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About Weill Cornell Medicine-Qatar
Dear Students,

The WCM-Q Student Handbook outlines the policies, regulations, programs and practices you need to become familiar with as a student. It is important that you read this handbook in its entirety and become familiar with its contents.

Every member of the WCM-Q family is committed to providing you with the academic, administrative, social, cultural and recreational support to help you succeed in your endeavors.

We wish you the best for your continued success.

Sincerely,

Javaid I. Sheikh, MD
Dean
Weill Cornell Medicine Qatar
About the Institution

Welcome to Weill Cornell Medicine-Qatar (WCM-Q). We invite you to discover how WCM-Q is contributing to Qatar’s objective to become a knowledge-based society by advancing our mission of excellence in education, research and patient care.

We are a young institution that established academic operations in 2002 as a historic partnership between Qatar Foundation and Cornell University. We offer a unique integrated six-year American curriculum, which includes premedical and medical education, leading to the same M.D. awarded to graduates of Weill Cornell Medicine in New York City.

Through the generous support of Qatar Foundation, we are becoming a significant contributor to the renaissance of education, research and state-of-the-art patient care in Qatar and the region.

We have graduated ten classes of physicians who have continued their graduate medical training in residencies and clinical research at outstanding institutions in the United States and Qatar. Many of these young physicians have begun to return to become leaders and innovators in the planning and delivery of medical care in Qatar and the region.

We have a world-class biomedical research team who are conducting basic, translational and clinical research that focuses on diseases and disorders that are among the most frequent and challenging issues for patient care in Qatar.
Mission Statement

Weill Cornell Medicine-Qatar was established by Cornell University in partnership with Qatar Foundation for Education, Science and Community Development, pursuant to an agreement signed in January 2001.

WCM-Q is part of Weill Cornell Medicine, which was founded in New York City over 100 years ago, and shares the same mission:

1. To provide the finest education possible for medical students
2. To conduct research at the cutting edge of knowledge
3. To improve health care both now and for future generations
4. To provide the highest quality of care to the community
Ministry of Public Health

The newly established Ministry of Public Health (MOPH) was given the responsibility to guide reform in Qatar in order to establish one of the world’s most admired and renowned health systems. The role is to create a clear vision for the nation’s health direction, set goals and objectives for the country, design policies to achieve the vision, regulate the medical landscape, protect the public’s health, set the health research agenda, and monitor and evaluate progress towards achieving those objectives.

Previously known as the Supreme Council of Health, the MOPH is also embarking on an ambitious program to enhance the wellness of the people of Qatar so that a vibrant, healthy, and productive society can be established for today and for the future. The essence of that program is ‘Caring for the Future’.

Caring for the Future means promoting public health, encouraging healthy lifestyles, providing community-based primary care, and ensuring that, when needed, some of the world’s most advanced and highest quality care is available in tertiary medical facilities. These tertiary facilities will not only provide quality care but also are expected to be research leaders on the frontiers of science.

Hamad Medical Corporation

Established by Emiri decree in 1979, Hamad Medical Corporation (HMC) is the premier not-for-profit health care provider in Qatar.

From 1979, HMC built up a network of primary care centers across Qatar with tertiary hospitals in the capital city, Doha, providing nation-wide health care services to everyone resident in the country.

The Corporation now manages five hospitals: Hamad General Hospital, Women’s Hospital, Rumaillah Hospital, Al-Amal Oncology Hospital and Al-Khor Hospital (North Area Hospital). In 2007, all five facilities achieved accreditation from the Joint Commission International, the U.S.-based organization that oversees the accreditation of hospitals outside the United States. Currently, a major expansion of
facilities is planned in the new Hamad Medical City, including commissioning of new hospitals for pediatric and cardiac patients.

HMC is a regional leader in a number of specialized services: For example, the program of neonatal screening for metabolic disorders, and visual and hearing impairments, is among the most extensive in the world.

There is an active program of continuing medical education, with residents forming an important part of health-care teams. HMC is now working towards adopting Accreditation Council on Graduate Medical Education standards for its residency programs.

In 2004, educational activities were extended to include medical students of WCM-Q. Since 2006, third and fourth year students have joined HMC teams to do their clinical clerkships and some electives. HMC physicians appointed to faculty make a major contribution to the students' clinical education. In spring 2007, the Corporation opened a new Education Center, underlining its commitment to medical education.

Now, a growing number of WCM-Q clinical faculty see patients as part of their teaching activities in HMC; there is also cooperation between Weill Cornell Medicine in New York and Qatar, and HMC, in biomedical research activities.

**Sidra Medical and Research Center**

Sidra Medical and Research Center (Sidra) presents the vision of Her Highness Sheikha Moza bint Nasser who serves as its Chairperson. The high-tech facility will not only provide world-class patient care but will also help build Qatar’s scientific expertise and resources.

Sidra features a main hospital building and a separate outpatient clinic. The main hospital will initially have 400 beds with infrastructure to enable expansion to 550 beds in a subsequent phase.

Sidra opened its Outpatient Clinic on 1 May 2016 offering outpatient services for women and children through a referral based system in partnership with other healthcare providers in Qatar.
Starting in January 2017 WCM-Q students have been rotating through Sidra for clerkships in OB/GYN and Pediatrics and rotations in Psychiatry commenced in March 2017.

It is envisaged that WCM-Q’s faculty will combine teaching at the Medical College with clinical practice and research at Sidra, and our graduates may pursue further training and careers in the specialties of their choice there.

Sidra is also part of a dynamic research and education environment in Qatar and through strong partnerships with leading institutions around the world, Sidra is creating an intellectual ecosystem to help advance scientific discovery through investment in medical research.

Biomedical research will bring together Sidra, Weill Cornell Medicine-Qatar and the U.S., Hamad Medical Corporation, the National Health Authority and other potential affiliates to help build the nation's scientific expertise and resources through a coordinated research program. Three key areas have been identified as the focus of Sidra's research activities: pregnancy health and infertility, pediatric developmental and preventive health, and women's health.

**Aspetar**

Aspetar is the first specialized Orthopedic and Sports Medicine Hospital in the Gulf region. It provides the highest possible medical treatment for sports-related injuries in a state-of-the-art facility, staffed by some of the world’s leading sports medicine practitioners and researchers. The hospital provides a comprehensive range of services, from injury prevention to injury management and performance improvement. The agreement signed with Aspetar allows WCM-Q students to receive clinical training at Aspetar and grants them access to their facilities during primary care rotations.

This agreement helps promote medical education in primary care, utilizing Aspetar’s exemplary credentials in musculo-skeletal understanding and treatment, and facilitates further collaborative research.
**Primary Health Care Corporation**

In 1978 the Ministry of Health developed a comprehensive scheme for building a primary health care system. This scheme, submitted to the Council of Ministers, included the launch of primary health care services through nine health centers covering different parts of the country and capable of providing basic and essential health and medical services (preventive and curative).

Currently, the Primary Health Care Corporation (PHCC) is operating through 21 primary healthcare centers distributed across three regions, namely Central, Western, and Northern. WCM-Q students have received clinical training at the various PHCC center since 2013.

**Feto Maternal Medical Centre Doha**

The Feto Maternal Medical Centre Doha specializes in obstetrics, fetal screening, ultrasounds (3D and 4D), pediatrics (including vaccinations, developmental assessments and pediatrics endocrinology), and gynecology and general women’s health services. This agreement promotes medical care in Obstetrics and Gynecology.
Important Numbers

Dean's Office ................................................................. 974-4492-8800
Office of Curriculum Support (OCS) Reception Desk ................. 974-4492-8336
OCS - Foundational Sciences Courses ............................................. 974-4492-8348
........................................................................................................... 974-4492-8346
........................................................................................................... 974-4492-8347
OCS - Clinical Courses and Clerkships .......................................... 974-4492-8345
........................................................................................................... 974-4492-8323
........................................................................................................... 974-4492-8367
OCS – Areas of Concentration Program ........................................ 974-4492-8397
Office of Admissions ................................................................. 974-4492-8500
Office of Student Affairs ............................................................. 974-4492-8529
Office of the Registrar ................................................................. 974-4492-8512
Information Technology Services Help Desk ............................ 974-4492-8711
Distributed eLibrary ................................................................. 974-4492-8100
Environmental Health & Safety .................................................. 974-4492-8132
Facilities Management ................................................................. 974-4492-8133
Human Resources ........................................................................ 974-4492-8600
WCM-Q Security Office ............................................................... 974-4492-8150
WCM-Q Security – North Hall ...................................................... 974-4492-8175
WCM-Q Security - South Hall ....................................................... 974-4492-8176
Qatar Foundation Security ............................................................. 974-4454-0999
QF Primary Healthcare Clinic ...................................................... 974-4454-1244
Hamad Medical Corporation Emergency Department ................. 974-4439-7803
Qatar Emergency Services - Police, Ambulance, Fire .................... 999
Life Solutions Counselors ............................................................ +971-4365-8498

Student Affairs – Crisis Support
For concerns about yourself or a friend, our confidential, emergency helpline is open 24/7

Call: +974-4492-8524

Non-urgent enquiries:
Email: SArefer@qatar-med.cornell.edu
Emergencies, Safety and Security

Safety & Security Handbook
Every student is issued with a copy of the WCM-Q Safety & Security Handbook during orientation, which includes information on procedures for reporting crimes and emergencies, policies and procedures for emergency response and evacuation, including fire and for addressing crimes on the WCM-Q campus. The handbook is updated periodically.

Reporting Crimes, Emergencies, and Suspicious Behavior
Incidents of crime and other emergencies occurring on the WCM-Q campus should be reported as soon as possible to QF Security at (+974) 4454-0999, and to the WCM-Q Emergency/Administrator-on-call (3333-HELP/4357). The Medical College encourages its students and employees to call QF Security in the event of any crime, emergency or non-emergency security related matter.

Emergency Phone Numbers
QF Security Control Centre................................................................. 4454-0999
Qatar Emergency Services ............................................................... 999
WCM-Q Emergency/Administrator-on-call.................................(3333-HELP/4357)
WMC-Q Director of Facilities Management .................................4492-8131/5549-0513
WCM-Q Director of EHS ................................................................. 4492-8132/5586-5745
WCM-Q Security Control Room ....................................................... 4492-8150

Emergency Alerting
In an emergency, WCM-Q will notify students using the Emergency Notification System (ENS) – see Section 4 of the Safety & Security Handbook. All students are responsible for ensuring that their contact information held by the Office of the Registrar is accurate.

Campus Security Report
The annual Campus Security Report which also has information on procedures for reporting crimes and emergencies; policies and procedures for emergency response and evacuation; as well as information on addressing crimes on the WCM-Q campus can be found at:
Crime statistics from local law enforcement authorities and QF is also available.

**Fire Safety**

Please refer to the Safety & Security Handbook, Sections 8 for information on fire safety. Remember your “CARE” Procedures: If you discover a fire or smoke condition: Contain the fire by closing all doors as you leave; Activate the nearest alarm point; Report the fire by calling 4454-0999 from a safe location; Evacuate the building via the nearest exit.
Academic Policies and Procedures Applicable to All Students
Academic Regulations, Policy and Procedures

Applicability: All Students

Students at the Medical College are required to complete a rigorous academic program that will enable them to demonstrate a mastery of the substantive fields of study, the technical skills of a medical practitioner and the personal demeanor and character suitable to the practice of medicine. The Medical College has developed a set of regulations to govern academic achievement and fitness to be a doctor. It is the responsibility of each medical student to be fully familiar with the Medical College’s academic requirements and standards, the regulations in this document and the procedures that guide the application of these policies to students.

The faculty of the Medical College is vested with the primary responsibility for developing, interpreting, and applying these policies and procedures to medical students. In conjunction with the Medical College’s administrators, the faculty considers how to assist a student who is not meeting the academic standards and the manner in which the policies of the Medical College will be enforced.

The policies and procedures apply to students while matriculated as a student in the Medical College, when at the campus and when engaged in programs or activities related to Medical College studies and professional experiences even if away from campus. Certain conduct by the students and by members of the Medical College community may be closely connected to academic integrity and/or fitness for professional duties, and may involve more than one of the established policies; these crossovers can be complex and multifaceted so that from one vantage point the conduct affects the academic standards, while from a different perspective it is viewed as pertaining to standards of professional conduct. The Dean of the Medical College, in such instances, will make the final decision as to which of the relevant procedures is applicable for adjudicating the matter.

In many cases, and to the extent feasible, the initial approach with a student may be a direct conversation between the student and an appropriate administrator or faculty member, with the goal of achieving agreement on a course of action to resolve the situation. When an informal approach satisfactorily resolves a problem, it may be possible to conclude the matter at that stage. The
Medical College will invoke formal procedures to address unresolved matters and in those circumstances where an informal process is not realistic.

These are the general standards applicable to study at the Medical College and for professional preparation; they do not and cannot anticipate every issue that may arise, either substantively or procedurally. The Medical College reserves the right to interpret how these policies and procedures shall apply in specific situations, has the authority to adjust time frames as needed, shall determine the staffing of committees, shall designate which bodies will consider a matter, and will provide guidance on how the review is to be conducted, in accordance with these rules, the complexity of a case and the resources available.
Technical Standards: Admission and Retention

Approved by the WCM-Q Medical Executive Curriculum Committee (August, 2017)
Applicability: All Students

Introduction

The WCM-Q faculty believes that our educational mission is to graduate physicians who are broadly capable and skilled in general medicine and ready to start residency training. This principle applies irrespective of any future plans for specialization or non-clinical careers. To this end, graduates of WCM-Q must demonstrate certain essential abilities, attributes and characteristics in order to fulfill our overall program learning objectives. As medical education differs from many other forms of higher education in that graduates must be able to practice medicine and to care for patients; candidates for admission, retention, promotion and graduation must possess not only intellectual but also physical, emotional and interpersonal abilities.

For the purpose of this document, the term “candidate” applies both to applicants to medical school and to matriculated students who are under consideration for retention, promotion or graduation. The faculty has identified five essential domains in which candidates must demonstrate ability. A student may receive reasonable accommodation to demonstrate these abilities. However, the use of an intermediary, a person performing a task on the candidate’s behalf in a manner that compromises the candidate’s independent judgment, is not permitted.

Technical Standards

- **Observation.** The candidate must be able to observe required demonstrations in the curriculum. The candidate must also be able to observe patients accurately and to perform a complete medical interview and physical examination. These skills require the use or functional equivalent of vision, hearing, and touch.
- **Communication.** The candidate must be able to communicate effectively with all persons, including faculty, staff, colleagues, patients and families. The candidate must be able to speak, listen, read and write effectively in English, and to interpret non-verbal communication.
• **Motor Function.** The candidate must be able, after appropriate training, to perform anatomic dissection, a complete physical examination and basic clinical procedures. The candidate must be able to respond promptly to clinical situations. These skills require a degree of physical mobility and neuromuscular coordination.

• **Cognitive, Intellectual and Quantitative Abilities.** The candidate must be able to assimilate the vast knowledge required of physicians, to solve complex problems and to analyze and integrate information.

• **Behavioral and Social Attributes.** The candidate must demonstrate the maturity and emotional stability required for scientific learning, capable and compassionate patient care and interaction with the healthcare team. The candidate must be able to contribute to collaborative learning environments, to accept constructive feedback and to take responsibility for learning and improvement. The candidate must also be able to tolerate demanding workloads, to function effectively under stress, to display flexibility and to adapt to changing environments.

The candidate must also possess the general physical and mental health necessary for performing the duties of a physician-in-training capably and safely.

All candidates must meet the goals and objectives of WCM-Q, with or without accommodations.

**Ability to Meet Technical Standards**

All candidates are informed of WCM-Q’s technical standards and policies. Before matriculation, every candidate must sign a document indicating that he or she has read the technical standards policy and meets WCM-Q’s technical standards. WCM-Q students must continue to meet the Medical College’s technical standards throughout their enrollment.

**Equal Access to the Educational Program**

WCM-Q has a history of providing equal educational opportunities to qualified applicants and enrolled medical students with disabilities. WCM-Q is committed to complying with the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and federal and state regulations, which require institutions such as WCM-Q to provide reasonable accommodations for students with diagnosed and documented disabilities. These acts cover applicants, students with disabilities and
students who develop disabilities throughout their education at WCM-Q.

Candidates with disabilities are reviewed individually on a case-by-case basis in order to determine whether they satisfy the technical standards with or without reasonable accommodation.

Accommodation Process

See Disability Accommodation Policy (p.26)

Admission and promotion at WCM-Q is conditional on the candidate’s willingness and ability to satisfy the technical standards, either with or without reasonable accommodation. Candidates are required to accept ongoing responsibilities for planning, managing and expressing accommodation needs. They must immediately contact the Division of Student Affairs if they wish to request accommodations.

It is the responsibility of the candidate to provide current documentation of the general nature and extent of the disability as well as the specific functional limitations that may require accommodation. WCM-Q reserves the right to request new or additional information.

Once the Division of Student Affairs gathers the appropriate documentation, it will work in consultation with Student Health and Wellness Services and the Promotions and Graduation Committee to determine whether the candidate meets WCM-Q’s technical standards, with or without accommodations.
Health and Immunization

Approved by the WCM-Q Medical Executive Curriculum Committee (December, 2017)

Applicability: All Students

The Medical College is dedicated to providing medical care to its students through its affiliated hospital and health centers. All students have comprehensive health care coverage and WCM-Q provides national health cards for all international students. Local students should receive the national health card from their parents or guardians.

Student Pre-Registration Requirements:

- Completed Student Identification Form
- Completed Health and Physical Examination Form signed by a licensed physician (Performed within 12 months of entry)
- Completed Immunization History Form signed by a licensed physician
- Copies of childhood immunization records and most recent immunizations should be attached to the Immunization History Form as supporting documentation
- Copies of all laboratory results documenting titers (namely for Measles, Mumps, Rubella, Varicella, Hepatitis B Surface Antibody)

Health and Physical Examination Form:

https://qatar-weill.cornell.edu/current-students/office-of-the-registrar/registrar-forms

Important:

- WCM-Q does not provide immunizations for students.
- It is each student’s professional responsibility to verify that all required documentation is received by WCM-Q no later than the deadline date provided on their admission letter.
- There is no “moral objection” permissible for vaccination of health workers. If there is a contraindication to any of the vaccines or vaccine components, you will need to provide documentation from a physician not related to you confirming such a contraindication to the vaccine or vaccine component.
- Students who do not comply with the above stated health and immunization requirements will not be allowed to register for classes.
• Students will not be allowed to register for classes if they fail to submit their health and immunization records in a timely manner.

• We will notify you of any additional changes in WCM-Q’s health and immunization requirements.

If you have any questions, contact the Office of the Registrar.

All students are required to have the following immunizations / titers / screening:

Measles, Mumps and Rubella
WCM-Q/WCM-NY requires proof of immunity by serologic titer for Measles, Mumps and Rubella (Student should be IgG positive for Measles, Mumps and Rubella). Any student who is non-immune to any of the three above by titer (e.g. negative, inconclusive or equivocal) will require boosters. If you have had titers drawn previously, please provide copies of the lab reports to the Assistant Registrar, in addition to your immunization records.

Hepatitis B
WCM-Q/WCM-NY requires antibody titer results for Hepatitis B (Anti-HbS). Students who have no immunity for Hepatitis B or who have never been vaccinated for it must receive 3 injection series of the vaccine at 0, 1, 6 months apart. A titer should be not less than one month and no later than three months after the final injection.

Meningitis
New York State Public Health Law requires all college and university students to complete a meningitis information response form. It acknowledges that you have received information about meningococcal meningitis and the availability of a vaccination. While WCM-Q strongly recommends meningitis vaccination, it is not mandatory.* (see Useful Information below)

Varicella
WCM-Q/WCM-NY requires proof of immunity by serologic titer for Varicella. Any student who is non-immune by titer (e.g. negative, inconclusive or equivocal) will require 2 doses of the vaccine at least 1 month apart and a repeat of the blood titer after another month. NOTE: Clinical history of disease is not sufficient proof of immunity for our campus.

Tetanus–diphtheria (Td) or tetanus toxoid–diphtheria–acellular pertussis (Tdap):
Completion of the childhood series and a booster within the last 10 years (e.g. Age 14-15 years). Tdap is recommended at least once in 10 years, particularly for clinical students.
Influenza Vaccination:
It is strongly encouraged for students in the health professions.

Polio Vaccine:
Completion of the childhood series and a booster within the last 10 years (e.g. Age 14-15 years).

Hepatitis C:
Clinical Students are required to submit Hepatitis C antibody titer results proving immunity within 6 months of their scheduled rotations in the US.

PPD (Mantoux Test)
WCM-Q requires a 2-step PPD within 90 days of enrollment unless there is a prior documentation of a positive PPD result.
If the PPD is positive i.e. over 10 and up to 15 mm in diameter, a Chest x-ray must be carried out to exclude any active illness (TB). The chest x-ray report must be forwarded to Assistant Registrar in Student Affairs.
If a previous 2-step skin test was less than 10 mm, we require another single test one year later, and this only continues annually if the reaction is less than 10 mm in diameter. Previous history of BCG vaccination is not a contraindication to performing a PPD. NOTE: A copy of the Vaccination card stating the date of the PPD test and the result is required, which should have been recorded not before 48 hours and at the latest by 72 hours.

The above stated immunization/titer/PPD test requirements meet the WCM-Q and WCM - New York/CPM requirements. It will be the student’s responsibility to ensure that they get respective titers done and submit all required proof of immunization to be deemed compliant.

Please note that all students must have proof of immunity of serological titers for Measles, Mumps, Rubella, Varicella and Hepatitis B Surface Antibody prior to start of their clinical duties.

Useful Information
The student may contact one of the following facilities for vaccinations, titers and healthcare related services:

- Services available at Qatar Foundation Clinic (QF Care Clinic) and Dental Clinic can be utilized by the students. For details of location, operation timings and
services available please contact: +974 4454 1244.

- Supreme Council of Health: Preventive Health Department, Mesaimeer Health Center +974 4406 4222
- Al Gharafa Health Clinic: +974-4480-3883
- Hamad General Hospital: +974-4439-4444
- Doha Clinic Hospital: +974-4432-7300
- Al Ahli Hospital: +974-4489-8888

Vaccinations can be obtained at any PHCC that corresponds to your area of residence. For those students living in QF housing, you can go to Al Gharaffa Health center.

Immunizations are given on Sundays & Wednesdays only. All vaccines are available on Sundays and Wednesdays, except for PPD. PPD vaccines are only given the first Sunday of every month.

The hours of operation for immunizations are from 7:00 AM to 1:00 PM, however, it is recommended to make an appointment prior to going.

* Note: current advice from the Centers for Disease Control and Prevention regarding the meningitis vaccine is that the conjugate vaccine is preferable to the polysaccharide vaccine in terms of efficiency, protection and cost-effectiveness.
Disability Accommodation

Approved by the WCM-Q Medical Executive Curriculum Committee (January, 2017)
Applicability: All Students

Disability is defined by The Americans with Disabilities Act of 1990 as "... a physical or mental impairment that substantially limits one or more major life activities." Such impairments may include physical, sensory, and cognitive or intellectual impairments. Mental disorders (also known as psychiatric or psychosocial disability) and various types of chronic diseases may also be considered disabilities. A disability may arise during a person's lifetime or may be present from birth.

