- Women’s Center
- FIU Pride Center
- Victim Empowerment Program
- FIU - Staying Safe and Healthy
- HWCOM – Health and Wellness Resources

**OTHER STUDENT SERVICES**

- FIU Police Department and Public Safety
- FIU Alert, Department of Emergency Management
- Graham Center
- FIU Athletics
- FIU Wellness and Recreation Center
- FIU Department of Parking and Transportation
- Patricia and Philip Frost Art Museum
- University Graduate School

**STUDENT SUCCESS AND REMOTE LEARNING**

- The Science of Learning
- Creating a learning environment
- Time Management
- Google drive tutorial
- Zoom Student Guide