



**Herbert Wertheim  
College of Medicine**

**Graduate Certificate in Molecular  
and Biomedical Sciences**



# Student Handbook

2025–2026

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

Student Handbook  
Effective August 21<sup>st</sup>, 2025

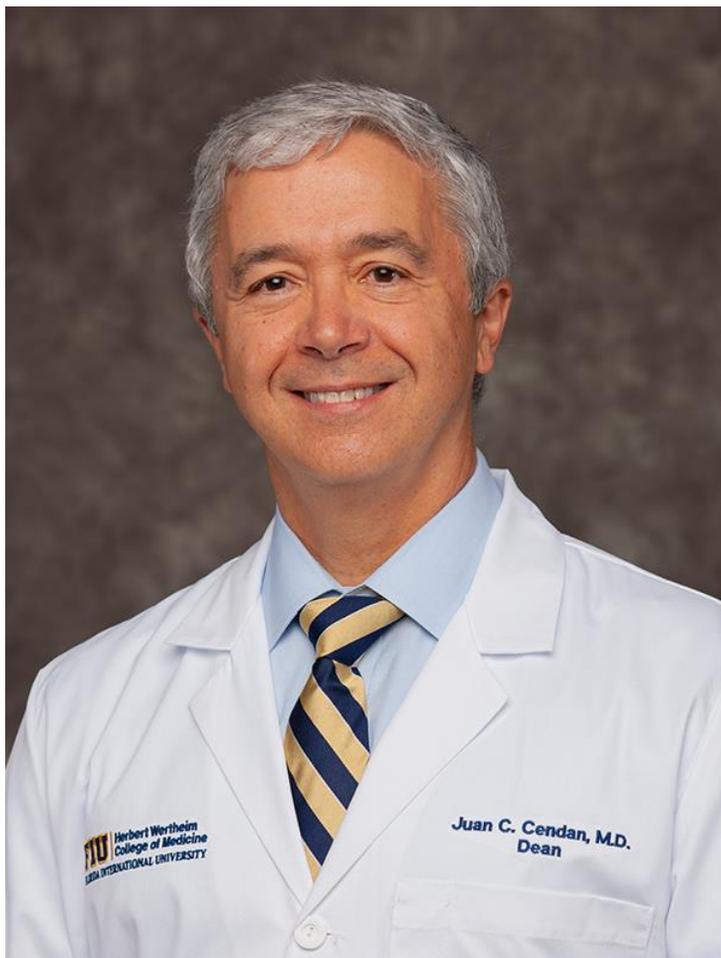
This student handbook has been compiled as a resource for students enrolled in the Graduate Certificate Program in Molecular and Biomedical Sciences at Florida International University (FIU) Herbert Wertheim College of Medicine (HWCOM). It is the student's responsibility to understand and follow regulations,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

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## Message from the Dean



### **Juan C. Cendán, MD**

Dean and Senior Vice President for Health Affairs, Herbert Wertheim College of Medicine

Welcome to the Florida International University Herbert Wertheim College of Medicine. I am glad you have chosen to pursue our Graduate Certificate in Molecular and Biomedical Sciences.

Our program will prepare you for careers in a wide variety of health care fields and biomedical research by not only teaching you the functions of molecules, cells, tissues, and organisms, but also teaching you how to think critically and analytically. You will hone your skills in communication and collaboration. Professionalism is an essential component of all our courses because we believe it is a key to success in the health professions.

The certificate program has been a springboard for many of our graduates who have advanced to careers in the health sciences. Many have gone on to medical school, including our Herbert Wertheim College of Medicine. We are incredibly proud that some of our certificate graduates are already practicing physicians training at some of the top residency programs in the country.

You are now part of the HWCOP family, and we look forward to your professional development and bright future.

## 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 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.

**Tracey Weiler, PhD**  
Academic Program Director  
Professor,  
Department of Medical Education

**Barbra Roller, PhD**  
Administrative Program Director  
Associate Professor,  
Department of Medical Education

## Mission Statement

The Graduate Certificate in Molecular and Biomedical Sciences program at Herbert Wertheim College of Medicine (HWCOC) 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 HWCOC provides a unique, integrated curriculum, distinguishing it from other certificate programs throughout the university. Participating faculty are from departments within HWCOC and FIU.