Weill Cornell Medicine in Qatar (WCM-Q) is dedicated to assisting all students achieve their full potential and succeed in the WCM-Q learning environment by providing equal educational opportunities. In accordance with United States federal law, "No otherwise qualified individual with a disability...shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program."

The WCM-Q Division of Student Affairs coordinates student requests for reasonable accommodation and is committed to protecting the privacy of all students. The Division of Student Affairs is also committed to collaborative dialogue with students throughout the entire process of evaluation and implementation of approved accommodation.

Making an Accommodation Request

1) Students who would like to request an academic accommodation must begin the process by submitting a completed Accommodation Request Form to the Director of Student Affairs.

2) After submitting the appropriate paperwork, the student will meet with the Director of Student Affairs. The purpose of this meeting is to understand the challenges the student has faced, to review the documentation the student has submitted, and to discuss the desired accommodations.

3) The Disability Services Committee will review the request and make a formal determination of the need for accommodation.

4) Accommodation requests will be reviewed within 2 weeks; however, there may be delays before a final decision may be made (i.e. the need for additional information).
Accommodation Process

Once a request for accommodation has been approved:

- Notification of accommodation will be sent to the student.
- A student’s diagnosis(es) and/or disability will not be disclosed in the notification of accommodation. Also, a student’s diagnosis(es) and/or disability will not be disclosed without signed consent from the student.
- It is the student’s responsibility to meet with the individual faculty for the course where accommodations are being sought to discuss the implementation of the approved accommodation(s). In the case of centralized NBME exams during the clerkship years, the student should meet with the Director of Education Administration. Meetings with the appropriate faculty and/or staff must take place at least seven business days in advance of needed accommodations.
- At least seven business days before any subsequent activity requiring accommodation, the student should reconfirm arrangements for accommodation with the appropriate faculty or staff.
- If any concerns or questions arise, the student should contact the Director of Student Affairs for assistance.

Documentation

1. A student must provide documentation of disability. Documentation must be sufficient to establish that the requested accommodation is appropriate for the student's condition. If a student previously received accommodations from other academic institutions or testing agencies, then the student should submit this information.
2. Forms for requesting and documenting disability are available from the Division of Student Affairs.
3. The completed WCM-Q verification of disability form and supporting documentation from a licensed, credentialed examiner must include all of the following:
   i. Diagnostic statement identifying the disability (Note, a condition by itself may not automatically qualify as a disability)
   ii. Description of the diagnostic methodology
   iii. Description of the current functional limitation
   iv. Description of the expected duration and progression of the condition
v. Rationale and justification for all requested accommodations

4. WCM-Q maintains the right not to accept documentation that does not meet the criteria stated above and may seek a confidential third-party professional opinion regarding documentation or implementation of requested accommodations.

5. Documentation of disability accepted by WCM-Q is valid as long as a student is continuously enrolled at the school. However, if there is a break in the student's enrollment, the student may be required to present updated documentation to the Disability Services Committee prior to receiving accommodation. Additional documentation may be necessary to support requests for changes to existing accommodations or to support accommodations if the educational context has substantially changed.

6. All documentation of disabilities is received and held solely by the Director of Student Affairs. Documentation of disability is treated as confidential information and is protected as per FERPA guidelines. Documentation is destroyed six years after the last semester the student is enrolled.

7. The student is responsible for any costs or fees associated with obtaining the necessary documentation.
Academic Policies and Procedures Applicable to Students in the Pre-Medical Curriculum
Standards of Conduct and Academic Integrity

Applicability: Students in Pre-Medical Curriculum

Standards of Conduct

The Medical College requires that faculty, students, and staff abide by fundamental standards of conduct expected of the members of the medical college community in their interactions with each other. Membership in the Medical College community for students is more than an academic commitment; it connotes a willingness by the student to act as a responsible medical professional. Participation in the medical college community by faculty is more than instructing the next generation of medical professionals; it is a commitment to serve as mentor and role model of the standards of the medical profession. Inherent in the concept of a medical professional is an underlying integrity and ethical foundation that defines the tone and culture of the teacher-learner environment at the Medical College.

The Medical College’s standards of conduct also enable students to begin to encounter and wrestle with the difficult moral and ethical questions that arise continuously throughout one’s medical career. In this capacity, the standards of conduct promote expected behaviors, challenge unprofessional behaviors, and educate students, as well as faculty, to confront these challenges.

It shall be the responsibility of the students and faculty of the Medical School to uphold the integrity and ethical standards of the community to the fullest extent possible. The standards of conduct listed below set forth general responsibilities of students and faculty in a teacher-learner environment. The full range of responsible conduct cannot be set forth in any policy document. Accordingly, students and faculty should view these enumerated responsibilities as an illustration and should strive to comply with both the letter and the spirit of these standards of conduct.

Student Responsibilities

In order for students to be permitted to continue their studies at the Medical College, students must demonstrate a range of skills and abilities, such as, good
judgment, a sense of responsibility and morality, sensitivity and compassion for individual needs, the ability to synthesize and apply knowledge, and evidence that they are capable of becoming safe and effective physicians. Two values of particular importance that must be upheld by the entire college community are professionalism and academic integrity. Although these terms are often used interchangeably, they are distinct in nature and have broad application. For the purposes of this document, professionalism covers expected attitudes, behaviors and characteristics. Academic integrity includes the quality and honesty of all academic course submissions.

The following are examples of conduct that is not suitable for students at the medical college. The list below includes examples of breaches in professionalism and academic integrity. It is the student’s responsibility to know what is expected and when in doubt, to discuss the concern with the faculty, academic advisor, or education deans.

**Examples of unprofessional conduct include:**

- Repeatedly or egregiously failing to fulfill the professional requirements and responsibilities of a course such as, but not limited to:
  - Being repeatedly absent or unexcused from required course activities.
  - Failing to attend any other assigned activity.
  - Failing to report absences in a timely manner (excused or unexcused that could potentially affect course activities).
  - Being consistently late for scheduled course activities and exams.
  - Failing to submit assignments on time.
  - Failing to adhere to the appropriate dress code.

- Failing to respond in a timely way to communications (phone calls, emails or other correspondence) from the administration, faculty, course leadership or their representatives.

- Breaking patients’ confidentiality or posting of confidential or inappropriate information (including but not limited to photos, images, text or video) on the internet (including but not limited to Facebook, blogs, LinkedIn and other social media), including any breach of HIPAA or FERPA regulations.

- Being disruptive in class, especially if repeated.

- Breaching exam conditions, which includes failing to respond to an examiner’s or proctor’s instructions, being disruptive, communicating with another examinee, or bringing unauthorized materials into the exam room.
• Failing to provide information or complete the necessary paperwork required for courses or on any other curricular activity.
• Committing an act of verbal or physical abuse of any kind.
• Failing to maintain high ethical and moral standards of conduct.
• Failing to maintain a professional boundary with peers, staff, faculty, healthcare staff and patients.

**Code of Academic Integrity**

*The WCM-Q policy has been excerpted and adapted from the Cornell University Code of Academic Integrity: [http://cuinfo.cornell.edu/aic.cfm](http://cuinfo.cornell.edu/aic.cfm).*

**PRINCIPLE**

Absolute integrity is expected of every Cornell student in all academic undertakings. Integrity entails a firm adherence to a set of values, and the values most essential to an academic community are grounded on the concept of honesty with respect to the intellectual efforts of oneself and others. Academic integrity is expected not only in formal coursework situations, but in all University relationships and interactions connected to the educational process, including the use of University resources. While both Cornell faculty and students assume the responsibility of maintaining and furthering these values, this document is concerned specifically with the conduct of students.

A Cornell student’s submission of work for academic credit indicates that the work is the student’s own. All outside assistance should be acknowledged, and the student’s academic position truthfully reported at all times. In addition, Cornell students have a right to expect academic integrity from each of their peers.

1) **GUIDELINES FOR STUDENTS**

A. **General Responsibilities**

   a. A student shall in no way misrepresent his or her work.
   b. A student shall in no way fraudulently or unfairly advance his or her academic position.
   c. A student shall refuse to be a party to another student’s failure to maintain academic integrity.
d. A student shall not in any other manner violate the principle of academic integrity.

B. Examples of Violation

The following actions are examples of activities that violate the Code of Academic Integrity and subject their actors to proceedings under the Code. This is not a definitive list.

a. Knowingly representing the work of others as one's own.
b. Using, obtaining, or providing unauthorized assistance on examinations, papers, or any other academic work.
c. Fabricating data in support of laboratory or field work.
d. Forging a signature to certify completion of a course assignment or a recommendation to graduate school.
e. Unfairly advancing one's academic position by hoarding or damaging library materials.
f. Misrepresenting one's academic accomplishments.

C. Specific Guidelines for Courses

1. Examinations. During in-class examinations no student may use, give, or receive any assistance or information not given in the examination or by the proctor. No student may take an examination for another student. Between the time a take-home examination is distributed and the time it is submitted by the student for grading, the student may not consult with any persons other than the course professor and teaching specialists regarding the examination. The student is responsible for understanding the conditions under which the examination will be taken.

2. Course Assignments. Students are encouraged to discuss the content of a course among them and to help each other to master it, but no student should seek or receive help in doing a course assignment that is meant to test what he or she can do without help from others. Representing another's work as one's own is plagiarism and a violation of this Code. If materials are taken from published sources the student must clearly and completely cite the source of such materials. Work submitted by a student and used by a faculty member in the determination of a grade in a course may not be submitted by that student in a second course, unless such
submission is approved in advance by the faculty member in the second course. If a student is submitting all or part of the same work simultaneously for the determination of a grade in two or more different courses, all faculty members in the courses involved must approve such submissions.

3. Classroom Misconduct and Other Behavior Disruptive to the Educational Process. A faculty member may impose a grade penalty for any misconduct. Students are not authorized to replicate, reproduce, copy, or transmit lectures and course materials presented, or “derivative” materials including class notes, for sale or general distribution to others without the written consent of the faculty or academic staff member or class participant who is the original source of such materials. Other examples of classroom misconduct include, but are not limited to, talking during an examination, bringing unauthorized materials into the examination room, using unauthorized electronic technology during an examination, and disruptive behavior in the classroom.

a. The faculty member must promptly notify the student of the reason for the imposition of a penalty for classroom misconduct and the degree to which his or her grade will be affected.

b. Classroom misconduct is not a violation of academic integrity. The student may, however, seek review by the WCM-Q Academic Integrity Hearing Board on the basis either that the finding of guilt is arbitrary and capricious or that the penalty for misconduct is excessive or inappropriate to the circumstances involved. ("Arbitrary and capricious" describes actions which have no sound basis in law, fact, or reason or are grounded solely in bad faith or personal desires. A determination is arbitrary and capricious only if it is one no reasonable mind could reach.)

c. This section does not limit a faculty member’s prerogative to remove a disruptive student from classroom under appropriate circumstances.

5. Academic Misconduct. Academic misconduct related to integrity in the conduct of scholarly and scientific research and communication is addressed in Cornell University Policy 1.2

http://www.dfa.cornell.edu/sites/default/files/policy/vol1_2.pdf

Policy 1.2 applies to faculty, staff, and students.
D. Variances

A faculty member is responsible for informing his or her students and teaching specialists of variances from this Code that apply to work in his or her course. These variances should be clearly stated in writing at the beginning of the course or activity to which they apply.

E. Jurisdiction and Penalties

The authority to determine whether a specific action shall be treated as a violation of the Code of Academic Integrity lies with the WCM-Q Academic Integrity Hearing Board.

Those who violate the Code of Academic Integrity will be subject to penalties under this Code and may also be subject to applicable penalties under state and federal and Qatar laws.

2). ORGANIZATION AND PROCEDURE

A. Students and staff members discovering an apparent violation should report the matter to the faculty member in charge of the course or to the chairperson of the WCM-Q Academic Integrity Hearing Board who shall then inform the faculty member in charge of the course. The chairperson is responsible for ensuring that all members of the school or college know to whom the report should be made.

B. Primary Hearing

1. Primary hearings are to be held by the faculty member unless the penalties available to him or her are inadequate, in which case, she or he may refer the case directly to the Hearing Board.

2. Notification

If after preliminary investigation, possibly including discussion with the student, a faculty member believes that a student has violated the Code of Academic Integrity, the faculty member shall present the student with the charge. The charge shall include notification of a primary hearing to be held as soon as practical after the alleged infraction has come to the attention of
the faculty member, but with at least one week's notice to the student. This notification period may be shortened by the agreement of both parties. The charge shall also include notice of the availability of the Judicial Codes Counselor.

3. Composition
At the primary hearing the following shall be present: the faculty member concerned, the student in question, and a third-party independent witness. The independent witness shall be a faculty member or a student appointed by the Hearing Board Chairperson or the Associate Dean for Premedical Education. The student may also bring to the hearing an advisor and additional witnesses to testify to his or her innocence.

4. Procedure.
a. At the primary hearing, the faculty member shall present evidence in support of the charge against the student. The student shall be given the opportunity to respond and, if he or she wishes, to present evidence refuting the charge.
b. The function of the independent witness is to observe the proceedings impartially, and in the event of an appeal from the judgment of the faculty member, be prepared to testify as to the procedures followed.
c. After hearing the student, the faculty member may either dismiss the charge or if there is clear and convincing evidence that the student has violated this Code, find the student guilty. (“Clear and convincing” as a standard of proof refers to a quantum of evidence beyond a mere preponderance but below that characterized as “beyond a reasonable doubt” and as such that it will produce in the mind of the tier of fact a firm belief as to the facts sought to be established.) If the student is found guilty, the faculty member may impose any suitable grade punishment including failure in the course.
d. A student wishing to seek review of the decision may bring the case before the WCM-Q Academic Integrity Hearing Board.
e. A faculty member who gives a penalty for a violation of academic integrity shall immediately report this action and the nature of the violation in writing to the student and to the record keeper of WCM-Q Academic Integrity Hearing Board. This record-keeper shall then be responsible for its communication to the record-keeper in the student's college.
f. If the student fails to attend the primary hearing without a compelling excuse, the hearing may proceed in his or her absence.
g. A student charged with violating the Code of Academic Integrity in a course may not drop that course without the consent of the instructor unless the student has subsequently been cleared of the charges.

C. WCM-Q Academic Integrity Hearing Board

1. Composition
The WCM-Q Committee on Academic Integrity consists of the following:

a. A chairperson who is a member of the faculty and appointed by the WCM-Q Dean for a two-year term.
b. Three faculty members appointed by the WCM-Q Dean for three-year terms.
c. Three students elected by the student body of the college or appointed by the WCM-Q Dean for at least one year, and preferably two-year terms. When possible, student terms should be staggered.
d. A nonvoting record-keeper responsible for keeping clear and complete records of the proceedings.

2. Jurisdiction
a. The student may seek review of the decision of the primary hearing if:
   i. He/she believes the procedure was improper or unfair
   ii. He/she contests the finding of the faculty member.
   iii. He/she believes the penalty was too strict considering the offense.
b. After holding a primary hearing, the faculty member may bring the case to the Hearing Board if she or he believes a failing grade is too lenient considering the offense.
c. A student found guilty of more than one violation of the Code may be summoned before the Hearing Board by the Associate Dean for Pre-Medical Education. The Hearing Board may impose an additional penalty for such repeated offenses.
d. If the WCM-Q Dean receives a report that a student has committed a violation of academic integrity while attending another academic institution or while enrolled in a Cornell-sponsored off-campus program, she or he may, if she or he feels the situation warrants,
summon the student to appear before the Hearing Board. The Hearing Board may impose any penalty, including an additional penalty, it feels appropriate for the violation involved.

e. The WCM-Q Hearing Board shall hear all cases that come before it de novo. While the Hearing Board may recommend an increase in any penalty imposed at the primary hearing, it should consider raising the penalty, if it is the student seeking review, only in the exceptional case.

f. The individual seeking review shall notify the chairperson of the Hearing Board within ten working days of the primary hearing. An exception to this deadline may be granted at the discretion of the chairperson of the Hearing Board on a showing of good cause.

3. Procedures

a. The WCM-Q Hearing Board shall convene as soon as practical after notification of a request for review, although seven days notice should be given to all parties if possible. If a grade for the student in the course must be submitted before a case can be decided, the faculty member shall record a grade of incomplete, pending a decision by the Hearing Board.

b. Those present at the hearing shall be:
   i. The student, who has the right to be accompanied by an advisor and/or relevant witnesses
   ii. The faculty member, who has the right to bring relevant witnesses
   iii. The third party independent witness, if a primary hearing was held
   iv. Any other person called by the chairperson

c. Should the student or faculty member fail to appear before the Hearing Board, the Board shall have full authority to proceed in his or her absence.

d. The Board members shall hear all available parties to the dispute and examine all the evidence presented. The Board may solicit outside advice at the discretion of the chairperson. The chairperson shall preside over the hearing to ensure that no party threatens, intimidates, or coerces any of the participants.

e. The student shall have the right to present her or his case and to challenge the charges or the evidence. The student's advisor may assist the student in the presentation and questioning.
f. At least two-thirds of the voting Board members shall be present at every hearing, including two students and two faculty members. Both parties may agree in writing to waive this quorum. Of those present, a simple majority shall decide the issue. The chairperson shall vote only in the case of a tie vote. The Board shall find the student guilty only if there is clear and convincing (see the explanation of this terminology at section II.B.4.c.) evidence indicating that the student has violated this Code.

g. The chairperson shall notify each party to the dispute, in writing, of the Board's decision and, if appropriate, the penalty imposed. If the judgment of the faculty member is affirmed by the Board, or if the Board decides a different penalty is warranted, the WCM-Q Dean shall also receive the report.

4. The Board may act in one or more of the following ways:
   a. Find the student innocent of the charge
   b. Find the student guilty of the charge and:
      - Recommend to the faculty that she or he reduce the penalty given
      - Affirm the faculty member’s decision
      - Recommend that the faculty member record a failing grade for the course, or for some portion of it from the transcript
      - Recommend to the WCM-Q Dean that the student be placed on probation
      - Recommend to the WCM-Q Dean that the student be suspended from the University for a period of time
      - Recommend to the WCM-Q Dean that the words "declared guilty of violation of the Code of Academic Integrity" be recorded on the student's transcript. The Hearing Board may set a date after which the student may petition the Board to have these words deleted from the transcript
      - Recommend to the WCM-Q Dean that the student be expelled from the University
      - Recommend to the WCM-Q Dean any other suitable action, including counseling, community service, or reprimand
   c. The WCM-Q Dean shall be notified of the decision of the WCM-Q Hearing Board within seven days. Unless an appeal is filed under the guidelines established below, the WCM-Q Dean shall ensure that the decision of the Hearing Board is carried out and shall notify all parties of
the implementation and the decision.

5. Review of Decision.
The student may appeal a decision of the Hearing Board. The appeal must be directed to the WCM-Q Dean, in writing, and shall be constructed according to one or both of the guidelines established below. The appeal shall normally be submitted within four weeks of notification of the Board’s decision, but exceptions to this deadline may be granted by the Dean on showing of good cause.

a. Appeal of a finding of guilt. A student who has received a finding of guilt from the Board, or whose finding of guilt in a Primary Hearing was upheld by the Board, may appeal on one or both of the following grounds:
   • Additional evidence that might have affected the outcome of the hearing became available following the hearing.
   • A violation procedure by the Hearing Board that might have prejudiced the outcome of the hearing.

The Dean may deny the appeal or send the case back to the Hearing Board for reconsideration.

b. Appeal of a penalty. The student may appeal the findings of the Hearing Board regarding penalties. The appeal shall specify the reasons why the student believes the penalty is inappropriate. After consultation with the Hearing Board, the Dean may take one of the following actions:
   • If a grade has been exacted (II.C.4.b.i-iii), the Dean may recommend to the faculty member that the grade penalty be reduced.
   • If another penalty has been exacted (II.C.4.b.iv-viii), the Dean may modify or decline to carry out the recommended penalty.

In all but the most unusual circumstances, it is the expectation that the findings and recommendations of the Hearing Board will be upheld by the Dean. The Dean’s decision cannot be appealed.

6. Annual Reports. The WCM-Q Academic Integrity Hearing Board shall submit a summary report of its proceedings (without identifying any particular student) to the Dean of WCM-Q at the end of the academic year. The names of the members of the Board and any significant departures in procedure should be reported as well.
7. **Records of Action.** If the student is found guilty, a record of the outcome of the case and the nature of the violation shall be kept by the Hearing Board, and copies shall be placed in the student's file. The record keeper shall disclose this record to Hearing Boards considering other charges against the same student, to deans or associate deans of colleges in furtherance of legitimate educational interests, to the WCM-Q Registrar for notation on the transcript when provided by the decision of the Hearing Board and the Dean, but to no one else unless specifically directed by the student.

If the student is found not guilty by the Hearing Board, all records of the case, including the report of the primary hearing, shall be expunged from the files of the record keeper.
Grading System

Applicability: Students in Pre-Medical Curriculum

The course instructor determines the final grade for each student after evaluation of the student’s performance in all aspects of the course work.

The official university grading system uses letter grades with pluses (+) and minuses (-). Passing grades range from A+ to D-; F is failing and earns no credit.

Letter Grades and Grade Points

Every letter grade from A+ to D- is assigned points that are used in calculating a student’s Grade Point Average (GPA; see below). Failing grades (F) have no point value. Letter grades have the following point values:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.3</td>
</tr>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>D-</td>
<td>0.7</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
</tr>
</tbody>
</table>

Calculating a Grade Point Average (GPA)

GPAs are calculated in this manner:

• Multiply the Grade Points earned for each letter grade by the number of credits earned in the course. The result is “Total Grade Points Earned”.
• Divide the sum of Total Grade Points Earned by the sum of the credits attempted. The result is the GPA. For example:

Student: Name ID: 001-02-0003

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade</th>
<th>Grade Points</th>
<th>Credits</th>
<th>Total Grade Points Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology</td>
<td>C</td>
<td>2.0</td>
<td>3</td>
<td>6.0</td>
</tr>
<tr>
<td>Math</td>
<td>A</td>
<td>4.0</td>
<td>3</td>
<td>12.0</td>
</tr>
<tr>
<td>Chemistry</td>
<td>B</td>
<td>2.7</td>
<td>3</td>
<td>8.1</td>
</tr>
<tr>
<td>SUM:</td>
<td></td>
<td></td>
<td>9</td>
<td>26.1</td>
</tr>
</tbody>
</table>

GPA: 26.1 divided by 9 equals 2.90.
Special Categories of Student Status

Aside from the normal status of being in good academic standing, two special categories of student status are recognized. They are “Dean’s List” (for a high GPA) and “Probation” (for a low GPA).

Dean’s Honor List

Full-time students whose GPA for the semester is 3.75 or above are placed on the Dean’s Honor List for that semester. The Dean’s Honor List is kept by the Office of the Registrar.

Being placed on the Dean’s Honor List is a mark of distinction. Students and faculty alike regard it as a sign of exemplary academic achievement.

Academic Probation

A student is automatically placed on Academic Probation when the student’s overall (cumulative) GPA falls below 2.0. The Promotion and Graduation (P & G) Committee may also place a student on probation when the student fails a course or violates a WCM-Q policy. Academic probation is a warning to the student. Failure to comply with the conditions set forth by the P & G Committee for removal of probationary status can (and typically does) result in dismissal from the college.

