MD Program Handbook and Policy Manual

Academic Year

2019-20

Stanford School of Medicine
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1. INTRODUCTION

This PDF document is a summary of the current policies, standards and procedures contained in the online MD Program Handbook and Policy Manual for AY2019-20, http://med.stanford.edu/md/mdhandbook/. Students participating in Stanford University’s MD program are subject to and are responsible to be aware of the policies and standards established by both the School of Medicine, and by Stanford University; many of the Stanford University policies are found in the Stanford Bulletin, http://exploredegrees.stanford.edu/.

Stanford University and the School of Medicine reserve the right to make changes in the applicable regulations, procedures, policies, requirements, and other information contained on the websites at any time without notice. Please visit http://med.stanford.edu/md/mdhandbook/ for changes and revisions that may occur throughout the academic year; it is the online version, and not this PDF summary, of the MD Program Handbook and Policy Manual that governs.
2. GENERAL STANDARDS

In this section:

2.1. COMPETENCIES AND OBJECTIVES FOR MEDICAL STUDENT EDUCATION
2.2. SPECIFICATION OF REQUIREMENTS FOR GRADUATION
2.3. SCHOOL OF MEDICINE TECHNICAL, NON-ACADEMIC STANDARDS
2.4. SCHOOL OF MEDICINE PROFESSIONALISM PRINCIPLES
2.5. ASSOCIATION OF AMERICAN MEDICAL COLLEGES UNIFORM TEACHER-LEARNER AGREEMENT
2.1. COMPETENCIES AND OBJECTIVES FOR MEDICAL STUDENT EDUCATION

The following competencies and their associated educational objectives serve as a guide for curriculum development and evaluation of the success of the training program and its graduates:

1. Patient Care
Provide patient-centered care that is compassionate, appropriate, and effective for the treatment of health problems and the promotion of health

1.1 Perform all medical, diagnostic, and surgical procedures considered essential for the area of practice
1.2 Gather essential and accurate information about patients and their conditions through history-taking, physical examination, and the use of laboratory data, imaging, and other tests
1.3 Organize and prioritize responsibilities to provide care that is safe, effective, and efficient
1.4 Interpret laboratory data, imaging studies, and other tests required for the area of practice
1.5 Make informed decisions about diagnostic and therapeutic interventions based on patient information and preferences, up-to-date scientific evidence, and clinical judgment
1.6 Develop and carry out patient management plans
1.7 Counsel and educate patients and their families to empower them to participate in their care and enable shared decision-making
1.8 Provide appropriate referral of patients including ensuring continuity of care throughout transitions between providers or settings, and following up on patient progress and outcomes
1.9 Provide health care services to patients, families, and communities aimed at preventing health problems or maintaining health
1.10 Provide appropriate role modeling
1.11 Perform supervisory responsibilities commensurate with one’s roles, abilities, and qualifications

2. Knowledge for Practice
Demonstrate knowledge of established and evolving biomedical, clinical, epidemiological and social-behavioral sciences, as well as the application of this knowledge to patient care

2.1 Demonstrate an investigatory and analytic approach to clinical situations
2.2 Apply established and emerging bio-physical scientific principles fundamental to health care for patients and populations
2.3 Apply established and emerging principles of clinical sciences to diagnostic and therapeutic decision-making, clinical problem-solving, and other aspects of evidence-based health care
2.4 Apply principles of epidemiological sciences to the identification of health problems, risk factors, treatment strategies, resources, and disease prevention/health promotion efforts for patients and populations
2.5 Apply principles of social-behavioral sciences to provision of patient care, including assessment of the impact of psychosocial and cultural influences on health, disease, care seeking, care compliance, and barriers to and attitudes toward care
2.6 Contribute to the creation, dissemination, application, and translation of new health care knowledge and practices
3. Practice-Based Learning and Improvement
Demonstrate the ability to investigate and evaluate one’s care of patients, to appraise and assimilate scientific evidence, and to continuously improve patient care based on constant self-evaluation and lifelong learning

3.1 Identify strengths, deficiencies, and limits in one’s knowledge and expertise
3.2 Set learning and improvement goals
3.3 Identify and perform learning activities that address one’s gaps in knowledge, skills, and/or attitudes
3.4 Systematically analyze practice using quality improvement methods, and implement changes with the goal of practice improvement
3.5 Incorporate feedback into daily practice
3.6 Locate, appraise, and assimilate evidence from scientific studies related to patients’ health problems
3.7 Use information technology to optimize learning
3.8 Participate in the education of patients, families, students, trainees, peers, and other health professionals
3.9 Obtain and utilize information about individual patients, populations of patients, or communities from which patients are drawn to improve care
3.10 Continually identify, analyze, and implement new knowledge, guidelines, standards, technologies, products, or services that have been demonstrated to improve outcomes

4. Interpersonal and Communication Skills
Demonstrate interpersonal and communication skills that result in the effective exchange of information and collaboration with patients, their families, and health professionals

4.1 Communicate effectively with patients, families, and the public, as appropriate, across a broad range of socioeconomic and cultural backgrounds
4.2 Communicate effectively with colleagues within one’s profession or specialty, other health professionals, and health-related agencies
4.3 Work effectively with others as a member or leader of a health care team or other professional group
4.4 Act in a consultative role to other health professionals
4.5 Maintain comprehensive, timely, and legible medical records
4.6 Demonstrate sensitivity, honesty, and compassion in difficult conversations, including those about death, end of life, adverse events, bad news, disclosure of errors, and other sensitive topics
4.7 Demonstrate insight and understanding about emotions and human responses to emotions that allow one to develop and manage interpersonal interactions

5. Professionalism
Demonstrate a commitment to carrying out professional responsibilities and an adherence to ethical principles

5.1 Demonstrate compassion, integrity, and respect for others
5.2 Demonstrate responsiveness to patient needs that supersedes self-interest
5.3 Demonstrate respect for patient privacy and autonomy
5.4 Demonstrate accountability to patients, society, and the profession
5.5 Demonstrate sensitivity and responsiveness to a diverse patient population, including but not limited to diversity in gender, age, culture, race, religion, disabilities, and sexual orientation
5.6 Demonstrate a commitment to ethical principles pertaining to provision or withholding of care, confidentiality, informed consent, and business practices, including compliance with relevant laws, policies, and regulations

6. Systems-Based Practice
Demonstrate an awareness of and responsiveness to the larger context and system of health care, as well as the ability to call effectively on other resources in the system to provide optimal health care

6.1 Work effectively in various health care delivery settings and systems relevant to one’s clinical specialty
6.2 Coordinate patient care within the health care system relevant to one’s clinical specialty
6.3 Incorporate considerations of cost awareness and risk-benefit analysis in patient and/or population-based care
6.4 Advocate for quality patient care and optimal patient care systems
6.5 Participate in identifying system errors and implementing potential systems solutions
6.6 Perform administrative and practice management responsibilities commensurate with one’s role, abilities, and qualifications

7. Interprofessional Collaboration
Demonstrate the ability to engage in an interprofessional team in a manner that optimizes safe, effective patient- and population-centered care

7.1 Work with other health professionals to establish and maintain a climate of mutual respect, dignity, diversity, ethical integrity, and trust
7.2 Use the knowledge of one’s own role and the roles of other health professionals to appropriately assess and address the health care needs of the patients and populations served
7.3 Communicate with other health professionals in a responsive and responsible manner that supports the maintenance of health and the treatment of disease in individual patients and populations
7.4 Participate in different team roles to establish, develop, and continuously enhance interprofessional teams to provide patient- and population-centered care that is safe, timely, efficient, effective, and equitable

8. Personal and Professional Development
Demonstrate the qualities required to sustain lifelong personal and professional growth

8.1 Develop the ability to use self-awareness of knowledge, skills, and emotional limitations to engage in appropriate help-seeking behaviors
8.2 Demonstrate healthy coping mechanisms to respond to stress
8.3 Manage conflict between personal and professional responsibilities
8.4 Practice flexibility and maturity in adjusting to change with the capacity to alter one’s behavior

8.5 Demonstrate trustworthiness that makes colleagues feel secure when one is responsible for the care of patients
8.6 Provide leadership skills that enhance team functioning, the learning environment, and/or the health care delivery system
8.7 Demonstrate self-confidence that puts patients, families, and members of the health care team at ease
8.8 Recognize that ambiguity is part of clinical health care and respond by utilizing appropriate resources in dealing with uncertainty
9. Discovery
   9.1 Critically analyze existing literature in a field of inquiry and formulate new investigative questions
   9.2 Formulate a high-quality research question and hypothesis
   9.3 Describe and employ appropriate research methods to answer a specific investigative question
   9.4 Describe and apply the requirements for ethical conduct of scientific inquiry
   9.5 Communicate clearly and accurately new knowledge obtained from scientific inquiry

2.2. SPECIFICATION OF REQUIREMENTS FOR GRADUATION

   The requirements for the MD degree are established by the Stanford University School of Medicine Faculty Senate and allow no exceptions. Those requirements are as follows:

1. **Satisfaction of Academic Requirements**: To graduate, students must satisfy all academic requirements.

2. **United States Medical Licensing Examination**: To graduate, students must achieve overall passes on the USMLE Step 1 and Step 2 CK (Clinical Knowledge) examinations, and must have taken the Step 2 CS (Clinical Skills) examination.

3. **Satisfaction of Professionalism Requirements**: To graduate, students must meet the standards of professionalism set forth in the *School of Medicine Professionalism Principles*.

4. **Satisfaction of Technical Standards**: To graduate, students must meet the requirements set forth in the *School of Medicine Technical, Non-Academic Standards*.

5. **Residency Requirement**: To graduate, students must register for 12 quarters at full “Med-MD” tuition. MD degree candidates must be registered for the quarter during which the degree is conferred. Students must apply for conferral of a degree by submitting an ‘Application to Graduate’ in Axess. Students may graduate in any quarter by completing their degree requirements and submitting the ‘Application to Graduate’ by the application to graduate deadline date for that quarter.

6. **Medical Health Requirements and Immunizations**: MD degree candidates must be in compliance with medical health requirements at all times. Entering medical students must complete certain health-related forms, immunizations, and tests before beginning studies at Stanford and, for some of these, annually thereafter.

7. **Data Security and Privacy (HIPAA) Training**: MD degree candidates must be in compliance with Stanford’s HIPAA training and information security requirements.

8. **Safety Training**: MD degree candidates must be in compliance with Bloodborne Pathogens, Hospital-Acquired Infections training, Safety and Emergency Preparedness training requirements and N95 Respirator training and fitting.

9. **Ethical Conduct of Biomedical Research**: MD degree candidates must be in compliance with the CITI training requirement.
Note on Licensure: Meeting the graduation requirements for the MD degree at Stanford University School of Medicine does not guarantee eligibility for state licensure. Some states have specialized curricular requirements for licensure, and students are advised to check with the Medical Board in states of possible residency for licensure requirements.

2.3. SCHOOL OF MEDICINE TECHNICAL, NON-ACADEMIC STANDARDS


Essential Abilities and Characteristics Required for Admission to and Completion of the MD Degree

The MD degree is a broad undifferentiated degree attesting to general knowledge in medicine and the basic skills required for the practice of medicine. Essential abilities and characteristics required for completion of the MD degree consist of certain minimum physical and cognitive abilities and sufficient mental and emotional stability to assure that candidates for admission, promotion, and graduation are able to complete the entire course of study and participate fully in all aspects of medical training, with or without reasonable accommodation. Stanford University School of Medicine intends for its graduates to become competent and compassionate physicians who are capable of entering residency training (graduate medical education) and meeting all requirements for medical licensure. The School of Medicine is committed to educating and training future leaders in medicine, many of whom will pursue careers in academic medicine. For purposes of this document and unless otherwise defined, the term “candidate” means candidates for admission to the MD program as well as enrolled medical students who are candidates for promotion and graduation.

The following abilities and characteristics are defined as technical standards, which, in conjunction with academic standards established by the faculty, are requirements for admission, promotion, and graduation. Delineation of technical standards is required for the accreditation of U.S. medical schools by the Liaison Committee on Medical Education. Although these standards serve to delineate the necessary physical and mental abilities of all candidates, they are not intended to deter any candidate for whom reasonable accommodation will allow the fulfillment of the complete curriculum. Candidates with questions regarding technical standards are encouraged to contact the School of Medicine Advising Coordinator immediately to begin to address what types of accommodation may be considered for development to achieve these standards. Admission to Stanford University School of Medicine is conditional on the candidate’s having the ability to satisfy these technical standards, with or without reasonable accommodation, and results from a process that examines and values all of the skills, attitudes and attributes of each candidate on a case-by-case basis.

The School of Medicine has an ethical responsibility for the safety of patients with whom students and graduates will come in contact. Although students learn and work under the supervision of the faculty students interact with patients throughout their medical education. Patient safety and well-being are therefore major factors in establishing requirements involving the physical, cognitive, and emotional abilities of candidates for admission, promotion, and graduation. Candidates must have the physical and emotional stamina and capacity to function in a competent manner in the hospital, classroom and laboratory settings, including settings that may involve heavy workloads, long hours and stressful situations. Individuals whose performance is impaired by abuse of alcohol or other substances are not suitable candidates for admission, promotion, or graduation.
Technical (Non-Academic) Standards

Observation
Candidates must be able to observe demonstrations and participate in experiments of science, including but not limited to such things as dissection of cadavers; examination of specimens in anatomy, pathology, and neuroanatomy laboratories; and microscopic study of microorganisms and tissues in normal and pathologic states. Candidates must be able to accurately observe patients and assess findings. They must be able to obtain a medical history and perform a complete physical examination in order to integrate findings based on these observations and to develop an appropriate diagnostic and treatment plan.

Communication
Candidates must be able to communicate effectively and efficiently with patients, their families, and members of the health care team. They must be able to obtain a medical history in a timely fashion, interpret non-verbal aspects of communication, and establish therapeutic relationships with patients. Candidates must be able to record information accurately and clearly, and communicate effectively in English with other health care professionals in a variety of patient settings.

Motor Function
Candidates must possess the capacity to perform physical examinations and diagnostic maneuvers. They must be able to respond to emergency situations in a timely manner and provide general and emergency care. They must adhere to universal precaution measures and meet safety standards applicable to inpatient and outpatient settings and other clinical activities.

Intellectual-Conceptual, Integrative, and Quantitative Abilities
Candidates must have sufficient cognitive (mental) abilities and effective learning techniques to assimilate the detailed and complex information presented in the medical student curriculum. They must be able to learn through a variety of modalities including, but not limited to, classroom instruction; small group, team and collaborative activities; individual study; preparation and presentation of reports; and use of computer technology. Candidates must be able to memorize, measure, calculate, reason, analyze, synthesize, and transmit information across modalities. They must recognize and draw conclusions about three-dimensional spatial relationships and logical sequential relationships among events. They must be able to formulate and test hypotheses that enable effective and timely problem solving in diagnosis and treatment of patients in a variety of clinical modalities.

Behavioral and Social Attributes
Candidates must demonstrate the maturity and emotional stability required for full use of their intellectual abilities. They must accept responsibility for learning, exercising good judgment, and promptly completing all responsibilities attendant to the diagnosis and care of patients. They must understand the legal and ethical aspects of the practice of medicine and function within both the law and ethical standards of the medical profession. Candidates must be able to work effectively, respectfully and professionally as part of the healthcare team, and to interact with patients, their families, and health care personnel in a courteous, professional, and respectful manner. They must be able to tolerate physically taxing workloads and long work hours, to function effectively under stress, and to display flexibility and adaptability to changing environments. They must be capable of regular, reliable and punctual attendance at classes and in regard to their clinical responsibilities.
Candidates must be able to contribute to collaborative, constructive learning environments; accept constructive feedback from others; and take personal responsibility for making appropriate positive changes. It is expected that minimum accommodation will be requested with regards to this set of standards.

**Ethical and Legal Standards**
Candidates must meet the legal standards to be licensed to practice medicine in the State of California. As such, candidates for admission must acknowledge and provide written explanation of any felony offense or disciplinary action taken against them prior to matriculation in the School of Medicine. In addition, should the student be convicted of any felony offense while in medical school, they agree to immediately notify the Associate Dean of Medical Student Affairs as to the nature of the conviction. Failure to disclose prior or new offenses can lead to disciplinary action by the School of Medicine that may include dismissal.

**Equal Access to the School of Medicine’s Educational Program**
The Stanford University School of Medicine intends for its students and graduates to become competent and compassionate physicians who are capable of entering residency training (graduate medical education) and meeting all requirements for medical licensure.

The School of Medicine has an institutional commitment to provide equal educational opportunities for qualified students with disabilities who apply for admission to the MD degree program or who are enrolled as medical students. The School of Medicine is a leader in student diversity and individual rights, with a strong commitment to full compliance with state and federal laws and regulations (including the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (as amended), and California law (Civil Code 51 and 54). A “qualified person with a disability” is an individual with a disability who meets the academic and technical standards requisite to admission or participation in the School of Medicine’s educational programs, with or without accommodations. As previously noted, admitted candidates with disabilities are reviewed individually, on a case-by-case basis, with a complete and careful consideration of all the skills, attitudes and attributes of each candidate to determine whether there are any reasonable accommodations or available options that would permit the candidate to satisfy the standards. An accommodation is not reasonable if it poses a direct threat to the health or safety of self and/or others, if making it requires a substantial modification in an essential element of the curriculum, if it lowers academic standards, or if it poses an undue administrative or financial burden. Except in rare circumstances, the use by the candidate of a third party (e.g., an intermediary) to perform any of the functions described in the Technical Standards set forth above would constitute an unacceptable substantial modification.

**Process**
As stated above, admission and promotion at the School of Medicine is conditional on the candidate’s having the willingness and ability to satisfy the technical standards, with or without reasonable accommodation.

Admitted candidates who have a disability and need accommodations should initiate discussions with the Associate Dean for Medical Student Life Advising or the Associate Dean of Medical Student Affairs soon as the offer of admission is received and accepted. They are liaisons with the University’s Office of Accessible Education (OAE). It is the responsibility of a candidate with a disability to provide sufficiently current information documenting the general nature and extent of their disability, and the functional
limitations proposed to be accommodated. Evaluating and facilitating accommodation requests is a collaborative effort between the candidate, the School of Medicine and the OAE. The School of Medicine reserves the right to request new or additional information.

Should a candidate have or develop a condition that would place patients, the candidate or others at risk or that may affect their need for accommodation, an evaluation with the School of Medicine and the OAE may be necessary. As in initial assessments, a complete and careful reconsideration of all the skills, attitudes and attributes of each candidate will be performed. This includes an assessment of their willingness, desire and ability to complete the medical curriculum and fulfill all requirements for medical licensure, and will be informed by the knowledge that students with varied types of disabilities have the ability to become successful medical professionals.

2.4. SCHOOL OF MEDICINE PROFESSIONALISM PRINCIPLES

http://med.stanford.edu/md/mdhandbook/section-2-4-school-of-medicine-professional-principles.html

The following professionalism principles must be met in order for a student to qualify for conferral of the MD degree from the Stanford University School of Medicine.

Professionalism comprises those attributes and behaviors that serve to maintain patient interests above physician self-interest. Professionalism extends beyond interactions with patients and their families, however. Professionalism also involves relationships and interactions between all those involved in medical education and the delivery of patient care including physicians, students, administrators, and allied health professionals. It has implications for research activities and interactions with for-profit companies, governmental agencies, and other outside entities. Professionalism should pervade all of our activities in medicine and should include:

- A commitment to the highest standards of excellence in the practice of medicine and in the generation and dissemination of knowledge.
- A commitment to sustain the interests and welfare of patients.
- A commitment to be responsive to the health needs of society.

The elements of professionalism include altruism, accountability, responsibility, excellence, duty, honesty, integrity, and respect for others. Physicians, students of medicine, and all staff participating in medical student education and patient care at Stanford University School of Medicine are expected to aspire to these ideals, further defined as:

Altruism is the unselfish regard for and devotion to the welfare of others and is a key element of professionalism. Self-interest or the interests of other parties should not interfere with the care of one’s patients and their families.

Accountability and responsibility are required at many levels – individual patients, society and the profession. First, there must be accountability to one’s patients and to their families. There must also be accountability to society for addressing the health needs of the public and to ensure that the public’s needs are addressed. One must also be accountable to the profession to ensure that the ethical precepts of practice are upheld. Inherent in responsibility is reliability in completing assigned duties or fulfilling commitments. There must also be a willingness to accept responsibility for errors.