The advantages of our Graduate Certificate Program include:

- Small class size
- Close interaction with faculty involved in the MD degree 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 at HWCOC

## Administrative Personnel

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

Administrative Program Director  
Assistant Dean for Academic Affairs  
Associate Professor, Department of Medical Education  
AHC2 664  
[rollerb@fiu.edu](mailto:rollerb@fiu.edu); 305-348-7289

### **Tracey Weiler, PhD**

Academic Program Director  
Professor, Department of Medical Education  
GL 495H  
[tweiler@fiu.edu](mailto:tweiler@fiu.edu); 305-348-4993

### **Andrea Matamoros**

GCP Program Manager  
GL 495G  
[amatamor@fiu.edu](mailto:amatamor@fiu.edu); 305-348-4571

### **Luis Barranco**

GCP Program Coordinator  
GL 495F  
[lbarranc@fiu.edu](mailto:lbarranc@fiu.edu)

# 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*

Course Number	Course Title	Credits
BMS 6004	Medical Molecular Biology	3
BMS 6013	Medical Cell Biology and Biochemistry	3
GMS 6615	Descriptive Human Anatomy for Biomedical Sciences	3
GMS 6922	Professional Skills in Medical Sciences I	1

### *Spring courses\*\**

Course Number	Course Title	Credits
BMS 6003	Medical Genetics	3
BMS 6404	Medical Pharmacology	3
BMS 6501	Medical Physiology	3
GMS 6923	Professional Skills in Medical Sciences II	1

\*\*A student who does not attain a GPA of 2.80 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, anatomy lab, 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.

## ACADEMIC ENRICHMENT CONSULTANT

All students are required to meet with an Academic Enrichment Consultant (AEC) once per semester. The first meeting should be scheduled before the first set of Block exams that are held in the 6<sup>th</sup> 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 2025–2026 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

Expense	Fall 2025 Semester	Spring 2026 Semester
Tuition	\$9,000.00	\$9,000.00
University Fees (based on credits) *	\$1,479.00	\$1,479.00
Student ID	\$10.00	\$10.00
Books & Supplies	\$500.00	\$ 500.00
Room	\$9,157.00	\$9,157.00
Food	\$2,328.00	\$2,328.00
Transportation	\$2,061.00	\$2,061.00
Personal	\$2,171.00	\$2,171.00
Loan Fees	\$149.00	\$149.00
Totals*	\$26,845.00	\$26,845.00

## 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. Students who apply for installment payment plans must apply each semester. 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 the GCP Program Directors: [Dr. Barbra Roller](#) and [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](mailto: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.

<b>Associated 2024–2025 Tuition Fee Action Dates*</b>	<b>Fall “C” Term 2025 Main Session</b>	<b>Spring “C” Term 2026 Main Session</b>
<b>Last day to drop, 100% refund</b>	August 31, 2025	January 11, 2026
<b>Tuition and fees due</b>	September 3, 2025	January 14, 2026
<b>Late fees applied to unpaid balance</b>	September 4, 2025	January 15, 2026
<b>Last day to withdraw, 25% refund</b>	September 19, 2025	January 30, 2026
<b>Last day to drop with DR Grade</b>	November 3, 2025	March 16, 2026
<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: 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 <https://finaid.org/> for more information on private student loans.

The [HWCOC 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](mailto:GCPMedFin@fiu.edu) .

### 3. Communication, Remote Learning, 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, 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 handbook and syllabus pdf files can be found at the bottom of every page.