Special Grade Categories

Incomplete (INC)

A grade of “INC” (Incomplete) may be recorded on a student’s transcript when a student has performed substantial work (as determined by the instructor) at a passing level in the course, but is prevented by circumstances such as illness or family emergency from completing all of the course requirements on time.

A grade of Incomplete will not be given merely because a student does not complete all course requirements on time or is unprepared to take the final exam. The purpose of an Incomplete is to protect the student who truly cannot fulfill all of the course requirements through no fault of his/her own. Although it is the student’s responsibility to request an Incomplete, it is up to the instructor to
approve the request and to establish specific makeup requirements and deadlines.

_It is WCM-Q policy that incomplete coursework must be made up by the start of the next full semester. Failure on the part of the student to do so will result in conversion of the “INC” to an “F”. If a student needs more time than is allowed by the agreement with his or her instructor or by WCM-Q policy, he or she must inform the instructor prior to the expiration of the allocated time. The instructor, in consultation with the Associate Dean for Pre-medical Education, will make a determination._

**Withdrawal from a Course (W)**

Students may withdraw from most courses until the end of the 12th week of the semester. Withdrawal requires the approval and signatures of the course instructor, the student’s academic advisor, and the Associate Dean for Pre-Medical Education.

If the student withdraws before the end of the 7th week of the term (the halfway point), the course will not appear on the student’s transcript.

If the student withdraws between the beginning of the 8th week and the end of the 12th week, a “W” will be recorded on the student’s official transcript. A “W” indicates only that a student was initially enrolled in the course but then withdrew. It does not affect either credit earned or Grade Point Average.

After the 12th week a student cannot withdraw from a course.

For courses taught for only a half of a regular academic term, the withdrawal dates are also reduced by half. That is, the last date to withdraw with no record of the course on the transcript is at four (4) weeks, and the last date to withdraw with a “W” is at six (6) weeks.

**Changing a Course Grade**

Changes in a grade may be made only to assign a grade to previously incomplete coursework or if the instructor made an error in assigning the original grade. A **Change of Grade Form** should be completed and signed by the instructor, then submitted to the Office of the Registrar. The Registrar will amend the student’s record to reflect the change and issue the student a revised “Grade Report”. In the event that a grade change results in a change of student status (example: the student’s GPA falls below 2.0), then the Registrar will advise the Chairperson of the Promotion and Graduation Committee for committee review.
Transcripts and Grade Reports

Official University Transcripts
Official Cornell University Transcripts will be issued upon request or at the end of the academic year. A Transcript Request Form can be found on the website of the Office of the Registrar:

Students should complete the form and return to the WCM-Q Registrar Office. The official transcript will be given to the student in a sealed envelope. The Registrar’s seal and signature will be on the back of the envelope.

*Note:* If the envelope is opened by anyone other than the intended recipient, it ceases to be official. Official transcripts may also be sent directly from the university to other schools and agencies at the student’s request. Since official transcripts are sent from Cornell University in Ithaca, New York, please allow a minimum of two weeks for delivery. Should a transcript be needed sooner, the Registrar will assist the student in expediting the request.

Student Grade Reports
Foundation and Pre-medical Students are able to check their grades and the “unofficial grade reports” at the end of each term by accessing their accounts on the College’s Student Information System “QLearn”.


Class Attendance and Absences

Applicability: Students in Pre-Medical Curriculum

Students are expected to attend all classes, seminars and labs in which they are officially registered. The right to excuse a student from class rests with the faculty member in charge of that class. *Except in the case of acute injury or illness for which advance notice cannot be given, students should notify the course instructor as soon as they can.* If the course instructor is not available, a request for an excused absence should at least be reported to the Student Academic Counselors.

Students should read each course syllabus carefully so that they fully understand the consequences of unexcused absences from class. Some classes require attendance and include it as a component of the course grade; others may only take attendance and then make the attendance records available to the Promotions and Graduation (P&G) Committee. For students who are not performing well in the program, the P&G Committee is likely to view a poor attendance record as an indication of a lack of professionalism and/or a lack of commitment to the educational program.

Students are required to be present at the time of a regularly scheduled test in order to pass the course unless they have made previous arrangements with the course instructor.
Withdrawal from the College

**Applicability: Students in Pre-Medical Curriculum**

Students may withdraw from the College at any time by filling the appropriate form available on the Office of the Registrar webpage:

http://qatar-weill.cornell.edu/current-students/officeRegistrar.html

Students must submit the form to the Office of the Registrar on time to ensure that all their academic and financial records are updated and settled accordingly.

In addition, WCM-Q may dismiss a student who;

- Fails to return at the end of an authorized Leave of Absence, or
- Fails to enroll in classes at the beginning of a regular term and
- Does not have an approved Leave of Absence.
Academic Advancement and Promotion to the Medical Curriculum

Applicability: Students in Pre-Medical Curriculum

The P&G Committee evaluates the performance of each student who has completed the Pre-Medical Curriculum. At the end of the Pre-Medical Curriculum, a student will be automatically promoted to the Medical Curriculum if the student meets the following criteria:

- The student has received no grade below C in any course
- The student has obtained a cumulative GPA of 3.30 or higher
- The student has obtained an MCAT score of 500 or higher (50% percentile or higher)
- The student does not have violations of the Code of Academic Integrity

If a student does not meet the criteria for automatic promotion, the P&G Committee will evaluate the student. The P&G Committee may recommend a promotion or remediation path. Remediation may include completion of targeted reviews of appropriate coursework and relevant tests, deceleration, or other activities.

All students are encouraged to avail themselves of the resources provided to them, including faculty, teaching specialists, the writing center, peer tutors, and the support of the Office of Student Affairs.

It is important to recognize that the primary goal of the Pre-Medical Curriculum is to prepare students for the Medical Curriculum. WCM-Q does not offer a degree to students at the end of the Pre-Medical Curriculum. For that reason, students who are not likely to be competitive for the Medical Curriculum should re-think their career plans as soon as possible. WCM-Q will do everything it can to help every student achieve success.

NOTE: Although grades of “C-” and “D” are considered passing grades in many undergraduate academic programs, they are NOT acceptable grades in certain key courses required for eligibility to the Medical Curriculum. To be eligible to the
Medical Curriculum, students MUST earn grades of "C" or better in all required courses. These are:

- Introduction to Biology I and II with lab
- General Chemistry
- First-Year Writing Seminars (two semesters)
- Organic Chemistry for the Life Sciences (Lectures) I and II
- Introduction to Experimental Organic Chemistry (Lab)
- Principles of Biochemistry
- Fundamentals of Physics for Premedical Students
- Physiology and Physics
- Capstone Lab Experience

A grade of "C-" or lower in any required course will mean that the student will have to repeat the course or its equivalent in order to be eligible for promotion to the Medical Curriculum. Remediation plans or course substitutions are reviewed on an individual basis by the P&G Committee.

Also, in order to be eligible for promotion to the Medical Curriculum, students must take the Medical College Admissions Test (MCAT).

Each student's academic performance in the Pre-Medical curriculum is reviewed by the P&G Committee regularly. The Committee reviews each student's record and, when a student has had difficulties in one or more courses, recommends an appropriate course of action or curricular change.

Students often ask, “How am I doing in the Pre-Medical Curriculum? Am I making sufficient progress that I am likely to be promoted to the Medical Curriculum?” These are two very different questions. At the very minimum, students are allowed to continue taking Pre-Medical courses at WCM-Q as long as they have a cumulative GPA of above 2.0. However, experience has shown that a cumulative GPA anywhere near this level is not competitive for promotion to the Medical Curriculum. Listen carefully to the advice you receive from your faculty advisor and from the counselors in Student Affairs. They are experienced professionals who are able to give you a realistic view of your academic status, and will advise you on how to make alternative plans, if necessary. Please do not hesitate to reach out to your Pre-Medical Deans as well.
Academic Policies and Procedures Applicable to Students in the Medical Curriculum
Standards of Conduct – Professionalism and Academic Integrity

Applicability: Students in Medical Curriculum

Standards of Conduct

The Medical College requires that faculty, students, and staff abide by fundamental standards of conduct expected of the members of the medical college community in their interactions with each other. Membership in the Medical College community for students is more than an academic commitment; it connotes a willingness by the student to act as a responsible medical professional. Participation in the medical college community by faculty is more than instructing the next generation of medical professionals; it is a commitment to serve as mentor and role model of the standards of the medical profession. Inherent in the concept of a medical professional is an underlying integrity and ethical foundation that defines the tone and culture of the teacher-learner environment at the Medical College.

The Medical College’s standards of conduct also enable students to begin to encounter and wrestle with the difficult moral and ethical questions that arise continuously throughout one’s medical career. In this capacity the standards of conduct promote expected behaviors, challenge unprofessional behaviors, and educate students, as well as faculty, to confront these challenges.

It shall be the responsibility of the students and faculty of the Medical College to uphold the integrity and ethical standards of the community to the fullest extent possible. The standards of conduct listed below set forth general responsibilities of students and faculty in a teacher-learner environment. The full range of responsible conduct cannot be set forth in any policy document. Accordingly, students and faculty should view these enumerated responsibilities as an illustration and should strive to comply with both the letter and the spirit of these standards of conduct.

This section also describes the guidelines and policies that will apply when there has been a failure to comply with the standards.
Student Responsibilities

In order for students to be permitted to continue their studies at the Medical College, students must demonstrate a range of skills and abilities, such as, good judgment, a sense of responsibility and morality, sensitivity and compassion for individual needs, the ability to synthesize and apply knowledge, and evidence that they are capable of becoming safe and effective physicians. Two values of particular importance that must be upheld by the entire college community are professionalism and academic integrity. Although these terms are often used interchangeably, they are distinct in nature and have broad application. For the purposes of this document, professionalism covers expected attitudes, behaviors and characteristics. Academic integrity includes the quality and honesty of all academic course submissions.

The following are examples of conduct that is not suitable for students at the Medical College. The list below includes examples of breaches in professionalism and academic integrity. It is the student’s responsibility to know what is expected and when in doubt, to discuss the concern with the course/clerkship director or curriculum dean.

Example of unprofessional conduct include:

- Repeatedly or egregiously failing to fulfill the professional requirements and responsibilities of a course or clinical clerkship such as, but not limited to:
  - Being repeatedly absent or unexcused from required courses, clerkships, sub-internships and related activities.
  - Failing to attend any assigned clinical activity.
  - Failing to report absences in a timely manner (excused or unexcused that could potentially affect course/clerkship activities).
  - Being consistently late for scheduled course/clerkship activities and exams.
  - Failing to submit assignments on time.
  - Failing to adhere to the appropriate dress code.

- Failing to respond in a timely way to communications (phone calls, emails or other correspondence) from the administration, faculty, course leadership or their representatives.

- Breaking patients’ confidentiality or posting of confidential or inappropriate information (including but not limited to photos, images, text or video) on
the internet (including but not limited to Facebook, blogs, LinkedIn and other social media), including any breach of HIPAA or FERPA regulations.

- Being disruptive in class, especially if repeated.
- Breaching exam conditions, which includes failing to respond to an examiner’s or proctor’s instructions, being disruptive, communicating with another examinee, or bringing unauthorized materials into the exam room.
- Failing to provide information or complete the necessary paperwork required for courses, clerkships on any curricular activity, such as the activation of clinical privileges at HMC.
- Committing an act of verbal or physical abuse of any kind.
- Failing to maintain high ethical and moral standards of conduct.
- Failing to maintain a professional boundary with peers, staff, faculty, healthcare staff and patients.

Examples of breaches in academic integrity include:

- Knowingly or carelessly representing the work of others as one’s own; examples include copying text, graphs, PowerPoint presentations or other materials from a reference book, the internet, solution manuals, and fellow students, as well as using any sources without proper citation (plagiarism).
- Submitting the same work for a different course without permission from all faculty involved (self plagiarism).
- Receiving or giving unauthorized assistance in any academic work.
- Cheating in an exam or course assignment by any means, including but not limited to purposely copying answers from a co-examinee or using unauthorized material.
- Restricting the use of material used to study in a manner prejudicial to the interest of other students.
- Purposely misleading or giving false information.
- Fabricating data in support of laboratory or fieldwork.
- Forging a signature, for example, to certify completion of a course assignment or signing an attendance sheet on behalf of another student.
- Providing assistance for any of the above.
- Otherwise committing a breach of academic integrity.
- Failing to report or take action in the case of a breach of academic integrity by others in your academic community.

A student or a group of students, knowing of any situation in which a violation of any
of the standards of conduct set forth above may have occurred is responsible for providing any such information in writing to the Senior Associate Dean for Medical Education or the Senior Associate Dean for Student Affairs. Faculty is similarly required to report a violation to the Senior Associate Dean for Medical Education. Each student matriculated at the Medical College shall be bound by standards of conduct described above and shall be presumed to be familiar with the above provisions.

When a student’s conduct while matriculated at the Medical College raises a question about his or her suitability for the practice of medicine, the matter is directed to the Longitudinal Committee on Promotion and Graduation for consideration. On request by the Longitudinal Committee on Promotion and Graduation, the Senior Associate Dean for Medical Education or his/her designee, shall appoint an ad hoc committee of faculty to review the matter. The student involved shall receive notice of the Longitudinal Committee on Promotion and Graduation’s request for the appointment of the ad hoc committee, the membership of the ad hoc committee once constituted, and the details of the concerns under consideration by the ad hoc committee regarding the student’s suitability for the practice of medicine.

The ad hoc committee will determine the scope, manner and extent of its review, consistent with the information provided by the Longitudinal Committee on Promotion and Graduation. The student shall have the right to appear before the ad hoc committee in order to present his or her position on the claims raised and his or her continued suitability. The student may be accompanied by an advisor (such as a family member, faculty member and/or counsel) who may assist the student but will not be a participant in the proceeding before the ad hoc committee; the student will remain responsible for acting on his or her behalf in the process. The ad hoc committee will forward its determination as to the student’s suitability to the Longitudinal Committee on Promotion and Graduation. When the recommendation of the ad hoc committee to the Longitudinal Committee on Promotion and Graduation is to permit a student to continue with his or her studies based on a finding that the student continues to meet the standards of suitability for the practice of medicine, the Longitudinal Committee on Promotion and Graduation may accept the recommendation and conclude the process or the Longitudinal Committee on Promotion and Graduation may seek further review by forwarding the matter for further action to the Executive Committee and the WCM-Q Dean. The Longitudinal Committee on Promotion and Graduation retains the right to add its
own recommendation to the recommendation of the ad hoc committee if it forwards the decision of the ad hoc committee for additional consideration.

When the recommendation of the ad hoc committee is that the student does not satisfy the Medical College’s standards of suitability for the practice of medicine and should not be permitted to continue studies at the Medical College, then the recommendation, together with the academic records, factual determination, including any recommendations for sanctions (which shall include a brief statement explaining the sanctions), as well as any other materials the ad hoc committee deems appropriate, shall be forwarded to the Longitudinal Committee on Promotion and Graduation. The Longitudinal Committee on Promotion and Graduation shall then follow its own procedures for reviewing the recommendation, and formulating its own position on the matter. The Longitudinal Committee on Promotion and Graduation has the discretion to rely on the record created by the ad hoc committee or to reopen the process to gather additional information. The student shall have an opportunity to submit whatever information he or she believes is relevant to the consideration. The recommendations of the ad hoc committee, and the Longitudinal Committee on Promotion and Graduation, shall be forwarded to the Executive Committee and the WCM-Q Dean for final action.
Assessment and Remediation of Professionalism

Approved by the WCM-Q Medical Executive Curriculum Committee (September, 2017)
Applicability: Students in Medical Curriculum

Background
Professionalism is essential for medical students and physicians. At WCM-Q, assessment and remediation of professionalism is based on growing international experience and literature.

Defining Professionalism
WCM-Q defines Professionalism as demonstrated competency in the following four domains.

- Responsibility, Integrity and Ethics
  - Attendance at required classes or clinical encounters
  - Reliable, timely performance of educational and clinical responsibilities
  - Accurate honest reporting of information
  - Personal demeanor: dress, grooming, hygiene, conduct

- Self-improvement
  - Accepting constructive criticism
  - Modifying behaviors appropriately

- Relationships with patients
  - Establishing rapport
  - Sensitivity to patient needs and perspectives
  - Advocacy
  - Confidentiality and decorum

- Relationships with faculty and staff, colleagues, the healthcare team and systems
  - Respect for, and cooperation with, all colleagues
  - Appropriate use of medical records

Assessing Professionalism
WCM-Q expects that all medical students will demonstrate professional behavior in all four domains at all times. The faculty will evaluate student professionalism in
each of the four domains at every course or clerkship assessment, as pertinent to the course goals and objectives.

**Identifying Lapses in Professionalism**

A lapse in professionalism is defined as:

1. A breach of professional conduct; OR
2. Insufficient demonstration of professional attributes.

A lapse in professionalism might be observed or suspected by anyone in the WCM-Q community. This could include a faculty member, resident, staff, administrator, other health professional, patient, or fellow student.

While any single incident may have greater or lesser importance, WCM-Q also identifies four levels of lapses in professionalism, with increasing degrees of significance:

- Isolated incident
- Pattern of incidents
- Continued pattern of incidents despite specific intervention
- Continued pattern of incidents; unable to correct behavior reliably

Students with an observed or suspected lapse in professionalism in a course or clerkship will be referred to the Course Director for assessment. Students with an observed or suspected lapse in professionalism outside a course or clerkship will be referred to the Senior Associate Dean Student Affairs. If necessary, the student will be asked to remediate. If the student does not remediate the Promotion and Graduation Committee will be notified. The Promotion and Graduation Committee has the discretion to decide whether or not the lapse in professionalism should be noted on the student’s permanent record.
Teacher Learner Environment Policy (Student Mistreatment)

Applicability: Students in the Medical Curriculum

The Medical College is committed to providing an environment that fosters mutual respect and the values of professionalism, ethics, and humanism in the practice of medicine. An environment conducive to learning requires that faculty, students and administrative and support staff treat each other with civility. Faculty must treat students fairly and with respect in all settings where students are educated and maintain an academic environment conducive to the pursuit of free inquiry, academic integrity and the advancement of patient care. The standards of conduct set forth below are intended to prohibit teaching and other practices that are discriminatory, generally offensive and that undermine professionalism, without limiting appropriate teaching techniques and styles that advance and stimulate the educational environment.

Examples of conduct that is not appropriate include:

- Verbally abusing a student, including belittling and/or humiliating a student, or speaking disparagingly about a student’s economic or cultural background, gender, sexual orientation or preference, race or religion;
- Exploiting students in any manner, including requesting that students perform personal errands or directing students to perform a large number of routine hospital procedures on patients not assigned to the student, particularly where performing the procedures interferes with a student’s attendance at educational activities such as teaching rounds and classes;
- Intentionally singling out a student for arbitrary or selective treatment;
- Pressuring a student to perform medical procedures for which the student is insufficiently trained;
- Interfering with a student’s need to attend properly to a potentially serious health problem, including not permitting a student to leave a hospital unit or operating room to seek attention for a needle stick injury or a splash with bodily fluids; or
- Committing an act of physical abuse or violence of any kind.

Faculty shall educate and advise students about the specific standards that govern
professional conduct in a clerkship, a course or in a hospital setting, and, by his or her own conduct, set an example of the standards expected of the student.

If a student believes that a faculty member has violated the standards of conduct, the student may file a written request for an investigation with the Dean Medical Education. The Senior Associate Dean for Medical Education will notify the Senior Associate Dean for Student Affairs, who shall serve as the student’s advocate. The Director for Medical Education at Hamad Medical Corporation (HMC) or the WCM-Q Dean, as well as the appropriate Assistant Dean for Curriculum together with the Associate Dean for Admission and Student Affairs will investigate any such complaints. The Director for Medical Education at HMC or the WCM-Q Dean and the Senior Associate Dean for Medical Education are committed to establishing the facts fairly and promptly and will respect the rights and confidentiality of the involved parties. Students who wish to come forward and report inappropriate behavior on the part of a faculty member may do so without fear of retaliation or reprisal. The Senior Associate Dean for Medical Education, appropriate Assistant Dean for Curriculum, Director for Medical Education at HMC or the WCM-Q Dean, and the Senior Associate Dean for Student Affairs will take prompt action, normally within ten days from the written request for an investigation, in resolving the matter.

Faculty members are also required to inform the Senior Associate Dean for Medical Education, in writing, of any alleged violation by a faculty member of the standards of conduct outlined above. Faculty members, upon appointment to the Faculty, shall be bound by the standards of conduct set forth in this section and shall be presumed to be familiar with its provisions.
Student Course and Duty Hours Policy

Approved by the WCM-Q Medical Executive Curriculum Committee (March, 2017)

Applicability: Students in Medical Curriculum

Background
The ACGME has established limits on the work hours of interns and residents. In addition, the Institute of Medicine (IOM), acting at the request of Congress, has issued a slightly more restrictive report regarding intern and resident work hours. The report, entitled Resident Duty Hours: Enhancing Sleep, Supervision, and Safety, was published in December 2008.

The Liaison Committee on Medical Education (LCME) established the following standard for all medical schools: "The committee responsible for the curriculum, along with medical school administration and educational program leadership, must develop and implement policies regarding the amount of time students spend in required activities, including the total required hours spent in clinical and educational activities during clinical clerkships."

In keeping with the WCM Policy on Student Duty Hours, WCM-Q adopts the following policy, adapted only with regards to the local organizational structure.

Policy for Hours in Required Activities in the Foundational Phases

- "Required Activities" in foundational and scholarship phases refers to time spent in classroom, clinical, laboratory, or required preparatory activities. It does not include time needed to complete homework assignments, papers, case write-ups, optional reading or self-assessment activities.
- In the foundational phase, course directors are expected to schedule most required in-class activities to occur before 3:00pm, Sunday through Thursday.
- Some clinical activities and laboratory exercises will be scheduled after 3:00pm, Sunday through Thursday.
- The curriculum also requires students to complete certain assignments in preparation for subsequent in-class activities (e.g., vodcasts and online modules).
- The maximum number of hours that a student is required to spend in classroom, clinical, laboratory, or required vodcast/online modules should ideally be less
than 30 hours and not exceed 35 hours per week, on average, over the duration of a course.

- Although scheduled time in required activities is limited by this policy, students are expected to spend considerable additional time studying, reviewing material, preparing for class and engaging in a scholarly pursuit of extracurricular activities that contribute to the formation of their professional identity as physicians.

**Policy for Student Duty Hours During the Clerkships, Sub-Internships, and Clinical Electives**

- "Duty Hours" refers to time when a student is scheduled to participate in patient care or educational events, such as seminars, lectures, and rounds. It does not refer to academic reading, study time, off-site skills practice, off-site preparation time, or travel time.
- The maximum number of hours that a student may be on duty in one week is 80 hours, averaged over 4 weeks.
- The maximum frequency of in-hospital call is every third night.
- In the ED, the maximum number of shift hours per week is 60 hours, with an additional 12 hours permitted for education.
- The maximum continuous on-site shift length is 16 hours.
- Work in any ED is limited to 12 continuous hours followed by a minimum of 12 continuous hours off duty.
- Students may not be scheduled for more than 6 consecutive night shifts.
- The minimum time off between scheduled shifts is 10 hours after a day shift and 12 hours after a night shift,
- As a minimum, a student must have off duty 1 day (24 consecutive hours) per week.