Objectives and Expectations
1. Adheres to Stanford School of Medicine and Stanford Hospital policies
2. Arrives on time and prepared for educational and patient expectations
3. Fulfills obligations and commitments in timely fashion
4. Respectfully and tactfully questions policies, procedures and practices perceived as unfair
5. Takes responsibility for shortcomings and areas for improvement
6. Recognizes errors and impairments in peers and reports these to appropriate entities
7. Maintains personal control amidst adverse or trying circumstances
8. Takes initiative, perseveres, and is able to prioritize and to manage time
9. Takes on appropriate share of team work
10. Reports accurately and fully on patient care activities
11. Always ensures transfer of responsibility for patient care
12. Informs supervisor/team when mistakes occur or when faced with a conflict of interest

Excellence entails a conscientious effort to exceed ordinary expectations and to make a commitment to life-long learning. Commitment to excellence is an acknowledged goal for all physicians and students of medicine. A key to excellence is the pursuit of and commitment to providing the highest quality of health care through lifelong learning, education, and reflection. One must seek to learn from errors and aspire to excellence through self-evaluation and acceptance of the critiques of others.

Objectives and Expectations
1. Demonstrates ability to practice awareness and self-reflection for lifelong personal and professional development
2. Balances availability to others with care for oneself
3. Recognizes the impact of personal biases on professional conduct
4. Actively solicits and incorporates feedback in a timely fashion
5. Demonstrates caring, compassion and commitment to the physical and emotional wellness of self
6. Addresses own gaps in knowledge and/or skills
7. Pursues and commits to providing the highest quality of health care through lifelong learning, education and reflection

Duty is the free acceptance of a commitment to service. This commitment entails being available and responsive when “on call,” accepting inconvenience to meet the need of one’s patients, enduring unavoidable risks to oneself when a patient’s welfare is at stake, advocating the best possible care regardless of ability to pay, seeking active roles in professional organizations, and volunteering one’s skills and expertise for the welfare of the community.

Objectives and Expectations
1. Demonstrates caring, compassion and commitment to the physical and emotional wellness of others
2. Constructively approaches conflict resolution
3. Provides constructive feedback to improve instruction
4. Actively participates in peer and faculty oral feedback sessions and written assessments
5. Shares responsibility for group learning, feedback, and discussions
6. Recognizes difficulties in peers and assists them in obtaining help or remediation
7. Intervenes on behalf of colleagues when others behave unprofessionally; addresses unprofessional behavior
8. Advocates on behalf of patients
9. Collaborates with communities to address the social determinants of health
10. Advocates for traditionally underserved populations
11. Identifies barriers to care and advocates to reduce those barriers
Honesty and integrity are the consistent regard for the highest standards of behavior and the refusal to violate one’s personal and professional codes. Honesty and integrity imply being fair, being truthful, keeping one’s word, meeting commitments, and being forthright in interactions with patients, peers, and in all professional work, whether through documentation, personal communication, presentations, research, or other aspects of interaction. They require awareness of situations that may result in conflict of interest or that result in personal gain at the expense of the best interest of the patient.

Objectives and Expectations
1. Forthright in interactions with patients, peers and in all professional work
2. Summarizes material in one’s own voice
3. Reports accurate data
4. Admits errors and omissions
5. Identifies situations where confidentiality is expected and important
6. Demonstrates ability to negotiate informed consent
7. Identifies components of patient competence as it relates to informed consent
8. Understands the role of proxies when patients are unable to provide consent
9. Demonstrates awareness of situations that may result in conflict of interest or that result in personal gain at the expense of the best interest of the patient or others

Respect for others is the essence of humanism, and humanism is central to professionalism. This respect extends to all spheres of contact, including but not limited to patients, families, other physicians, and professional colleagues, including nurses, residents, fellows, and medical students. One must treat all persons with respect and regard for their individual worth and dignity. One must listen attentively and respond humanely to the concerns of patients and family members. Appropriate empathy for and relief of pain, discomfort, and anxiety should be part of the daily practice of medicine. One must be fair and nondiscriminatory and be aware of emotional, personal, family, and cultural influences on patient well-being and patients’ rights and choices of medical care. It is also a professional obligation to respect appropriate patient confidentiality.

Objectives and Expectations
General Professionalism
1. Demonstrates respect for patients and colleagues
2. Demonstrates empathy and compassion for others
3. Is fair and nondiscriminatory
4. Exhibits sensitivity to cultural differences among patients and colleagues
5. Is actively inclusive of others to achieve common educational and patient goals
6. Maintains appropriate boundaries in work relationships
7. Uses humor appropriately
8. Ensures that their appearance is appropriate

Team Work
9. Takes initiative and works collaboratively on a team
10. Clarifies expectations and clinical responsibilities, including the student’s role on the team
11. Communicates with their team regarding conflicting responsibilities
12. Recognizes that relationships between physicians and other healthcare workers are sometimes characterized by unequal levels of authority, yet does not abuse their authority
Patient Care
13. Demonstrates caring and rapport with patients.
14. Demonstrates sensitivity to and actively addresses patients' needs.
15. Exhibits sensitivity to cultural differences among patients.
16. Listens attentively and responds humbly to the concerns of patients and family members.
17. Includes patients and families in decision making.
18. Respects patients' dignity
19. Maintains appropriate boundaries in dealing with patients and their families.
20. Demonstrates appropriate empathy for and relief of pain, discomfort, and anxiety.
21. Extends themself to meet patient and family needs.
22. Takes time and effort to explain information to patients.
23. Shows sensitivity when discussing clinical information with patients.
24. Maintains decorum even when patients or others behave inappropriately.
25. Maintains composure and seeks consultation as necessary when working with challenging patients.

2.5. TEACHER-LEARNER AGREEMENT

Stanford University School of Medicine holds in high regard professional behaviors and attitudes, including altruism, integrity, respect for others and a commitment to excellence. Effective learning is best fostered in an environment of mutual respect between teachers and learners. In the context of medical education the term “teacher” is used broadly to include peers, resident physicians, full---time and volunteer faculty members, clinical preceptors, nurses, and ancillary support staff, as well as others from whom students learn.

GUIDING PRINCIPLES:

Duty: Medical educators have a duty to convey the knowledge and skills required for delivering the profession's standard of care and also to instill the values and attitudes required for preserving the medical profession's social contract with its patients.

Integrity: Learning environments that are conducive to conveying professional values must be based on integrity. Students and residents learn professionalism by observing and emulating role models who epitomize authentic professional values and attitudes.

Respect: Respect for every individual is fundamental to the ethic of medicine. Mutual respect is essential for nurturing that ethic. Teachers have a special obligation to ensure that students and residents are always treated respectfully.

RESPONSIBILITIES OF TEACHERS AND LEARNERS:

Teachers should:
• Treat students fairly and respectfully
• Maintain high professional standards in all interactions
• Be prepared and on time
• Provide relevant and timely information
• Provide explicit learning and behavioral expectation early in a course or clerkship
• Provide timely, focused, accurate and constructive feedback on a regular basis and thoughtful
and timely evaluations at the end of a course or clerkship

- Display honesty, integrity and compassion
- Practice insightful (Socratic) questioning, which stimulates learning and self-discover, and avoid overly aggressive questioning which may be perceived as hurtful, humiliating, degrading or punitive
- Solicit feedback from students regarding their perception of their education experiences
- Encourage students who experience mistreatment or who witness unprofessional behavior to report the facts immediately

**Students should:**

- Be courteous of teachers and fellow students
- Be prepared and on time
- Be active, enthusiastic, curious learners
- Demonstrate professional behavior in all settings
- Recognize that not all learning stems from formal and structured activities
- Recognize their responsibility to establish learning objectives and to participate as an active learner
- Demonstrate a commitment to lifelong learning, a practice that is essential to the profession of medicine
- Recognize personal limitations and seek help as needed
- Display honesty, integrity and compassion
- Recognize the privileges and responsibilities coming from the opportunity to work with patients in clinical settings
- Recognize the duty to place patient welfare above their own
- Recognize and respect patients’ rights to privacy
- Solicit feedback on their performance and recognize that criticism is not synonymous with “abuse”

**Relationships between Teachers and Students**

Students and teachers should recognize the special nature of the teacher-learner relationship which is in part defined by professional role modeling, mentorship, and supervision.

Because of the special nature of this relationship, students and teachers should strive to develop their relationship to one characterized by mutual trust, acceptance and confidence. They should both recognize the potential for conflict of interest and respect appropriate boundaries.
3. MD REQUIREMENTS AND PROCEDURES

3.1. ACADEMIC RECORDS AND PRIVACY OF STUDENT RECORD INFORMATION
3.2. REGISTRATION AND STUDY LISTS
3.3. DATA SECURITY AND PRIVACY (HIPAA)
3.4. DEFINITION OF MEDICAL STUDENT PRACTICE ROLE
3.5. DISABILITY ACCOMMODATIONS
3.6. ETHICAL CONDUCT OF BIOMEDICAL RESEARCH
3.7. EVALUATION COMPLETION REQUIREMENTS
3.8. INDUSTRY INTERACTIONS POLICY
3.9. LEAVES OF ABSENCE AND DISCONTINUATION AND REINSTATEMENT
3.10. MALPRACTICE LIABILITY FOR MEDICAL STUDENTS
3.11. MEDICAL HEALTH REQUIREMENTS AND IMMUNIZATIONS
3.12. POLICIES AND RESOURCES FOR DEVICE ENCRYPTION, SECURITY AND USE
3.13. RESPECTFUL EDUCATOR AND MISTREATMENT POLICY
3.14. SAFETY TRAINING
3.15. STANFORD MEDICINE POLICY FOR THE REMOVAL AND TRANSPORT OF PHI
3.16. STANFORD UNIVERSITY SCHOOL OF MEDICINE EDUCATION RESEARCH POLICY
3.17. STEPPING OUT OF THE MD CURRICULUM SEQUENCE
3.18. STUDENT DUTY HOURS AND WORK ENVIRONMENT
3.19. STUDENT PARTICIPATION IN CLINICAL ACTIVITIES INVOLVING PERSONAL RISK
3.20. SURGICAL PROCEDURES FOR MEDICAL STUDENTS
3.21. UNIVERSAL PRECAUTIONS AND NEEDLESTICK PROTOCOL
3.22. USMLE REQUIREMENTS: STEP 1, STEP 2 CK AND STEP 2 CS
3.23. STANFORD HOSPITAL COMPUTER ACCESS FOR MEDICAL STUDENTS (EPIC)
3.24. SCHOOL OF MEDICINE LEARNING SPACES
3.25. ABSENCE POLICY AND EXPECTATIONS
3.26. N95 RESPIRATOR MASK FIT REQUIREMENTS FOR MEDICAL STUDENTS
3.27. SCHOOL OF MEDICINE DRESS CODE GUIDELINES FOR THE CLINICAL SETTING
3.28. SCHOOL OF MEDICINE CRIMINAL BACKGROUND CHECK POLICY
3.1. ACADEMIC RECORDS AND PRIVACY OF STUDENT RECORD INFORMATION  
http://med.stanford.edu/md/mdhandbook/section-3-md-requirements-procedures.html

Transcripts
The notations used on official University transcripts are pass (+), incomplete (I), continuing (N), exempt (EX) and grade not reported (GNR). Students may order transcripts through Axess.

Note: Beginning in Clerkship Period 1, 2010, all students taking required clerkships will be evaluated using the Criterion Based Evaluation System (CBES) model and will be eligible for a Pass With Distinction (PWD) notation on the Medical School Performance Evaluation (MSPE) (the PWD notation applies only to required clerkships; it does not apply to elective clerkships or pre-clerkship courses).

Education Records
The School of Medicine Registrar’s Office establishes a file for each student to collect data and to provide assistance to Advising Deans in counseling and in preparing the Medical Student Performance Evaluation (MSPE). The file contains confidential information, which is available to the following parties with legitimate educational interests without prior permission from the student:

1. Dean of the School of Medicine, Senior Associate Dean for Medical Student Education, Associate and Assistant Deans for Medical Education, Associate and Assistant Deans for Advising;
2. Committee on Performance, Professionalism and Promotion, whenever the Committee is reviewing a student’s performance;
3. Chair of the Clerkship Evaluation Committee
4. Chair of the Committee on Admissions;
5. Executive Committee of the Faculty Senate when asked by the Dean of the School of Medicine or the Committee on Performance, Professionalism and Promotion to review a case;
6. A duly appointed grievance or grievance appeal officer, or a duly appointed ad hoc committee on the Suitability for the Practice of Medicine;
7. Other university officials on a need-to-know basis;
8. Staff of the Office of Medical Student Affairs; and
9. Others as permitted or required by law or by University policy.

Notification of Rights Under FERPA
The following is quoted from the Stanford Bulletin:

The Family Educational Rights and Privacy Act of 1974 (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the date the University receives a request for access.

Current and former students who wish to make a FERPA-related request to view records should submit to the Office of the University Registrar an online request that identifies the record(s) the student wishes to inspect:

Request for records by current student and former students who still have an active Stanford ID (typically students who were enrolled within the last five years)

Request for records by former students who do not have an active Stanford ID
Students are advised to provide complete information in order to assist the University in following up on the request. Federal law requires that the University provide access to requested extant records within 45 days. A Registrar's Office official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records requested are not under the control of the Registrar's Office, the Registrar's Office will make arrangements for the relevant office to provide the records within the time frame established under the law.

2. **The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.**

   a) A student may ask the University to amend the record that he or she believes is inaccurate or misleading. The student should write the University official responsible for the record (with a copy to the University Registrar), clearly identify the part of the records he or she wants changed, and specify why it should be changed.

   b) If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment.

   c) Additional information regarding the hearing procedures is provided to the student when notified of the right to a hearing.

3. **The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.**

   FERPA contains various exceptions to the general rule that the University should not disclose education records without seeking the prior written consent of the student. The following circumstances are representative of those in which education records (and information drawn from education records) may be disclosed without the student's prior written consent:

   a) Upon request, the University may release Directory Information (see the "Directory Information" section of this bulletin).

   b) School officials who have a legitimate educational interest in a student's education record may be permitted to review it. A school official is: a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student or volunteer serving on an official committee (or representing a recognized student group), such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her responsibility to Stanford or to the student.

   c) The University discloses education records without consent to officials of another school, in which a student seeks or intends to enroll, upon request of officials at that other school.

   d) The University may choose to disclose education records (and information drawn from education records) to either supporting parent(s) or guardian(s) where the student is claimed as a dependent under the Internal Revenue Code.
e) The University may inform persons including either parent(s) or guardian(s) when disclosure of the information is necessary to protect the health or safety of the student or other persons.

f) For students under the age of 21, the University may notify either parent(s) or guardian(s) of a violation of any law or policy relating to the use of alcohol or controlled substances.

g) The University must provide records in response to lawfully issued subpoenas, or as otherwise compelled by legal process.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

Sharing Information with Parents

Students are encouraged to maintain an ongoing, open dialogue with parents throughout their careers at Stanford about academic progress and personal development. Most student difficulties are resolved at Stanford without involving parents. The University does recognize, however, that there are some exceptional situations where parental involvement may be appropriate to assist a student through a difficult circumstance. Under those circumstances, Stanford may (but is not required to) choose to disclose information to parents if permitted by law.

Under the Family Educational Rights and Privacy Act (FERPA), Stanford is permitted to disclose information drawn from education records to parents if one or more parent claims the student as a dependent for federal tax purposes. Some laws, especially those relating to medical and mental health care, prohibit the disclosure of information without the student's consent, even where the student is a tax dependent.

See also the Stanford Bulletin.

Procedures for Inspecting Records and Correcting Inaccuracies or Misleading Information

Students wishing to inspect and review their transcripts and academic files should consult with any of the Advising Deans. If a student believes any information in the file is inaccurate or misleading (other than the evaluation of performance in clerkships), they should consult with the person who provided the information. If the matter remains unresolved, the student should contact any of the Advising Deans. If the matter still cannot be resolved, the student may consult the Associate Dean for Medical Student Life Advising or the University Ombudsperson, or may pursue paths as set forth in the Privacy of Student Records section of the Stanford Bulletin.

Directory Information

The University regards the following items of information as "directory information," that is, information that the University may make available to any person upon specific request (and without student consent):

- Name*
- Date of birth
- Place of birth
- Directory addresses and telephone numbers
- E-mail addresses
- SUNet ID (as opposed to Stanford Student ID Number)*
- Mailing addresses
- Campus office address (for graduate students)
- Secondary or permanent mailing addresses
- Residence assignment and room or apartment number
- Specific quarters or semesters of registration at Stanford
- Stanford degree(s) awarded and date(s)
- Major(s), minor(s), and field(s)
- University degree honors
- Student theses and dissertations*
- Participation in officially recognized sports or activities*
- Weight and height of members of athletic teams*
- Institution attended immediately prior to Stanford
- ID card photographs

For more information, see Stanford's FERPA website at:
https://registrar.stanford.edu/students/student-record-privacy

Students may prohibit the release of many of the items listed above (except those with an ‘*’) by designating which items should not be released on the Privacy function of Axess. Students may prohibit the release all directory information listed above after an appointment with the Office of the University Registrar to discuss the ramifications of this action. Student theses and dissertations can be restricted through the publishing options and embargo settings students select during submission.

Students, faculty, and others with questions regarding student records should contact the Office of the University Registrar.

Consent to Use of Photographic Images
Registration as a student and attendance at or participation in classes and other campus and University activities constitutes an agreement by the student to the University's use and distribution (both now and in the future) of the student's image or voice in photographs, video or audio capture, or electronic reproductions of such classes and other campus and University activities.

If any student in a class where such photographing or recording is to take place does not wish to have their image or voice so used, the student should raise the matter in advance with the instructor.
3.2. REGISTRATION AND STUDY LIST
http://med.stanford.edu/md/mdhandbook/section-3-2-registration-and-study-list.html

The preliminary study list deadline is the first day of classes of each quarter during the academic year. As early as possible when enrollment opens, but no later than the preliminary study list deadline, students must submit to the Office of the University Registrar via Axess, a study list to enroll officially in classes for the quarter. Students are expected to be enrolled “at status” by the preliminary study list deadline, meaning that students must be enrolled in sufficient units (9 units for full time) to meet requirements for their status. Students will be charged a $200 late study list fee for submitting their study lists after the quarterly deadline.

Study List Changes

- Students may add courses or units to their study lists through the end of the Final Study List deadline at the third week of classes. Individual faculty may choose to close their classes to new enrollments at an earlier date.

- Courses or units may be added only if the revised program remains within the normal load limits. Courses or units may be dropped by students through the Final Study List deadline, without any record of the course remaining on the student’s transcript.

- After the Final Study List deadline, appropriate course instructor approval must be obtained. Study List Changes approved after the deadline must be submitted to the School of Medicine Registrar’s Office.

- If the instructor allows a student to take an ‘I’ (incomplete) in the course, the student must make the appropriate arrangements for that with the instructor by the last day of classes.

3.3. DATA SECURITY AND PRIVACY (HIPAA)

In compliance with the Privacy Rule of the Health Insurance Portability and Accountability Act of 1996 (HIPAA), the Stanford University School of Medicine requires all new medical students to complete Patient Privacy Regulation HIPAA Training before starting classes and annually thereafter. Stanford’s HIPAA training is a web-based module that takes 120 minutes to complete.

Pre-clerkship students will not receive credit for the Practice of Medicine course until they have completed this training (both years). Clinical students will be unable to enter the Clerkship Draw until they have completed this training. The training module is self-paced and is accessible through the Stanford Training and Registration System (STARS). Log into Axess and click the STARS tab. In the Search Catalog box, enter the course title “HIPAA/Protecting Patient Privacy” or the course code PRIV-0010.

Students must adhere to Stanford University’s HIPAA Privacy Policies outlined at https://privacy.stanford.edu/training/hipaaprotecting-patient-privacy.

The Data Security Program at the School of Medicine oversees compliance with Stanford policy and federal law. To find out more about the Data Security Program, and to get your computers ready for encryption:
https://med.stanford.edu/datasecurity/

See sections 3.12 and 3.15 for additional information on data security and encryption
3.4. DEFINITION OF MEDICAL STUDENT PRACTICE ROLE
http://med.stanford.edu/md/mdhandbook/section-3-4-definition-of-medical-student-practice-role.html

The Medical Board of California requests that medical students be carefully instructed about what they may and may not do in terms of writing orders or prescriptions for patients. Thus, Educational Programs and Services, in collaboration with the clinical department chairs, Stanford-affiliated hospitals, and nursing offices, has prepared the following description of the appropriate role of the Stanford medical student on a patient care team.