#### REMOTE LEARNING

In case of natural disaster, it is possible that the entire program might pivot to a remote learning modality. 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:
  - 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.
    - <https://learnremotely.harvard.edu/>
    - <https://gradadmissions.scranton.edu/blog/articles/online-learning/time-management-tips-online-grad-students.shtml>
    - <https://www.wilson.edu/remote-learning-tips-and-hacks>
  - 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, program directors or staff 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 July).**

According to the FIU University Graduate School policy, should a cumulative GPA fall below 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 > 2.8. If the GPA is between 2.8 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 50 percent. All numerical grades are converted to letter grades at the end of the course. Refer to **Section 7. Grading and Assessments** in the [course syllabi](#) for details.

### INCOMPLETE (IN) GRADING POLICY

If a student finds themselves 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

The logo for the Disability Resource Center (DRC) features the letters "DRC" in a large, bold, serif font. The letters are a golden-brown color with a subtle drop shadow effect, giving them a three-dimensional appearance. The background is plain white.

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 and accommodations are made where possible. GCP course directors will be notified by the program administration.

## 5. Attendance and Tardiness

### CLASS SESSION ATTENDANCE, TARDINESS, AND EXAM ATTENDANCE POLICIES

Refer to **Section 8. HWCOP Graduate Certificate Program Policies** in the [course syllabi](#) for details on class attendance and tardiness.

### EMERGENCIES, DOCUMENTED HARDSHIP, EXCUSED ABSENCES, AND PLANNED ABSENCES

Students are allowed **three unexcused absences for each three-credit course, and one unexcused absence for each one-credit course. This is taken to mean a day/course, and not a class session if there is more than one session on a particular day.**

#### *Excused Absences – Emergency/Unplanned*

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 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. (You all have access to the FIU Student Health Services.)

#### *Excused Absences – Planned*

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 lasting 2 or more class days
- b. COVID-19 of self or close family member
- c. Accident
- d. Maternity/paternity
- e. Death of an immediate family member or close relative
- f. Religious observation- you must let the program directors know in advance as this is not something that just appears. Holidays are known well in advance.
- 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) with documentation
- b. Wedding (of a student or close relative/friend)
- 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. Graduation of family member- students can attend the event, but it is not excused
- b. Social event
- c. Family vacation and/or reunion- students will not be allowed to Zoom into classes.

The Administrative Program Director will review and make 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 if, how, and when to make up missed activities. If a student has missed a scheduled quiz due to an excused absence, the weight of the quiz is deducted from the total quiz denominator, thus students will not be penalized for missing a quiz. **Make-up opportunities are not provided for quizzes.**

In the case of illness or in-person MD/DO/MPAS interviews for which a student has obtained an excused absence, they may attend class remotely. 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](#).

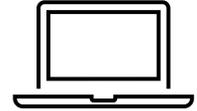
## **RELIGIOUS OBSERVANCES**

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. Laptop information and specifications can be found in the [CanvasMed GCP Technology Orientation Site](#).



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 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

Students can access course syllabi, announcements, and documents within CanvasMed [www.canvasmed.fiu.edu](http://www.canvasmed.fiu.edu). Communication between faculty and students is done within CanvasMed through the announcements and also through CanvasMed mail. **“Section 9. Course Outline and Schedule” of each of the course syllabi** contains details on lecture topics, delivery and learning formats, learning objectives, schedules, faculty and course materials. **“Section 7. Grading and Assessments”** contains details about grade distribution, weighting, other grading policies, etc. **Students are expected to review the syllabi and expected coursework prior to the start of the course.**



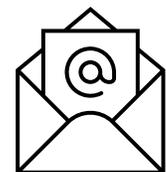
Lectures are recorded using the Panopto system and are made available online through CanvasMed. Students are expected to check CanvasMed frequently for updates and changes.

### 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 HWCAM faculty, staff, students, and other people 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. 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 #1910.015](#). 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 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.

### *AI, LARGE LANGUAGE MODELS, AND CHATGPT*

Faculty give assignments to the students, and the expectation is that the students will do the work themselves. Providing responses generated solely by AI such as ChatGPT, is considered academic dishonesty, as they are taking credit for work that is not theirs. Using AI as one of the tools in the toolbox to complete an assignment is an acceptable use of the technology, however, students must thoroughly validate the AI output (references must be independently identified with links to the primary source) and then paraphrase it into their own words prior to submitting the work. If you use an AI platform in an assignment, you must include a reference that describes where in your process you used AI, and which platform(s) were used.