**Student Role in Monitoring Duty Hours**

Students are asked to report violations of the Student Duty Hours policy, and such reporting may be done in several ways. In the case of clerkships, where residents, attending physicians, or other hospital team members create the violation of the Student Duty Hours policy, students may make a direct report to the course/clerkship director. Students may also make a direct report to an Assistant Dean (Foundational Sciences, Clinical Learning). In addition, all students will be asked about course or clerkship compliance with the Student Course and Duty Hours Policy via a question on the course/clerkship evaluation form. Although student reporting on the course evaluation is anonymous, the evaluation survey is reviewed by course leaders and will allow them to identify whether a potential violation may be occurring during the course.
If a student reports the violation directly to the course or clerkship director, the course or clerkship director is required to investigate the situation and attempt to remedy it. If the situation is not remedied, the student must report the situation to an Assistant Dean. Evidence of violation of the Student Duty Hours policy by direct student report to an Assistant Dean will be brought to the attention of the course or clerkship director. The course or clerkship director will be required to investigate the situation and provide a report to the Assistant Dean who filed the report of the violation with a copy to the Senior Associate Dean for Medical Education indicating how the situation has been remedied.

**Monitoring and Enforcement of the Duty and Course Hours Policy**

The course and clerkship directors are responsible for disseminating the policy to course faculty, residents, and students, and regularly monitoring time spent in required activities as outlined above. The monitoring will be done by the review of schedules and required preparatory activities, direct input from student course surveys and student course representatives and in the case of duty hours, reports of violations by students themselves. Course and Clerkship directors are expected to regularly review the number of required assignments in their courses including write-ups, required readings, essays, preparing for formal in-class presentations etc. The subcommittees of the Medical Executive Curriculum Committee will report their findings annually. Based on the findings, the Medical Executive Curriculum Committee will make a determination as to the ongoing effectiveness of the policy and its enforcement, and take appropriate action.
Medical Student Dress Code Policy

Approved by the WCM-Q Medical Executive Curriculum Committee (December, 2017)
Applicability: Students in Medical Curriculum

Background
WCM-Q is a multicultural community and it is important that each of us demonstrates at all times, the highest professional image, respect for others, and tolerance for different cultural beliefs and practices.

Purpose
The purpose of this policy is to ensure that WCM-Q provides a suitable and comfortable working and educational environment for its diverse multicultural community, while respecting Qatar’s local culture.

Applicability
Applies to all students in the medical curriculum.

General Guidelines
- Dress code for males is conservative, avoiding sleeveless shirts, shorts and tight/revealing clothing.
- Dress code for females is conservative, avoiding short skirts, shorts, low-necked garments, sleeveless dresses and tight/revealing clothing.
- Clothes including prints of racist, vulgar, political symbols/words are not permitted.

Formal Dress Code
- Students are expected to be clean, well groomed, and dressed in a manner appropriate to their academic and clinical responsibilities.
- Recommended acceptable attire includes: collared shirts, ties, slacks, skirts, blouses, sweaters, and dresses.
- Students must wear a short white coat (unless otherwise specified) with their name badge and appropriate identification, as required by the university or hospital, visible at all times.
- Students must maintain personal hygiene and a professional appearance at all times, to include clean white coats.
- In environments that include contact with patients, the following are NOT
appropriate for the workplace: jeans, overalls, sweat shirts, sweat pants, shorts, leggings, halter or tank tops, non-collared T-shirts, workout clothes, sandals or open-toe shoes, caps, bandanas, baseball hats, or body or facial piercings other than ears and those required by a student’s religious or cultural beliefs.

- Students must follow the local hospital/site policy and procedures for scrubs including wearing of scrubs outside the designated/restricted areas.
- When in the OR, students must follow the local hospital/site policy and procedures with regards to attire, which may include no long-sleeved undershirts or nail polish, and the use of all protective gear to follow universal precautions.

If clothing fails to meet these standards the student may be sent home to change and will be asked not to wear the inappropriate item again. A continued pattern of incidents, despite specific intervention, may result in the Course of Clerkship Director completing a professionalism assessment.
Promotion and Graduation
Standards and Procedures

Applicability: Students in Medical Curriculum

The Medical College curriculum represents the academic standards students are required to achieve; the curriculum is divided into four successive academic years, each year building on the subject material and experiences of preceding years. A student is expected to exhibit mastery of course objectives set by the faculty and to complete required clerkships and rotations as determined by faculty. A student’s progress is assessed and monitored on an on-going basis. If a student does not demonstrate an acceptable level of proficiency or has not made timely progress toward the satisfactory completion of the curricular requirements, the faculty bodies will determine a student’s continued status in the Medical College.

The academic year in each of the first two years of the curriculum consists of sequential integrated courses. The third year consists of an introductory period followed by required clinical rotations and courses of varying lengths. Remaining requirements for graduation include sub-internships, sixteen weeks of clinical electives, and the Advanced Biomedical Science (ABS) requirement. The ABS requirement consists of an ABS research, tutorial or teaching experience and the ABS course. Upon the completion of each course and curricular unit, a student’s performance is evaluated and recorded. In addition, several times each year, the Committee on Promotion and Graduation\(^1\) convenes scheduled meetings to review the ongoing progress of each student. There is a meeting of the Committee on Promotion and Graduation for each year of the curriculum. The Committee on Promotion and Graduation consists of all of the directors of each of the required courses and is chaired by the Senior Associate Dean for Medical Education (without a vote).

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\(^1\) The Committee on Promotion and Graduation consists of the directors of each of the required courses. It is chaired by the Senior Associate Dean for Medical Education (without a vote) and is supported by the Registrar in the Office of Student Affairs.
Faculty Principles

The following general principles guide faculty during consideration of a student’s status:

A student must successfully complete all of the course work of one academic year before he or she can be approved for promotion to the next year, except as otherwise specified in these standards.

Remedial work and re-examination may be offered to a student who fails a course, as provided for in these standards.

A student will have access to a review process, and an appeal, in cases where a denial of academic advancement or dismissal from the Medical College is at issue.

Any student who, in the judgment of a faculty member, lacks suitability to enter the medical profession, can, pursuant to an applicable policy or procedure, be dismissed from the Medical College.

Grades and Grade Review

Grades

Each course director determines the final grade of a student after evaluation of the student's performance in all aspects of the course work, including results of examinations. Faculty members are also expected to evaluate each student early enough during a course to allow time for remediation. Students will be required to be present at the time of a regularly scheduled examination or other course activities in order to pass the course unless they have made previous arrangements with the course director, as detailed in the section herein entitled “Attendance Standards.”

Faculty members are expected to submit grades promptly after a course or curricular unit is completed; generally, grades will be submitted within six weeks after a course or unit is completed. Faculty members should include narrative descriptions of student performance and non-cognitive achievement in all required courses and clerkships where teacher – student interaction permits this form of assessment.
In the first two years of the curriculum, students may receive the following grades: “Pass” (satisfactory performance), “Marginal” (a non-passing, interim grade based on less than satisfactory performance in one or several components and/or activities comprising the final grade), or “Failure” (below satisfactory performance in all or a preponderance of the components and/or activities comprising the final grade). In the evaluation of clinical clerkships in the third year, an additional grade of “Honors” (outstanding performance) and “High Pass” (excellent performance) can be assigned. Certain courses are graded only on a “Pass/Fail” basis. In addition, the interim grade “Incomplete” may be assigned to any course in which the performance is otherwise satisfactory but the student has not attended to a component or activity that the course director has agreed may be completed at a subsequent date.

If a student receives a non-passing interim grade of “Marginal” or “Incomplete,” the course director will discuss the performance with the student and will notify the Office of Medical Education and the Office of the Registrar (see Section below entitled “Faculty Determinations Regarding Unsatisfactory Academic Performance”). The opportunity to do remedial work, or complete necessary work, generally will be presented to the student, in accordance with the procedures described in these regulations. The work that is necessary to address an “Incomplete” or “Marginal” grade must be undertaken before the start of the next academic year. It should take place at the first available opportunity (as determined by the course director in consultation with the student and the appropriate Curriculum Dean or Senior Associate Dean for Medical Education, but may not conflict with any other scheduled academic activity. If a student completes the remedial or missing work satisfactorily, the “Marginal” or “Incomplete” interim grade will revert to a grade of “Pass”; if not, the grade will revert to “Failure.” If a student receives a grade of “Failure,” the course director will notify the Office of Medical Education and the Office of the Registrar and will discuss with the student the need to repeat the course or other remediation if appropriate. In the event a student’s performance is deemed unsatisfactory, the Medical College may follow other procedures, also described in these regulations, to assess continued participation in the M.D. program.

**Student Request for a Grade Review**

Students may seek clarification about an evaluation or grade awarded that does not seem consistent with the student’s view of his or her performance. If the student believes that there is a credible basis to assert that the grade received does not reflect his or her objective course performance, the student should seek the guidance of the course director. If a discussion with the course director does not
resolve the issue, or the student has additional reasons for seeking guidance from someone other than the course director, he or she shall promptly present his or her concern in writing to the Senior Associate Dean for Medical Education for a request for review of the grade or evaluation. The student should set forth the reasons for his or her request for review of the grade.

In consultation with the faculty involved, the Senior Associate Dean for Medical Education, or representative, has discretion to request documents and relevant information that would be needed to conduct a full and fair assessment of the grade under review. The Senior Associate Dean for Medical Education shall recommend a final resolution, where appropriate, to the course director.

**Unsatisfactory Academic Performance in a Course**

**Actions During a Course / Clerkship**
Any student who is having academic difficulty with a course(s) (or his or her overall academic performance) should consult with faculty or administrators at the Medical College. Depending upon the problem, a student may wish to seek advice or assistance from a course director, the Senior Associate Dean for Medical Education or the appropriate Curriculum Dean. Early intervention with academic difficulties may provide a wider range of solutions and is in the student’s best interest. It is the responsibility of a student to seek advice or assistance when such student is having difficulty with a course(s) (or his or her overall academic performance).

If a student exhibits unsatisfactory performance during a course, before a non-passing grade is assigned, the course director(s) shall make an effort to notify the student and the appropriate Curriculum Dean and the Senior Associate Dean for Medical Education in sequence. Faculty in the course may meet with the student and outline a program to address deficiencies in the student’s performance. The Senior Associate Dean for Medical Education, or designee, also may make an effort to address this with the student.

**Actions upon Completion of a Course / Clerkship**
The Committee on Promotion and Graduation (the “Committee”) is responsible for assessing the overall performance of students in the Medical College on an ongoing basis. In the event of unsatisfactory work (Marginal, Incomplete or Failure), the grade will be reported in writing to the Office of the Registrar and the Office of
Medical Education upon the completion of a course. At his/her discretion, the Senior Associate Dean for Medical Education, or her designee, will meet with a student who has earned non-passing grades to discuss the reasons for the student’s unsatisfactory work. The Senior Associate Dean for Medical Education shall assemble and present information to the Committee about the students with non-passing grades to assist the Committee in its deliberations. If time permits, a student will have the option of submitting, through the Senior Associate Dean for Medical Education, his or her own independent written information to the Committee. Generally, a student will not have an opportunity to appear before the Committee during this stage of the process, unless requested by the Committee.

Faculty Determinations Regarding Unsatisfactory Academic Performance

The Committee on Promotion and Graduation will review each student's performance, and will make decisions, in consultation with the course director, about whether to permit a student to have an opportunity for remedial work, re-examination, repetition of a course, or other appropriate alternatives. Remedial work, re-examination or repetition of a course are not to be regarded as a right for a student who has an unsatisfactory record in a course, but are options which may be offered to individual students, in the judgment of the faculty, based on the student’s academic record and consideration of circumstances related to completion of the course.

Remedial Course Work

Remedial work, including re-examination, for courses in which a student has not received a passing grade will ordinarily be offered at times which do not conflict with regularly scheduled academic activities. Generally, remedial work, including re-examination, will be available only if the student has successfully completed the majority of course work required for a passing grade in the course. Remedial work and any re-examination needed in first year courses will be scheduled during the summer. Re-examination in second year courses will be scheduled to occur prior to the beginning of the third-year courses. A course failure in designated second year courses will have to be remedied prior to the beginning of the third-year clerkships. A clerkship that is failed usually will, if applicable, be repeated as soon as possible.

In the case of a “Marginal” grade, the remedial work may be targeted in scope, as
determined at the discretion of the course director in consultation with the course faculty. A student who successfully completes remediation for a “Marginal” grade is eligible only for a grade of “Pass.” However, if the first attempt by a student at remediation of a “Marginal” grade is not satisfactory, the course grade converts to a “Failure” and remediation for a “Failure” grade must ensue. In the case of an “Incomplete” grade, completion within the period specified by the faculty can result in a grade of “Honors,” “High Pass” (if available), “Pass,” or “Failure.” An “Incomplete” not successfully addressed within the specified period shall revert to a grade of “Failure” and remediation for a “Failure” grade must be undertaken. In the case of a “Failure” grade, the remediation will be broad in scope and must result in the satisfactory demonstration of competence in all aspects of the course. The nature of the remediation lies solely in the province of the course director in consultation with the course faculty. A student who successfully completes remediation for a “Failure” grade is eligible only for a grade of “Pass.”

Criteria for Continuation in the Academic Program

In the event a student fails one or two courses, or after permitted remedial work the student fails re-examination, the student, if authorized to do so by the Committee on Promotion and Graduation, must, in the following year, attend and pass the previously failed course(s) prior to promotion to the next academic year. Students who repeat an academic year will repeat all failed courses and, in the remaining time, may pursue a special program approved by the Office of Medical Education.

Students who fail any of the required courses in the first year, and receive the authorization of the Committee on Promotion and Graduation, may repeat the course. Such students may not eliminate the failing grades by remedial work and re-examination during the summer. **Students who fail all of the first-year courses will be dismissed from the Medical College without opportunity for remediation.**

In the second year, students who fail the required course may, with the authorization of the Committee on Promotion and Graduation, repeat the second year, but may not eliminate the failure with remedial work and re-examination during the summer. **Second-year students who fail all of the required courses may be dismissed from the Medical College without opportunity for remediation.**

Students who fail three of the required third year clerkships will be dismissed from the Medical College without opportunity for remediation.
A student who repeats a required academic course or clerkship, and fails to pass that course or clerkship upon repetition, will receive a grade of “Fail.” Remedial work and re-examination will not be offered if a course or clerkship is repeated and failed. A student who fails a course or clerkship twice will be dismissed from the Medical College.

Students are also required to complete a series of elective courses, sub-internships, and to fulfill the advanced biomedical science requirement (classes of 2019 and earlier). Successful completion of 16 weeks of clinical elective courses in the third and fourth years is necessary for graduation from the Medical College. Students who fail an elective course may repeat that course or, with the approval of the Senior Associate Dean for Medical Education, substitute another course(s) of equivalent hours. A student may not take elective courses concurrently with any other courses to satisfy the 16-week requirement.

Students who accumulate three or more Marginal grades may be at risk for unsatisfactory overall academic performance. The performance of students who receive three or more Marginal grades over the course of their study, even if those grades have been remediated, shall be reviewed at the next scheduled meeting of the Committee on Promotion and Graduation to determine if a formal review of the student’s suitability for the practice of medicine or if some other appropriate intervention is necessary for continued study in the Medical College. The Committee on Promotion and Graduation reserves the right to specify the nature of the intervention(s) recommended based on its evaluation of the student’s performance.

Students may repeat no more than two academic years and must complete the academic work of the first three years in five academic years. Students must complete the entire medical curriculum in six academic years.

Students in good academic standing who wish to postpone graduation, either to take a personal leave of absence or to undertake additional electives or academic courses related to their studies, must obtain permission from the Senior Associate Dean for Medical Education. An application form and guidelines are available from the Office of the Registrar.

https://qatar-weill.cornell.edu/current-students/office-of-the-registrar/Registrar-forms
Unsatisfactory Academic Progress

In addition to the academic performance standards that lead to dismissal from the Medical College described in the previous section, unsatisfactory overall academic performance will also be grounds for dismissal from the Medical College. Unsatisfactory overall performance is defined as failure grades (even if remedied), multiple marginal grades, or withdrawal in a significant number of courses, clerkships, or the sub-internship, (generally, a total of six non-passing grades will result in dismissal). Similarly, failure to complete the medical curriculum within six years will be deemed unsatisfactory performance, resulting in dismissal.

The faculty of the Medical College takes the position that an overall failing performance as described above documents a quality of work unsatisfactory for admission to the medical profession.

Leave from Academic Program

Consequences of unsatisfactory academic performance can include, but need not necessarily be limited to, dismissal from M.D. program, involuntary leave of absence, and/or other remedial work, at the discretion of the Senior Associate Dean for Medical Education and/or Committee on Promotion and Graduation.

Involuntary Leave of Absence

A student may be required by the Senior Associate Dean for Medical Education to take a leave of absence for up to one year, depending upon the needs of the student and the demands of the curriculum. The Senior Associate Dean for Medical Education may renew this leave of absence for a total leave of absence not longer than two years, and shall specify the terms for re-entry to the Medical College, which shall include an evaluation of the student.

If a student objects to a required leave of absence, or if the Associate Dean for Medical Education decides against re-entry after a required leave, the student can appeal to the Committee on Promotion and Graduation through the appeals process outlined in these policies.
Appeals Process and Related Procedures

When a student’s academic performance and progress is under review, the Medical College is committed to providing a fair process of review and, when requested, appeal. Determinations are based on the record as a whole before the decision-making entity and the standard of proof that underlies a decision is a preponderance of the credible information or evidence. A decision regarding a student’s dismissal, required leave of absence or repetition of a course year is final unless overturned after an appeal.

A student can appeal a decision of a required leave of absence, repetition of a course or year, or dismissal. The student must make the appeal in writing within ten academic calendar days (excluding weekends and Medical College holidays) from written notification to the student of the decision that the student is appealing and delivered by hand to the office of the Senior Associate Dean for Medical Education. If the appeal is submitted by Qatar mail, U.S. mail, or a delivery company (such as Federal Express), it must be postmarked by the date it is due to be submitted by hand to the Office of Medical Education.

The Committee on Promotion and Graduation handles the appeal. In cases that are appealed, the WCM-Q Dean may appoint an alternate individual to chair the Committee in place of the regular chair. The Committee on Promotion and Graduation will provide the student with at least seven business days’ advance written notice of the date, time, and place of the meeting of the Committee on Promotion and Graduation, which will consider the appeal. Prior to the meeting, the student may submit a written response and evidence to the Committee. The student may attend the Committee meeting and may be accompanied by an advisor or counsel. Any such advisor or counsel shall be an observer of the proceeding but may not expect to be able to participate in or speak at the Committee meeting. The student or the Committee may invite other persons to appear and provide information. Prompt written notice of the Committee’s decision will be sent to the student. The student will have access, upon request, to the written minutes of the meeting with the Committee on Promotion and Graduation that pertain to the student appeal.

The report of the Committee on Promotion and Graduation will be presented to the Executive Committee, chaired by the WCM-Q Dean. The Executive Committee will review all relevant documents and will implement a decision as necessary. Prompt
written notice of the final decision will be sent to the student.

Reserved Rights/Changes to Policy

The Medical College reserves the right to determine whether existing policies and procedures address a particular situation. It is recognized that the Executive Committee reserves the authority to intervene in the application of these standards and procedures, although it is not anticipated that the Executive Committee will exercise this inherent authority unless the Executive Committee determines that existing policies and procedures do not address the situation; or circumstances are of such magnitude as to require the action of the Executive Committee.
Attendance Standards

Approved by the WCM-Q Medical Executive Curriculum Committee (December, 2017)

Applicability: Students in Medical Curriculum

Students at the Medical College are physicians-in-training who are expected to carry out all academic responsibilities in a professional manner. Professional demeanor is an essential and required component of becoming an effective physician. Students must handle absences from required Medical College activities in a manner that reflects a standard of professional responsibility for practicing physicians. At the same time the faculty of the Medical College recognize that students learn in different ways that include in-class and clinical experiences, independent study, digital media, scientific investigation and presentations, to name a few - many of which may compete for a student’s time. A central concept to the attendance policy is that students provide the faculty with a timely and valid request and/or notification for absences from any required curricular activities. The faculty considers a student’s honesty in presenting a reason for an absence to be the core principle that underlies all professional communication regarding the absence policy. Likewise, the student can expect that the faculty will apply the attendance policy in a way that is both fair and consistent, but which also considers a student’s individual situation. When a student does not attend a required session, and has not provided in advance an appropriate request for permission or explanation of the absence, as described below, the student is in violation of the standards of conduct required for students at the Medical College. This policy on student absences sets out the criteria and process for handling absences from academic duties; it also applies to students taking courses at the Medical College who are from other medical schools.

The integrated curriculum of the Medical College in the foundational years (first year and half) is designed to promote an engaging, collegial interchange of ideas among students and faculty in all sessions including large group formats such as lectures. Students are expected to attend all sessions and to participate. In some formats that involve collaborative work, attendance and participation will be assessed and both comprise an important element in the satisfactory demonstration of competence. The faculty have identified small groups that meet one or more of the following rationales as those learning formats in which attendance and participation will be assessed: 1) sessions that involve collaborative teamwork (e.g., anatomy dissection, case-based formats such as PBL or its equivalent, etc.) 2) sessions that involve interactive discussion (e.g., seminars that depend on student analysis, presentations,
or discussion such as PBL, journal club, problem-solving, clinical case or ethics case analysis, etc.) or 3) demonstration of a skill (e.g., microbiology or physiology lab activities, interviewing, patient examination, OSCEs, simulations, first responder training etc.). Because respect for patients’ time and participation in the learning process are paramount, attendance will be assessed at all sessions, in large groups or small group formats that involve patients. In addition, students shall attend, on time, all sessions that specifically involve written or oral examinations. A student who arrives late will not ordinarily be allowed additional time on an examination.

The faculty leadership of each foundational course (i.e., Essential Principles of Medicine; Health, Illness, and Disease 1 and 2) will inform students in advance of which sessions meet the above rationale and involve the assessment of student attendance and participation.

The clinical phase of the curriculum mandates the full-time commitment of the student in all patient-care and didactic activities. The student’s presence on the clinical floors of the hospital, clinics and physician offices is critical to the learning experience because it provides opportunities to observe and to participate in medical management decisions. Students are required to attend lectures, rounds, case presentations, conferences, clinics, on-call periods, and other experiences as designated by the course director.

The AOC Scholarly Project block time requires that students engage full-time in work related to their scholarly project at an officially approved primary site. During the total duration of this AOC Scholarly Project block time, the student’s schedule will be largely shaped by the needs of their research project, including the requirement that they attend all activities (e.g., lab or research meetings) directed by their research mentor. In addition, students are required to attend all required AOC-related sessions and activities throughout the years of their medical curriculum as specified by the AOC Program leadership.

Similarly, during the Translational Science, Advanced Clinical Ethics, and Transition to Residency Courses, attendance will be assessed in small groups that involve collaborative teamwork, interactive discussion or demonstration of a skill, and in large group or small group formats that involve patients, and in any session as specified by the course director.

Operational Issues
Students have the right to speak with the Senior Associate Dean for Medical
Education or delegate at any time about questions they may have about the attendance policy itself or the concerns about the fairness in the application of the attendance policy.