California state law allows specific exceptions for medical students to the general code, which requires that all medical acts must be performed by licensed physicians. The exception specifies that a student may do all things that a physician may do with the following provisos:

1. That any medically-related activity performed by students be part of the course of study of an approved medical school; and
2. That any medically-related activity performed by students be under the proper direction and supervision of the faculty of an approved medical school.
3. Where clinically and educationally appropriate, physicians who are supervising medical students may delegate responsibility for some elements of teaching and supervision to non-physician care providers, e.g. allied health professionals, nurses, respiratory therapists, etc., within the institution. It will be the responsibility of each supervising physician to determine which learning experiences are appropriately delegated in this manner and to ensure that non-physicians providing such supervision are working within their scope of practice.

Medical students may therefore write orders for drugs, treatments, etc., provided that:

1. the provisions of number 2 above are observed;
2. the students are assigned to or are consultants to the service on which the order pertains; and
3. a licensed physician countersigns all orders before the orders are executed. Telephone orders of counter-signatures will be accepted from licensed physicians (including licensed housestaff). Medical students may locate and solicit the licensed physician’s verification by telephone, but the licensed physician must speak directly to the registered nurse and must actually sign the order before going off duty. The counter-signature is recorded as a telephone order. Routine admission orders are not exempted from the above provisions.

Medical students acting as subinterns, are still subject to the above provisions.

Medical students will identify their signatures with CC (Clinical Clerk) or MS (Medical Student), just as licensed physicians identify their signatures with MD. Medical students will also wear badges identifying them as medical students.

Medical students are not to be involved in any portion of the medical care of other medical students.
3.5. Disability Accommodations

Students with disabilities (including, but not limited to, temporary and permanent physical, psychological, or learning disabilities) who may need academic accommodations (including services and auxiliary aids), should register with the Office of Accessible Education for assessment and approval of such accommodations. The Associate Dean of Medical Student Affairs coordinates with the Office of Accessible Education to facilitate accommodations. Students with documented disabilities are responsible for notifying the Associate Dean of Medical Student Affairs of their accommodation needs. Students should request accommodations well in advance of when needed. Prior to registration with the Office of Accessible Education, students should not request accommodations directly from faculty members or clerkship directors.

3.6. Ethical Conduct of Biomedical Research

As part of medical student training in the ethical conduct of biomedical research, all medical students matriculating starting in 2009 or later are required to complete the CITI Group 9 module.

The deadline for completion of this requirement for incoming first-year students is December 1, 2019.

To complete this training, students must:
- Visit the CITI website: https://about.citiprogram.org/en/homepage/
- Register for Group 9 and complete all sections

The Office of Medical Student Research and Scholarship will verify all students’ completion.

Note: For students who matriculated prior to academic year 2009-2010, those who have successfully completed MED 255 Responsible Conduct of Research are exempt from this requirement; students who have not previously completed MED 255 must complete the online CITI training in order to graduate.

3.7. Evaluation Completion Requirements

Receiving substantive, representative feedback from students about our required medical school curriculum and instructors is crucial in helping the School of Medicine to understand program strengths and weaknesses and identify opportunities to improve the educational experience for future generations of students. In addition, learning to give and receive feedback is an integral part of developing professional skills students will need as future physicians.

Professionalism Requirements for Completing Evaluations

1. Students must complete all evaluations assigned to them.
2. All evaluations must be completed within 3 weeks of being assigned.
3. Required evaluations include:
   a. AAMC Matriculating Student Questionnaire (MSQ)
   b. Evaluations of all required pre-clerkship courses
c. Individual evaluations of pre-clerkship faculty lecturers (class will be broken into thirds and each group will be assigned to evaluate 1/3 of the faculty)

d. Preceptor evaluations for Practice of Medicine (POM)

e. Small group evaluations for POM (peer and small group leader)

f. Quarterly evaluations of the learning environment

g. AAMC Year 2 Questionnaire (Y2Q)

h. Evaluations of all required clerkships

i. Individual evaluations of clerkship instructors (complete all assigned evaluations)

j. Stanford School of Medicine Wellness and Learning Environment Survey

k. Educators-4-Care (E4C) program/mentor evaluations

l. Scholarly Concentrations mid-program and end-of-program evaluations

m. Evaluations of Scholarly Concentration mentors

n. Survey to collect Information on Residency Interviews and Matching

o. AAMC Graduation Questionnaire (GQ)

4. For the pre-clerkship curriculum, completion rates on evaluations will be reviewed after each quarter has finished and the evaluation due-dates have passed. If a student has not completed at least 75% of the evaluations assigned during the quarter, their E4C mentor will be alerted. The student will receive feedback about professionalism expectations from their mentor and/or advisor.

5. Evaluations completion rates will continue to be checked for each subsequent quarter. If a student completes less than 75% of the evaluations assigned during a subsequent quarter, the E4C mentor will be alerted that there has been a second lapse in professionalism with regard to evaluations. The student will receive additional feedback regarding professionalism expectations and a warning that any further lapse may result in a referral to the Committee for Performance, Professionalism and Promotion (CP3).

6. If a student completes less than 75% of evaluations in another quarter (third violation), the student may be referred to CP3 for a professionalism concern.

7. Failure to complete other required evaluations (clerkship, scholarly concentration, wellness, etc.) may also lead to E4C mentors being notified. Repeated failure to complete these assigned evaluations may also result in a referral to CP3.

Use of Professional Language in Evaluations

1. Comments provided in evaluations should be constructive, respectful, and framed using language that the evaluator would want to hear used if they were being evaluated.

2. Written comments provided in student evaluations are anonymous (i.e., faculty cannot access information about the identity of an individual student who provides comments in an evaluation form), however, if a student submits a written comment in an evaluation form that violates either a)
the Stanford Affirmation, or b) the School of Medicine Technical, Non-Academic Standards, or c) if there are concerns about student safety or wellbeing that comment may be subject to review by committee.

3. Any instructor, staff, or student may request that a comment be reviewed to determine whether it violates the Stanford Affirmation or the School of Medicine Technical, Non-Academic Standards, or if there are concerns for student safety or wellbeing.

4. Comments in question will be brought before the Evaluation Review Committee. This committee will consist of the following members (or their designees): The Director of Evaluation, the Assistant Dean for Pre-Clerkship Education, the Assistant Dean for Medical Education, the Senior Associate Dean for Medical Education, the E4C Program Director, a representative from the Student Advising Team, and a medical student representative.

5. If the review committee determines that the comment violates the Stanford Affirmation or the School of Medicine Technical, Non-Academic Standards or there is sufficient reason to be concerned for student safety or wellbeing, a request may be made to try to determine the identity of the evaluation writer. In this case, the Director of Evaluation and Instructional Development will contact the vendor where the evaluation data is housed (generally MedHub) to request that their staff share with us the identity of the student who committed the violation in their evaluation.

6. The student who wrote a comment that is determined to have violated the Stanford Affirmation or the School of Medicine Technical, Non-Academic Standards may be asked to revise the comment and/or submit an apology to the faculty member and/or the course or curriculum leader the comment targeted.

7. In the case of a violation of the Stanford Affirmation or the School of Medicine Technical, Non-Academic Standards, the student’s E4C mentor and Advising Dean will be notified of the violation. The student will receive feedback about professionalism expectations and a warning that a second lapse will lead to a referral to CP3.

8. If the student submits a second comment that is determined by the Evaluation Review Committee to have violated the Stanford Affirmation or the School of Medicine Technical, Non-Academic Standards, the student will be referred to the CP3 for a professionalism concern.

3.8. INDUSTRY INTERACTIONS POLICY

http://med.stanford.edu/siip/home.html

Stanford medical students must abide by the guidelines and standards set forth by the Industry Interactions policy outlined at http://med.stanford.edu/siip/home.html

3.9. LEAVES OF ABSENCE AND DISCONTINUATION AND REINSTATEMENT

http://med.stanford.edu/md/mdhandbook/section-3-9-leaves-of-absenceand-reinstatement.html

A Leave of Absence is required for any term of the academic year (Autumn, Winter, Spring) for which a student does not wish to enroll in classes at Stanford University. Students wishing to take a Leave of Absence should first complete the online Leave of Absence form.

Leave of Absence Request forms with required signatures must be submitted in advance of the preliminary study list deadline of the requested quarter to the School of Medicine Registrar’s office.
Students who do not meet the requirement for continuous registration during the academic year must obtain an approved leave of absence, in advance, for the term(s) they will not be registered. The Leave of Absence must be reviewed for approval by the School of Medicine Registrar’s Office, and if the student is in the United States on a foreign student visa, by the Bechtel International Center. The granting of a Leave of Absence is at the discretion of the School of Medicine and is subject to review by the Office of the University Registrar. The University may condition its approval of a petition for a Leave of Absence on the student’s meeting such requirements as the University deems appropriate in the individual case for the student to be eligible to return.

Leaves of Absence are granted at the discretion of the School of Medicine, and are granted for a maximum of one calendar year. Leaves requested for a longer period are approved only in exceptional circumstances. Extension requests must be made to the Committee on Performance, Professionalism and Promotion before the expiration of the original Leave of Absence. Leaves of Absence may not exceed a cumulative total of two years.

New students may not take a Leave of Absence during their first quarter. However, new students may request a deferment; whether to grant or deny the requested deferment is at the discretion of the School of Medicine.

Students on Leaves of Absence are not registered at Stanford, and therefore do not have the rights and privileges of registered students. They cannot fulfill any official department or University requirements during the leave period.

NOTE: Students taking an approved Leave of Absence have not ended their relationship with the University. A student who is granted a Leave of Absence in Autumn for which the effective date of the Leave is prior to the first day of class will not be charged health insurance as they will not be eligible for Cardinal Care. Their eligibility will resume when they return and register for classes. A student who is granted a Leave of Absence for which the effective date for the leave is on or after the first day of the quarter and they are enrolled in Cardinal Care will remain enrolled for the plan year. Students with questions about this process can contact the Insurance Referral Office at Vaden Health Center at (650) 723-2135. Under some limited circumstances students on Leave of Absence may be able to make special arrangements to continue their university housing; students will need to deal directly with the relevant University offices involved to do so.

For more information see the Leave of Absence section of the Stanford Bulletin

Childbirth Academic Accommodation Period

See University Policies: 5.9.1 Pregnancy, Childbirth and Adoption: Policy

Discontinuation and Reinstatement

A student’s academic degree program may be discontinued if the student:

- Fails to be enrolled by the study list deadline; or
- Fails to be approved for a leave of absence by the start of the term; or
- Voluntarily terminates graduate studies; or
- Is dismissed from graduate students for academic reasons; or
- Is expelled from the University
Students who fail to be either enrolled by the final study list deadline or approved for a Leave of Absence by the start of a term or after voluntary withdrawal are required to apply for reinstatement through the Graduate Admissions Office before they can return to the same degree program.

The decision to approve or deny reinstatement is made by the Committee on Performance, Professionalism and Promotion (CP3) which is not obliged to approve reinstatement of students. Reinstatement decisions may be based on the applicant’s academic status when last enrolled, activities while away from campus, the length of the absence, the perceived potential for successful completion of the program, and the ability of the school to support the student both academically and/or financially, as well as any other factors or considerations regarded as relevant. In addition, the School of Medicine retains the right to condition reinstatement on such academic or other conditions as it deems appropriate.

Reinstatement information is available from the School of Medicine Registrar’s office and the application is available at https://stanford.app.box.com/v/appgradreinstate. Reinstatement applications must be submitted 60 days prior to the first day of the term for which reenrollment is requested. Successful applicants will be billed the reinstatement fee.

3.10. MALPRACTICE LIABILITY FOR MEDICAL STUDENTS
http://med.stanford.edu/md/mdhandbook/section-3-10-malpractice LIABILITY FOR MEDICAL STUDENTS.html

Stanford assumes the financial responsibility for medical malpractice liability incurred by registered medical students when participating in any clinical activities as part of their formal educational program at the Stanford University Medical Center, or at other Stanford-approved medical facilities. However, it is very important that Stanford medical students be certain they are protected when participating in clinical work in special situations. Therefore, students should consult the School of Medicine Registrar’s Office if they will be:

1. taking a clinical clerkship at another hospital or medical school in the United States while not paying tuition and not registered as a medical student at Stanford.
2. taking a clinical experience in a foreign country while not paying tuition and not registered at Stanford.
3. participating in any volunteer clinical work away from Stanford.
4. working in a private physician’s office.
5. participating in any clinical activities not at Stanford that are not covered in (1) through (4) above.

Stanford reserves the right without prior notice to modify its practices with regard to financial responsibility for medical malpractice liability.

3.11. MEDICAL HEALTH REQUIREMENTS AND IMMUNIZATIONS
http://med.stanford.edu/md/mdhandbook/section-3-11-medical health requirements and immunizations.html

Medical Requirements

All matriculated Stanford students must complete the Entrance Medical Requirements at their own expense. These requirements are established and monitored by Vaden Student Health Center.

Annual Tests and Immunizations

The following immunizations are required of each MD student ANNUALLY (even if the student is also
pursuing another degree such as an MPH, MS, MBA or PhD).

- Tuberculosis (TB): Student may choose to have either a PPD test (requires a return visit to have the test result read) or Quantiferon.
- Influenza: All MD students must be immunized against influenza.

Immunizations can be performed at the following location:

**Vaden Student Health Center**
866 Campus Drive
Stanford, CA 94305-8580
(650) 498-2336

Additional tests or immunizations required by specific clerkships require a note of explanation from the requiring Clerkship Director. The note should be presented to either Vaden or OHC before the test or immunization is received.

Annual immunizations required by the School of Medicine and its clerkships are performed at the School of Medicine’s expense. The School of Medicine does not provide funding for immunizations required by residency programs.

If a student is not in compliance with required immunizations and annual testing, an enrollment hold will be placed on the student’s account preventing enrollment. The hold will be released once the student is in compliance with the required immunizations and annual testing.

### 3.12. POLICIES AND RESOURCES FOR DEVICE ENCRYPTION, SECURITY AND USE

[http://med.stanford.edu/md/mdhandbook/section-3-12-policies-and-resources-for-mobile-devices.html](http://med.stanford.edu/md/mdhandbook/section-3-12-policies-and-resources-for-mobile-devices.html)

As all medical students will at some point in their MD program training access Protected Health Information (PHI), they should consistently attest to storing restricted data on all devices, and have their devices appropriately encrypted and fully compliant with School of Medicine data security standards. This applies to all MD program students, whether or not they are actively working with PHI (e.g., during parts of the MD curriculum that do not involve clinical work, when stepping out of the curriculum to obtain another degree, etc.).

Attestation and data security compliance are a professional expectation; failure to correctly attest and/or have all devices encrypted by stated deadlines. If attestation and encryption is not completed following a notification reminder, the student will be referred to the Committee on Performance, Promotion and Professionalism (CP3) and their Advising Dean.

**Personal Responsibility**

Legally, you are personally and fiscally responsible for any information disclosure from your computer or mobile devices, whether accidental or not. IRT Security is here to help you protect yourself: encryption is a one-time, necessary step you can take now to prevent problems in the future.

**Data Classification: What Data Must Be Encrypted?**

Stanford University has classified information assets into categories to determine which security
precautions must be taken to protect it against unauthorized access. Data may be classified as High, Moderate or Low Risk. Common types of High Risk data include:

- Protected Health Information (PHI)
- Health insurance policy ID numbers
- Social security numbers
- Credit card numbers
- Financial account numbers
- Export controlled information under U.S. laws
- Driver’s license numbers
- Passport and visa numbers
- Donor contact information and non-public gift information

For every School of Medicine affiliate who might use or store this type of data, every device used for Stanford work (even if only for email) must be verifiably encrypted. If you have a device that cannot meet the encryption requirements, it must not be used for Stanford work. This applies to both Stanford-owed as well as personally-owned devices.

For more information on the University risk classification standards, please visit https://uit.stanford.edu/guide/riskclassifications.

For more information on encryption requirements visit http://med.stanford.edu/irt/security/encryption-main.html.

Because personal computing devices are becoming more and more portable—laptops, smart phones, USM thumb drives, etc.—securing the sensitive information stored on those devices is more important than ever. Based on government regulations, individuals may be held personally and fiscally liable in the event of information disclosure. Students are expected to review and follow the policies outlined below:

**Mobile Device Management**

If you have an iOS or Android device that you use for Stanford work, there's an easy way to set up and maintain proper security practices on your device. Stanford uses the application AirWatch to provide Mobile Device Management (MDM). The application is free to install, and automatically configures your device to be optimized for the Stanford environment—from email settings to security settings. Visit the link provided above for more information about MDM at Stanford.

**Stanford School of Medicine Course Content Access and Appropriate Use Policy**

Stanford students may only use Stanford University School of Medicine course materials as intended for curriculum and course-related purposes. These materials are copyrighted by the University or others. Access to this content is for personal academic study and review purposes only. Unless otherwise stated in writing, students may not share, distribute, modify, transmit, reuse, sell, or disseminate any of this content.

**High Risk Data and HIPAA Compliance**

Students must ensure all devices used for Stanford work fully comply with Stanford’s security requirements and HIPAA guidelines. As medical students are expected to interact with High Risk data (such as PHI), all devices must be verifiably encrypted. The University’s BigFix application is used to report the encryption status of laptops and desktops regularly. MDM (AirWatch) is used to report the encryption status of mobile devices.
devices. Additional requirements include ensuring a password is set and that all backups are encrypted.

**Stanford University Computer and Network Usage Policy**

Students must respect copyrights and licenses, respect the integrity of computer-based information resources and refrain from seeking to gain unauthorized access, and respect the rights of other information resource users.

**Stanford Medicine Bring Your Own Device Policy**

Stanford Medicine will begin the transition towards becoming a “Bring Your Own Device (BYOD)” campus. What does this mean for you?

- **In preclerkship courses**, you will use your own device for online quizzes and exams, and potentially other classroom activities. You will be asked to install a secure lockdown browser on your device at the beginning of the year for examinations.

- **In clerkship courses**, you will have the choice of using your own device or a Stanford-provided device for NBME exams. If you choose your own device, instructions will be provided to install the NBME secure browser on your device prior to the exam.

The School of Medicine EdTech team will provide support before and during examinations to ensure a smooth experience. Please visit BYOD at Stanford Medicine for the latest details on system requirements and Stanford Medicine’s transition to BYOD. If you have any questions, please contact EdTech at edtech-support@stanford.edu.

See sections 3.3 and 3.15 for additional information

**3.13 RESPECTFUL EDUCATOR AND MISTREATMENT POLICY**


*The School of Medicine standards of conduct for the teacher-learner relationship reads as follows:*

I. **Standards**

A. Stanford School of Medicine is committed to providing a work and educational environment that is conducive to teaching and learning, research, the practice of medicine and patient care. This includes a shared commitment among all members of the School of Medicine community to respect each person’s worth and dignity, and to contribute to a positive learning environment where medical students are enabled and encouraged to excel. Given their roles in the educational process and their inherently unequal positions vis a vis students, all instructional personnel (including faculty, residents, and other members of the healthcare team) are to treat students with courtesy, civility and respect and with an awareness of the potential impact of their behavior on such students’ professional futures.

B. Conduct inconsistent with this policy can occur in a variety of forms and may seriously impair learning. In particular, instructional personnel are expected to create an environment in which feedback regarding their performance can be given openly by students without concern for reprisal, and which is free of exploitation, harassment, impermissible discriminatory treatment, humiliation, or other mistreatment or abuse of medical students. Examples of conduct inconsistent with these standards might
include:

- Sexual harassment
- Physical or verbal abuse
- Assigning duties as punishment rather than education
- Requiring a student to perform personal services (such as shopping or babysitting)
- Unwarranted exclusion from reasonable learning or professional opportunities
- Evaluation or grading on inappropriate criteria (or threatening to do so)
- Harassment or discrimination on the basis of sex, race, age, color, disability, religion, sexual orientation, gender identity, national or ethnic origin, or any other characteristic protected by applicable law

C. Note: The expectations stated in this policy primarily relate to the standards of conduct for instructional personnel. For their part, medical students are expected to adhere to similar standards of respectful and professional behavior, including (but not limited to) the standards of conduct for students set forth in the MD Program Handbook and Policy Manual and website.