## 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>

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

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

## SEXUAL HARASSMENT AND DISCRIMINATION POLICIES

FIU has a zero-tolerance policy for sexual harassment and violence. The Department of Access, Compliance, and Equal Opportunity (ACE) <https://ace.fiu.edu/> is responsible for handling issues related to discrimination based on sex in accordance with [FIU Regulation 105](#). Issues related to discrimination, harassment and retaliation on the basis of race, color, sex, pregnancy, religion, age, disability, national origin, marital status, and veteran status are handled by the Office of Civil Rights Compliance and Accessibility (CRCA) in accordance with [FIU Regulation 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. <https://develop.fiu.edu/browse/pawsitivelyaware/courses/sexual-assault-prevention-for-graduate-students-2025-2026>

## 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 in the fall semester (once at the midpoint of the semester and again at the end) and at the midpoint of the spring semester. 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

Attribute	Description
<b>Self-Directed Learner</b>	<ul style="list-style-type: none"> <li>• Demonstrates inquisitiveness.</li> <li>• Pursues personal learning goals.</li> <li>• Routinely seeks information and understanding through personal inquiry and continually exercises the skills of inquiry and intellectual advancement.</li> <li>• Demonstrates motivation for understanding and knowledge development vs. seeking only a grade.</li> <li>• Completes work in a timely fashion and in the manner prescribed.</li> </ul>
<b>Critical Thinking Skills</b>	<ul style="list-style-type: none"> <li>• Acquires, assimilates, interprets, integrates, and applies information from direct observation and oral communication.</li> <li>• Effectively identifies gaps in his/her knowledge.</li> <li>• Develops strategies to overcome personal limitations in knowledge acquisition, test-taking strategies, and interpersonal skills.</li> <li>• Forms effective and appropriate questions.</li> <li>• Is resourceful in gathering new information and using it effectively to solve problems.</li> <li>• Seeks advice and assistance appropriately and promptly.</li> </ul>

<b>Resilience and Dependability</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Displays flexibility and demonstrates tolerance of stressful and taxing workloads, changing environments or situations; adapts effectively to change and functions effectively under stress.</li> <li>• Is persistent, even in difficult situations; recovers from setbacks.</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>• Effectively and efficiently conveys and elicits information to and from others (faculty, staff, and peers) using written, spoken, and nonverbal modes of communication.</li> <li>• Recognizes potential communication barriers and adjusts approach or clarifies information as needed.</li> <li>• Exhibits development of mature, sensitive, and effective relationships with others regardless of their position, race, ethnicity, gender, culture, religion, or sexual orientation.</li> </ul>
<b>Respect</b>	<ul style="list-style-type: none"> <li>• Exhibits respect for self (grooming, appropriate dress, etc.).</li> <li>• Shows respect, compassion, integrity, and interpersonal skills in all interactions with all individuals: <ul style="list-style-type: none"> <li>○ Peers</li> <li>○ Faculty, Staff and Teaching assistants</li> <li>○ Community members and patients</li> </ul> </li> <li>• Exhibits care for facilities and equipment.</li> </ul>
<b>Leadership and Teamwork</b>	<ul style="list-style-type: none"> <li>• Takes leadership roles willingly.</li> <li>• Leads effectively, understands their role, and gains respect of peers as a leader.</li> <li>• Contributes constructively and dependably as a team member.</li> <li>• Takes responsibility for group behavior and productivity.</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 <b>constructive</b> feedback to peers, faculty, and staff.</li> </ul>
<b>Honest, Trustworthy and Accountable</b>	<ul style="list-style-type: none"> <li>• Demonstrates accuracy and accountability in all interactions with peers, faculty, and staff.</li> <li>• Takes responsibility for personal actions and performance.</li> <li>• Demonstrates forthrightness and candor.</li> </ul>
<b>Compliance</b>	<ul style="list-style-type: none"> <li>• Has fewer than 1 unexcused absence per month.</li> <li>• Arrives to class sessions on time.</li> <li>• Follows rules and regulations.</li> <li>• Consistently fulfills obligations in a timely and satisfactory manner.</li> </ul>

## 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 FIU [Division of Diversity, Equity and Inclusion](#) handles all matters related to these issues.