**Responsibilities of Students Regarding the Attendance Policy**

Students are expected to have read the attendance policy, to abide by it, inquire in advance of the course leaders if they are uncertain how it might apply in their situation, handle all inquiries and evaluations by the faculty in a timely and honest manner, and follow through with counseling and/or satisfactory completion of missed course work. Attendance is expected unless excused.

**Responsibilities of the Faculty Regarding the Attendance Policy**

Faculty course and clerkship leaders are expected to implement the attendance policy as described above in a way that is fair, transparent, consistent and measured in consequences for any violations. Faculty are expected, a priori, to indicate to students enrolled in their units how the policy will be implemented in their units. This should be done by a clear statement in the course, clerkship or AOC website and supplemented, if necessary, through class orientations, email clarifications, or other means.

Faculty leaders responsible for implementing the policy are expected to respond to student inquiries about the policy in a timely manner, consult with education deans as needed for advice, and evaluate student absences fairly and without preconceived assumptions or judgments.

**Types of Absences**

**Excused absences: Emergent**

Generally, the Medical College recognizes that emergent absences due to illness, personal emergency, or family emergency are not under the control of students and that it may be impossible for students to consult with course leaders prior to being absent for these reasons (“unplanned absences”). Nevertheless, it is incumbent upon the student to notify the designated faculty or course leader or the Associate Dean (Student Affairs) as soon as these events occur or are known and no later than 24 hours after the missed session so that the Medical College may be assured of the student’s well-being and may make plans with the student regarding the resumption
of regular activities.

Students with emergent absences must notify course directors as soon as the event is known. The “no later than 24 hours” clause does not mean that a student routinely has up to 24 hours after an emergent missed activity to notify the course director; rather it allows a feasible time frame for those students who are in a serious emergency that precludes immediate notification.

In addition, students with a recurrent pattern of excused absences, whether for illness or personal emergencies, will be referred to the Senior Associate Dean for Student Affairs by the Clerkship Director for evaluation and/or counseling.

Emergent events are not to be confused with other absences that can be anticipated and planned for in advance. These include:

1. Major family events or celebrations such as weddings involving immediate family, graduations, other family events of significance
2. Professional events and academic activities—presenting at a professional meeting, remediation of an academic encumbrance, NBME exam, residency interviews
3. Scheduled medical appointments
4. Religious holidays

In the clinical curriculum, there should be a request for permission a minimum of 30 days in advance of the beginning of the clerkship or sub-internship or as soon as the event is known. Students may also request to be excused for scheduled medical appointments and to observe religious holidays. Since religious holiday dates are well known in advance, students should request an excused absence for religious observances at least 30 days in advance of the beginning of the clerkship or sub-internship. In the case of scheduled medical appointments, students should request an excused absence as soon as the date of the event is known.

During the AOC Scholarly Project block time, students are expected to work full-time during weekdays on their scholarly projects at the primary site. Students must notify and/or request permission of the AOC program director for all emergent (“unplanned”) and planned absences from work on their scholarly projects. Notification/request of the faculty mentor alone is NOT sufficient. In the rare case that a student needs to work on his or her project away from the primary site, he or
she must obtain permission from the AOC Program Director in advance.

Unexcused Absences

Absences without proper notification, including planned absences without prior request for permission or unplanned (emergent) absences without proper notification within 24 hours of the missed required session are considered “unexcused absences.” In the clinical curriculum, requests for permission for planned absences must be made a minimum of 30 days in advance of the beginning clerkship or sub-internship or as soon as the event is known. Unexcused absences will result in sanctions that may include, but are not limited to, receiving a zero grade for the activity missed, receiving an official citation for unprofessionalism, receiving a “Marginal” grade in the learning unit or course or in serious cases, such as those affecting or interfering with patient care, receiving a “Fail” grade. Some voluntary absences are not considered reasonable by the Medical College. Actions such as purchasing tickets for travel to leave early or return later, or solely to obtain discounted fares or engaging in other elective activities on course instruction days are not acceptable practice. Students who engage in such conduct must assume full responsibility for whatever ramifications in their performance assessment result from their actions, as described above, since these actions result in unexcused absences. Course leaders are not required to administer make-up examinations, equivalent or extra sessions to accommodate these voluntary unexcused absences.

Duration

Generally, the time frame for an absence is expected to be no more than two consecutive days (including a Thursday-Sunday sequence). Emergent absences expected to last more than two days require that the student notify the Senior Associate Dean for Student Affairs. Planned absences of more than two days require that the student first obtain the permission of the Senior Associate Dean for Medical Education or delegate before requesting permission of the designated faculty or course leader. When a student is uncertain about whether an absence will be considered potentially excusable, he or she should consult one of the senior associate deans (student affairs or medical education or their delegates) for advice.

Request and Notification

Permission to be excused from a scheduled activity is to be sought by the student in
writing (e-mail is acceptable). Students must ask for permission individually for themselves; they may not request permission for absences on behalf of other students. Emergent absences require written notification and planned absences require both permission and written notification in order to be considered excused. To ensure that the attendance policy is implemented fairly and consistently, students must notify and request permission of the course director or his/her designee (small group leader, preceptor, curriculum office staff, etc. are not sufficient). In the clinical curriculum, this means that students must notify and request permission of the Clerkship Director (e.g., Site Director, Clerkship Coordinator are not sufficient) or Sub-Internship Director. Students may not negotiate an absence with the teaching faculty (e.g., a small group facilitator, office preceptor, ward attending, etc.), nor are the teaching faculty permitted by the policy to negotiate or arrange such absences (see “Faculty Observation and Reporting of Absences” below).

Students who will be absent emergently (or are absent for reasons beyond the student’s control), i.e., “unplanned absences,” are expected to notify the course director or his/her designee before missing the required activity and no later than 24 hours of the missed session. In the case of planned or voluntary absences, students are expected to request permission of the designated faculty or course director at least 30 days in advance of start of course or as soon as the date of the event is known in order to have the absence up for consideration as an excused absence. In the notification or permission discussion with the student, the course director will determine how the appropriate faculty or administrators are to be notified and the role of the student in this process.

In any discussion of a requested absence, the student must include an explicit discussion of:

- the reason for the absence;
- the student’s plan to acquire the information missed;
- the arrangement by the student for coverage of all clinical or course responsibilities;
- the student’s arrangements to identify and notify all teaching and clinical faculty, house staff, and students affected by the absence (typically those involved in a team effort or presentation); and
- the duration of the absence.

If the course director or their designees to be notified are not available in a timely
fashion, are on vacation, or are away from the Medical College for other professional duties, the student should notify the Office of Curriculum Support in writing (e-mail).

Once a student has received an excused absence from the designated course directors, he or she should inform all teaching and clinical faculty, house staff, and students affected by the absence (typically students involved in a joint presentation). In the case of unplanned, emergent absences, notification of all affected faculty and students may not be possible in advance.

**Categories of Absences**

**Illness/Medical issues: Emergent and Non-Emergent**

In the case of an individual’s emergent illness, the student must notify the designated faculty or course director as soon as the student feels the illness will interfere with attendance ideally before the required activity and no later than 24 hours after the missed session. The student must discuss the points included under Request and Notification. If the student is unable to reach the course director or designated faculty member, the student must notify the Senior Associate Dean for Student Affairs. If the student is too ill to attend scheduled educational activities, the faculty member may recommend that the student consult with the Senior Associate Dean for Student Affairs, or be seen by an appropriate healthcare practitioner. Students should see an appropriate healthcare practitioner for evaluation after 2 consecutive days of illness. This is to ensure proper diagnosis and treatment and to avoid cases of under-treatment for serious illness. Making up the missed work to the satisfaction of the learning unit or course leadership is mandatory.

Students should make every effort to schedule non-emergent medical appointments for times that do not conflict with class sessions or required clinical activities. The medical college recognizes that this may not always be possible. For scheduled non-emergent medical appointments, students must notify the course director or his/her designee as soon as the student is aware of the appointment date in order for this to qualify as an excused absence. Course directors and faculty are not permitted to penalize students who miss class or required clinical activities as a result of attending to medical appointments.
**Personal/family emergency**

In the case of personal or family emergency, the student must notify the designated faculty or course director(s) as soon as the student is aware of the emergency and no later than 24 hours after the missed session. The student must discuss the anticipated length of the absence as fully as possible with the designated faculty or course director, and must arrange for a way to be in communication with the Medical College to monitor the course of events. As noted above, if the absence exceeds or is expected to exceed two days the student must notify the Senior Associate Dean for Student Affairs. In cases where the time frame is not clear, the student must discuss a plan to provide periodic updates on the situation. Making up the missed work to the satisfaction of the designated faculty or course leadership is mandatory.

**Major family events**

Absences from class to attend major family events (which are scheduled by others without consideration of the student’s schedule) require permission of the designated faculty or course leader(s). In the clinical curriculum, there should be a request for permission a minimum of 30 days in advance of the beginning of the clerkship or as soon as the event is known. If the activity extends for more than two days, the student must consult with the Senior Associate Dean Medical Education or delegate. Making up the missed work to the satisfaction of the course leadership is mandatory and the course director’s decision is final.

**Professional off-campus events**

Academic activities (professional meetings, paper/research presentations) that interfere with course instruction days must be discussed with the designated faculty or course leader(s). In the clinical curriculum, there should be a request for permission a minimum of 30 days in advance of the beginning of the clerkship or as soon as the event is known. The discussion, which is a request for permission to attend the academic activity, must include a statement of the student’s exact role in the academic activity, the mechanism for making up missed course content, the student’s plan for covering all responsibilities, and notifications as discussed above. With timely notification and permission, a student will ordinarily be excused if he or she is presenting a poster or oral session. Students generally are not excused to allow simply attending the conference. In the case of professional conferences, the
student should describe how the conference would provide added value above that of the required curriculum to the student’s learning and/or career plans. In the foundational science curriculum, discussion with the designated faculty or course leader(s), the student must also obtain permission from any learning unit leaders or small group leaders that will be impacted by the absence. The course leadership may take into account the student’s academic standing in the course in the decision to grant permission for these types of absences. If the activity extends for more than two days, the student must consult with the Senior Associate Dean for Medical Education or delegate. Making up the missed work to the satisfaction of the course leadership is mandatory and the course leadership decision is final.

Other off-campus events

The College recognizes that students may wish to participate in many off-campus events such as charity fundraisers, political campaigns, athletic competitions, etc. The faculty understands that these activities may be rewarding and valuable, but considers that a student's first priority is his or her immediate scholarly preparation to become a competent physician. Accordingly, whether or not attendance at events such as these on instructional days in which attendance and participation is assessed (e.g. specified small groups, clinical work, exams etc.) will be considered excused or unexcused absences will be at the discretion of the Course Leadership and will depend on the nature of the event, the level of the student’s participation and the attendance or assessment activity that would be missed.

Residency interviews

It is not recommended that students schedule required course work during the time that they will be interviewing for residency programs. There should be a request for permission as soon as the interview event is known, and any absences attributed to interviews for residency programs must be discussed with and approved by the course/clerkship director prior to their occurrence.

Sub-internships

Because of the high level of responsibility on sub-internships, sub-interns are expected to work each day for the entire rotation. They are not excused on Medical College holidays. If the student must miss clinical responsibilities for any reason, the
request for permission or notification should be made as soon as the event is known and the student must help in making coverage arrangements. The sub-internship director has full discretion to determine if the work performed by the student satisfies the course requirements.

**Religious Holidays**

The Medical College recognizes that the members of its community, including students, observe a variety of religious faiths and practices. Few of the various religious days of observance are part of the Medical College’s holiday calendar. However, the Medical College recognizes and respects the religious beliefs and practices of its students and will accommodate them reasonably within the requirements of the academic schedule. As a result, the Medical College will not penalize a student who must be absent from a class, examination, study, or work requirement for religious observance. Students who anticipate being absent because of religious observance must, as early as possible and in advance of an anticipated absence of a day, days or portion of a day, request permission for the absence from the designated faculty or course leader(s).

Whenever feasible, faculty will attempt to avoid scheduling examinations and assignment deadlines on religious holidays. A student absent from a class because of religious observance shall not be penalized for any class, examination, or assignment deadline missed on that day or days.

In the event an examination or assignment deadline is scheduled on a day of religious observance, a student unable to attend class shall be permitted the opportunity to make up an examination or to extend any assignment deadline missed. No fees of any kind shall be charged by the Medical College for making available an opportunity to make up an examination or assignment.

No adverse or prejudicial effect shall result to any student who takes advantage of the provisions of this policy. If a student believes that he or she is not being granted the full benefits of the policy, and has not been successful resolving the matter with the course director, the student may confer with the Senior Associate Dean for Medical Education or delegate. In the event a student continues to believe that he or she is not receiving the benefits of this policy, the student may file an appeal under the appeal provision of the policy on Promotion and Graduation.
Time Conflicts between Classroom and Clinical Activities

In the foundational years (first 1.5 years of the curriculum) classroom sessions and clinical activities are usually not scheduled simultaneously. In the longitudinal patient program known as LEAP in which students in teams follow a panel of patients over time, but do not have primary patient care responsibilities, some patient activities may conflict with classroom activities, including examinations. The leadership of the LEAP program sets forth a hierarchy of specific clinical scenarios in which students may be asked to weigh these competing demands. In all cases in which attendance at a patient activity conflicts with attendance at an in-class session in which attendance is part of the academic assessment, students are expected to provide timely request and notification to the designated course leaders. Students who have questions about the attendance policy as it pertains to LEAP should contact the LEAP faculty leadership.

In the clinical years (clerkships and sub-internships) when students are part of a patient care team, as a general rule, the care of one’s patient takes precedence over attendance at in-class didactic sessions or conferences. However, because these conflicts can never be totally free of ambiguity, students are advised to follow the directives of the clerkship directors and their faculty supervisors.

Faculty Observation and Reporting of Student Absences

To ensure that the attendance policy is fairly and consistently implemented, the teaching faculty in learning units and clerkships are not allowed to excuse students from class or clinical sessions. All requests for an absence should be referred to the course directors or their designee for evaluation. Faculty members who note that a student is absent from a session in which attendance is being assessed and is not known to have the permission of the course director should notify either the course director directly or the curriculum office in the foundational years, the clerkship director in the clinical years, the AOC program director, or the course director of the required courses in the AOC Scholarly Project block time (i.e., Advanced Clinical Ethics and Translational Science). Faculty mentors of students in the AOC Scholarly Project should notify the AOC program director of any mentees who are absent from required activities specified by the research mentor (e.g., lab meetings, team research presentations, etc.). These course directors, in turn, should notify the Office of Curriculum Support of any unexcused absences of more than one day’s duration. In order to track absences longitudinally and for potential P/G purposes, both
excused and unexcused absences should be reported by the course directors to the Foundational Sciences Team in the foundational science curriculum and to the Clinical Curriculum Team for the clerkships and sub-internships.

Making up Absences and Reporting

The work or activities that are missed from academic programs, regardless of the reason for the absence, must be made up. In the foundational science curriculum, the student is required to make up all course assignments, and may be required to make up additional activities at the discretion of the unit and/or course director. If there is an issue with resolving an absence or with the process for making up missed course work that is not resolved with the learning unit or course leadership, the student may confer with the Senior Associate Dean for Medical Education or delegate.

In the clinical curriculum, for emergent absences and excused absences related to professional events or academic activities, students will be responsible only for making up required coursework. For any excused absence related to major family events, any unexcused absence, and when total time for excused absences exceeds 10% of the total time of the clerkship, both required coursework and clinical time must be made up. The clinical activities that constitute the make-up time are at the discretion of the clerkship directors and should be scheduled during the timeframe of the clerkship.

Consequences of Unexcused Absences

In the foundational years, students who incur an unexcused absence in a course (i.e., Essential Principles of Medicine or Health, Illness and Disease) may receive an email message from the course director advising them of their violation of the attendance standards. In addition, the absence will be noted in the student performance profile on record in the Office of Curriculum Support. A second unexcused absence in that course may result in a written or email warning from the Senior Associate Dean for Medical Education or delegate and a notation in the student’s official academic record. A third unexcused absence in the same course will result in the student’s receiving a grade of “Marginal” for that course which will remain in the student’s official academic record, but which will not be recorded on the student’s transcript. The student will be required to meet with the Senior Associate Dean for Medical Education or delegate for further evaluation of the reasons for persistent absences.
Upon a satisfactory completion of the meeting and/or any other additional recommended meetings or counseling sessions, the grade of “Marginal” will be converted to a grade of “Pass” for the purposes of the transcript but a notation will remain in the student’s record of the absences. Students who incur an additional unexcused absence may be required to participate in additional evaluation and investigation as deemed appropriate by the Senior Associate Dean for Medical Education or delegate. Students who accrue three grades of “Marginal” on the official academic record may be subject to review by the Promotion and Graduation Committee. (See “Promotion and Graduation Standards and Procedures”)

In the clinical years, where patient care responsibilities are the primary focus of the student, any unexcused absence will result in immediate evaluation and investigation by the clerkship director. Each unexcused absence will be reported to the Assistant Dean for Clinical Learning and Clinical Curriculum Specialists who will track these across clerkships and sub-internships. In keeping with the policy for the foundational science curriculum, 2 unexcused absences across clerkships (i.e. during the clerkship years) may result in a warning email from the Senior Associate Dean for Medical Education or delegate and 3 unexcused absences across clerkships will result in a “Marginal” in the clerkship during which the third unexcused absence occurs. During the Sub-internships, one unexcused absence will result in a “Marginal” grade. Depending on the scope and circumstances of unexcused absences and clinical activities missed, a student may also receive a “Marginal” or “Fail” in either a clerkship or sub-internship. This is at the discretion of the course director in consultation with the Senior Associate Dean for Medical Education or delegate.

Remediation may include meetings and/or counseling by the Senior Associate Dean for Medical Education or the Senior Associate Dean for Student Affairs. All missed assignments and clinical activities will be made up, and may include the possibility of repeating a clerkship or sub-internship in part or in its entirety and this plan will be at the discretion of the Senior Associate Dean for Medical Education or delegate in consultation with other relevant deans and the course director.

Throughout the Areas of Concentration course in its different phases, the student’s research mentor will notify the course leadership of the AOC program, typically a pathway director or the AOC director, of any persistent unexcused student absences or failures to keep up with the demands, requirements and expectations of the Areas of Concentration course. The course leadership of the AOC will evaluate the
reasons for the absences/failures and, if warranted, depending on the pattern and types of missed activities, record such absences in the student’s official academic record and/or require that missed sessions/activities be made up. The consequences of unexcused absences from required sessions/activities of courses that occur during AOC Scholarly Project block time (i.e., AOC SP-related required sessions, Translational Science, and Advanced Clinical Ethics are identical to those as specified for unexcused absences incurred during the foundational years (see above)). For continued persistent absences or missed activities, the AOC director will consult with the Associate Dean, Academic Affairs about additional evaluations, stipulations or sanctions.

The course directors of electives that students take as part of the required course for the completion of the MD degree program, after appropriate determination that an absence is unexcused, should report such absences to the Senior Associate Dean for Medical Education or delegate for further evaluation and/or measures.

Students who take electives or pursue degree programs at institutions other than WCM-Q are expected to comply fully with the absence policy as set forth by that institution and to incur consequences of its violation as determined by that institution. Evaluations/grades received from the institution will become part of the student’s official academic record at WCM-Q.
Leaves of Absence

Applicability: Students in Medical Curriculum

A leave of absence is defined as “a temporary period of non-enrollment,” and may take four forms: research, academic, personal, and medical. Students may apply for a leave of absence as detailed below. The leave of absence does not relieve the student of the obligation to comply with the policies and procedures of the Medical College, including but not limited to, those standards governing course remediation and repetition, completion of academic work and time frames for completion of the Medical College curriculum. All leaves of absence will be entered on Transcript as “Leave of Absence” with no distinction among the different types of leave.

Taking a leave of absence also may have implications for housing, health coverage, scholarship, student loan deferment/repayment status, or financial aid eligibility. Prior to applying for a leave of absence, students must investigate these implications as they may pertain to their personal situations. The Senior Associate Dean for Student Affairs has discretion regarding the continuation of Medical College benefits or services, such as housing, medical coverage, and utilization of medical college facilities. The Senior Associate Dean for Medical Education is responsible for reviewing and approving the requests for a research and academic leaves of absence. The Senior Associate Dean for Student Affairs is responsible for reviewing and approving the requests for medical and personal leaves of absence. All students who are approved for any type of leave of absence will be charged a fee in order to continue their student status with the Medical College. Students on leave may also be charged other fees to continue to receive Medical College benefits or services. Some types or duration of leave may require the consent of the WCM-Q Dean. Leaves generally are granted for a defined period. Students may request an extension of their leave of absence by writing to the relevant Associate Dean. Students who do not return to full-time status at the end of an approved leave, and who have not applied for and been approved for continuation of their leave of absence status, will be considered to have withdrawn from the Medical College. Under certain circumstances, a student who wishes to return from a leave may have to satisfy previously set conditions for readmission.
Types of Leaves

Research
The Senior Associate Dean for Medical Education, upon the recommendation of the Coordinator of Student Research, grants a research leave of absence so that students may have a defined period during which to pursue an approved research project. While the terms of research leaves are generally for one academic year, approval may be given for a longer period of time that may not exceed two academic years. The procedure for securing a research leave is by formal application, which may be obtained in the Office of Student Affairs. The application requires the student to submit an outline of the proposed research project that will be completed during the course of the leave and supportive correspondence from the faculty member who will be overseeing the project. It is recommended that applications for research leaves of absence be submitted at least 45–60 days before the research leave is due to begin. If students wish to engage in research prior to the submission of their formal application for a research leave, this work must be done either in accordance with elective guidelines or, if the student has unscheduled time, on a not-for-credit basis. If work is begun before the application is submitted, approval of the leave will recognize the date that the application was submitted as the start date of the leave.

Academic
Students who have been granted admission to pursue a different course of study or degree at another institution may request an academic leave of absence. To apply for an academic leave, a student must submit a copy of the letter of admission to the degree program, along with a written request for a leave, to the Senior Associate Dean for Medical Education. The request must include the beginning and ending dates of the program to which the student has been admitted. Academic leaves will not exceed two academic years.

Medical
The Senior Associate Dean for Student Affairs grants a medical leave of absence upon the recommendation of the student’s treating physician and/or an administrative physician consultant appointed by the Medical College. The purpose of the medical leave is to enable students to seek treatment for a health-related condition that interferes with the student’s ability to undertake the curriculum or that poses a threat to the health and safety of the student or others. The term of the leave is for a period up to one year, based upon the recommendation of the treating
physician and/or administrative physician consultant. The leave may be extended for up to a second and final year based upon the recommendation of the treating physician and/or an administrative physician consultant. To apply for a medical leave, a student must meet with the Senior Associate Dean for Student Affairs who can provide the student with the name of an administrative physician consultant as needed.

**Personal**

The Associate Dean of Student Affairs may grant a personal leave of absence. A personal leave enables a student to take time off, in extenuating circumstances, to address issues of a personal nature, including those related to the health and well-being of a family member or partner. Ordinarily, personal leaves may not exceed one year; however, requests by students to extend their personal leave into a second year will be considered under exceptional circumstances. To apply for a personal leave of absence, students are required to discuss their needs with the Senior Associate Dean for Student Affairs.