II. Guidelines for Application

A. These standards of conduct are applicable to all School of Medicine instructional personnel (including faculty, residents and other members of the healthcare team) in their interactions with Stanford medical students—whether on or off campus and whether in formal educational (such as clinical or classroom) or in social settings.
B. In general, a determination of whether specific conduct is inconsistent with this policy will depend on a case-by-case analysis of the particular facts and circumstances, and the use of a “reasonable medical student” standard.
C. Students subjected to abuse, discrimination, mistreatment or harassment have a right to seek timely and effective remediation with the full support of the School of Medicine and Stanford University. In addition, retaliation and/or reprisals against an individual who in good faith reports or provides information in an investigation about conduct that may violate this policy is prohibited.
D. Conduct inconsistent with this policy may consist in repeated actions or may even arise from a single incident if sufficiently egregious.
E. In the review of conduct under this policy, other Stanford University and School of Medicine policies and procedures (such as Stanford’s Prohibited Sexual Conduct Policy) may become relevant.

III. The Respectful Educator and Mistreatment Committee

The Respectful Educator and Mistreatment Committee (REMC) is a standing committee to carry out the purposes and procedures set forth in this policy.

A. The committee meets quarterly, and on an ad hoc basis if it is deemed necessary by the Chair.
B. The committee is chaired by the Associate Dean for Medical Student Life Advising, who is hereafter referred to as the Chair.
C. The composition of the committee includes the following as members:
   - The Chair
   - One or more clinical students
   - An Academic Advising Dean
   - The Director of Graduate Medical Education (or designee)
   - The Assistant Dean for Clerkship Education
   - The Director of Educators-4-CARE
• A Residency Training Program Director
• A Resident
• The Chair of the Physician Wellbeing Committee

D. The REMC will keep such confidential records of its proceedings as are appropriate to support its purposes of education and concern resolution.

IV. Procedures

The following procedures for handling incidents of potential violations of the Standards of Conduct for the Teacher-Learner Relationship place a strong emphasis on resolving complaints informally. The procedures include advising and mediation. It is important to note that the procedures do not preempt other formal or informal channels available within the University. It is recommended that students should -- as a first step-- contact the Chair of the Respectful Educator and Mistreatment Committee to review the various options that are available (on a confidential basis as that status is granted to the Associate Dean for Medical Student Life Advising – https://med.stanford.edu/md/student-affairs/student-wellness/advising.html). The Chair is empowered to explore with the student a plan of action that may include some or all of the steps described below.

A. Informal: Concern about potential violations may be handled by communication with various individuals, including but not limited to the following:

1. Direct discussions (by the student or others) with the alleged offender.
2. Conversation (by the student or others) with individuals such as the chief resident, attending physician, clerkship director, and/or E4C faculty.
3. The Chair may present the concern to all or a portion of the committee, and to such third parties that the Chair deems appropriate for seeking an informal resolution.
4. The Chair also may in their discretion refer the matter to an alternate available University process or office, such as an existing grievance process or the Sexual Harassment Policy Office or the Director of the Diversity and Access Office.
5. Direct conversation by the student with confidential resources including but not limited to the Ombuds, Counseling and Psychological Services, and the Deans of Religious Life.

Informal solutions to address the problem may be recommended and/or pursued such as (but not limited to) systems changes or educational interventions. The Chair will be available throughout the process to discuss with the student the status of the matter, including any potential resolution.

B. Formal: If no resolution is reached and the student wishes to proceed with a more formal grievance or complaint process, the Chair may refer the student to other existing processes or may (in an appropriate case) accept from the student a written grievance or complaint to use the procedure described below.

1. The student should set forth in writing the substance of the grievance or complaint, the grounds for it and the evidence on which it is based, and the efforts taken to date to resolve the matter. It is at this stage that the matter becomes a formal grievance or complaint.
2. The grievance or complaint document should be submitted to the Chair. A grievance should be filed in a timely fashion, i.e., normally within thirty days of the end of the academic quarter in which the action that is the subject of the grievance or complaint occurred. A delay in filing may be grounds for rejection of that grievance or complaint.
3. The Chair will review the grievance or complaint and (if it reflects an appropriate use of the process) will then promptly (within 7 days) transmit the grievance or complaint to the Senior Associate Dean for Medical Education (SADME) for handling.
4. The SADME shall promptly initiate a review, which should normally be completed within
sixty days. The SADME may attempt to resolve the matter informally and may refer the matter (or any part of it) to a grievance officer or other designee, who will evaluate and/or address the matter as the SADME directs. The SADME may also, in appropriate cases, remand the matter to the appropriate administrator (including to the administrative level at which the grievance or complaint arose) for further consideration.

5. In undertaking this review, the SADME (or their designee) may request a response to the issues raised in the grievance or complaint from any individuals believed to have information the reviewer considers relevant, including faculty, staff and students.

6. The SADME (or their designee) shall issue their decision in writing and take steps to initiate such corrective action as is called for (if any). Conduct meriting discipline shall be brought to the attention of the appropriate disciplinary process.

7. **Appeal**
   a. If the student is dissatisfied with the disposition by the SADME (or their designee), they may appeal to the Dean of the School of Medicine. The appeal should be filed in writing with the Dean within ten days of the issuance of the decision by the SADME (or their designee); a delay in filing the appeal may be ground for rejection of that appeal.
   b. The Dean may attempt to resolve the matter informally and may refer the matter (or any part of it) to a grievance appeal officer or other designee, who will review the matter at the Dean’s direction. The Dean also may remand the matter to the appropriate administrator (including to the administrative level at which the grievance arose) for further consideration.
   c. The Dean should normally complete their review of the appeal and issue their decision in writing within forty-five days. That decision is final. It is not subject to further review by any other University process.

V. **General Provisions**

A. **Time Guidelines:** The time frames set forth herein are guidelines. They may be extended by the Chair, the SADME or the Dean, as applicable, in their discretion for good cause (including for reasons relating to breaks in the academic calendar).

B. **Advisers:** A student initiating or participating in a grievance or complaint under this procedure may be accompanied by an adviser in any discussion with the Chair, the SADME, the Dean, or their designees (such as a grievance or grievance appeal officer); such adviser must be a current Stanford faculty, staff member or student.

C. **Ombuds:** Students should be aware that the University Ombuds (http://med.stanford.edu/ombuds/) and the School of Medicine Ombuds (Jim Laflin, jlaflin@stanford.edu) are available to discuss and advise on any matters of University concern and frequently help to expedite resolution of such matters. Although it has no decision making authority, the Ombuds’ Office has wide powers of inquiry.

D. **Sexual Harassment and Disability related issues:** For further information and resources concerning sexual harassment, students should refer to the web page of the Sexual Harassment Policy Office at http://harass.stanford.edu. For further information and resources concerning disabilities and accessible education, students should refer to the web page of the Office of Accessible Education at http://www.stanford.edu/group/DRC/ and/or the Diversity & Access Office (https://diversityandaccess.stanford.edu).

E. **No retaliation:** Stanford University prohibits retaliation or reprisals against individuals based on their pursuit in good faith of a grievance or complaint under this procedure, or their participation in good faith in the grievance or complaint process.

F. **Standards for Review:** If the grievance or complaint involves a decision that is being challenged, the review by the SADME, as well as the review by the Dean on appeal, usually will be limited to the following considerations:
   1. Were the proper facts and criteria brought to bear on the decision? Were improper or
extraneous facts or criteria brought to bear that substantially affected the decision to the detriment of the grievant?
2. Were there any procedural irregularities that substantially affected the outcome of the matter to the detriment of the grievant?
3. Given the proper facts, criteria, and procedures, was the decision one which a person in the position of the decision maker might reasonably have made?

VI. Education

The Stanford School of Medicine will provide ongoing education to promote a positive learning environment and discourage violations of the standards of conduct for the teacher-learner relationship. Such education serves several purposes. First, it promotes an environment of respect for each person’s worth and dignity. Second, it informs students that there are procedures available for them to register concerns of educator conduct violations, which can be investigated and addressed without fear of retaliation. Third, it informs instructional personnel of the School of Medicine’s standards of conduct and procedures for responding to allegations of violations of these standards. Educational sessions on this topic will be introduced during the pre-clerkship curriculum and readdressed early in the clinical curriculum. Educational sessions on this topic will also be presented to educational personnel including but not limited to at forums such as resident orientation, department meetings, and staff meetings. The materials and methods for providing this education will be the responsibility of the Respectful Educator and Mistreatment Committee.

3.14. SAFETY TRAINING

http://med.stanford.edu/md/mdhandbook/section-3-14-safety-training.html

Bloodborne Pathogens Training

The California OSHA Bloodborne Pathogens Standard requires that all individuals with occupational exposure to blood, blood products, or other potentially infectious materials complete a bloodborne pathogens training course ANNUALLY. This requirement applies to all medical students. Stanford University’s Bloodborne Pathogens training course is a web-based module that takes approximately one-half hour to complete.

Pre-clerkship students will not receive credit for the Practice of Medicine (POM) course until they have completed this training (both years). Clinical students are not able to enter the Clerkship Draw until they have completed this training.

The training module is self-paced and is accessible through STARS. Log into AXESS and click the STARS tab. In the Search Catalog box, enter the course title “Bloodborne Pathogens” or the course code EHS-PROG-1600.

Safety and Emergency Preparedness Training

All medical students are required to complete the following three online courses:

- General Safety, Injury Prevention (IIPP) and Emergency Preparedness (EHS-4200)
- Biosafety (EHS-1500)
- Chemical Safety for Labs (EHS-1900) - required of all MD students in laboratories. Compliance is monitored by the lab administrators
These courses are also accessed through STARS. Pre-clerkship students will not receive credit for POM until they have completed this training.

3.15. STANFORD MEDICINE POLICY FOR THE REMOVAL AND TRANSPORT OF PHI


Purpose
The purpose of this policy is to set forth controls related to removal of Protected Health Information (PHI) or Personal Information (PI) from the medical center and transport of medical information within the medical center. This policy does not replace IT Security policies for protection of electronic patient information including requirements related to emailing patient information.

Policy Statement
Stanford Health Care (including all SHC-affiliated locations), Lucile Packard Children’s Hospital (including all LPCH-affiliated locations), and the Stanford University School of Medicine (collectively, “Stanford Medicine”) are committed to complying with state and federal requirements related to the privacy and security of patient information. Workforce Members at Stanford Medicine, as well as those with whom Stanford Medicine conducts its business, have a legal and ethical responsibility to maintain the confidentiality, privacy and security of all PHI/PI, to protect PHI/PI at all times and to guard against the loss of, or unauthorized access to, use or disclosure of, PHI/PI when removing it from the medical center up through its return, and when transporting it within the medical center. Such removal and transport of PHI/PI shall not occur in a manner inconsistent with this policy. Principles and procedures in this policy apply to PHI/PI in all media, including paper and electronic format. Consistent with other policies, PHI/PI that is removed from the premises should never be verbally discussed with any unauthorized person.

Definitions
Protected Health Information (“PHI”) is defined as information that (i) is created or received by a health care provider, health plan, employer, or health care clearinghouse; (ii) relates to the past, present, or future physical or mental health or condition of an individual; the provision of health care to an individual; or the past, present or future payment for the provision of health care to an individual; and (iii) that identifies the individual, or provides a reasonable basis to identify the individual. PHI does not include employment records held by Stanford Medicine in its capacity as an employer, or information that has been de-identified in accordance with the HIPAA Privacy Standards.

Personal Information (“PI”) is a person’s first name and last name, or first initial and last name, in combination with any one of the following data elements that relate to such person:
- Social Security Number (SSN);
- Driver’s license or state-issued identification card number; or
- Financial account number, credit or debit card number (e.g., health insurance policy number).

Personal information shall not include information that is lawfully obtained from publicly available information, or from federal, state or local government records lawfully made available to the general public.

De-identification is defined as the process by which PHI is stripped of specific data elements, as defined by
HIPAA, in order to assure that personal identities cannot readily be identified from data sets.

*Workforce Members* are defined as faculty, employees (including temporary employees), researchers, volunteers, trainees, and other persons whose conduct, in the performance of work, is under the direct control of Stanford Medicine, whether or not they are paid by Stanford Medicine.

*Supervisor:* For the purposes of this policy, Supervisor is used in the context of approval for a Workforce Member to remove PHI/PI from the medical center or transport PHI/PI within the medical center. It is understood that from time-to-time the duties of senior operational leadership (Directors and above) and faculty will require them to conduct Stanford Medicine business for which this policy requires Supervisor approval. Such approval for senior operational leadership and faculty is self-granted, provided that they have ensured that all safeguards and other privacy and security controls are in place. For research activities, Supervisor means the Principal Investigator or Protocol Director.

*Medical Center* is any location owned, leased or operated by Stanford Medicine, wherever located.

**Principles**

1. PHI/PI shall be treated as confidential and shall be safeguarded according to Stanford Medicine policies at all times.

2. Treatment, payment, healthcare operations, education, IRB-approved research and other Stanford Medicine business involving the permissible use or disclosure of PHI/PI should be conducted within the medical center whenever feasible. Removal of PHI/PI from the medical center by Workforce Members shall occur solely for job-related purposes and with the approval of the Workforce Member’s Supervisor. Removal of PHI/PI from the medical center should not be approved for reasons related to the convenience of the Workforce Member, but rather for instances where the work requiring the PHI cannot practically be conducted on-site in a timely manner, and only after due consideration of alternative ways to remotely perform the work, such as VPN access to PHI/PI or secure scanning of PHI/PI for access from the remote site.

3. The Workforce Member taking the PHI/PI off-site and the approving Supervisor are responsible for ensuring that only the minimum amount of PHI/PI necessary to perform the off-site work is approved and removed from the medical center. De-identified patient information or limited data sets shall be used whenever possible. The approving Supervisor and the Workforce Member removing the PHI/PI, or the Workforce Member transporting the information within the medical center, should be able to account for every element of PHI/PI removed from or transported within the medical center, whether electronic or paper, and should be able to reconstruct the exact PHI/PI that was removed from or transported within the medical center.

4. Appropriate safeguards shall be diligently followed regarding secure transport of PHI/PI off-site and within the medical center. PHI/PI must be in the immediate personal possession of the workforce member at all times during transport, for example, from the time the PHI/PI is taken from the medical center to the time of arrival at the off-site location, or from location-to-location within the medical center.

5. Appropriate safeguards shall be diligently followed regarding securing PHI/PI at the off-site location. PHI must be secured in a manner so that it cannot be accessed by unauthorized individuals.

6. PHI that is lost, stolen, accessed viewed or reviewed by unauthorized individuals, or the confidentiality of which has been otherwise compromised, shall be reported immediately by the
Workforce Member to the Privacy Office for their institution for appropriate investigation, including the filing of police reports when appropriate. Reports must be made immediately, including nights and weekends, to:

SHC/LPCH Privacy Office:
From off-campus phone: 650-723-8222; Pager 25584
From any Stanford Medicine phone: 38222; Pager 25584
privacyofficer@stanfordmed.org,
Privacy Officer (during regular business hours) at 650-724-2572

School of Medicine Privacy Office:
medprivacy@stanford.edu
650-725-1828

Procedures
1. PHI should be saved or stored on secure medical center network servers whenever feasible. Saving or storing PHI/PI on computer or laptop hard drives, personal laptops or other personal devices, flash drives or USB drives, external drives, and other removable media is prohibited unless the device is encrypted to Stanford Medicine standards, password protected and meets other applicable Stanford Medicine security requirements.

2. Before the decision is made by the Workforce Member and the Workforce Member’s supervisor to remove electronic PHI from the premises, IT Security must be contacted to determine whether a viable alternative is available to remotely access the PHI/PI needed to perform the job-related work.

3. PHI/PI should not be printed at off-site locations, for example, home or public printers, unless a Stanford Medicine business need exists to do so.

4. Safeguards must be in place to prevent unauthorized individuals, such as family members, conference attendees or the general public, from viewing or accessing PHI/PI at off-site locations.

5. PHI/PI must be safeguarded during transport and in the personal possession of the Workforce Member at all times. PHI shall not be left unattended in publicly-accessible locations.

6. PHI/PI transported for purposes such as off-site storage, office relocation and new location openings shall be safeguarded to prevent the loss of or unauthorized access to PHI/PI. Only medical center approved off-site storage locations may be used for storing records, documents and electronic media containing PHI/PI. Records and documents containing PHI must be inventoried before off-site storage. See Appendix B for securing documents and records containing PHI/PI for off-site storage or office/department relocation.

Compliance
1. All Workforce Members are responsible for ensuring that individuals comply with those policy provisions that are applicable to their respective duties and responsibilities.

2. Workforce Member failure to protect the privacy, confidentiality, and security of patient information is detrimental to the mission, goals, and operations of Stanford Medicine. Serious consequences can result from failing to protect patient information, up to and including termination.
3. Violations of this policy will be reported to the Privacy Office and any other department as appropriate or in accordance with applicable Stanford Medicine policy. Violations will be investigated to determine the nature, extent, and potential risk to Stanford Medicine.

3.16. STANFORD UNIVERSITY SCHOOL OF MEDICINE EDUCATION RESEARCH POLICY
http://med.stanford.edu/md/mdhandbook/section-3-16-school-of-medicine-medical-education-research-initiative.html

All research involving medical students or the MD program requires approval by the Director of Evaluation and Instructional Development. Proposals can be written at any time throughout the year and must be submitted to the Director of Evaluation and Instructional Development for review and approval. Submissions should be no more than 2 pages (single-spaced) and must include the following information:

1. Title of project
2. Research question(s) and specific aims
3. Hypotheses (if applicable)
4. Background information and preliminary literature review (1-2 paragraphs, include references at the end)
5. Target population of the research activity
6. Research activity setting
7. Proposed methods (observation, intervention)
8. Intended data analysis plan (qualitative, quantitative, mixed methods)
9. Statement of protection of research subjects or proposed plan, including Stanford IRB review and approval if already obtained, or a written statement from the IRB that they have reviewed your project and determined IRB oversight is not required.
10. Study personnel (including research mentor(s) if applicable)
11. Funding source (if applicable)

In addition, the requester should include a statement of support from the faculty course or clerkship/residency director of the study setting, if applicable. Ideally, you should make every effort to collaborate with those individuals.

Important: Straightforward evaluation of existing curriculum for the purpose of program improvement is generally not considered research and would not require review and prior approval. In general, any data gathering and analysis with the intent to disseminate findings to a broader scientific community would be considered research and should be reviewed and approved by the Associate Dean of the Office of Medical Education, in addition to review by the Stanford Human Subjects Research and Institutional Review Board http://humansubjects.stanford.edu/.

For more information, please visit the Evaluation and Instructional Development website: http://med.stanford.edu/researchandevaluation/research.html
3.17. STEPPING OUT OF THE MD CURRICULUM SEQUENCE

In addition to the official Leave of Absence procedures that must be followed that are outlined in Section 3.9, students planning to step out of the MD curriculum sequence are required to notify key MD stakeholders by completing the "Intention to Step Out of MD Curriculum" form, available online, in order to track academic progress. The form requires that students discuss their plans with their assigned Advising Dean and Educators-4-CARE faculty and the information will be shared with the Assistant Director for Medical Student Research and Scholarship to ensure that academic requirements have been met and a plan for re-entry into the MD curriculum is established. Please note that this does not apply to medical students wishing to “split” the required pre-clerkship curriculum.

Intention to Step Out of the MD Curriculum Form

Clinical Skills and Acquisition Maintenance Plan for Non-MSTP Students

The Committee on Curriculum and Academic Policy (CCAP) adopted in the fall of 2009 a policy that “each student [leaving the curriculum for one year or more] be required to develop and document a Clinical Skills Acquisition and Maintenance Plan (with the assistance of a faculty advisor and E4C faculty mentor) to maintain and refresh their clinical skills before they step out from the curriculum, even though each such plan might not be the same for every student.

MSTP Clinical Skills Acquisition, Maintenance and Reentry Plan

Students enrolled in the MSTP program require a more detailed Clinical Skills Plan due to their extended time out of the MD curricular sequence. They meet regularly with their MSTP Director Advisor to plan reentry to the M3/M4 training sequence. Please complete the "Intention to Step Out of MD Curriculum" online form in order for the School of Medicine Registrar to track academic progress. See the MSTP Student Handbook (available on the MSTP Internal web page) for more detailed information.