## HWCOM OMBUDSMAN

The Office of the Ombuds is separate from any other entity in the college and functions solely for you. The HWCOM Ombuds Office seeks to enhance the ability of all students to deal more effectively with challenging situations on their own. There is no formal decision-making authority but there will be recommendations to change policy or processes that seem skewed, unclear or unfair. The office advocates fairness in all processes. All meetings held are strictly confidential, with a few exceptions such as potential risk of serious harm. If assistance is needed beyond individual coaching, further information can be gathered on behalf of the student, and referrals can be made to those with expertise in specific areas and proper authorities at the school. Typical concerns brought to the ombuds; Issues related to the work/learning environment, interpersonal conflicts/misunderstandings, performance, fear of retaliation or hostile environment, professional conduct, sexual harassment or misconduct. Any issues may be brought up to the ombuds. You can reach the Ombuds at the email below, if you need an appointment:

Dr. Heidi von Harscher  
vonharsc@fiu.edu

## 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](#) is a quiet space for studying individually and 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 medical library is undergoing renovations during the Fall semester of 2025.

### *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 3<sup>rd</sup> floor Medical Library 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. If you do not have access to the Medical library, contact [medlib@fiu.edu](mailto:medlib@fiu.edu).

## 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 Clinical Key, Access Medicine, USMLE First Aid, and UpToDate. 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 HWCOP MD Degree Program

### **CRITERIA FOR CONDITIONAL ACCEPTANCE TO THE MD DEGREE PROGRAM**

Students who were on the wait list for the 2025 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 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 three 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 HWCOP Secondary Application for the current cycle (2025), 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 and faculty.

- 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 who were not on the wait list for the 2025 HWCOP 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 the end of the fall semester so that interviews can take place in January or February.
- Earn a grade of B or above in each Graduate Certificate Program course.
- Meet or exceed expectations of professionalism. Students are assessed on professionalism three 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 HWCOP Secondary Application for the current cycle (2026), 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 (2027). However, in that case the student must earn at least a 3.7 GPA by the end of the GCP program in order to earn the guaranteed interview.
- Receive a Graduate Certificate Program Committee letter of recommendation. The Graduate Certificate Program Committee is comprised of all the Graduate Certificate course directors.

## **CRITERIA FOR GUARANTEED INTERVIEW FOR THE MPAS DEGREE PROGRAM**

Students who are applying to the 2026 HWCOP MPAS 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 3.5 by the end of the fall semester so that interviews can take place in December or January.
- 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.
- Complete all MPAS admissions requirements as described in the FIU HWCOP [MPAS website](#).
- If not applying this year, the guaranteed interview will roll over. However, in that case the student must earn at least a 3.5 GPA by the end of the GCP program in order to earn the guaranteed interview.
- 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 course faculty. The committee meets at the end of Fall semester to review those students who have applied to HWCOP in the current application cycle and are eligible for an interview, and again in February of the second semester 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 HWCOP 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 relevant HWCOP Admissions Committee with a recommendation for either an interview for the MD or MPAS program or acceptance into the MD program. Ultimately, all admissions decisions rest with the relevant HWCOP Admissions Committees.

For students who successfully completed the GCP program, earned the certificate, and who are applying for the next MD, DO or MPAS 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, DO or MPAS schools via prehealth offices, direct email, or uploads to AACOMAS, AMCAS, Interfolio or CASPA.

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 HWCOP.

## 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](#)
- [HWCOP – Health and Wellness Resources](#)

## OTHER STUDENT SERVICES

- [FIU Police Department and Public Safety](#)
- [FIU Alert, Department of Emergency Management](#)
- [Graham Center](#)
- [FIU Athletics](#)
- [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](#)