**Leaves Initiated by the Medical College**

Under certain circumstances, a student experiencing difficulty in the medical school program may be permitted, or required, to take a leave of absence. The process for the leave is explained in the Promotion and Graduation Standards and Procedures. Return to Medical Studies from Leaves of Absence At the time a leave of absence is granted, the Medical College determines the length of the leave and the conditions, if any, for a return from the leave of absence. Extensions of a leave of absence are not automatic, even if within the time frame permitted for the category of leave. A student who determines that he or she is not returning at the time scheduled for a leave to end should consult with the appropriate Associate Dean as early as possible before the scheduled return date. This will enable a student to learn whether or not an extension of the leave of absence can be granted, or if the student needs to make other arrangements. Similarly, if conditions have been set for a student’s eligibility to return from a leave, the student should demonstrate, in a timely fashion to the relevant Associate Dean, that he or she has satisfied the readmission requirements.

If a student does not return from a leave at the conclusion of the set time period, and has not received an extension in writing, the individual will be deemed to have withdrawn from the Medical College. Similarly, if a student has not satisfied the criteria to return, if any, and has not received an extension in writing, he or she will be deemed to have withdrawn. No further action will be necessary to finalize the
withdrawal. A student who has been classified as withdrawn after a leave of absence generally may apply for readmission.
Add/Drop Policy for All Clerkships, Sub-Internships and Electives

Applicability: Students in Medical Curriculum

In the clinical curriculum, students are an integral part of the patient care team, and this makes the scheduling process complex. In order to ensure both optimal learning and patient care environments, clinical courses have minimum and maximum enrollment numbers, and clerkship directors require advanced planning to appropriately assign students to specific clinical teams.

Clerkships
During the clerkship phase, clerkship students should remain enrolled in the following core clerkships:

- Anesthesia and Critical Care
- Medicine
- Neurology
- Obstetrics & Gynecology
- Pediatrics
- Primary Care
- Psychiatry
- Surgery

Clerkship deferrals may only be made for:

1. Compelling personal/medical reasons.
2. Compelling academic reasons - typically remediation of academic encumbrances.

Students must seek advice from Faculty, advisors or staff in Medical Education and/or Student Affairs before applying to defer a clerkship.

Of note, the Medicine and Surgery clerkships, which are pre-requisites to many advanced courses, need to be completed during the regularly scheduled clerkship phase and not deferred beyond this period.
Students may switch (DROP/ADD) the order of their clerkships, sub-I’s and electives provided that:

1. Changes do not affect course minimum/maximum enrollment numbers.
2. The Clerkship Add/Drop form is submitted to the Registrar’s Office **45 days** prior to the start of the clerkship.

It is highly unlikely that a request past the deadline will be considered except in extraordinary extenuating circumstances at the discretion of the Senior Associate Dean for Medical Education or his or her delegate.

**Required Sub-Internship**

Students enrolled in a required sub-internship may DROP or ADD the sub-internship provided that:

Changes do not affect the sub-internship minimum/maximum enrollment numbers.

The Sub-I Add/Drop form is submitted to the Registrar’s Office **45 days** prior to the start of the clerkship.

Any adjustment to sub-internship enrollment that occurs within **45 days** of the start of the course requires permission and approval from the Senior Associate Dean for Medical Education or his or her delegate.

**Electives**

In order to receive academic credit for an elective, students must be officially enrolled prior to the course start date. Retroactive academic credit will not be granted for any elective work that the student has not enrolled in prior to the course start date. This applies to all electives.

Students enrolled in an elective may DROP or ADD an elective up to **45 days** prior to the start date of the elective.

**Process to Apply for Dropping and Adding Clerkships, Sub-I, and Electives**

In order to meet the requirement that any changes must be made **45 days** prior to
the start of the Clerkship, Sub-I or Elective, a completed Add/Drop Form must be submitted for verification to the Office of the Registrar at least 45 days prior to the start of the first clinical rotation to be changed. After verification by the Office of the Registrar sign-off is required from the Assistant Dean for Clinical Learning and/or the Senior Associate Dean for Medical Education or his or her delegate. The Office of the Registrar will advise whether or not additional review and approval by the Assistant Dean for Clinical Learning and/or the Senior Associate Dean for Medical Education is required. If required, the student must arrange the meeting as soon as possible in order to give the Assistant Dean for Clinical Learning and/or the Senior Associate Dean for Medical Education or his or her delegate adequate time to consider the application. Once required signatures have been obtained, the completed form should be submitted to the Office of the Registrar. Students may not contact Clerkship Directors directly to discuss a request to add or drop a clinical rotation.

NOTE:

1. Students will not be allowed to drop an elective after the start date, without documented exceptional circumstances reviewed and approved by the Assistant Dean for Clinical Learning

Any questions about dropping or adding clinical courses should be directed to the Office of the Registrar. See also FAQs:

Academic Enrichment

Approved by the WCM-Q Medical Executive Curriculum Committee (September, 2017)

Applicability: Students in Medical Curriculum

Introduction and Rationale

On entering the medical curriculum, some students cope well with the academic demands of coursework and may wish to enrich their learning experience by interacting more with peers throughout their training. However, some students may have difficulty adjusting to the academic demands of the medical curriculum and may struggle for a number of reasons: gaps in prior knowledge; difficulty understanding how knowledge is structured in a particular subject area; difficulty identifying relationships between major concepts; sense of being lost in the details; having problems imposing meaningful organization of the material; test anxiety; poor test-taking strategies; time demands, especially during clinical service; or simply inadequate study skills.

Purpose

This policy outlines the criteria and processes for academic tutoring services available through the Learning Enrichment Office (LEO) to students who are either struggling academically or for those who wish to enhance their learning.

Administration

Identifying and Referring Students in Academic Difficulty

A student may self-identify him/herself as benefiting from a tutoring relationship and can make a self-referral to the LEO. In addition, the following individuals may identify and refer students: a member of faculty, course/clerkship directors and unit leaders, the promotion and graduation (P&G) committees, student affairs deans and officers and assistant deans for foundational sciences and/or clinical learning.

Criteria for referral by these individuals may include the following: students with course averages more than 1.0 standard deviation below the class mean in a foundational sciences course; remediation of a unit in a foundational science course; students whose performance during the foundational science courses causes concern regarding performance on upcoming shelf exams; failure of a USMLE exam; or a marginal grade in a clerkship due to failure of a shelf exam or poor clinical skills.
Intake/Evaluation

Once a referral is made, LEO will schedule an initial appointment with an identified Teaching Specialist or Peer Tutor to assess his/her needs and may provide some basic study, test-taking, and time-management strategies, as appropriate. A student may then request additional support from the LEO to strengthen those skills.

After that intake session, should the LEO faculty determine that a content tutor might be of further help, the student will be matched for several sessions with an appropriate tutor.

Students identified as having difficulty with clinical skills (e.g., communicating with patients, writing notes, organization and time-management) may also be assigned a tutor. Students may also be referred to the Clinical Skills Center for additional help.

Students under LEO guidance must adhere to an individualized Learning Plan (ILP) that will be developed in conjunction with the student to best meet identified learning needs.

Learning plans will have specific goals, a defined timeframe and plan for evaluation. Learning plans may include various elements such as regular meetings with faculty, tutoring sessions or referral to student affairs.

Students who are identified as possibly having learning disabilities or other special needs will be referred to the Division of Student Affairs for further evaluation.

Responsibilities of the Tutored Student

If a student with academic difficulties does accept a tutor, he/she must adhere to the following:

The tutored student is responsible for contacting the assigned tutor via email (with a copy to the LEO) to set up the initial tutoring session.

The tutored student should identify the specific content areas and skills on which he/she would like to focus and explain that to the tutor during the initial session. The LEO Faculty can also assist the student in assessing those needs during the intake session.

Students are expected to show a commitment to the learning process by coming prepared to each tutoring session (e.g., bringing any assignments, questions, or
materials agreed upon by the tutor and tutee).

If students anticipate arriving late for a tutoring session or need to cancel/reschedule, they must contact the tutor as soon as possible.

Students are under no obligation to continue tutoring or to continue with the same tutor. Students who find the tutoring session(s) not helpful and wish to discontinue tutoring or be matched with another tutor should contact the LEO.

At the end of the tutoring block, tutored students are required to complete a brief survey about the tutoring experience.

**Responsibilities of the Tutor**
Whenever possible, tutors should be more senior students and not in the same class as the students they tutor. Tutors typically are in high academic standing, have a strong interest in teaching, and have good study habits and time-management skills.

If tutors anticipate arriving late for a tutoring session or need to cancel/reschedule, they are expected to contact their tutee as soon as possible.

Tutors are expected to contact the LEO with any concerns that may arise regarding the tutored student’s progress/behavior.

At the end of a tutoring block, tutors are required complete (1) a form summarizing the sessions (e.g., content areas, teaching materials) and the student’s overall progress; and (2) a tutoring log of content hours signed by the tutor and tutored student.

**Outcome Measurements and Need for Additional Tutoring**
The LEO Faculty will review the student’s progress to determine if further tutoring is recommended and, if so, whether the same tutor should (or can) continue with the tutored student. The progress review will focus on (1) the tutored student’s self-assessment of tutoring results (e.g., strengthening time-management skills; confidence in material), as well as quality of the tutoring); (2) the tutor’s assessment; and (3) input from the course/clerkship leadership or test scores, if appropriate.
Confidentiality and Academic Standing

Tutors are expected not to share any information about whom they tutor or the content of the tutoring sessions with anyone other than LEO. Tutors may reach out to course leadership for advice on specific content areas on which to focus but without reference to the specific student being tutored.

LEO Faculty will ensure that there is no conflict of interest or bias in the formal assessment of student performance or promotion decisions.

Tutoring sessions or any other contact with the LEO are not recorded on the student’s transcript.
Collecting Students’ Feedback

Approved by the WCM-Q Medical Executive Curriculum Committee (December, 2017)
Applicability: Students in Medical Curriculum

Course evaluations will be gathered from students and will be used to monitor and enhance the quality of instruction and curriculum delivery. The Office of Educational Development (OED) is responsible for handling the course evaluation process.

Purpose

The primary purpose of collecting students’ feedback using course evaluation is to enhance the learning experience of students, and provide them with the best resources for excelling as physicians. Course evaluation is also meant to foster the continued development of instructors as mentors and educators. It also serves the curriculum leadership to take necessary steps for improving the students’ learning experience. In sum, the overarching purpose of course evaluation is to enhance the quality of the medical education program, and to improve various components of learning and teaching at WCM-Q.

Initiation and Development

The OED will develop and modify the current course evaluation forms in consultation with the Curriculum Dean (i.e., Assistant Dean for Foundational Sciences, or Assistant Dean for Clinical Learning) and or the Course Director(s). These forms will contain the questions for collecting students’ feedback on the course. The respective Curriculum Dean and or Course Director(s) will be encouraged to propose, refine, and modify existing questionnaires that are intended to capture the effectiveness of course instruction and curriculum delivery. While developing the questionnaire, every attempt will be made to maintain the clarity and use of inclusive language. When needed, the instructions will be appended to elaborate the expectation from the respondent. Lengthy questionnaires will be avoided and will be screened for redundancy, without compromising the collection of important information. In sum, the evaluation forms succinctly collect students’ views on various aspects of course instruction, including the faculty and teaching evaluation.
Administration

The OED employs an online course evaluations system that confidentially and anonymously gathers the students’ feedback data. The OED will be responsible for managing the operations of the online software system and will coordinate with the curriculum support representatives in the Medical Education division, for defining the roster of online course evaluation. The roster will be based on course-instruction and final-grade release schedules.

Using scheduling details, the evaluation will be initiated by sending invitations via the online course evaluation system. The students will have a specified period to respond to the course evaluations. Weekly reminders will be sent to unanswered invitations. The invitation (and reminder) email will encourage the students to volunteer their time and provide constructive feedback. It will emphasize the respondent’s confidentiality and anonymity and will also highlight the fact that their feedback will be a factor in decisions related to curriculum planning and delivery. The templates for invitation and reminder emails are presented in Appendices A1 and A2, respectively.

The evaluation survey will be available to students for: i) three weeks after the course-completion date, and ii) four weeks after the clerkship-completion date. Subsequently, the evaluation survey will be marked closed. Upon responding to the evaluation survey, the system will show a note of thanks on the respondent’s screen; an email-acknowledgement will not be sent. The electronic database of students’ feedback will be kept in perpetuity.

During the feedback collection process, the OED will ensure that any identifiable information (e.g., name, ID) is not asked at any stage, and will assure the anonymity and confidentiality of the respondents at all stages of administration and reporting of survey outcomes.

Summarizing and reviewing

After the release of course/clerkship final grades, the students’ summary feedback from online course, clerkship, and instructor evaluations will be shared with the authorized curriculum leaders and faculty (i.e., Senior Associate Dean for Medical Education, Curriculum Deans, Course Directors, and/or Instructors). The summary reports will be generated using the online system, verbatim, without any
human/offline tabulation. However, before releasing the evaluation reports, the students’ comments will be read by the Education Assessment Manager for protecting the student’s identity, and for language screening. That is, the typed responses will be screened for: i) ensuring the concealment of students’ identity in case the identifiable instance is quoted, ii) personal attacks, and iii) insulting remarks about peer-students, faculty, and/or instructors. This screening step is referred to as a sensitivity-check.

For example, after the sensitivity-check, if a typed response requires an edit, the verbatim response as well as the edited response will be shared with the respective curriculum leader (i.e., Senior Associate Dean for Medical Education), and curriculum dean (i.e., Assistant Dean for Foundational Sciences, or Assistant Dean for Clinical Learning) who can suggest revisions. Even when the response is edited, the theme of the message will be preserved, and both the edited and verbatim response will be stored in the online system, but only the edited response will be released as part of the course evaluation report. Nevertheless, the curriculum leaders and deans can request further analysis (e.g., thematic analysis, sentiments-analysis) of quantitative and qualitative feedback from students.

Open Survey: The curriculum dean (i.e., Assistant Dean for Foundational Sciences or Assistant Dean for Clinical Learning) can request to collect continuous student feedback using the open survey. The open survey will be a short survey that will be available during the entire instruction of the course. The purpose of the open survey is to anonymously collect immediate/recent student feedback during the administration of the course. The curriculum dean can request to view the interim evaluation report, before the release of final grades. However, anonymity and confidentiality will be maintained at all levels, and any identifiable information (e.g., name, ID) will not be asked, and the sensitivity-check will be conducted before releasing any open survey reports. Nevertheless, the open survey will not replace the regular course evaluation survey, nor the mid-course evaluation(s).

**Dissemination of Evaluation Reports**

The course, clerkship, and faculty evaluation reports are privileged communication and must be circulated and treated as a confidential document. These reports will be distributed within the WCM-Q academic community, such as the Dean, Senior Associate Dean, Associate Deans, Assistant Deans, Course Directors, Faculty, Administrators and other decision-makers on a need-to-know basis. The purpose of
which will be to improve the educational programs and/or the learning experience of students. The evaluation reports may also be provided to governing boards, accrediting bodies and other external agencies, on the directives of the Dean and/or the Senior-Associate Dean for Medical Education. At all times, the unnecessary copying/archiving/printing of these documents will be avoided.
Academic Information
General Academic Information Applicable to All Students
Research at WCM-Q

Applicability: All Students

In line with the national vision of Qatar and Qatar Foundation, the goal of the research program at WCM-Q is to establish a Center of Excellence in Basic, Translational and Clinical biomedical research with a world-class infrastructure and outstanding scientists to target the most pressing health needs in Qatar and the region.

WCM-Q offers excellent research opportunities for students who are completing the research option of the Advanced Biomedical Science (ABS) requirement (classes of 2019 and earlier), wishing to graduate with Honors in Research or who are otherwise interested in developing their scientific investigation and clinical research skills. These experiences introduce students to approaches and tools used in research.

Students may engage with individual faculty members to develop or assist with projects. The Qatar National Research Fund’s (QNRF) Undergraduate Research Experience Program (UREP) offers funding for students who are interested in working on a yearlong research project in Qatar. Additionally, medical students may apply to the Medical Student Research Award (MSRA). Through the MSRA, WCM-Q offers funding to medical students who are interested in doing research in any part of the world for 8 continuous weeks between the summer of Med I and Med II. This award offers up to $10,000, which covers a stipend in addition to the awarded students’ housing and travel expenses. Finally, the WCM-Q Presentation Award offers up to $3,000 stipend to students to present their research data at conferences and professional meetings or to cover their publication’s costs.

The Supplemental Summer Research Funding Program for Pre-medical Students (SSRF-PM) offers a funding opportunity for Pre-medical students who have applied to the Undergraduate Research Experience Program (UREP) through the Qatar National Research Fund (QNRF), regardless of whether QNRF funds the proposal. The SSRF-PM also offers supplemental funding for UREP funded projects where the need for the funding is justified.

Researchers commit significant time, effort and resources to their work. Students wishing to gain research experience should carefully consider their ability to commit
their own time and effort.

It is also important to remember that students are bound by WCM-Q’s commitment to the principles of truth, integrity and credibility in research. Adherence to these principles is essential for scientific progress, fostering public trust in science and complying with the laws and regulations of Qatar and the United States.

WCM-Q designates a faculty member as the Director of Student Research. The Director helps students explore research opportunities and understand and meet their responsibilities.

While student research is highly recommended by WCM-Q, it is important to know that only students with good academic standing are allowed to participate in research activities. Therefore, pre-medical students are required to obtain approval from their advisor indicating that their participation in research will not impact their academic progress. The following are required to consult with and obtain approval from the Coordinator before engaging in research activity:

- Medical Students planning to fulfill the ABS requirement via Biomedical research
- Medical Students intending to apply to graduate with Honors in Research
- Medical Students wishing to an extended research elective

All other students interested in research are strongly encouraged to review the policy on Student Research Eligibility:

https://wcmq.sharepoint.com/policiesforms/Research%20Policies/1.2.1%20Student%20Research%20Eligibility.pdf#search=eligibility

As well as consult with the Director of Student Research, Dr. Nayef Mazloum, Assistant Professor of Microbiology and Immunology, +974 4492-8477, nam2016@qatar-med.cornell.edu.

For more information about the research program, please see the provided links:

WCM-Q Research Division:

http://qatar-weill.cornell.edu/research/index.html
WCM-Q Office of Research Integrity:

http://qatar-weill.cornell.edu/research/research-regulatory-compliance/research-integrity

WCM-Q Research Training Programs:

http://qatar-weill.cornell.edu/research/researchprograms.html

WCM-Q Research Integrity Statement:

http://qatar-weill.cornell.edu/research/compliance/researchIntegrity.html
Office of Educational Development

**Applicability: All Students**

The Office of Educational Development (OED) has a mandate to gather students’ feedback for improving the curriculum and instruction for courses and clerkships. OED uses online software for collecting feedback from students. This special-purpose software is designed to preserve the anonymity and confidentiality of the respondents. The students’ feedback is collected using short and easy to complete surveys, and their responses are aggregated to preserve anonymity and confidentiality.

An OED reviewer further ensures the confidentiality of evaluation summary reports, and screens them for any identifiable information. After the final grades are released to the students, the summary report is shared with the curriculum Deans. Relevant sections of the report are also shared with the course/clerkship director(s) and instructor(s).

As a next step, the actionable major themes from the feedback are discussed in curriculum committees, which then plan steps needed for the development and/or reforms, before the next administration of the course/clerkship rotation. Constructive feedback is very important for enriching the pedagogical experience of students.
Academic information Applicable to Students in the Pre-Medical Curriculum
Learning Outcomes

**Applicability: Students in Pre-Medical Curriculum**

Through the Pre-Medical Curriculum, you should attain proficiency in:

- **Disciplinary Knowledge**: demonstrate a systematic or coherent understanding of the subjects studied
- **Critical Thinking**: apply analytic thought to a body of knowledge; evaluate arguments, identify relevant assumptions or implications; formulate coherent arguments
- **Communication Skills**: express ideas clearly in writing; speak articulately; communicate with others using media as appropriate; work effectively with others
- **Scientific and Quantitative Reasoning**: demonstrate the ability to understand cause and effect relationships; define problems; use symbolic thought; apply scientific principles; solve problems with no single correct answer
- **Self-Directed Learning**: work independently; identify appropriate resources; take initiative; manage a project through to completion
- **Information Literacy**: access, evaluate, and use a variety of relevant information sources
- **Engagement in the Process of Discovery or Creation**: for example, demonstrate the ability to work productively in a laboratory setting, library, or field environment

In addition, the Weill Cornell environment strives to foster collegiality, civility, and responsible stewardship. Through academic studies, and through broader experiences and activities in the university community on and off campus, Cornell graduates should develop a deeper understanding of:

- **Multi-Cultural Competence**: for example, express an understanding of the values and beliefs of multiple cultures; effectively engage in a multicultural society; interact respectfully with diverse others; develop a global perspective
- **Moral and Ethical Awareness**: embrace moral/ethical values in conducting one’s life; formulate a position/argument about an ethical issue from multiple perspectives; use ethical practices in all work
- **Self-management**: care for oneself responsibly, demonstrate awareness of one's self in relation to others
• **Community Engagement**: demonstrate responsible behavior; engage in the intellectual life of the university outside the classroom; participate in community and civic affairs
Academic Calendar

Applicability: Students in Pre-Medical Curriculum

Links to current year academic calendars:

Foundation Program and Pre-Medical Curriculum

http://qatar-weill.cornell.edu/education-programs/integrated-medical-program/pre-medical-curriculum
Objectives and Courses Descriptions

Applicability:  Students in Pre-Medical Curriculum

Pre-Medical Curriculum

Objectives and Course Descriptions
The Pre-Medical Curriculum has been designed to prepare students for promotion to the Medical Curriculum. It provides instruction in subjects that meet the eligibility requirements of Weill Cornell Medicine. Students receive transcripts from Cornell University identifying the courses and grades received.

The initial focus is on the sciences that are basic to medicine – biology, chemistry, statistics and physics – plus a seminar course, which explores issues in global and public health. In addition, courses are given the focus on written and oral communication. In the second year, the emphasis is closer to the study of medicine with subjects such as organic chemistry, biochemistry, genetics, psychology, physiology, human development and structure and medical ethics.

The courses are rigorous and challenging, and the standards are high.

Sessions in the laboratory form an integral part of pre-medical education at WCM-Q. Students develop an understanding of how information in science is generated and how to accurately record and analyze findings. Laboratory work also encourages students to take a questioning approach to academic studies in preparation for the mode of education of the Medical Program. Problem-solving exercises are part of the learning experience from the outset. Students are guided by Teaching Specialists who help with laboratory work, offer review sessions and give individual tutoring.

For the detailed list of courses, please refer to the Pre-medical Curriculum Website:


Foundation Program

Objectives and Courses Descriptions
The Foundation Program is a one-year program intended to be a pathway to
entry to the Six-Year Medical Program. It allows students to study the relevant subjects they will need to help them develop the study skills, habits, critical thinking, and knowledge application to help prepare them for the Pre-Medical Curriculum.