3.18. STUDENT DUTY HOURS AND WORK ENVIRONMENT

Providing students with a sound academic and clinical education must be carefully planned and balanced with concerns for patient safety and student well-being.

Supervision of students

1. All patient care must be supervised by qualified residents and/or faculty.

2. Faculty, residents and students must be educated to recognize the signs of fatigue, and adopt and apply policies to prevent and counteract the potential negative effects.

Duty hours

1. Duty hours are defined as all clinical and academic activities related to the students, i.e., patient care (both inpatient and outpatient), administrative duties related to patient care, the provision for transfer
of patient care, time spent in-house during call activities, and scheduled academic activities such as conferences. Duty hours do not include reading and preparation time spent away from the duty site.

2. Students must have a minimum of 8-hours free of duty between scheduled duty periods.

3. Duty hours must be limited to 80 hours per week, averaged over a four-week period, inclusive of all in-house call activities.

4. Students must be provided with one day in seven free from all educational and clinical responsibilities, averaged over a four-week period, inclusive of call. One day is defined as one continuous 24-hour period free from all clinical, academic, and administrative activities.

In-house call activities

The objective of all call activities is to provide students with continuity of patient care experiences throughout a 24-hour period. In-house call is defined as those duty hours beyond the normal workday when students are required to be immediately available in the assigned institution.

1. In-house call must occur no more frequently than every third night, averaged over a four-week period.

2. Continuous on-site duty, including in-house call, must not exceed 24 consecutive hours.

3. Students must have a minimum of 14-hours free of duty after 24-hours of in-house duty.

3.19. STUDENT PARTICIPATION IN CLINICAL ACTIVITIES INVOLVING PERSONAL RISK


The Stanford University School of Medicine has long had the policy that medical students learn to be physicians by participating in the care of patients under faculty supervision. Some of these patients may have an infectious or other disease that provides some risk to caretakers, including students. While every effort will be made to provide appropriate training and safeguards for students so that these risks are minimized, they cannot be totally eliminated.

Students are required to participate in patient care as one of their fundamental responsibilities during a clinical clerkship. Students are expected at all times to follow universal safety precautions in order to safeguard their own health. Under certain rare and extenuating circumstances where the risk to the student significantly outweighs either the educational benefit to the student or the health-care benefit to the patient, a supervising physician may suggest that a student be exempted from, or a student may ask permission from the supervising physician to be excused from, participation in certain aspects of patient care.

The clerkship director is responsible for providing clarification of this statement and resolving any disputes. In the event a dispute is unsatisfactorily resolved from the standpoint of either the student or the supervising physician, the matter may be referred to an Advising Dean for final review.
A medical student must meet all of the following conditions and criteria in order to scrub and/or participate directly in a surgical procedure.

A. Each Stanford medical student must:
   1. Completed the scrub training (as administered by the surgery core clerkship director and the Stanford OR Education Office)
      a. Initial training: Full course with knowledge test and scrubbing/gowning checklist.
         1. Red sticker for pre-clerkship students. Initial training valid for one year from training date.
         2. Green sticker for clerkship students. Initial training valid for two years from training date.
      b. Clerkship students and Sub-Interns:
         1. If pre-clerkship trained (red sticker) Students will be required to complete an on-line course with medical knowledge test and scrub/gowning verification to convert to clerkship (green) certification.
      c. Students scrub training certification will require that this sticker be visible on their name badge
   2. Pre-clerkship students can only scrub with their faculty sponsor

B. Visiting medical students:
   1. The Office of Medical Student Affairs must submit a list of visiting students on each specialty service to the OR Administration Office and the Goodman Surgical Education Center at least one month prior to the start of the rotation.
   2. Prior to being allowed entry and participation (scrubbing in on cases), all visiting students must complete a scrub and sterile procedure training with a knowledge and skills assessment to proficiency through the Goodman Surgical Education Center.
      a. The link for the mandatory training video is: https://www.youtube.com/watch?v=72nmm6bV1NY .
      b. The link to the Qualtrics online knowledge test is: https://stanfordmedicine.qualtrics.com/jfe/form/SV_3EsfSqiCgLrmwgl
      c. All visiting students must take the knowledge test prior to reporting for scrub training and score 100%.
         1. Multiple attempts are permitted
   3. On the first day of a student’s clerkship/sub-internship, they must report to the Goodman Surgical Education Center (H3552 third floor of the Stanford Hospital across from the F3 Ward) at 6:15 am.
      a. At that time, visiting students will be assessed on their OR attire, hand scrubbing, and sterile gowning and gloving technique. This may take until 8:15 am.
         1. If a visiting student does not pass the assessment, the Goodman Surgical Education Center will set up training and remediation for that student the end of that week.
b. Visiting students who can provide a letter from their institution signed by the school of medicine official who oversees scrub training and sterile procedures can be exempted from the in-person assessment but not the video and knowledge test.

1. For a student to be allowed an exemption on the in-person assessment, the letter must stipulate that the visiting student has undergone a training by OR personnel that includes: Hand hygiene and scrubbing, sterile gowning and gloving, OR attire training, and an assessment of these skills to proficiency.

2. These letters will be reviewed by the Goodman Surgical Education Center at the beginning of the 6:15am assessment on the first day of each rotation.

4. The lists of names and documentation to attest meeting requirements to scrub received from each surgical division/department are kept with the Goodman Surgical Education Center.

5. Students may scrub and participate in surgical cases only if they have an OR-approved sticker affixed on the name badge as a proof that the student underwent appropriate training in aseptic techniques.

6. If a student’s name is not present on the list submitted by their respective surgical division/department, they will be denied presence in the OR and be dismissed until credentials are verified.

3.21. UNIVERSAL PRECAUTIONS AND NEEDLESTICK PROTOCOL


If you are stuck by a needle or splashed with bloody fluid (on to your mucous membrane or wound), this is what you do immediately!

1. CLEANSE: Rinse copiously.

2. CALL: Call the needlestick hotline 24/7/365 from all hospital sites. Pager 1-STIX (1-7849). If in SHC/LPCH dial 222 then follow prompts to page. If in SCVMC, PAVA, Cardinal Free Clinics, dial 723-8222 and then follow the prompts to page.

   A trained professional will call you back, decide if you need post-exposure prophylaxis and work with you to get medication expeditiously from a pharmacy nearest to you. Most students do not need to go to the Emergency Department or Occupational Health initially. There is no charge if you use the 1-STIX hotline for blood tests, medication or initial follow-up care.

   Follow up appointment may be needed but this will be recommended by the 1-STIX professional staff person. This has been set up specially for Stanford medical students and employees so that it is QUICK, CONFIDENTIAL and with NO CHARGE. Records are kept confidential in accordance with applicable laws so that it does not become a part of your health care record. This is a protection for you.

   If you have any problems with the hotline, please contact Dr. Rebecca Smith-Coggins immediately. Dr. Smith-Coggins can be reached through the hospital page system at 650-723-6661 at pager 13481 or email at smithcog@stanford.edu.

   If you choose to go to the Emergency Department, the hospital will charge you and it will go on your health care record. Please call the needlestick hotline first.

   Universal Precautions apply to the handling of all blood, body fluids, and human tissue. Body fluids, also known as other potentially infectious materials (OPIM), include: semen, vaginal secretions, cerebrospinal,
3.22. USMLE REQUIREMENTS: STEP 1, STEP 2 CK AND STEP 2 CS
http://med.stanford.edu/md/mdhandbook/section-3-22-united-states-medical-licensing-examinations-requirements.html

To graduate, students must pass USMLE Step 1 and Step 2 CK (Clinical Knowledge), and must have taken the Step 2 CS (Clinical Skills). The National Board of Medical Examiners (NBME) sets the level for passing the steps of the USMLE.

Students must receive an overall pass on Step 1 of the USMLE within 12 months of the start of clinical clerkships. Students appearing on the agenda of the Committee on Performance, Professionalism and Promotion (CP3) as a result of academic deficiencies in pre-clerkship courses may be required to sit for the USMLE Step 1 prior to beginning clerkships. Exemptions to this policy must be approved by the CP3.

Students must receive an overall pass on Step 2 CK (Clinical Knowledge). Students should apply for Step 2 by November 1 of their last year and must sit for the examination no later than March 30 in order to ensure that test scores are received by the School of Medicine Registrar in time to clear students for graduation.

Failure to meet these requirements will result in review by the CP3. Passing an institutionally administered USMLE equivalency exam may, under certain circumstances and in the discretion of the CP3, serve to meet Step 2 CK requirements for the MD degree. Such institutionally administered USMLE equivalency exams do not, however, meet requirements for licensure to practice medicine.

Students must take the USMLE Step 2 CS (Clinical Skills) examination prior to graduation. A passing score is not required for graduation but is required to sit for Step 3; passing Step 3 is required for licensure in California and virtually every other state. Note: Students not intending to enter the residency match may qualify for an exemption. A letter co-signed by the student and advisor must be submitted to the CP3 for approval. The student must have passed the school’s CPX exam before requesting the Step 2 CS exemption.

The USMLE Step 1 and Step 2 CK are administered by computer at Prometric Test Centers. Testing occurs throughout the year, except for the first two weeks in January.

Up-to-date information on the availability of testing times at Prometric is posted at http://www.prometric.com

Scheduling permits for a practice test session may be obtained at http://www.usmle.org

Information on NBME Self-Assessment Services can be found at: http://www.nbme.org/Students/sas/sas.html

Testing for Step 2 CS is currently offered at five centers in different areas of the country. Information on the location can be found on the website.

To apply for USMLE Step 1, log into the NBME website to complete the online application. At the end of the online application, there are instructions for completing a “Certification of Identification and Authorization Form.” Print and complete the form. Attach a photo. Submit the completed form to the School of Medicine Registrar’s Office for completion.
Applications for Step 1 exams, and in some cases Step 2 exams, require an online enrollment verification on the NBME website by the Registrar. The online verifications are automatically completed at least once a week.

3.23 STANFORD HOSPITAL COMPUTER ACCESS FOR MEDICAL STUDENTS (EPIC)
http://med.stanford.edu/md/mdhandbook/section-3-23-stanford-hospital-computer-access-for-medical-students-epic.html

As a Stanford medical student (registered in a clerkship for credit and/or doing a research project approved by your advisor), you will/may need access to the EPIC systems in order to access patient information at Stanford Health Care (SHC) and/or Stanford Children’s Health (SCH).

Obtaining Access to EPIC

AMIE: Am I Compliant?
1. You must be compliant with your Stanford University HIPAA/PHI training in AXESS.
2. You must be compliant with the Data Security Program (https://med.stanford.edu/datasecurity/).

Hospital Computer Access
1. Contact the Office of Medical Student Affairs (OMSA) if you need hospital computer access because:
   a. You will be entering clinics for Practice of Medicine (POM).
   b. You are doing a research project and your advisor said you would require access to EPIC.
2. The OMSA will submit your information to the Medical Staff Office (MSO) to start the process of credentialing you.
3. Once MSO notifies OMSA that your dictation number/MSO number has been enabled, it will take approximately 24 hours for your credentials to become active.
   a. For SHC EPIC Access: You will receive an email from HealthStream (http://med.stanford.edu/gme/housestaff/all-topics/healthstream.html) with instructions to complete the EPIC training course “Basics 650_Medical Students”. The module will take approximately 93 minutes to complete. Please complete the training at your earliest convenience.
      i. OMSA will submit a request to the IT department (Access Control and EPIC Security) to assign you an S-ID and grant SHC EPIC access. It can take up to 72 hours for your S-ID to be assigned and up to an additional 72 hours for your EPIC access to be granted.
      ii. Once you receive your access confirmation email, call the Stanford Digital Solutions Service Desk at (650) 723-3333 to receive a temporary password. This password will only be valid for 24 hours; if it expires, you will need to call again.
         1. You should log in for the first time from an SHC-Networked computer at the hospital, Lane Library, or LKSC. Once you have successfully logged in, you may submit a request for remote access if you need it.
   b. For SCH EPIC Access: You may call the Stanford Children’s IR Service Desk at (650) 498-7500 after your dictation number is assigned to request your username and password. SCH EPIC utilizes different login credentials than SHC EPIC. If you already have SHC EPIC access, you can call the SCH Service Desk and request your username and password at any time. You should use specific language, such as, “I am a Stanford medical student who currently has EPIC access and I need my username and password.” They will ask for an
identifier, such as your S-ID or social security number.

If Your Account is Inactive
There are a few reasons that your EPIC account may be inactive:

- You have not completed the HealthStream EPIC training module. Please contact ITSEducation@StanfordHealthCare.org for assistance.
- You completed the module within the past 48 hours. It will take up to 48 hours for your access to be activated following completion of the training module. Contact the Service Desk at (650) 723-3333 if you have an urgent need to access EPIC.
- Your EPIC credentials have expired. If you do not log in for 90 days, your EPIC access will be deactivated. Please contact the OMSA to reactivate your access.
- Your S-ID may have expired. For security reasons, an S-ID is valid for one year, but it can be renewed easily. Digital Solutions will send weekly email reminders beginning one month before your S-ID is scheduled to expire. These emails contain a link to request access extension. If you do not submit an extension request in time, your account will expire and you will need to contact the OMSA to be onboarded again.

Who to Call?
Stanford Health Care Service Desk
Phone: (650) 723-3333
Email: Access-Control@stanfordmed.org

Stanford Children’s Health Service Desk
Phone: (650) 498-7500
Email: DS-Security_LPCH@Dell.com

ITS Education - EPIC Training
Phone: (650) 723-6040
Email: ITSEducation@StanfordHealthCare.org

3.24 SCHOOL OF MEDICINE LEARNING SPACES

General Learning Spaces
All Learning Spaces (exceptions are the Goodman Immersive Learning Center [see below] and the Berg Conference Center) may be booked by students for study, seminar discussions, etc. These spaces include EdTech classrooms in: LKSC (floors 1-3), MSOB, Alway, CCSR and HRP. Students are advised that after-hours activities that may require housekeeping will need to be planned in advance. Rooms must be returned to their original condition. http://med.stanford.edu/edtech/policies.html

Goodman Immersive Learning Center (ILC)
The Goodman Immersive Learning Center in the LKSC may be scheduled only by course coordinators and/or faculty for guided learning exercises and activities. The hours of operation of the ILC are 8:00 am – 6:00 pm Monday – Friday. http://med.stanford.edu/edtech.html

Safety and Emergencies
In the case of an Emergency (fire, security, medical, chemical spill, etc.) call X-C286. If evacuation is necessary, please move to designated evacuation-meeting locations outside of the buildings and look for the Building Response Team in the bright vests.

Cell phone reception may be limited in basement facilities.

TA Training: All TAs must adhere to TA lab training and safety policies that are referenced in the TA Handbook.

3.25 ABSENCE POLICY AND EXPECTATIONS


It is the student’s professional responsibility to review the absence policy and specific attendance requirements for all courses, clerkships and curricular activities in which they are involved. Students should avoid scheduling or participating in activities that directly conflict with required sessions, courses, or clerkships.

**Required Courses**

1. Students are expected to be present at ALL required-attendance sessions and final exams. It is the student’s responsibility to be aware of the attendance expectations for each course.

2. If a student anticipates missing a required-attendance session, they must communicate and receive approval from the course director at a minimum of two-weeks in advance. In cases involving illness and unexpected emergencies, students should notify their course director as soon as possible submit a notification form (see below) thereafter.
   a. All students are required to complete the online notification form regardless of whether the absence has been approved. If the student and course director are unable to agree on the appropriateness of an absence for a required session, they are encouraged to schedule a meeting with the course director and their assigned Advising Dean to discuss the absence further. In addition, the course may require the student to complete an internal notification form.
   b. Approval of all absences is at the discretion of the course director.
   c. If an absence is not approved it is expected that the student will make the necessary arrangements to change their schedule to be present.

3. Students are responsible for the content and work associated with all missed sessions. Students are also expected to meet the participation requirement and contribute to their group’s learning, even for sessions missed, and must work out an equitable solution that balances the individual student’s needs with the needs of the group. Under no circumstances will an absence relieve a student of meeting all of the academic requirements of the course. If the absence request conflicts with a session or sessions that cannot be otherwise made up or completed, the student is advised that the absence may affect their performance evaluation in the course.

4. The following are considered professionalism issues that may result in a referral to Committee on Performance, Professionalism, and Promotion (CP3):
   a. Absence from a required session without obtaining advance approval
   b. Failure to communicate with the course director
   c. Failure to complete the online absence notification
   d. Trend in number of absences across courses

Please note that each student is responsible for requesting approval for their own absence; no group approvals will be granted.
**Required Clerkships**

- Students are expected to attend 100% of all scheduled clerkship activities.
- Students who miss more than 10% of scheduled time - for any reason - will be required to make up missed time.
- Students who will miss more than 20% of the total duration of a clerkship – for any reason – will be asked to reschedule the clerkship.
- Students must contact the clerkship director to obtain advance approval for any unavoidable absence from the clerkship. Unanticipated absences for illness or emergency must be communicated to the clerkship director as promptly as possible.
- If a student is absent without obtaining advance approval from the clerkship director; the absence will be recorded and reported to the CP3.
- Approval of all absences is at the discretion of the clerkship director.
- If an absence is not approved, it is expected that the student will make the necessary arrangements to change their schedule to be present.
- Failure to communicate with the clerkship director about unavoidable absences is a potential reason for failing the clerkship.
- Students are expected to seek necessary health care to maintain their physical and mental well-being. Examples of necessary health care include preventive health services, visits for acute illness, ongoing care for chronic illnesses, physical therapy, and counseling and psychological services. Consistent with their rights under University policies and the law, students have a right to privacy when seeking care.
- For planned absences related to healthcare, students must contact the clerkship director, site director, and preceptor or patient care team in advance to coordinate time away from the clerkship. Students need not disclose the specific type of healthcare that is being sought. A student’s decision to seek healthcare during a clerkship should have no impact on their performance evaluation.

**3.26. N95 RESPIRATOR MASK FIT REQUIREMENTS FOR MEDICAL STUDENTS**

[http://med.stanford.edu/md/mdhandbook/section-3-26-n95maskfit-requirements-for-medical-students.html](http://med.stanford.edu/md/mdhandbook/section-3-26-n95maskfit-requirements-for-medical-students.html)

All medical students participating in clinical activities are required to be fit for a N95 Respirator on an annual basis. N95 filtering face-piece respirators are air-purifying respirators certified by the National Institute of Occupational Safety and Health (NIOSH) that protect against airborne contaminants (i.e., dusts, fumes, microbial agents such as tuberculosis bacteria & flu virus). As a medical student participating in clinical activities, you may be required to wear N95 for tasks such as entering isolation rooms and other activities involving close contact with potentially infected persons.

The Stanford University Department of Environmental Health & Safety oversees the mask fit process and per Cal/OSHA guidelines, medical students will be approved after successfully completing the following:

1. Medical Evaluation/Clearance: to determine if users are physically fit to wear a respirator.
2. Training: to ensure users are familiar with N95 Respirators, their proper use and protective limitations. Training consists of reviewing the guidelines and taking and successfully passing the training quiz and is required on an annual basis.
3. Fit-testing: to determine which respirator/model size provides the proper fit for the user. Such fit-test is required on an annual basis. For the fit-tests, students must be clean shaven-no mustaches, beards or stubble since this will interfere with the respirator seal. Students who are not clean shaven...
will not be fit tested. For those students that request an exemption to the clean shaven guidelines, they will need to complete a waiver form and additional online training. Please contact the Office of Medical Education for additional details.

The Office of Medical Education will coordinate the process for scheduling students for their fit-testing with pre-clerkship students scheduled in Autumn Quarter and clerkship students scheduled during the beginning (Period 1) of the clerkship calendar. Students who do not successfully complete all steps of the fit test process may not be allowed to participate in clinical activities until this is completed.

3.27. SCHOOL OF MEDICINE DRESS CODE GUIDELINES FOR THE CLINICAL SETTING

Any time students see patients, they should adhere to the dress code described below. **Dress code guidelines must be followed at all encounters with patients, standardized or real.**

Students are expected to dress professionally and conservatively. **Hospital scrubs are not considered professional attire for patient encounters.**

**Always bring your white coat.** Your coat must be clean, pressed and worn at all times.

- Wear your name tag in an easily viewable location (collar of coat, top, or dress).
- Do not wear cologne or perfumes.
- Tattoos should be covered.
- Jewelry should be minimal and understated.
- Clothing should not have rips, tears or frayed edges.
- Do not expose your midriff.
- Clothing should allow for an appropriate range of movement, and should not be flashy or draw attention.
- Button-down shirts (with or without ties), professional tops, or blouses should be worn and should avoid low-cut necklines.
- Tank tops, T-shirts, and thin or “spaghetti-style” straps on tops are not appropriate.
- Pants, slacks, khakis, skirts, or dresses are appropriate. Legs should be covered to the knee.
- Do not wear jeans or shorts
- Dress shoes, low heels, or flats should be worn. Avoid open-toed shoes, flip-flops, tennis shoes, or porous shoes.

3.28. SCHOOL OF MEDICINE CRIMINAL BACKGROUND CHECK POLICY

The School of Medicine requires Criminal Background Checks for all medical students. The following outlines the rationale for performing Criminal Background Checks:

- To facilitate the placement of students into clinical training programs
- To bolster the public's continuing trust in the medical profession.
- To enhance the safety and well-being of patients.
- To ascertain the ability of accepted applicants and enrolled medical students to eventually become licensed as physicians.
- To minimize the potential liability of medical schools and their affiliated clinical facilities.
In this section:

4.1. DISCOVERY CURRICULUM SCHEMATIC
4.2. ACADEMIC CALENDAR
4.3. ACADEMIC REQUIREMENTS FOR GRADUATION
4.4. SCHOLARLY CONCENTRATION REQUIREMENT
4.5. REQUIRED PRE-CLERKSHIP COURSES
4.6. CALENDAR OF CLERKSHIP PERIODS
4.7. CLERKSHIP REQUIREMENTS
4.8 SELECTIVE CLERKSHIP REQUIREMENT
4.9. ABSENCES DURING CLERKSHIPS
4.10. DROPPING CLERKSHIPS LESS THAN FOUR WEEKS BEFORE START OF PERIOD
4.11. CLERKSHIPS AT OTHER INSTITUTIONS
4.12. INDE 297: REFLECTIONS AND CONTEXTUAL MEDICINE
4.13. MED295: ADVANCED CARDIAC LIFE SUPPORT (ACLS)
4.14. CLINICAL PERFORMANCE EXAM (CPX) SERIES
4.15. CURRICULUM AND ASSISTANTSHIP LIMITS
4.1. DISCOVERY CURRICULUM SCHEMATIC
https://med.stanford.edu/md/discovery-curriculum/keyfeatures.html

4.2. ACADEMIC CALENDAR
http://med.stanford.edu/school/academic-calendar.html

The School of Medicine's Academic Calendar combines dates relevant to all our matriculating programs: MD, MS, and PhD. As a medical student, it is your responsibility to review the academic calendar and be present and available for required MD program activities. Please visit the website for the up to date changes and note key administrative dates on your calendar.
4.3. ACADEMIC REQUIREMENTS FOR GRADUATION
http://med.stanford.edu/md/mdhandbook/section-4-curriculum-overview.html

Students Entering Academic Year 2019-20
In addition to satisfying the requirements for the MD degree, students entering in Academic Year 2019-20 must also complete the following requirements.

Academic Units
Satisfactory completion of a minimum total of 238 required academic units as specified in the table Courses and Units for Students Matriculating Academic Year 2019-20.

Students cannot graduate with any uncorrected failing grade in a pre-clerkship course or any uncorrected failing or marginal pass grade in clinical clerkships. Students can graduate with one uncorrected marginal pass in a pre-clerkship course having fewer than eight units.

Pre-clerkship Curriculum
Students must successfully complete all required courses on the pre-clerkship grid (124 units).

Maximum number of course units per quarter are:
- Quarter 1/1A: 39 units
- Quarter 2: 26 units
- Quarter 3: 26 units
- Quarter 4: 39 units
- Quarter 5: 26 units
- Quarter 6: 26 units

Clinical Curriculum
A minimum of fifteen and one-half months (96 units) in clinical clerkships.

Additional requirements
- MED 295 Certification in Advanced Cardiac Life Support (ACLS) – 2 units
- INDE 297 Reflections, Research, and Advances in Patient Care – 4 units
- Scholarly Concentration – Completion of 12 units of coursework and other requirements of a Scholarly Concentration
- Demonstration of at least minimum competency the comprehensive Mini-Clinical Performance Examination (CPX) and full CPX
- United States Medical Licensing Examination (USMLE) requirements

Courses and Units for Students Matriculating Year 2019-20

<table>
<thead>
<tr>
<th>Autumn Year 1 (Q1)</th>
<th>32 units</th>
</tr>
</thead>
<tbody>
<tr>
<td>INDE 201: Practice of Medicine I</td>
<td>8 units</td>
</tr>
<tr>
<td>SURG 203: Human Anatomy</td>
<td>11 units</td>
</tr>
<tr>
<td>BIOC 205: Molecular Foundations of Medicine</td>
<td>4 units</td>
</tr>
<tr>
<td>BIOC200: Applied Biochemistry</td>
<td>2 units</td>
</tr>
<tr>
<td>GENE 202: Human Genetics</td>
<td>4 units</td>
</tr>
<tr>
<td>SURG 201: Embryology</td>
<td>1 unit</td>
</tr>
<tr>
<td>INDE 218: Histology</td>
<td>1 unit</td>
</tr>
<tr>
<td>EMED 201: Basic Cardiac Life Support</td>
<td>1 unit</td>
</tr>
</tbody>
</table>
### Winter Year 1 (Q2):

- INDE 202: Practice of Medicine II  
- INDE 263: Microbiology & Infectious Diseases I  
- IMM 205: Immunology in Health and Disease  
- NBIO 206: The Nervous System  
- DBIO 201: Cells and Signaling in Regenerative Medicine  

**Total:** 21 units

### Spring Year 1 (Q3):

- INDE 203: Practice of Medicine III  
- INDE 221: Science of Medicine I  
- INDE 268: Early Clinical Engagement  

**Total:** 19 units

### Autumn Year 2 (Q4):

- INDE 204: Practice of Medicine IV (A and B)  
- INDE 222: Science of Medicine II (A and B)  
- INDE 265: Microbiology & Infectious Diseases II  

**Total:** 24 units

### Winter Year 2 (Q5):

- INDE 205: Practice of Medicine V (A and B)  
- INDE 223: Science of Medicine III (A and B)  
- INDE 260: Pharmacological Treatment of Disease (A and B)  

**Total:** 18 units

### Spring Year 2 (Q6):

- INDE 206: Practice of Medicine VI  
- INDE 224: Pathophysiology and Clinical Problem Solving  

**Total:** 10 units

### Total pre-clerkship units:

**124 units**

### Clinical Clerkships:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANES 306A, P</td>
<td></td>
<td>6</td>
</tr>
<tr>
<td>FAMMED 301A</td>
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<tr>
<td>MED 300A</td>
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<tr>
<td>MED 313A</td>
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<tr>
<td>NENS 301A</td>
<td></td>
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<td>OBGYN 300A</td>
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<td>PEDS 300A</td>
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<td>PSYC 300A</td>
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<td>SURG 300A</td>
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<td>12</td>
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<tr>
<td>Elective</td>
<td></td>
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</tbody>
</table>

**Total clerkship units:** 96 units

### Other Requirements:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
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<tbody>
<tr>
<td>MED 295:</td>
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<td>2</td>
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<tr>
<td>INDE 297:</td>
<td>(RRAP)</td>
<td>4</td>
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<tr>
<td>Scholarly Concentration Coursework</td>
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</table>

**Total for graduation 2019-20:** 238 units

---

**Students Entering Academic Year 2018-19**

In addition to satisfying the requirements for the MD degree, students entering in Academic Year 2018-19 must also complete the following requirements.

### Academic Units

Satisfactory completion of a minimum total of 237 required academic units as specified in the table **Courses and Units for Students Matriculating Academic Year 2018-19.**

Students cannot graduate with any uncorrected failing grade in a pre-clerkship course or any uncorrected failing or marginal pass grade in clinical clerkships. Students can graduate with one uncorrected marginal pass in a pre-clerkship course having fewer than eight units.
Pre-clerkship Curriculum
Students must successfully complete all required courses on the pre-clerkship grid (123 units).

Maximum number of course units per quarter are:
- Quarter 1/1A: 39 units
- Quarter 2: 26 units
- Quarter 3: 26 units
- Quarter 4: 39 units
- Quarter 5: 26 units
- Quarter 6: 26 units

Clinical Curriculum
A minimum of fifteen and one-half months (96 units) in clinical clerkships.

Additional requirements
- MED 295 Certification in Advanced Cardiac Life Support (ACLS) – 2 units
- INDE 297 Reflections, Research, and Advances in Patient Care – 4 units
- Scholarly Concentration – Completion of 12 units of coursework and other requirements of a Scholarly Concentration
- Demonstration of at least minimum competency in a comprehensive Clinical Performance Examination (CPX)
- United States Medical Licensing Examination (USMLE) requirements

Courses and Units for Students Matriculating Year 2018-19

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<thead>
<tr>
<th>Autumn Year 1 (Q1)</th>
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<tbody>
<tr>
<td>INDE 201: Practice of Medicine I</td>
<td>8 units</td>
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<tr>
<td>SURG 203: Human Anatomy</td>
<td>11 units</td>
</tr>
<tr>
<td>BIOC 205: Molecular Foundations of Medicine</td>
<td>4 units</td>
</tr>
<tr>
<td>BIOC200: Applied Biochemistry</td>
<td>2 units</td>
</tr>
<tr>
<td>GENE 202: Human Genetics</td>
<td>4 units</td>
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<tr>
<td>SURG 201: Embryology</td>
<td>1 unit</td>
</tr>
<tr>
<td>INDE 218: Histology</td>
<td>1 unit</td>
</tr>
<tr>
<td>EMED 201: Basic Cardiac Life Support</td>
<td>1 unit</td>
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</table>

<table>
<thead>
<tr>
<th>Winter Year 1 (Q2):</th>
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</thead>
<tbody>
<tr>
<td>INDE 202: Practice of Medicine II</td>
<td>5 units</td>
</tr>
<tr>
<td>INDE 263: Microbiology &amp; Infectious Diseases I</td>
<td>4 units</td>
</tr>
<tr>
<td>IMM 205: Immunology in Health and Disease</td>
<td>4 units</td>
</tr>
<tr>
<td>NBIO 206: The Nervous System</td>
<td>6 units</td>
</tr>
<tr>
<td>DBIO 201: Cells and Signaling in Regenerative Medicine</td>
<td>2 units</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Spring Year 1 (Q3):</th>
<th>18 units</th>
</tr>
</thead>
<tbody>
<tr>
<td>INDE 203: Practice of Medicine III</td>
<td>6 units</td>
</tr>
<tr>
<td>INDE 221: Science of Medicine I</td>
<td>12 units</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Autumn Year 2 (Q4):</th>
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</thead>
<tbody>
<tr>
<td>INDE 204: Practice of Medicine IV (A and B)</td>
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</tr>
<tr>
<td>INDE 222: Science of Medicine II (A and B)</td>
<td>14 units</td>
</tr>
<tr>
<td>INDE 265: Microbiology &amp; Infectious Diseases II</td>
<td>2 units</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Winter Year 2 (Q5):</th>
<th>18 units</th>
</tr>
</thead>
<tbody>
<tr>
<td>INDE 205: Practice of Medicine V (A and B)</td>
<td>6 units</td>
</tr>
<tr>
<td>INDE 223: Science of Medicine III (A and B)</td>
<td>10 units</td>
</tr>
<tr>
<td>INDE 260: Pharmacological Treatment of Disease (A and B)</td>
<td>2 units</td>
</tr>
</tbody>
</table>
### Spring Year 2 (Q6):

- **INDE 206**: Practice of Medicine VI  
  - 5 units
- **INDE 224**: Pathophysiology and Clinical Problem Solving  
  - 5 units

**Total pre-clerkship units:**  
- **123 units**

### Clinical Clerkships:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>ANES 306A, P</td>
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<tr>
<td>FAMMED 301A</td>
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</tr>
<tr>
<td>MED 300A</td>
<td>12</td>
</tr>
<tr>
<td>MED 313A</td>
<td>6</td>
</tr>
<tr>
<td>NENS 301A</td>
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<td>OBGYN 300A</td>
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<td>PEDS 300A</td>
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<tr>
<td>Selectives</td>
<td>12</td>
</tr>
<tr>
<td>Elective</td>
<td>9</td>
</tr>
</tbody>
</table>

**Total clerkship units:**  
- **96 units**

### Other Requirements:

- **MED 295**: Advance Cardiac Life Support (ACLS)  
  - 2 units
- **INDE 297**: (RRAP)  
  - 4 units
- Scholarly Concentration Coursework  
  - 12 units

**Total for graduation 2018-19:**  
- **237 units**

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**Students Entering Academic Year 2017-18**

In addition to satisfying the requirements for the MD degree, students entering in Academic Year 2017-18 must also complete the following requirements.

**Academic Units**

Satisfactory completion of a minimum total of 239 required academic units as specified in the table *Courses and Units for Students Matriculating Academic Year 2017-18*.

Students cannot graduate with any uncorrected failing grade in a pre-clerkship course or any uncorrected failing or marginal pass grade in clinical clerkships. Students can graduate with one uncorrected marginal pass in a pre-clerkship course having fewer than eight units.

**Pre-clerkship Curriculum**

Students must successfully complete all required courses on the pre-clerkship grid (125 units).

Maximum number of course units per quarter are:

- Quarter 1/1A: 39 units
- Quarter 2: 26 units
- Quarter 3: 26 units
- Quarter 4: 39 units
- Quarter 5: 26 units
- Quarter 6: 26 units

**Clinical Curriculum**

A minimum of fifteen and one-half months (96 units) in clinical clerkships.

**Additional requirements**
• MED 295 *Certification in Advanced Cardiac Life Support (ACLS)* – 2 units
• INDE 297 *Reflections, Research, and Advances in Patient Care* – 4 units
• Scholarly Concentration – Completion of 12 units of coursework and other requirements of a Scholarly Concentration
• Demonstration of at least minimum competency in a comprehensive Clinical Performance Examination (CPX)
• United States Medical Licensing Examination (USMLE) requirements

**Courses and Units for Students Matriculating Year 2017-18**

**Autumn Year 1 (Q1)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>INDE 201</td>
<td>Practice of Medicine I</td>
<td>8</td>
</tr>
<tr>
<td>SURG 203</td>
<td>Human Anatomy</td>
<td>11</td>
</tr>
<tr>
<td>BIOC 205</td>
<td>Molecular Foundations of Medicine</td>
<td>4</td>
</tr>
<tr>
<td>INDE 216</td>
<td>Cells to Tissues</td>
<td>2</td>
</tr>
<tr>
<td>BIOC200</td>
<td>Applied Biochemistry</td>
<td>2</td>
</tr>
<tr>
<td>GENE 202</td>
<td>Human Genetics</td>
<td>4</td>
</tr>
<tr>
<td>SURG 201</td>
<td>Embryology</td>
<td>1</td>
</tr>
<tr>
<td>INDE 218</td>
<td>Histology</td>
<td>1</td>
</tr>
<tr>
<td>EMED 201</td>
<td>Basic Cardiac Life Support</td>
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</table>

**Winter Year 1 (Q2)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>INDE 202</td>
<td>Practice of Medicine II</td>
<td>5</td>
</tr>
<tr>
<td>INDE 263</td>
<td>Microbiology &amp; Infectious Diseases I</td>
<td>4</td>
</tr>
<tr>
<td>IMM 205</td>
<td>Immunology in Health and Disease</td>
<td>4</td>
</tr>
<tr>
<td>NBIO 206</td>
<td>The Nervous System</td>
<td>6</td>
</tr>
<tr>
<td>DBIO 201</td>
<td>Cells and Signaling in Regenerative Medicine</td>
<td>2</td>
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</table>

**Spring Year 1 (Q3)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</tr>
</thead>
<tbody>
<tr>
<td>INDE 203</td>
<td>Practice of Medicine III</td>
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</tr>
<tr>
<td>INDE 221</td>
<td>Science of Medicine I</td>
<td>12</td>
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</table>

**Autumn Year 2 (Q4)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>INDE 204</td>
<td>Practice of Medicine IV (A and B)</td>
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</tr>
<tr>
<td>INDE 222</td>
<td>Science of Medicine II (A and B)</td>
<td>14</td>
</tr>
<tr>
<td>INDE 265</td>
<td>Microbiology &amp; Infectious Diseases II</td>
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</table>

**Winter Year 2 (Q5)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>INDE 205</td>
<td>Practice of Medicine V (A and B)</td>
<td>6</td>
</tr>
<tr>
<td>INDE 223</td>
<td>Science of Medicine III (A and B)</td>
<td>10</td>
</tr>
<tr>
<td>INDE 260</td>
<td>Pharmacological Treatment of Disease (A and B)</td>
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</table>

**Spring Year 2 (Q6)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>INDE 206</td>
<td>Practice of Medicine VI</td>
<td>5</td>
</tr>
<tr>
<td>INDE 224</td>
<td>Pathophysiology and Clinical Problem Solving</td>
<td>5</td>
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</table>

**Total pre-clerkship units:** 125 units

**Clinical Clerkships:**

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>ANES 306A, P</td>
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<td>MED 313A</td>
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<td>NENS 301A</td>
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<tr>
<td>OBGYN 300A</td>
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<td>PEDS 300A</td>
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<td>PSYC 300A</td>
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<td>SURG 300A</td>
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<td>Selectives</td>
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<td>12</td>
</tr>
<tr>
<td>Elective</td>
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<td>9</td>
</tr>
</tbody>
</table>

**Total clerkship units:** 96 units
Students Entering Academic Year 2016-17

In addition to satisfying the requirements for the MD degree, students entering in Academic Year 2016-17 must also complete the following requirements.

Academic Units
Satisfactory completion of a minimum total of 255 required academic units as specified in the table Courses and Units for Students Matriculating Academic Year 2016-17.

Students cannot graduate with any uncorrected failing grade in a pre-clerkship course or any uncorrected failing or marginal pass grade in clinical clerkships. Students can graduate with one uncorrected marginal pass in a pre-clerkship course having fewer than eight units.

Pre-clerkship Curriculum
Students must successfully complete all required courses on the pre-clerkship grid (141 units).

Clinical Curriculum
A minimum of fifteen and one-half months (96 units) in clinical clerkships.