Foundation students study biology, physics, chemistry, calculus, English. Foundation faculty are Cornell University faculty who know how to best prepare students for the challenges of our intensive Pre-Medical Curriculum. Among the many advantages of the Foundation Program:

I. Small classes with Cornell faculty
II. Participation in Cornell’s unique community of scholars
III. Access to Cornell laboratories, Distributed eLibrary, and support resources
IV. Introduction to research, study skills, and test preparation
V. Numerous co-curricular and leadership activities such as field trips, sports teams, faculty mentorship, theater productions, and distinguished guest lectures

For the detailed list of courses, please refer to the Foundation Program website:

http://qatar-weill.cornell.edu/education-programs/foundation-program/foundation-curriculum
Academic Information Applicable to Students in the Medical Curriculum
Program Core Competencies and Constituent Learning Objectives

Approved by the WCM-Q Medical Executive Curriculum Committee (March 2017)
Applicability: Students in Medical Curriculum

Knowledge (K)

K-1. Describe the basic scientific principles underlying normal development, structure and function of genes, cells, organs and the body as a whole throughout the life cycle.

K-2. Describe the etiology and pathophysiology of major diseases and disorders, and their clinical, laboratory, radiographic and pathologic manifestations.

K-3. Describe the epidemiology of disorders in populations and approaches designed to screen, detect, prevent, and treat disease in populations.

K-4. Describe the spectrum of therapies of common physical and mental disorders and recognize the relative efficacies and common adverse effects of those therapies, and their variations among different patients and populations.

Patient Care (PC)

PC-1. Perform both a focused and comprehensive history and physical examination, develop diagnostic hypotheses, order and evaluate diagnostic tests, and formulate an appropriate plan of care.

PC-2. Perform core technical procedures, as would be expected of a beginning intern, and describe their indications, contraindications, and potential complications.

PC-3. Recognize acute, life-threatening conditions and perform measures to stabilize the patient.
Interpersonal and Communication Skills (ICS)

ICS-1. Communicate with patients and their families; counsel them in an effective, caring, and culturally competent manner.

ICS-2. Communicate, consult, collaborate, and work effectively as a member or leader of healthcare teams.

Professionalism (P)

P-1. Maintain a professional demeanor, while demonstrating responsibility, integrity, empathy, reliability, and attention to personal wellness.

P-2. Demonstrate the ethical principles that govern the doctor-patient relationship, medical decision-making, and healthcare delivery.

P-3. Provide compassionate, unbiased care to patients from diverse backgrounds.

Practice-Based Learning and Improvement (PBLI)

PBLI-1. Utilize appropriate information technology for scientific and clinical problem-solving and decision-making.

PBLI-2. Analyze and critically appraise the medical literature.

PBLI-3. Apply principles of evidence-based medicine, medical ethics, and cost-effectiveness to diagnosis, prognosis, and therapeutics.

PBLI-4. Demonstrate the ability for lifelong self-directed learning.

Healthcare Systems (HCS)

HCS-1. Discuss the organization, financing, and delivery of healthcare services with particular awareness of healthcare disparities, the needs of the underserved, and the medical consequences of common societal problems.

HCS-2. Define the core principles of healthcare quality, patient safety, and interprofessionalism.
Scholarship (S)

S-1. Define the scientific and ethical principles of biomedical research, including basic, translational, clinical, and population studies.

S-2. Identify a scholarly area of interest, formulate an investigative question, develop and implement methods to assess it, and communicate the results.
Academic Calendars

Applicability: Students in Medical Curriculum

Links to current year academic calendars:

First Year Academic Calendar

http://qatar-weill.cornell.edu/education-programs/integrated-medical-program/medical-curriculum/first-year

Second Year Academic Calendar

http://qatar-weill.cornell.edu/education-programs/integrated-medical-program/medical-curriculum/second-year

Third Year Academic Calendar

http://qatar-weill.cornell.edu/education-programs/integrated-medical-program/medical-curriculum/third-year

Fourth Year Academic Calendar

http://qatar-weill.cornell.edu/education-programs/integrated-medical-program/medical-curriculum/fourth-year
Required Courses in Curriculum –
Classes of 2019 and earlier

Applicability: Students in Medical Curriculum

First Year
- Molecules, Genes and Cells
- Human Structure and Function
- Host Defenses
- Medicine, Patients, and Society I

Second Year
- Brain and Mind
- Basis of Disease
- Medicine, Patients, and Society II

Clinical Clerkships
- Introductory Clerkship

Courses
- Advanced Biomedical Science Course
- Medicine, Patients, and Society III

Third and Fourth Years
- Anesthesia & Critical Care
- Medicine
- Neurology
- Obstetrics and Gynecology
- Pediatrics
- Primary Care
- Psychiatry
- Surgery

Additional Requirements
- Advanced Biomedical Science
  - Research Tutorial or Teaching Elective
- Clinical Electives (16 weeks)
- Subinternship (Medicine, Pediatrics or other specialties)
- P4P – Preparation for Practice
Required Courses in Curriculum – Classes of 2020 and later

Applicability: Students in Medical Curriculum

First Year

Essential Principles of Medicine
Health, Illness and Disease I

Second Year

Health, Illness and Disease II

Clinical Clerkships

Third and Fourth Years

Clerkships:
• Anesthesia and Critical Care
• Medicine
• Neurology
• Obstetrics and Gynecology
• Pediatrics
• Primary Care
• Psychiatry
• Surgery
• Health Care and Public Health
• Palliative Care

Additional Requirements

Areas of Concentration (longitudinal program – runs over the four years of the curriculum)

Clinical Electives (16 weeks)

Subinternship (Medicine, Pediatrics or other specialities)

Bootcamp
Additional Course Requirements

Applicability: Students in Medical Curriculum

Advanced Biomedical Science (Classes of 2019 and earlier)

The ABS requirement encompasses two components: 1) participating in meaningful biomedical science research, or tutorial, or teaching in a Foundational Sciences course: 2) satisfactory completion of the Advanced Biomedical Science course in the fourth year. Students must obtain approval for one of the three options (research, tutorial or teaching) by completing and submitting the ABS Pre-Approval Form prior to July 1st of the fourth year. All options must be approved at least 8 weeks prior to the start of the activity. After the completion of the research, tutorial, or teaching experience, the ABS Final Approval Form must be submitted prior to February 1st of the fourth year.

ABS Experience
To fulfill the first component of the ABS requirement, students must choose one of the following experiences described below.

Teaching Elective
4-weeks of teaching in the medical school curriculum. This may include teaching in anatomy lab course, PBL classroom, or the pathology lab course. The faculty mentor, of this experience will work with the student to specify the learning objectives, including the knowledge, skills, and attitudes to be acquired as well as determining the final work product. This option must then be pre-approved by the Assistant Dean for Clinical Learning.

Tutorial
4-weeks of biomedical science tutorial. Students receive advanced training from, or are tutored by, a member of the medical college faculty in a selected subject. The faculty member must be in expert in the chosen subject. A specific format will be developed and followed for the duration of the tutorial, which may include extensive readings, discussions, and hands-on practice in clinical or scholarly pursuits germane to the subject matter. This option must be pre-approved by the Assistant Dean for Clinical Learning.
Research
At least 8 weeks of full-time, continuous biomedical science research in any year of the medical program (M1 to M4). Biomedical research is broadly defined and includes hypothesis driven research in clinical medicine, community health, epidemiology, medical ethics, and basic science. Only research conducted during medical school satisfies the ABS requirement. It may include research during the summer between first and second year. Students who take a yearlong fellowship also qualify under this option. A written work product is required at the completion of the research experience. In addition to meeting this ABS component requirement, students will also be able to receive credit for 4 of the 16 weeks of elective credits that are required to graduate. Any research conducted to meet the ABS requirement must be approved prior to the beginning of the research by completing the pre-approval forms via the ABS site:

https://abs.qatar-weill.cornell.edu/Login.aspx?ReturnUrl=%2f

After completion of the research, final approval must also be obtained by completing the final approval forms through the ABS site.

ABS Course (Today’s Science for Tomorrow’s Medicine)
In addition to the ABS Experience described above, medical students are required to successfully complete the 2-week ABS Course held in the spring term of the fourth year. Completion of the ABS Experience does not exempt students from the ABS course. Verification of course completion by the ABS Course Director is required.

Areas of Concentration Program (Classes of 2020 and later)
The Areas of Concentration (AOC) Program provides students with dedicated time designed to enrich their medical school experience. Each student selects an area of interest in which to obtain in-depth knowledge, develops a research skill set, and conducts a scholarly project. A student is able to choose from a menu of topic areas or customize a unique topic area tailored to his or her individual interest. Once a student decides on an AOC, he/she will engage in a program of activities and research experiences typically within one of four methodologically-based pathways: laboratory sciences, clinical sciences, population sciences and medical education. These activities may include journal clubs, lecture series, site visits, field trips, online courses, grand rounds or lab meetings among others, and will bring together small
communities of faculty and students with similar interests.

The AOC Program unfolds over the four years of medical school. In the Exploratory Phase, in the first year of medical school, the student explores his or her interests with the guidance of the AOC leadership. In the Planning Phase, which occurs in the second and third years of medical school, the student identifies a faculty mentor within an AOC and works with the mentor to formulate a suitable research project proposal. In the Scholarly Project Phase, which consists of four months of dedicated block time in the fourth year of medical school, the student conducts and completes the Scholarly Project. The Scholarly Project is considered the capstone requirement of the AOC Program and results in a written work report that could potentially be suitable for publication (although actual publication is not a requirement).

**Clinical Electives**

Students are required to complete 16 weeks of clinical electives to meet their graduation requirements. Clinical electives can be completed at New Presbyterian Hospital, WCM-NY affiliate hospitals, by special arrangement at various other U.S. institutions, HMC and other global international electives offered by GEMx, GHERP and GHLO.

All requests to add or drop an elective must be submitted to the registrar's office at least 45 days prior to the start of the elective.

See: Add/Drop Policy for All Clerkships / Sub-Internships and Electives and Clinical Course Add/Drop Form:

http://qatar-weill.cornell.edu/current-students/office-of-the-registrar/registrar-forms

**Sub-internship(s)**

Fourth year medical students have a myriad of opportunities to complete their 4-week sub-internship graduation requirement in either medicine, surgery, pediatrics, Ob-Gyn, or emergency medicine. Students may choose to rotate through their sub-internship at either New York Presbyterian Hospital/Weill Cornell or other WCM-NY affiliated hospitals (depending on slot availability). The sub-internship is graded on a Pass/Fail basis; final grades take into account performance evaluations from supervising house staff and faculty. Sub-interns are fully integrated into the medical
team, and work under the direct supervision of a Junior Resident. They carry out the same responsibilities as an intern, actively caring for patients from the time of admission to discharge. They serve as front line care providers for their patients: writing admitting notes and orders, facilitating continued medical workup, monitoring and charting daily progress, formulating and implementing management plans as part of the team, and arranging for discharge and follow-up plans. Students also work with consulting subspecialists and ancillary/supportive services, and attend all learning activities available to house staff. As the primary liaison between patients/families and the medical team, students fulfill an important advocacy role.

**All requests to add or drop a sub-internship must be submitted to the registrar’s office at least 45 days prior to the start of the sub-internship.**

See Add/Drop Policy for All Clerkships / Sub-Internships and Electives (page 78) and form:

http://qatar-weill.cornell.edu/current-students/office-of-the-registrar/registrar-forms

**Bootcamp**

The Boot Camp is a two-week elective available to graduating medical students aimed at preparing them for residency training.

The elective focuses on three key areas:

- Practical Clinical Learning
- Interpersonal Communication
- Implicit Curriculum Made Explicit

For Practical Clinical Learning students are exposed to skills they may have either forgotten or not had a chance to learn during their clinical rotation. Emphasis is made on key clinical skills that may be lifesaving and that they may be expected to perform at the start of intern year with minimal supervision (eg: placing IV lines, using a BVM, defibrillation, etc).

Interpersonal Communication aims to help the students improve their communication skills by exposing them to some of the common communication challenges they are expected to face in residency (eg: calling a consult, giving and receiving sign out, etc).
Implicit Curriculum Made Explicit serves to discuss issues that are often overlooked in the medical curriculum but nevertheless are important to residency success. Emphasis is made on issues such as mental health and career guidance.

Each day of the Boot Camp is structured around a theme; for example:

- Cardiac Arrest
- Resuscitation
- Surviving the Wards
- Medico-Legal
- Thriving in Residency

The teaching happens in the Clinical Skills Center, the Simulation Center, and in small group sessions.
International Electives

Applicability: Students in Medical Curriculum

International electives are considered a privilege and only students in good academic standing can participate in an international elective. Courses that result in a failing or marginal grade must be repeated or remediated prior to travel. Students who take required clerkships late in the fourth-year and receive the grade "Fail" or "Marginal" will not have time to remediate or repeat the course before their international travel. All international electives must be pre-approved by the Assistant Dean for Clinical Learning and the Senior Associate Dean for Student Affairs.

Global Elective Opportunities

Global educational exchange in medicine and the health professions (GEMx)
GEMx is a program of the Educational Commission for Foreign Medical Graduates (ECFMG), a world leader in promoting quality healthcare. GEMx is a global partnership for educational exchange in medicine and the health professions with 45 institutions worldwide. Through GEMx, ECFMG is extending its commitment to those participating in global educational exchange in medicine and the health professions, and is working to address the need for greater international health care training in an increasingly globalized world. GEMx’s Partners (currently 45) are medical schools and other institutions around the world that share a commitment to making international exchange a part of their education programs and to provide senior students in medicine and the health professions with increased access to exchange opportunities.

WCM-Q is a GEMx participating institution offering opportunities in a host capacity for international medical students and as home institution for outgoing WCM-Q students who may be interested in pursuing GEMx electives at participating institutions. For additional details check the website: http://www.gemxelectives.org/
Students interested in GEMx elective opportunities should contact the Office of the Registrar.

Global Health Education and Research Program (GHERP)
The Institute for Population Health (previously Division of Global and Public Health) at WCM-Q will select up to three first year medical students for the Global Health
Education and Research Program (GHERP). The selected student/s will spend 8 weeks at Weill Bugando in Mwanza, Tanzania during the summer break (between Health, Illness and Disease I and II). This experiential learning opportunity allows students to improve their medical knowledge, participate in mentored research, engage with the community and understand how healthcare delivery and medicine are practiced in a low-income country. For additional information students may contact the Director of the Institute for Population Health.

Global Health Learning Opportunities (GHLO®)
GHLO® is an international program of the Association of American Medical Colleges (AAMC), comprised of a network of collaborating institutions in over 43 countries, with nearly 2,000 clinical, public health and research opportunities. GHLO facilitates global mobility for final year medical and public health students pursuing electives outside their home countries. The AAMC recognizes that with ever-increasing globalization in medicine there is growing interest on the part of medical students and medical schools to incorporate international electives into their educational curriculum. Cross-border exchanges in the health professions enable students to work with different patient populations, develop cross-cultural understanding, and learn about health systems and approaches to wellness and illness in other nations.

WCM-Q is a GHLO® participating institution offering elective opportunities in a host capacity for international medical students, and home capacity to support WCM-Q students who wish to take up an elective in another GHLO® participating institution. Further information about elective opportunities at participating GHLO® institutions can be found at https://www.aamc.org/services/ghlo/. Students who are interested in taking up a GHLO® elective, should contact the Office of the Registrar.

See International Elective Application Form:

http://qatar-weill.cornell.edu/current-students/office-of-the-registrar/registrar-forms
Office of Curriculum Support

Applicability: Students in Medical Curriculum

The Office of Curriculum Support (OCS) serves as the primary curriculum resource for the Foundational Sciences courses and clinical courses/clerkships in the Medical Education Program.

OCS staff members work collaboratively with the curriculum deans, course/clerkship directors, module leaders, library, ITS and other staff, to provide students with all of the necessary support and resources needed to succeed. This includes liaison with the Office of Curriculum and Educational Development at Weill Cornell Medicine (WCM), Hamad Medical Corporation (HMC) and other affiliated health care sites in Qatar to plan and deliver the curriculum.

In addition to the provision of course/clerkship schedules, syllabi, hand-outs, manuals, textbooks and medical equipment etc., OCS is also responsible for administering all exams and quizzes; collating student assessment data, exam/quiz results and preparation of final grade forms; planning for and preparing the students for their clinical work at HMC which includes arranging for IDs, access to the hospital medical records system, and providing scrubs; providing information relating to all off-site activities, e.g. public health fieldtrips and office preceptor sessions; arranging transportation and other logistical aspects (e.g. audio-visual services) for live video-conferences at HMC, or with WCM in NYC, and Weill Bugando Medical College in Tanzania.

Course/Clerkship Materials

The majority of student course/clerkship material such as the schedules and lecture handouts is available via the Learning Management System (LMS). Students receive instructions about how to access this on-line resource using their college laptop provided during orientation week. However, at the start of each course/clerkship, students are expected to collect some materials (e.g. textbooks and other clerkship material) from OCS. For the Foundational Sciences courses, material is uploaded on LMS every Thursday for the following week. For the clinical courses and clerkships, students will be notified when any new information is available to access prior to the start of a clerkship or clinical course.
Methods of Communication with Students
It is very important that students check their WCM-Q e-mail on a regular basis to ensure that they have the latest updates with regard to schedule changes, room assignments, exam information, and other course announcements. For any last-minute schedule or other course updates (e.g. change of venue), OCS may contact students on their mobile telephone.

Access to Examination Answers, Grades, and Student Assessment Forms
Unless otherwise notified, results of weekly quizzes are posted on Canvas LMS usually within 48-72 hours after the quiz date. Students will only have access to view their individual quiz grade and a histogram that will depict the overall performance of the class.

Students are allowed to review their quiz, exams and other assessment forms with narrative feedback within OCS by prior appointment only. This review must take place in the presence of OCS staff and students are not permitted to photocopy the material or leave the room with it. Students also have the right to contact their faculty members or course and clerkship directors directly should they have any questions about their grades and/or narrative assessments.

OCS is responsible for collating all assessment forms for each of courses/clerkships (e.g. quiz results, small group sessions such as problem-based learning and journal clubs, and other clinical assessment forms). Course/clerkship directors use this information to calculate a final grade. At the end of each course/clerkship, final grade forms are provided to the Office of the Registrar for release to students.

Student Transportation
OCS coordinates the transport to off-campus locations through shuttle buses and/or car services. For the 3rd and 4th year medical students, specific arrangements are in place to arrange for transportation to and from HMC and its affiliated health care sites.
Honors Designation

Applicability: Students in Medical Curriculum

Honors in Research

The goal of the M.D. with Honors in Research Program is to encourage and recognize achievements in biomedical research by medical students of the Medical College. In order to obtain the honors designation, the student must complete successfully a clinical or laboratory research project undertaken at WCM-Q, one of its affiliates, or another approved site. The research project may be undertaken at any time during the student’s tenure in the medical college. The student’s time commitment to the research may vary from elective periods undertaken during the academic years, to research performed during summer vacations, to full-time involvement in research undertaken during a one or two-year academic leave of absence (see Policy on Leave of Absence). The project must have approval of a faculty mentor, as well as the WCM-Q Coordinator of Student Research. Research performed to satisfy the Advanced Biomedical Science Requirement should be considered for this award.

The M.D. with Honors in Research program will be administered by the WCM-Q Graduation Research Award Committee, which is appointed by the WCM-Q Dean. The Committee will have final authority in recommending students to the Dean for the degree of M.D. with Honors in Research. The determination of the WCM-Q Graduation Research Award Committee in recommending students to the WCM-Q Dean for this award is final.

Awarding of the degree of M.D. with Honors in Research will be based upon the quality of the research project completed by the student. The student should complete a body of work that will comprise a scientific paper of quality suitable for publication in a peer reviewed major scientific journal. The student will submit their application for the Biomedical Research Award & Honors Designation to the Office of Student Affairs by January of the year of the expected degree. The faculty mentor and/or supervisor of the research project must endorse the student’s application. Student Affairs will then submit the application and supporting documents to the chair of the WCM-Q Graduation Research Award Committee. If awarded, the student's diploma and transcript will indicate that the student achieved an “M.D. with Honors in Research.”
Honors in Service

The goal of M.D. with Honors in Service designation encourages students with an interest in, and commitment to, community service to develop their interest and abilities in service to the community and to recognize excellence in their achievement. The Honors designation will appear on the student’s diploma and transcript. The requirement for the designation of MD with Honors in Service has 2 components including a time and commitment component and an original scholarly paper component. The time commitment component is based on the student’s activity as a volunteer in the community service program. The paper must be intellectually rigorous and of similar length to a scientific paper submitted for publication.

The M.D. with Honors in Service program will be administered by the WCM-Q Graduation Service Award Committee, which is appointed by the WCM-Q Dean. The Committee will have final authority in recommending students to the Dean for the degree of M.D. with Honors in Service. The determination of the WCM-Q Graduation Service Award Committee in recommending students to the WCM-Q Dean for this award is final.

Students who wish to be considered for the M.D. with Honor in Service should submit an application to the Office of Student Affairs by January 1 of the year of the expected degree. The Office of Student Affairs will then forward the application to the Graduation Service Award Committee. If awarded, the student's diploma and transcript will indicate that the student achieved an “M.D. with Honors in Service.”
Institutional Policies and Procedures
Prohibited Discrimination and Harassment Policy

Applicability: All Students

Policy
WCM-Q does not discriminate against or permit harassment of its students, employees or applicants for employment on the basis of their protected status. Accordingly, WCM-Q will not accept, tolerate or condone actions of discrimination and/or harassment by any employee, student, patient, vendor, or visitor. In compliance with applicable U.S. federal, New York state laws, and college policy, WCM-Q maintains processes for individuals or groups to seek redress and remediation if they believe they have been the victims of these acts.

Purpose
WCM-Q’s commitment to diversity and inclusiveness is grounded in providing an environment that is free from all prohibited discrimination, protected status harassment, sexual assault/violence, and bias activity, in particular when such actions are directed at a member or group of the WCM-Q community because of that individual's or group's actual or perceived age, color, creed, disability, ethnicity, gender, gender identity or expression, marital status, national origin, race, religion, sexual orientation, pregnancy or recovery from childbirth or any combination of these or related factors protected by law.

Applicability
Applies to all members of the faculty, staff, and students of WCM-Q.

Definitions
Prohibited discrimination occurs when an academic or employment decision results in negative and/or different treatment of an individual based upon his or her protected status. Prohibited harassment occurs when an individual is targeted because of his or her protected status that unreasonably interferes with their academics or work and creates an intimidating, hostile or offensive learning or working environment. Examples of such misconduct can be found in Appendix D of Cornell University Policy 6.4.

All students and employees must comply with this policy and take appropriate measures to ensure that such conduct does not occur. Violations of this policy will be deemed gross misconduct.
Students and employees of WCM-Q must also familiarize themselves with Cornell University’s Policy 6.4 on Prohibited Discrimination, Protected Status Harassment, Sexual Harassment and Sexual Assault and Violence. The principles stated in University Policy 6.4 apply to WCM-Q.

Acts of prohibited discrimination and protected-status including sexual harassment and sexual violence constitute violations of U.S. federal and New York state laws. In addition, WCM-Q will not tolerate sexual abuse, rape, sexual assault, domestic violence, intimate-partner violence, stalking, sexual coercion, or other forms of sexual violence by or against students, staff members, faculty, alumni, or visitors.

Sexual harassment is discrimination and is therefore illegal under U.S. federal and New York state laws. Sexual harassment is unwelcome unsolicited conduct of a sexual nature or because of one's sex that is offensive and undesirable to the receiver. It includes unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal or physical conduct of a sexual nature.