Additional requirements
- MED 295 Certification in Advanced Cardiac Life Support (ACLS) – 2 units
- INDE 297 Reflections, Research, and Advances in Patient Care – 4 units
- Scholarly Concentration – Completion of 12 units of coursework and other requirements of a Scholarly Concentration
- Demonstration of at least minimum competency in a comprehensive Clinical Performance Examination (CPX)
- United States Medical Licensing Examination (USMLE) requirements

Courses and Units for Students Matriculating Year 2016-17

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<td>SURG 203: Human Anatomy I</td>
<td>11 units</td>
</tr>
<tr>
<td>BIOC 205: Molecular Foundations of Medicine</td>
<td>4 units</td>
</tr>
<tr>
<td>INDE 216: Cells to Tissues</td>
<td>3 units</td>
</tr>
<tr>
<td>BIOC200: Applied Biochemistry</td>
<td>2 units</td>
</tr>
<tr>
<td>DBIO 201: Development and Disease Mechanisms</td>
<td>4 units</td>
</tr>
<tr>
<td>GENE 202: Human Genetics</td>
<td>4 units</td>
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<tr>
<td>SURG 201: Basic Cardiac Life Support</td>
<td>1 unit</td>
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<table>
<thead>
<tr>
<th>Winter Year 1 (Q2):</th>
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<tbody>
<tr>
<td>INDE 202: Practice of Medicine II</td>
<td>8 units</td>
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<tr>
<td>INDE 263: Microbiology &amp; Infectious Diseases I</td>
<td>4 units</td>
</tr>
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<td>IMMUNOL 205: Immunology in Health and Disease</td>
<td>4 units</td>
</tr>
<tr>
<td>NBIO 206: The Nervous System</td>
<td>8 units</td>
</tr>
<tr>
<td>SURG 203B: Human Anatomy II</td>
<td>4 units</td>
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</table>

<table>
<thead>
<tr>
<th>Spring Year 1 (Q3):</th>
<th>20 units</th>
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</thead>
<tbody>
<tr>
<td>INDE 203: Practice of Medicine III</td>
<td>8 units</td>
</tr>
</tbody>
</table>
INDE 221:  HHD I Cardiovascular & Respiratory System  12 units

**Autumn Year 2 (Q4):**  25 units

INDE 204:  Practice of Medicine IV  10 units
INDE 222:  HHD II
  Renal/Genitourinary/Gastrointestinal/Endocrine/
  Male Reproductive System/Women’s Health  13 units
INDE 265:  Microbiology & Infectious Diseases III  2 units

**Winter Year 2 (Q5):**  19 units

INDE 205:  Practice of Medicine V  8 units
INDE 223:  HHD III Brain & Behavior/Hematologic System/
  Multi-Systematic Infections  11 units

**Spring Year 2 (Q6):**  9 units

INDE 206:  Practice of Medicine VI  9 units

**Total pre-clerkship units:**  141 units

**Clinical Clerkships:**  96 units

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
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<tbody>
<tr>
<td>ANES 306A, P</td>
<td>6 units</td>
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<tr>
<td>FAMMED 301A</td>
<td>6 units</td>
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<tr>
<td>MED 300A</td>
<td>12 units</td>
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<tr>
<td>MED 313A</td>
<td>6 units</td>
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<td>NENS 301A</td>
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<td>Selectives</td>
<td>12 units</td>
</tr>
<tr>
<td>Elective</td>
<td>9 units</td>
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</table>

**Total clerkship units:**  96 units

**Other Requirements:**  18 units

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MED 295: Advance Cardiac Life Support (ACLS)</td>
<td>2 units</td>
</tr>
<tr>
<td>INDE 297: (RRAP)</td>
<td>4 units</td>
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<tr>
<td>Scholarly Concentration Coursework</td>
<td>12 units</td>
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</table>

**Total for graduation 2016-17:**  255 units

### Students Entering Academic Year 2015-16

In addition to satisfying the requirements for the MD degree, students entering in Academic Year 2015-16 must also complete the following requirements.

**Academic Units**

Satisfactory completion of a minimum total of 254 required academic units as specified in the table *Courses and Units for Students Matriculating Academic Year 2015-16.*

**Students cannot graduate with any uncorrected failing grade in a pre-clerkship course or any uncorrected failing or marginal pass grade in clinical clerkships. Students can graduate with one uncorrected marginal pass in a pre-clerkship course having fewer than eight units.**

**Pre-clerkship Curriculum**

Students must successfully complete all required courses on the pre-clerkship grid (140 units).

**Clinical Curriculum**

A minimum of fifteen and one-half months (96 units) in clinical clerkships.
Additional requirements

- MED 295 Certification in Advanced Cardiac Life Support (ACLS) – 2 units
- INDE 297 Reflections, Research, and Advances in Patient Care – 4 units
- Scholarly Concentration – Completion of 12 units of coursework and other requirements of a Scholarly Concentration
- Demonstration of at least minimum competency in a comprehensive Clinical Performance Examination (CPX)
- United States Medical Licensing Examination (USMLE) requirements

Courses and Units for Students Matriculating Year 2015-16

Autumn Year 1 (Q1) 39 units
INDE 201: Practice of Medicine I 11 units
SURG 203: Human Anatomy I 11 units
BIOC 205: Molecular Foundations of Medicine 3 units
INDE 216: Cells to Tissues 3 units
BIOC200: Applied Biochemistry 2 units
DBIO 201: Development and Disease Mechanisms 4 units
GENE 202: Human Genetics 4 units
SURG 201: Basic Cardiac Life Support 1 unit

Winter Year 1 (Q2): 28 units
INDE 202: Practice of Medicine II 8 units
INDE 263: Microbiology & Infectious Diseases I 4 units
IMMUNOL 205: Immunology in Health and Disease 4 units
NBIO 206: The Nervous System 8 units
SURG 203B: Human Anatomy II 4 units

Spring Year 1 (Q3): 20 units
INDE 203: Practice of Medicine III 8 units
INDE 221: HHD I Cardiovascular & Respiratory System 12 units

Autumn Year 2 (Q4): 25 units
INDE 204: Practice of Medicine IV 10 units
INDE 222: HHD II Renal/Genitourinary/Gastrointestinal/Endocrine/Male Reproductive System/Women’s Health 13 units
INDE 265: Microbiology & Infectious Diseases III 2 units

Winter Year 2 (Q5): 19 units
INDE 205: Practice of Medicine V 8 units
INDE 223: HHD III Brain & Behavior/Hematologic System/Multi-Systematic Infections 11 units

Spring Year 2 (Q6): 9 units
INDE 206: Practice of Medicine VI 9 units

Total pre-clerkship units: 140 units

Clinical Clerkships: 96 units
ANES 306A, P 6 units
FAMMED 301A 6 units
MED 300A 12 units
MED 313A 6 units
NENS 301A 6 units
OBGYN 300A 9 units
PEDS 300A 12 units
PSYC 300A 6 units
SURG 300A 12 units
Selectives 12 units
Elective 9 units
### Total clerkship units: 96 units

### Other Requirements: 18 units
- MED 295: Advance Cardiac Life Support (ACLS) 2 units
- INDE 297: (RRAP) 4 units
- Scholarly Concentration Coursework 12 units

### Total for graduation 2015-16: 254 units

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#### 4.4. SCHOLARLY CONCENTRATION REQUIREMENT


The Scholarly Concentration (SC) program provides medical students with faculty-mentored scholarly experiences in areas of individual interest combined with structured coursework to support this scholarship. This required component of the MD curriculum develops critical thinking, skills in evaluating new data, and hands-on experience with the methods by which new scholarly information is generated.

Building these essential skills for leadership in medicine and research supports the institutional goals of innovation and scholarship, and fosters lifelong enthusiasm for the field of medicine.

The SC program offers 16 areas of study, including Foundation areas and Application areas. The typical SC program of study consists of work in one Foundation area and one Application area, though students may also elect to work more intensively in a Foundation area only. There are eight Foundation areas, designed to develop skills and tools that can be applied to important problems in health care:

- Bioengineering
- Biomedical Ethics and Medical Humanities
- Informatics and Data-Driven Medicine
- Clinical Research
- Community Health
- Health Services and Policy Research
- Medical Education
- Molecular Basis of Medicine

In many cases students may find it advantageous to apply the skills developed in their Foundation area to a particular area of medicine. These students may choose to pursue an SC Application area in addition to their Foundation area. The eight available Application areas are:

- Cancer Biology
- Cardiovascular and Pulmonary
- Global Health
- Immunology
- Neuroscience, Behavior, and Cognition
- Prevention Research
- Quality Improvement
- Women’s Health & Sex Differences
Students with interests in areas that are not well served by the available Foundation and Application areas may develop an independently designed SC. Students interested in this option should consult with the Director or Assistant Director of the program.

First Steps in Declaring a Scholarly Concentration
During the first year of the MD program, students are encouraged to explore and compare the different Scholarly Concentrations and their course and research opportunities by undertaking activities including:

- Talking with SC Directors and others, such as research mentors
- Taking introductory courses
- Attending seminars
- Examining the SC and MedScholars websites
- Reviewing course requirements
- Looking at type of scholarship carried out by the faculty advisors in different SC areas

In developing their plans, students should consult with SC Directors and Advising Deans to craft a plan to allow successful completion of course, clerkship, and research/scholarship requirements. Students have the opportunity to adjust core class or clerkship schedules to accommodate more SC pursuits.

Declaring a Scholarly Concentration
Each student must declare a Scholarly Concentration by submitting their course plan, learning objectives, and general project description via the Medical Education Platform (MEP).

It is recommended that four-year students declare by April 1 of the first year. All students must declare by September 1 of their second year.

Completing a Scholarly Concentration
In addition to the course unit requirements, students are required to present their research and submit a written report of their scholarly project. Presentation of scholarly work and submittal of written report must be completed by June 1 of the graduating year.

Completing a graduate degree at Stanford alongside the MD degree will normally satisfy the 12 unit SC course requirement. Completion of an approved scholarly project and presentation are still required. In some cases this requirement may also be met through the additional degree program, but is not always. Students should consult with the SC program office.

4.5. REQUIRED PRE-CLERKSHIP COURSES
https://med.stanford.edu/md/discovery-curriculum.html

The pre-clerkship curriculum is divided into three parts over a total of six required quarters: Foundations of Medicine, Practice of Medicine (including the Early Clinical Engagement experience), and Science of Medicine and consists of 124 (matriculating year of 2019-20) required course units.

The new Discovery Curriculum provides the opportunity to complete the required pre-clerkship curriculum at a more individualized pace. Students can complete the pre-clerkship curriculum at full pace in two years or at a decelerated pace in three years. During the first year, all medical students will complete the required curriculum at the same pace. The second year of pre-clerkship can be completed at full pace, or prior to the
Autumn Quarter of second year, students can apply to extend the required course workload over two years, allowing them to undertake more comprehensive longitudinal scholarly projects, obtain masters or other advanced degrees or change the pace of the curriculum for personal reasons.

More information about the required pre-clerkship curriculum can be found here: http://med.stanford.edu/md/discovery-curriculum/pre-clerkship-resources.html

Required pre-clerkship course descriptions can be found here.

4.6. CALENDAR OF CLERKSHIP PERIODS
http://med.stanford.edu/clerkships/calendar.html

2019-20 Clerkship Period Dates

This is the calendar according to which we schedule and organize clerkship at the Stanford University School of Medicine.

Summer Quarter
Period 1  July 1 - July 28, 2019
Period 2  July 29 - August 25, 2019
Period 3  August 26 - September 22, 2019

Autumn Quarter
Period 4  September 23 - October 20, 2019
Period 5  October 21 - November 17, 2019
Period 6  November 18 - December 15, 2019

Holiday Break: December 16, 2019 - January 5, 2020

Winter Quarter
Period 7  January 6 - February 2, 2020
Period 8  February 3 - March 1, 2020
Period 9  March 2 - March 29, 2020

Spring Quarter
Period 10  March 30 - April 26, 2020
Period 11  April 27 - May 24, 2020
Period 12  May 25 - June 21, 2020

Summer Break
June 22 - June 28, 2020
4.7. CLERKSHIP REQUIREMENTS  
[http://med.stanford.edu/md/mdhandbook/section-4-7-clerkship-requirements.html](http://med.stanford.edu/md/mdhandbook/section-4-7-clerkship-requirements.html)

Students must have successfully completed all pre-clerkship courses prior to beginning clerkships. A total of 96 clinical units (15.5 months) are required for graduation.

NOTE: *Graduation requirements for clinical training are subject to change.*

### Core Clerkships (Required)

These clerkships must be completed within the student’s first 12 months of clinical rotations:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MED 300A</td>
<td>Internal Medicine Core Clerkship</td>
<td>12</td>
</tr>
<tr>
<td>SURG 300A</td>
<td>Surgery Core Clerkship</td>
<td>12</td>
</tr>
</tbody>
</table>

Two of the clerkships below (assigned by draw process) must also be completed within the student’s first 12 months of clinical rotations:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANES 306A</td>
<td>Critical Care Core Clerkship</td>
<td>6</td>
</tr>
<tr>
<td>FAMMED 301A</td>
<td>Family Medicine Core Clerkship</td>
<td>6</td>
</tr>
<tr>
<td>MED 313A</td>
<td>Medicine/Emergency Medicine Core Clerkship</td>
<td>6</td>
</tr>
<tr>
<td>NENS 301A</td>
<td>Neurology Core Clerkship</td>
<td>6</td>
</tr>
<tr>
<td>OBGYN 300A</td>
<td>Obstetrics and Gynecology Core Clerkship</td>
<td>9</td>
</tr>
<tr>
<td>PEDS 300A</td>
<td>Pediatrics Core Clerkship</td>
<td>12</td>
</tr>
<tr>
<td>PSYC 300A</td>
<td>Psychiatry Core Clerkship</td>
<td>6</td>
</tr>
</tbody>
</table>

NOTE:

- Periods 5 and 6 of the final clerkship year are blocked from scheduling core clerkships for residency interviews and USMLE preparation. Students wishing to schedule a core clerkship during these periods may petition the Registrar’s Office should they need to schedule during these periods.
- Medicine and Surgery must be completed in first 12 months of starting clerkships
- Pediatrics, OBGYN Must be started by period 7 of the graduating year
- Family Medicine, Ambulatory Medicine, Critical Care, Neurology and Psychiatry must be started no later than Period 10 of the graduating year

### Selective/Elective Clerkships

These clerkships may be completed any time prior to graduation:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Selective I</td>
<td>Fundamentals of Clinical Care</td>
<td>6</td>
</tr>
<tr>
<td>Selective II</td>
<td>Subinternship</td>
<td>6</td>
</tr>
<tr>
<td>Elective</td>
<td></td>
<td>9</td>
</tr>
</tbody>
</table>

Click here for a [full list of available clerkships](http://med.stanford.edu/md/mdhandbook/section-4-7-clerkship-requirements.html).

For details on clerkship scheduling processes and procedures, see the [Clerkship Fishbowl](http://med.stanford.edu/md/mdhandbook/section-4-7-clerkship-requirements.html) website.
4.8 SELECTIVE CLERKSHIP REQUIREMENT

http://med.stanford.edu/md/mdhandbook/section-4-8-selective-clerkship-requirement.html

Students will complete four weeks of clerkships in each of the two categories chosen from a designated list. Qualifying clerkships are approved by the Committee on Curriculum and Academic Policy (CCAP) and may be removed from the list of approved clerkships at any time. Additions to the approved lists of clerkships take effect immediately for all students; deletions from the lists take effect for the students who begin clerkships in the next clerkship year. Students wishing to substitute another clerkship not on the list may petition the CCAP for approval prior to enrolling in (i.e. beginning) the clerkship. Students should know that approval of substitutions for selective clerkships is rarely given and note the following:

Retroactive approval of selective clerkship substitutions will not be granted.

398A clerkships are not eligible for selective credit.

Faculty Authorization Form: Request for Substitution for Selective Clerkship Form

Selective I: Fundamentals of Clinical Care
- Students complete one month of clerkship(s) from the Selective I list.
- Students will broaden their professional education by participating in clinical experiences in areas not covered in a core clerkship. This requirement may be met through completion of a clerkship in an ambulatory or combined ambulatory/inpatient setting.
- Students will:
  - Strengthen the ability to perform a directed history and physical examination.
  - Become competent at managing problems in an ambulatory setting.
  - Build an understanding of transitions between inpatient and outpatient care
- Selective clerkship should:
  - Provide at least 50% of student experience in an ambulatory/outpatient setting.
  - Emphasize common problems in an area relevant to generalist practice.
  - Provide knowledge, skills, and attitudes that will enhance development as a well-rounded physician.
  - Allow students to accept direct responsibility for patients, including serving as the first to encounter the patient, perform procedures, counsel patients, and write notes and orders.
  - Provide opportunities for patient follow-up.

Selective II: Subinternship
- Students complete one clerkship from the Selective II List.
- Students will broaden their professional education by participating in clinical experiences in areas not covered in a core clerkship. This requirement may be met through completion of a clerkship in an intensive inpatient setting.
- Through an intensive inpatient experience, students will:
  - Provide direct patient care, with internship-like responsibilities, functioning as primary providers at a Manager level in the RIME framework.
  - Work on interprofessional teams.
  - Strengthen their clinical and procedural skills.
  - Improve their ability to manage and provide care to complex, acutely ill patients.
- Selective Clerkship should:
  - Provide at least 75% of student experience in an inpatient setting.
  - Provide adequate volume and complexity of patients to support an internship-like experience.
• Allow student to be responsible for direct management and care of patients.
• Support students in building upon knowledge and skills learned during the core clerkships.
• Provide students Internship-like responsibilities: primary workup of new patients, write orders, perform procedures, participate in daily care, take night call, write notes, and dictate discharge summary.

4.9. ABSENCES DURING CLERKSHIPS
http://med.stanford.edu/md/mdhandbook/section-4-9-absences-during-clerkships.html

Students must contact the clerkship director to obtain explicit advance approval for any planned absence from the clerkship. Unanticipated absences for illness or emergency must be communicated to the clerkship director as promptly as possible.

Students are expected to seek necessary health care to maintain their physical and mental well-being. Examples of necessary health care include preventive health services and screening (e.g., annual check-ups, routine dental cleaning, and vaccinations), new and follow-up visits for acute illness, ongoing care for chronic illnesses, physical therapy, and counseling and psychological services. Consistent with University policies and the law, students have a right to privacy when seeking care.

Students may attend recurring medical or dental appointments during core clerkships. Clerkship director/s, site director/s, and preceptor/s or patient care teams (depending on the service) must be notified in advance of these planned absences to coordinate time away from the clerkship. Clerkship students have a right to privacy when seeking care and need not disclose the specific type of healthcare that is being sought. A student’s decision to seek healthcare during a clerkship will be managed so as to have no impact on his or her performance evaluation. Any questions or concerns may be addressed to the Assistant Dean for Clerkship Education and/or the Assistant Director of Clerkship Education by email, phone, or in person.

Students who are absent more than two days during a four or six-week rotation or more than three days during an eight-week rotation for any reason will be required to make up missed time.
Students who will miss more than 20% of the total duration of a clerkship – for any reason – will be asked to reschedule the clerkship.

Failure to communicate with the clerkship director about unavoidable absences is a potential reason for failing the clerkship.

4.10. DROPPING CLERKSHIPS LESS THAN FOUR WEEKS BEFORE START OF PERIOD
http://med.stanford.edu/md/mdhandbook/section-4-10-dropping-clerkships-less-than-4-weeks-before-start-of-period.html

Students are required to make clerkship scheduling changes a minimum of four weeks prior to the beginning of the clerkship period. This ensures that students on the waitlist for that period can be accommodated and that clerkship directors can plan patient care and educational activities. Failure to adhere to this policy raises concerns about the professional conduct of a student. Not exercising the forethought and/or planning to drop prior to the deadline may put at risk the ability for the student to receive a pass with distinction for professionalism on that particular core clerkship. Students who fail to report for the first day of a clerkship, or drop a clerkship within four weeks prior to the start date without permission, will be scheduled to appear before the Committee on Performance, Professionalism and Promotion. Among other potential consequences, if there is a second occurrence of a late drop or other evidence of unprofessional conduct, a notation to that effect will be included in the student’s Medical School Performance Evaluation (MSPE).
4.11. CLERKSHIPS AT OTHER INSTITUTIONS

Required Core Clerkships
Stanford does not permit students to complete required core clerkships at other institutions.

Selective Clerkships
Students wishing to substitute an away clerkship for a selective clerkship and use it to satisfy the selective clerkship graduation requirement must petition for approval prior to enrolling in the clerkship. Retroactive approval of clerkship substitutions will not be granted.

The petition will be reviewed according to the following process:

1. Complete the Faculty Authorization Form for Away Selective Substitution
2. Review by the student’s Advising Dean; after review and discussion with the student, the Advising Dean’s approval and signature is required on the petition prior to its moving forward.
3. Review by the relevant Stanford Clerkship Director to determine if the content at the off-site clerkship provides a reasonably comparable experience to that at Stanford.

Once the petition has been reviewed and approved by all parties above, the petition will be presented for review to the Assistant Dean for Clerkship Education for final approval.

If so approved, the student then enrolls in the clerkship with the Stanford number and the letter “W” following to indicate it was done at another location.

Elective Clerkships

Students wishing to take elective clerkships in the United States or Canada should apply about six months in advance. Students who wish to take clinical clerkships abroad should apply to the international hospital or medical school one year in advance. Virtually every US medical school makes their visiting student program requirements and application process available on their websites. Students should visit their websites for more information and follow their instructions to apply.

If the away institution requires a letter of good standing, with proof of malpractice coverage, the student should contact the School of Medicine Registrar’s Office at medregistrar@stanford.edu. The Registrar’s Office provides the letter, has the application signed, and returns these documents to the student for mailing to the away institution along with any application fees, transcripts, or proof of immunization.

If you wish to apply to any medical schools or teaching hospitals that use AAMC’s Visiting Student Learning Opportunities (VSLO), you need to request authorizations to apply in VSLO from the Associate Director of Clerkship Administration in the Registrar’s Office.