Unwelcome conduct of a sexual nature or related to one’s sex can unreasonably interfere with work and learning performance and creates an intimidating, hostile, and offensive work and/or academic environment, which has no place at WCM-Q. No one should tolerate such behavior in the course of his or her employment or academic status. Employment or academic decisions cannot be based on either submission to, or rejection of such behavior.

**Forms of Sexual Harassment**

Sexual harassment can take many forms including, but not limited to the following:

- **Verbal** - sexual innuendo, suggestive comments, humor or jokes about sex or gender related traits, sexual propositions, insults or threats;
- **Nonverbal** - suggestive or insulting sounds, gestures, or looks that convey an inappropriate sexual innuendo, act or threat;
- **Physical** - touching of the body (i.e. brushing, patting, pinching, grabbing), coerced sexual intercourse or other sexual acts;
- **Visual** - displaying or attributing non work-related materials that depict or describe a sexual act or sexually provocative image.

Any person, male or female may be subject to sexual harassment. Sex-based harassment - that is, harassment not involving sexual activity or language (i.e. if a
male supervisor regularly berates only female employees) - may also constitute discrimination if it is severe or pervasive and directed at employees because of their sex.

Sexual Assault - Sexual harassment, which constitutes sexual assault, will be reported to the proper authorities. Immediate action will be taken by WCM-Q to protect the safety of victims of sexual assault.

Acts of prohibited discrimination or harassment undermine WCM-Q’s commitment to inclusion and diversity and threaten the careers, educational experience, patient services and well-being of all associated with WCM-Q.

**Administration**

**Reporting of Allegations**

If a student, employee or other member of the WCM-Q community believes that he/she has experienced such prohibited treatment at WCM-Q, the individual should report this to any of the following:

<table>
<thead>
<tr>
<th>Position</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant/Associate Dean, Student Affairs</td>
<td>4492-8506</td>
</tr>
<tr>
<td>(Students only)</td>
<td></td>
</tr>
<tr>
<td>Director, Student Affairs (Students only)</td>
<td>4492-8517</td>
</tr>
<tr>
<td>Assistant Director, Student Affairs (Students only)</td>
<td>4492-8518</td>
</tr>
<tr>
<td>Director, Human Resources (Faculty &amp; Staff)</td>
<td>4492-8601</td>
</tr>
</tbody>
</table>

Complainants are assured that problems of this nature will be treated in a confidential manner.

**Investigation and Corrective Action**

All complaints of harassment or discrimination reported to the Director or Assistant Director of Student Affairs, or to the Director of Human Resources, will be treated seriously and thoroughly investigated by WCM-Q. Complaints may or may not be made in writing.

The investigation may include individual interviews with parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. The investigation will proceed with appropriate
consideration given to the privacy of all involved. It must be recognized that WCM-Q will take reasonable measures to protect the confidentiality of the complaint, testimony and witnesses throughout the investigatory process. However, WCM-Q cannot and does not guarantee that confidentiality will be maintained. If a complaint is substantiated, employees or students who engage in such inappropriate behavior will be dealt with promptly and appropriately. Responsive action may include, for example, training, referral to counseling, monitoring of the offender and/or a corrective action, or other discipline up to and including termination of affiliation with WCM-Q. At the conclusion of the investigation, the complainant and respondent will be provided with a general overview of findings.

Responsibility of Employees and Students
In order for WCM-Q to ensure that it provides a working and learning environment free from harassment and discrimination, it is imperative that each person who believes he/she has been subject to or witnessed harassment or discrimination immediately notify any of the offices above so that an investigation can be conducted. It is expected that all employees of WCM will cooperate fully with WCM-Q investigating complaints of harassment or discrimination. The mere fact that an investigation is being conducted by WCM-Q does not suggest that WCM-Q has ground to substantiate the allegations of the complaint.

Responsibility of Supervisors, Administrators, and Faculty Members
Supervisors, administrators and faculty members are expected to maintain a work environment that does not tolerate or condone any form of harassment or discrimination. If a supervisor, administrator, faculty member, or counselor receives a complaint or inquiry about illegal harassment or discrimination that is alleged to have occurred on WCM-Q property or involves a WCM-Q employee or student, he/she is to immediately contact WCM-Q’s Director of Human Resources, or any of the others listed above, and report that action. Failure to immediately notify any of the above listed persons may impede the ability of the investigators to conduct an impartial, timely, and thorough review of the complaint and inhibit the Medical College’s ability to adhere to their obligations under the law.

Investigative Process
Complaints brought forward by a student or an employee will be thoroughly reviewed by one of the offices noted above. All complaints that implicate the prohibited acts under this policy, including complaints of retaliation, will be
investigated. The investigation will include interviews of the complainant, the accused, and all others involved or may have knowledge of the facts and circumstances. The investigation will proceed with appropriate consideration given to the privacy of all involved. At the conclusion of the investigation, the complainant and accused will simultaneously receive a written summary of findings. Any employee found to have engaged in illegal harassment and/or discrimination will be subject to remediation, which may include retraining and/or corrective action, up to and including termination of their employment or dismissal from WCM-Q enrollment.

**Retaliation**
Retaliation and/or threats of retaliation or retribution against employees who raise concerns or make complaints or assist in providing information (e.g., as witnesses) about discriminatory practices, including harassment, is prohibited and must be reported to Human Resources Division. Retaliation may also violate New York State and U.S. federal laws as well as WCM-Q policies.

**False Claims**
Deliberately false or malicious accusations of harassment or other discriminatory conduct – as opposed to complaints that, even if erroneous, are made in good faith - may be subject to appropriate disciplinary action.
Health and Safety Policies and Procedures

Applicability: All Students

WCM-Q strives to maintain a safe work environment for all students, employees, and visitors. Environmental Health and Safety (EHS) establishes and monitors programs and activities to ensure that adequate environmental and safety measures are practiced at WCM-Q, and strives to comply with applicable U.S. regulations, Qatar laws, and best practices. It responds to various emergencies, conducts inspections and fire drills, and provides education and training in safety precautions. It monitors the use of potentially harmful substances and storage and disposal of hazardous waste. It maintains appropriate working relationships with Qatar Foundation, Weill Cornell Medicine and Cornell University safety officials and with official environmental health and safety regulatory agencies. WCM-Q laboratory safety policies and procedures are available on the EHS web page:

https://wcmq.sharepoint.com/sites/ehs/Pages/Home.aspx

At WCM-Q, safety is everyone’s responsibility. All students should be thoroughly familiar with their safety responsibilities, which include:

- striving to learn and follow safety practices at all times;
- attending laboratory safety training;
- preparing for laboratory sessions in advance;
- behaving responsibly and act proactively to prevent accidents and injuries; following instructions of professors, instructors and TA’s;
- communicating hazards to faculty supervisors and Environmental Health and Safety (EHS); and
- being prepared for emergencies that may occur at the college.

Safety in the Teaching Laboratories

Teaching laboratories are potentially dangerous environments and although accidents can happen in ways that cannot be foreseen, there are certain forms of behavior that are necessary to minimize the risk. The laboratories are provided with fume hoods and emergency irrigation systems but there is a need to wear protective
clothing whenever participating in laboratory experiments.

At a minimum, lab coats (or comparable covering) must be worn while performing laboratory related work. This cover should be removed before exiting the building, entering food serving areas, restrooms, or any public area. Lab coats and other coverings must be laundered using WCM-Q provided service to avoid carrying contamination outside of the workplace.

Goggles must be worn at all times while in the laboratory. This includes clean up times and by any visitors to the laboratories.

Application of contacts, cosmetics and lotions is prohibited in labs with chemicals. Confine long hair and loose clothing.

For women in traditional dress, the abaya should be removed so that its long sleeves do not drag on the bench and its length does not drag on the floor. The shayla must be tucked into the laboratory coat so that it will not hang or drop into a chemical, open flame or equipment. A face veil cannot be worn due to potential dangers from chemicals or open flames. A surgical mask may be worn in place of the veil. For men in traditional dress, the ghutra must be removed so that there is no danger of it dropping into a chemical, open flame or equipment.

Wear shoes at all times in the laboratory. Do not wear sandals, open toe, or perforated shoes or sneakers in laboratories. Only closed-toed shoes should be worn in the laboratory in order to protect feet from potential spills.
Procedures for Needlestick and Human Blood/Secretion Exposure at HMC or other affiliated healthcare centers

Applicability: All Students

A. Cleanse the wound and surrounding area with soap and water (for a Needlestick), or flush eyes, noses or mouth with copious amounts of tap water (for a splash to the face).

B. Inform your supervisor or clinical instructor of the incident and obtain source individual’s identity and HBV/HIV status (if known).

C. Go to HMC or other affiliated healthcare center Staff Clinic (if available). HMC Staff Clinic is open Sunday through Thursday from 7:00am-3:00pm (ground floor of Outpatient Department across from Cardiology Clinic), phone 4439-5888

D. If HMC Staff Clinic is shut or there is no available Staff Clinic at an affiliated healthcare center go to HMC Emergency Department.

E. Report to WCM-Q Student Affairs and fill out incident report as soon as possible following the incident.
Student Records and Privacy (FERPA)

Applicability: All Students

WCM-Q complies with The Family Educational Rights and Privacy Act (FERPA). It is a US Federal law that protects the privacy of student education records.

It is important for students to familiarize themselves with how this policy protects educational records and directory information.

To understand how FERPA is implemented at Weill Cornell Medicine-Qatar please visit the following web links:

Cornell University Policy 4.5 – Access to Student Information

https://www.dfa.cornell.edu/sites/default/files/policy/vol4_5.pdf

Cornell University Student Record Privacy Statement

http://courses.cornell.edu/content.php?catoid=28&navoid=7247
Health Insurance Portability & Accountability Act (HIPAA)

Applicability: All Students

Future medical students should be aware that as members of the WCM-Q medical community they will be required to become familiar with and adhere to the Health Insurance Portability and Accountability Act (HIPAA), a United States law which establishes uniform standards for the use of all protected health information.

Students are required to complete HIPAA training before they participate in the HMC Observership program during their premedical studies.

HIPAA training is provided online through Weill Cornell Medicine in New York. Training consists of two modules: one that includes standards for assuring privacy of health information and one concerned with protecting the security of that information. There is a short quiz associated with each module. Students must pass in order to receive a certificate of completion, which must be submitted to the WCM-Q Registrar.
Computers, Network Systems and Electronic Communications Guidelines

**Applicability: All Students**

The Medical College’s computers, network systems equipment, data, and software are a critical portion of the Medical College’s infrastructure and are to be treated accordingly.

Students and faculty are responsible for their actions when using the Medical College’s computers, electronic communications and network systems, whether or not their transgressions are intentional, accidental and/or can be corrected.

Users of Medical College computers and network systems shall respect:

- The privacy of other users’ information, whether or not the information is securely protected;
- The ownership and intellectual property rights of proprietary and commercial software, including not using unauthorized copies of software even where the software may not be copy protected;
- The finite capacity of a computer system and limitations of use so as not to interfere unreasonably with the activity of other users;
- Procedures (posted in computer facilities and/or online) established to manage use of the computer system;
- The rights of others not to be harassed, intimidated, or otherwise receive intrusive or inflammatory information through the computer system; and
- The Medical College’s policies regarding the use of computers as specified by the Information Technologies Services (ITS). These can be viewed in the ITS pages under “Policies and Forms”.

[https://wcmq.sharepoint.com/sites/its/Pages/Policies-and-Forms.aspx](https://wcmq.sharepoint.com/sites/its/Pages/Policies-and-Forms.aspx)
Piracy

Piracy, or unauthorized distribution of copyright materials, including by means of peer-to-peer file sharing programs, is illegal, and may subject students to civil and criminal penalties. At the Medical College, piracy is also a violation of the standards of conduct, and may result in disciplinary action up to and including expulsion.
Drug and Alcohol Abuse Policy

Endorsed by the WCM-Q Medical Executive Curriculum Committee (April 2017)

Applicability: All Students

Policy

U.S. Federal, New York State, and Qatar laws as well as Cornell University policies prohibit the illegal possession, use and distribution of illicit drugs and alcohol. The unlawful manufacture, distribution, dispensation, possession, or use of an illicit drug or alcohol by any member of the Weill Cornell Medicine Qatar (WCM-Q) community, including employees, faculty members, students and visitors, is prohibited at all WCM-Q, Qatar Foundation, and Cornell facilities (including student residences) and activities. Appropriate action, including termination and/or dismissal, will be taken for violations of the foregoing prohibition.

Drug-Free Workplace Policy and Statement

The Drug-Free Work Place Act of 1988 requires Weill Cornell Medicine, as a U.S. Federal grant recipient and contractor, to certify that it will provide a drug-free workplace by, among other actions, requiring that each person engaged in a U.S. Federal grant or contract (including persons and consultants) be given a copy of this Statement and notifying such person that as a condition of participation in such grant or contract, the person will:

- Abide by the terms of this Statement; and
- Notify the person’s supervisor, department chairperson, or dean of any criminal drug statute conviction (including acceptance of a guilty plea by a judicial authority) for a violation occurring in the workplace no later than five (5) days after such conviction.

Weill Cornell Medicine shall, within thirty (30) days after receipt of notice, take appropriate action against such person up to and including termination or dismissal, and/or require such person to satisfactorily participate in a drug assistance or rehabilitation program.

Purpose

WCM-Q will not condone criminal conduct on its property, or at WCM-Q or student sponsored activities, and will take appropriate action whenever such conduct is discovered to enforce the law and its own internal regulations. Violators of U.S. Federal, New York State and Qatar laws may also be referred to appropriate authorities for prosecution.
Applicability
Applies to all members of the faculty, staff, and students.

Administration
Sanctions
Violations of WCM-Q policies can result in termination, suspension or expulsion from the College.

Faculty and non-academic staff can be subject to disciplinary action up to and including termination of employment.

Student violators can be subject to disciplinary action up to and including dismissal. Any drug or alcohol abuse violation may become part of a student’s permanent record and may impact on a student’s fitness or suitability for advancement.

Qatar Laws Related to Drugs and Alcohol Use
Legal sanctions include severe criminal penalties such as capital punishment, corporal punishment, imprisonment, deportation and fines. The severity of the penalty depends on the nature of the criminal act.

Examples of Legal Sanctions under Qatar Laws:
- Anyone convicted of consuming alcohol in public, public intoxication or disturbing others while intoxicated will be subject to imprisonment for up to 6 months and/or a fine of up to QAR 3,000.
- Anyone who gives a person under 16 an alcoholic beverage or incites them to drink alcohol, the penalty for conviction is no more than three years imprisonment and/or a fine up to QAR 10,000.
- Anyone convicted of importing, exporting, making, extracting or producing alcohol or alcoholic beverages will be imprisoned for no more than three years and fined up to QAR 10,000.
- Anyone who is convicted of selling or buying, delivering or receiving, transporting or possessing alcohol or alcoholic beverages, or deals with alcohol in any way for the purpose of trading or promoting alcohol will be imprisoned for no more than three years and/or subject to fine of up to QAR 10,000.
- Anyone convicted of acquiring, receiving, purchasing or producing narcotics and mind affecting agents or growing plants such as cannabis with the
intention of taking them or for personal use (unless licensed) shall be imprisoned for not more than three years and fined QAR 10,000 to QAR 20,000.

- Anyone, without a license, convicted of importing or exporting, manufacturing or growing Drugs for the purpose trade (smuggling/trafficking) will be subject to capital punishment or life imprisonment and a fine between QAR 300,000 to QAR 500,000.

Health Risks

WCM-Q recognizes the convincing medical evidence that alcohol abuse and the use of illegal drugs and substances pose a significant threat to health and condemns alcohol abuse and the use of such drugs and substances as harmful to the physical and psychological well-being of the user and the well-being of the Cornell community.

The following list by category is only a short sampling of potential risks involved with using alcohol or drugs:

- **Narcotics**: Slow and shallow respiration, clammy skin, convulsions, coma, and death.
- **Stimulants**: Increased pulse rate, blood pressure and body temperature, insomnia, agitation, convulsions, possible death.
- **Cannabis**: Disorientated behavior, fatigue, paranoia, possible psychosis.
- **Alcohol**: Drowsiness, impairment of judgment and coordination, liver and heart damage, respiratory depression and death. Mothers who drink during pregnancy risk giving birth to infants with fetal alcohol syndrome, which can include irreversible physical abnormalities and mental retardation.

Counseling and Treatment

The Employee Assistance Program (EAP) is a short-term counseling and referral service for drug and alcohol abuse as well as other concerns. Through the contracted counseling company “LifeSolutions”, eligible employees and their dependents, as well as students, may obtain free counseling (up to six sessions) for substance and alcohol abuse issues that affect them and their families. EAP counselors will assess each case and may make a referral to an appropriate program or outside agency best suited to address the rehabilitation needs.
A LifeSolutions counselor can be contacted in Doha by calling +971.4.365.8498 or +971.50.778.2785 and the call will be forwarded automatically; if outside of Qatar, students, employees and their families can reach assistance at any time by calling +44. 208. 987. 6230 (by calling and reversing charges, or call direct and someone will call back); contact via email: lifesolutions@chestnut.org; or via the LifeSolutions website: www.chestnutglobalpartners.org/lifesolutions

Institutional Review
Weill Cornell Medicine will conduct a biennial review of its drug and alcohol abuse policies and programs to determine the effectiveness of such policies and programs, implement any necessary changes, and ensure consistent enforcement of required sanctions.
Smoking Rules Policy

*Endorsed by the WCM-Q Medical Executive Curriculum Committee (April, 2017)*

**Applicability: All Students**

Smoking and vaping* is prohibited anywhere on the premises of Weill Cornell Medicine-Qatar, other than those outdoor areas that are specifically designated for smoking.

**Purpose:**
To protect and enhance our indoor air quality and to contribute to the health and well-being of all employees and students.

**Applicability and Definitions:**
This policy applies to all employees, students, contractors, consultants, vendors, visitors, and guests.

**Administration:**
Smoking is prohibited on the WCM-Q campus, other than those outdoor areas that are specifically designated for smoking. The areas in which smoking is not permitted includes anywhere in the building, on the terraces or in the courtyards, or any other area in the immediate vicinity of the WCM-Q building, including the loading docks and the underground parking garage.

WCM-Q, in consultation with Qatar Foundation, has designated two areas where smoking is permitted:

i. East end of the WCM-Q building, under the bridge to Lecture Hall 1 (against the North Hall wall)

ii. West end of the WCM-Q building, under the bridge to Lecture Halls 3 and 4 (against the South Hall wall).

Employees and/or students who observe anyone smoking on campus outside of the designated smoking areas should courteously notify the person smoking that smoking is prohibited or alert security officers or EHS (Environmental Health &
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* Inhaling or exhaling the vapor produced by an electronic cigarette, or similar
Employees or students seeking to quit smoking may contact the Employee Assistance Program (Life Solutions) to receive information about smoking cessation programs. For immediate support in Qatar phone +971.4.365.8498 or +971.50.778.2785. A local number will be provided shortly. In the interim Counselors are available for Skype calls. For immediate support, outside of Qatar phone +44.208.987.6230 (Call collect or dial them directly and they will call you back). SMS Text: +44.790.934.1229 - Email: lifesolutions@chesnut.org -Website: www.chestnutglobalpartners.org/lifesolutions

An employee or student who does not comply with this policy will be subject to corrective action. Any employee reporting a violation of this policy is protected from retaliatory adverse employment action.
Student Support
Academic Counseling and Career Advising

Applicability: All Students

Academic Counselors provide academic counseling and career advising to students. Through presentations, information sharing, and one-on-one academic counseling, the academic counselors are available to provide students with what they need to make well-informed decisions to help them be successful. Students may request these services by contacting the Academic Counselling Office in the Student Affairs Division.

http://qatar-weill.cornell.edu/current-students/student-affairs/student-services/academic-counseling
Crisis Support

Applicability: All Students

To ensure students are supported at all times during their studies at WCM-Q, Student Affairs maintain a confidential Crisis Support helpline number at 4492-8524. There is someone available at this number 24 hours/day, 7 days/week.

Non-urgent inquiries may be directed to: SAref@qatar-med.cornell.edu
Financial Aid

Applicability: All Students

WCM-Q admits students on merit only, according to the principle of ‘needs-blind admissions’. The Committee on Admission screens, evaluates, and accepts students without knowledge of their ability to pay. Students who require financial assistance may apply directly to the HBKU Financial Aid program. After assessment of need, students are provided with loans that must be repaid, or they may also have the option to provide a period of service to Qatar.

Sponsorship may be available for Qatari citizens from the Higher Education Institute, Sidra and Hamad Medical Corporation.

For more information about Financial Aid, please visit:

ID Cards and Badges

Applicability: All Students

ID cards are the property of WCM-Q. The ID badges are to be worn at all times while on college premises or on official college outings. The ID badge may not be loaned to anyone else. The cards must be returned at the end of the program of enrollment. Facilities Management Department should be notified immediately in case the badge is lost or stolen. Students must request a new ID card. Proximity ID Card Replacement using the form below. Please fill the form and have it signed by the Director of Student Affairs or the official designee.

https://wcmq.sharepoint.com/sites/ehs/EHS Documents/2.1.201 Proximity ID Cards.pdf
Distributed eLibrary

Applicability: All Students

The DeLib (Distributed eLibrary) Reading Room is located in the North Entrance of the WCM-Q building, behind the security desk.

http://qatar-weill.cornell.edu/distributed-elibrary

Normal opening hours, excluding Public holidays and semester breaks are:
- Sunday to Wednesday: 7:00am to 10:00pm
- Thursdays: 7:00am to 5:00pm
- Friday: Closed
- Saturday: 9:00am to 5:00pm

Reading Room
The Reading Room houses all resources that may be borrowed including books and DVDs. Your WCM-Q ID is required to borrow these items.
Assistance from librarians can be requested;
- in person at the Information Services Desk
- via chat by visiting http://delib-answers.qatar-weill.cornell.edu/
- email at relib@qatar-med.cornell.edu
- phone at 4492-8100.

Interlibrary Loan
If DeLib does not have access to a book, book chapter, or a journal article you are looking for, interlibrary services will obtain the item free of charge for you. Requested books need ten days to be received, unless the item is available in Qatar; however, journal articles can usually be obtained within four working days. To place an interlibrary loan request, go to https://ill.qatar-weill.cornell.edu/

Note that only five interlibrary loan requests per patron will be processed each day.

DeLib Discovery
The DeLib discovery tool is an online catalog of all DeLib holdings. This tool lists not only print and multimedia but also has direct links to electronic books and journals that we subscribe to.
**Desktops**
The Reading Room has 4 Apple Mac desktop computers that are fully networked and have EndNote, Microsoft Word, PowerPoint, and Excel installed.

**Printing, Photocopying & Scanning**
Color printing, photocopying and scanning are available during regular Reading Room opening hours.

**Library Etiquette**
Mobile phones should be switched to silent and calls taken outside the Reading Room as a courtesy to users.

**Library without walls**
The Distributed eLibrary offers access to a wide variety of databases, ejournals and ebooks for your research and clinical information needs. Connect from anywhere with Internet access to almost all of our online resources by authenticating with your WCM-Q username and password.

**Bibliographic Management Tools**
DeLib provides support and instruction for the bibliographic management software;

- EndNote (is on the desktop computers in the Reading Room)
- RefWorks (can be used on any computer anywhere after the user creates an account.)