It is strongly recommended that away clerkships be taken for credit. When the elective with the away institution is confirmed, credits can be requested by filling out a Faculty Authorization Form. When the Associate Director of Clerkship Administration receives both the approved Faculty Authorization Form from the student’s Advising Dean and an acceptance notification from the other institution, the away clerkship will be added to the student’s Fishbowl schedule. The student should register for the away clerkship on Axess by the final Study List deadline of the applicable quarter; course numbers for away clerkships are identified with the suffix “W.” An evaluation of clerkship work done at the away institution is required. Away evaluations will be scheduled in MedHub.
Students who choose to take the away clerkship for no credit should check with the School of Medicine Registrar’s Office to determine if malpractice insurance will apply.

Additionally, students who choose to take an away clerkship will be responsible for any fees assessed by the institution such as physical exams, background checks, and/or drug testing.

### 4.12. INDE 297: REFLECTIONS AND CONTEXTUAL MEDICINE


Attendance and participation in INDE 297: Reflection and Contextual Medicine is required for all medical students enrolled in clerkships at Stanford affiliated sites (SHC, LPCH, VAMC, Kaiser Santa Clara and Valley Medical Center). *Please note that this applies to students enrolled in required, selective, and elective clerkships.*

The curriculum for Reflection and Contextual Medicine is designed to provide structured time independent of clinical clerkship duties, in order to promote opportunities for students to develop and expand their reflective and communication skills in the clinical environment. Reflection and Contextual Medicine is structured as a two-year curriculum to span the clinical years. Sessions occur every 8 weeks, on the third Friday of even-numbered clerkship periods.

To receive the 4-units of credit for INDE 297, students must attend all sessions throughout the day as specified and any absences should be communicated in advance. The attendance expectations for INDE 297 align with those outlined in Section 3.25: School of Medicine Absence Policy and Expectations. If a student anticipates missing a required session, they must communicate and receive approval from the course director in advance of the session. In cases involving illness and unexpected emergencies, students should notify the course director and/or coordinator as soon as possible. Students are responsible for the content and work associated with all missed sessions. Students enrolled in Selective II Clerkships (Sub-internships) may choose to participate in clinical duties but are expected to communicate their absence in advance.

The School of Medicine Registrar’s Office will enroll students in good standing for INDE 297, four units, during the last quarter of clinical rotations before graduation.

Students should enroll in INDE 297 through Axess in their last quarter of enrollment prior to graduation.

### 4.13. MED295: ADVANCED CARDIAC LIFE SUPPORT (ACLS)

http://med.stanford.edu/md/mdhandbook/section-4-13-advanced-cardiac-life-support-requirement.html

Certification in **ACLS (Advanced Cardiac Life Support)** is a requirement for graduation. Students may register for ACLS in the first or second clinical year. Training courses are offered through Stanford Health Care. When the training is completed, students receive a certification card valid for two years. Please note that students must have a current Basic Life Support (BLS) certification card in order to enroll and participate in ACLS.
Students must register for an ACLS training course both through Stanford Health Care and through Axess (MED 295).

The 2019-20 dates are:

- November 4, 2019
- November 8, 2019
- February 13, 2020
- March 18, 2020
- April 13, 2020

Please note that capacity for each session is capped at 35 so sessions will be first come. If the above dates do not match with your schedule, please contact the Stanford Center for Education and Professional Development (CEPD).

If you will be enrolled in a clerkship during the time of your assigned ACLS date, please notify your clerkship directors in advance of your scheduled date.

To Register for ACLS:

- First, sign up with Stanford Health Care following the instructions below (available now)
- Second, register through Axess MED295 for the quarter that corresponds with the session (once enrollment opens).

Self-Register Online:

1. Visit [www.cecenter.stanfordhospital.com](http://www.cecenter.stanfordhospital.com) and click on the box ‘Life Support’
2. Click the REGISTER NOW button to be directed to the registration site
3. On the registration homepage, click: SEARCH -> CLASSIFICATION -> Life Support Training Center -> MD INTENSIVE -> SEARCH
4. Next, select your course and desired date for MD INTENSIVE ACLS Course (Stanford Medical Students) and click the green ADD button and begin CHECKOUT.
5. Checkout as a NEW CUSTOMER, create your registration profile
6. In your shopping cart, checkout using coupon code STANFORDMEDSTUDENT (use coupon code to override fee)

You will receive an automated email confirmation after successfully registering. Read your confirmation email thoroughly for important course details and class materials.

Course Materials:

Your registration includes the ACLS Provider eBook and access to the ACLS pre-course assessment. See email confirmation.

Thank you for your attention to this important graduation requirement.
The Clinical Performance Examination (CPX) series is comprised of the Mini-CPX taken at the end of the pre-clerkship period and the full CPX that may be taken at the end of the first year of clerkships.

Mini-CPX Overview
The Mini-CPX is a five-hour examination administered towards the end of strand B of the second year of the MD curriculum (March). This examination is composed of both standardized patient encounters and computer-based exercises. The goals of this assessment are to evaluate your history and physical examination skills, patient interaction skills, communication (oral presentation), clinical reasoning, and overall knowledge. It is also a means for you to identify skill areas on which to focus prior to entering clinical clerkships. Successful completion of the Mini-CPX is a requirement for MD candidate students to enroll in clinical clerkships. Students who do not attain an overall passing score on the exam will be identified for remediation and participation in the Student Guidance Program.

Students who meet or exceed a minimum passing score threshold on the Mini-CPX will be eligible to enter clerkships as early as Period 11, provided all other minimum course requirements have been successfully completed. Students who do not achieve the minimum passing score on the Mini-CPX will be referred for individualized coaching support and a reassessment of clinical skills. Eligibility for starting clerkships will be determined by the Committee on Performance, Professionalism, and Promotion (CP3) upon review of the remediation plan completed, and no sooner than Period 1. Any clerkships previously scheduled for Periods 11-12 will need to be rescheduled.

Additional information and FAQs can be found at http://cisl.stanford.edu/standardized-patient-program/for-students/mini-cpx-info-and-faqs.html.

CPX Overview
The Clinical Performance Examination (CPX) is a standardized patient examination administered to all medical students in the state of California, to be taken at or towards the end of the core clerkships. The examination is a standardized patient-based clinical skills assessment; demonstration of at least minimum competency on this exam is a requirement for graduation. It is designed by a consortium of clinicians and medical educators from all nine California medical schools to assess clinical skills essential to the practice of medicine regardless of specialty.

The purposes of the exam are:
1. To evaluate students’ level of competency in clinical and interpersonal skills;
2. To provide individual feedback on these skills in preparation for your residency training;
3. To prepare for the USMLE Step 2 Clinical Skills Examination (CS – the standardized patient portion of the boards).

The CPX may be taken at the end of the first year of clerkships, but must be taken NO LATER THAN one year prior to graduation. The CPX is only administered at Stanford once per year, typically in July. Students planning away rotations should make sure their plans do not conflict with test administration dates, since failure to participate in and pass the CPX would prevent the student from graduating.

The exam involves a five-hour block of time. Each student’s exercise is videotaped and made available for review. Following the exam, students receive detailed feedback from the patient encounters and a set of scores with comparison standards.
During the CPX, students see eight patients with a broad range of problems, which may encompass subject material from any core clerkship. Students are expected to perform a focused history and physical examination, and are also expected to communicate their thinking and preliminary plans to the patients. Students also complete eight inter-stations designed to assess clinical reasoning.

Students must demonstrate at least minimum competency in each of four skill areas:
- History taking
- Physical examination
- Communication skills
- Clinical reasoning

Students who do not attain an overall passing score on the exam, or who fail individual skill domains, will be required to successfully complete a remediation program, including individualized feedback, self-reflection, and working with a faculty mentor in the School of Medicine to develop the skills necessary for improvement. Following this remediation, students will undergo reassessment to ensure minimum proficiency with all categories of clinical skills. Successful completion of this reassessment exam will be required for graduation.

Additional information and FAQs can be found at http://cisl.stanford.edu/standardized-patient-program/for-students/cpx-info-and-faqs.html

### 4.15. CURRICULUM AND ASSISTANTSHIP LIMITS

Any student undertaking 100% MD curriculum effort may obtain up to an additional 25% appointment effort. An appointment is herein defined to include any Teaching Assistantship (TA) or Research Assistantship (RA), either in the School of Medicine or broader University, and/or Medical Scholars funding award. Those students in good academic standing who wish to exceed the 125% curriculum and appointment limit as set by the School of Medicine, must receive approval from their Academic Advising Dean.

A student must complete the online “Curriculum and Assistantship Exemption Form” at least two weeks prior to the start of the quarter in which a student is seeking an exemption. The request must be approved by the student’s Academic Advising Dean who may require statements from the student’s E4C mentor, course directors, and PI/research director indicating the academic readiness of the student and confirming that the student’s extra/co-curricular work will not interfere with their commitments and required MD curriculum. If approved, the student is responsible for informing labs, course directors, and others of the plan to exceed the 125% limit and the commitments they will be involved in.

Please note that for students who may be enrolled in a reduced curriculum effort (i.e., splitting the curriculum), the 125% effort limit applies and any combination of effort in excess of this will require an exemption.

If the student fails to inform the Advising Dean in advance of TAships or RAships commitments on the main campus, the Director of Financial Aid will initiate the process if they see that the limit has been exceeded. Additional safeguards will be put in place to ensure that students are following through with the policy and procedures outlined above.
5. ASSESSMENT OF STUDENT ACADEMIC PERFORMANCE

In this section:

5.1. HEALTH PROVIDER INVOLVEMENT IN STUDENT ASSESSMENT
5.2. EVALUATION OF PERFORMANCE IN COURSES
5.3. EXAM POLICY FOR REQUIRED MD PRE-CLERKSHIP COURSES
5.4. EVALUATION OF PERFORMANCE IN CLINICAL CLERKSHIPS
5.5. STANDARDIZED PATIENT TEACHING AND ASSESSMENT
5.6. MEDICAL STUDENT PERFORMANCE EVALUATION (MSPE)
A student may not be formally evaluated by a health professional who has provided medical or mental health services to that student. This applies to one-time/episodic care as well as continuing care.

All pre-clerkship MD program courses are graded on a pass/fail basis. It is the prerogative of each course director to determine the best method for assessing student performance for his or her course. Learning activities such as quizzes, short papers, laboratory exercises, problem sets, presentations, and group discussions, may be offered on a graded or ungraded basis at the discretion of the course director. Attendance and participation may be required for some sessions, e.g. where small group interaction is essential to mastery of material in the course. Course directors are expected to announce criteria for passing a course by the end of the second week of the quarter.

Grading System

The following grading system is used to report on the official transcript the performance of students in all courses and clerkships taken while an MD degree candidate:

- Pass (+) indicates that a student has demonstrated to the satisfaction of the responsible department or teaching group that he/she has mastered the material taught in the course.
- Incomplete (I) indicates that extenuating medical or personal circumstances beyond the student’s control have prevented completion of course requirements. An incomplete can be corrected in a manner specified by the department or teaching group and must be corrected within one year (unless the Committee on Performance, Professionalism and Promotion specifies an earlier date). When a student takes a final or makeup examination following an incomplete, it becomes a pass, marginal pass or fail. If the student does not attempt to correct the incomplete within the agreed-upon time, it becomes a fail.
- Continuing (N) indicates that the course has not concluded and that the student is continuing the course or that a minor component of a course (as defined by the course director) is pending.
- Grade Not Reported (GNR) indicates that a grade has not been reported by the instructor.

A student may not receive credit for repeating a course unless the content has changed significantly, as determined by the course director.

In addition to these transcript-related grades, additional designations are used internal to the School of Medicine to report on academic progress:

- Marginal Pass (MP) indicates that a student has fallen short of meeting minimal performance standards for a pass but has done better than a fail at the end of the academic quarter, and that additional work or remediation is necessary to achieve a pass.
- Fail (-) indicates that a student has not met the minimum performance standards for the course. A course in which a student has received a fail grade does not show up on the official transcript. A course in which a student has received a fail grade must be repeated, and the student must achieve a passing grade within one year of the failure or prior to beginning clerkships, whichever is sooner.
End-Quarter Policy Statement
The End-Quarter Period is a time of reduced social and extracurricular activity preceding final examinations. Its purpose is to permit students to concentrate on academic work and to prepare for final examinations.

During the End-Quarter Period, classes are regularly scheduled and assignments made; this regular class time is used by instructors in whatever way seems best suited to the completion and summation of course material. Instructors should neither make extraordinary assignments nor announce additional course meetings in order to “catch up” on course presentations that have fallen behind. They are free, however, and even encouraged to conduct review sessions and to suggest other activities that might seem appropriate for students preparing for final examinations.

Students are expected to remain on campus during the end-quarter period and are advised to avoid planning activities that might conflict with course commitments and final exam preparation during this week.

No final examinations should be given during the End-Quarter Period except:

1. In classes where graded homework assignments or quizzes are routine parts of the instruction process.
2. In classes with laboratories where the final examination will not test the laboratory component. In such a case, the laboratory session(s) during the End-Quarter Period may be used to examine students on that aspect of the course.
3. In Practice of Medicine, in which previously scheduled standardized patient (SP) assessments are permitted during the End-Quarter Period.
4. In Science of Medicine, in which assessments may be maximally spread out in order to account for student wellness.

Major papers or projects about which the student has had reasonable notice may be called due in the End-Quarter Period. Take-home final examinations, given in place of the officially scheduled in-class examination, may be distributed in the End-Quarter Period. Although the instructor may ask students to return take-home examinations early in the final examination period, the instructor may not call them due until the end of the regularly scheduled examination time for that course. Such a policy respects the principle that students’ final examinations are to be scheduled over a period of several days.

Final Examinations
Final examinations are scheduled by the Office of Medical Education, which posts tentative dates and times by the end of the previous quarter and final schedules by the end of the second week of the quarter. Students anticipating conflicts in examination schedules should seek to resolve them with course instructors.

Students are expected to remain on campus during the final exam period and should not book travel or other plans until they have confirmed the dates that they must sit for their final exams. Final exams should take priority over other commitments and students are advised to plan accordingly.

Final examinations are governed by the regulations below:

1. Students are expected to take the final examination unless at least 24 hours prior to the examination they have received formal written approval for either dropping the course from the course director or for obtaining an incomplete from an Advising Dean. Incompletes are given for significant personal or medical reasons beyond the student’s control. If a student does not appear for the examination and has not been granted a drop or an incomplete, the student will receive a fail.
2. Students are expected to report for their examinations at the time and place designated by the Office of Medical Education or the course director, unless the course director has made alternative arrangements. While examinations are not “proctored” as such, students must take the examination in the designated location within the prescribed examination time. Students are expected to adhere to the Honor Code at all times during examinations.

3. When the final examination or its appropriate substitute is not an in-class examination (e.g., when an instructor assigns a take-home examination, paper, or project in lieu of an in-class examination), the schedule and format of the final examination, or its substitute, will be determined no later than the end of the second week of the quarter and, if changed subsequently, may be only a modification approved by a majority of the students in the class.

4. Students with documented disabilities who have registered with and been determined by the Office of Accessible Education (OAE) to require special examination accommodations are responsible for notifying both the School of Medicine Learning Strategies Education Specialist and their course directors at the beginning of the quarter or when their accommodation letter is given that they will need accommodations. Unless students receive accommodations mid-quarter, they must let the School of Medicine Learning Strategies Education Specialist and their course directors know of their accommodations needs no later than the end of the second week of the quarter for which they are receiving accommodations. Reminder: students needing exam accommodations are to contact the OAE first, prior to notifying their course director(s).

5. Feedback on written examinations is to be as complete as practicable.

**Correction of Deficiencies in Pre-Clerkship Courses**

Students receiving notification of a marginal pass should meet with the appropriate faculty and discuss the requirements for achieving an unqualified passing grade. Once a student achieves a “pass,” the performance will no longer be recorded as “marginal” in the student’s record. Students who receive a marginal pass in a course of five or more units (e.g. SOM or POM) must correct the marginal pass within 12 months of receipt of the marginal pass and prior to beginning any clinical clerkship, and may be required to take USMLE Step 1 examination prior to beginning any clinical clerkship. No student having more than one marginal pass in courses of four or fewer units may begin any clerkship. If two uncorrected marginal performance grades accumulate in pre-clerkship courses of four or fewer units, the student is required to correct at least one of them within 12 months of receipt of the second marginal pass and prior to beginning clinical clerkships. Students with one or more marginal passes will be counseled by an Advising Dean and reviewed by the Committee on Performance, Professionalism and Promotion (CP3).

Students who fail a pre-clerkship course must achieve a passing grade within one year of the failure or prior to beginning clerkships, whichever is sooner. If this cannot be achieved through remediation (as determined by the Course Director) then the student must retake and pass the course when it is next offered. Only the CP3 has the power to change this requirement. The requirements for achieving a passing grade are determined by the responsible faculty. Students with a failing grade will be counseled by an Advising Dean and reviewed by the Committee on Performance, Professionalism and Promotion.

Academic deficiencies in pre-clerkship courses must be rectified prior to the beginning of clerkships or by a date specified by the CP3 (which has the power in an appropriate case to modify any of the requirements in this subsection).

Departments are encouraged to provide educational assistance to students failing required courses on the first-year grid, preferably during the first summer quarter following receipt of a failing grade, and to reexamine such students prior to autumn quarter registration.
Students failing courses on the autumn and winter quarter grids for the second year should, as a general proposition, be given the opportunity to correct these deficiencies prior to July 1 of that academic year. Students who receive an incomplete grade because of extenuating medical or personal circumstances should, once again as a general rule, be given the opportunity to correct the incomplete grade within one (1) year or prior to entering clerkships, whichever comes first, in a manner specified by the department or responsible teaching group. Courses such as those in the Practice of Medicine sequence, where hands-on activities and small group interactions constitute a significant portion of the course, may require retaking of the course the following year.

**Evaluation of Performance in Science of Medicine (SOM)**

**Grading**
Students receive a Pass or Fail assessment (reported in Axess) after each quarter. Your grade will be based on your scores in the assigned quizzes and the scheduled examinations. Each quarter has a different number of quizzes and examinations. Please see the individual syllabi for each quarter of SOM for specific details on the determination of grades and passing scores.

**Policy for Missed Exams**
Every student is expected to sit for each end-block examination and each end-quarter integrated examination in the Science of Medicine course at the time scheduled.

The final exam for each quarter of SOM is scheduled for the last day of Exam Week. Failure to sit for any end-block examination or end-quarter integrated exam in the SOM course will earn a grade of “fail” for the course.

**Policy for Remediation of a Fail Grade in an SOM Course**
A student who receives a Fail in any quarter of the SOM series (INDE 221, INDE 222 or INDE 223) will be required to take a special remedial examination after the inter-quarter break. This examination will be offered ONCE. Vacation plans do not dictate when the exam will be taken. The course directors agree that a non-passing grade in SOM indicates a need for in-depth review of the entire quarter and have scheduled the remedial exam to allow such additional study. Correction of a Fail grade in SOM requires a full passing score (>70%).

A student who fails a quarter of SOM and who then fails the special remedial examination will be referred to the Committee on Performance, Professionalism and Promotion (CP3), which will make a final recommendation on a course of remediation. This recommendation may be a requirement to re-take that quarter the following year, including all required exercises and examinations.

**Evaluation of Performance in Practice of Medicine (POM)**

**Grading**
Students receive a Pass (+), Continuing (N), Marginal Pass (MP), Fail (-), or Incomplete (I) grade after each quarter. The grade is based on completion of quarter course requirements, satisfactory performance on end-of-quarter assessments, and professional behavior. Following are the guidelines for each grade option in the course:

- **Pass (+):** Students have completed all course requirements, performed satisfactorily on the final Standardized Patient assessment and each section of the written final examination, and exhibited professional behavior in the course.
• Continuing (N): Students have not completed all course requirements and/or did not perform satisfactorily on any individual section of the written final examination.
• Marginal Pass (MP): Students have not performed satisfactorily on the final Standardized Patient assessment and/or the overall written final examination; there may be some concern about the student’s professional behavior in the course; and/or the student’s performance in in-class activities has raised some concerns about knowledge and competence.
• Fail (-): Students have performed poorly on the final Standardized Patient assessment and/or the overall written final examination (using the criteria above for N Grade or Marginal Pass); there may be serious concerns about the student’s professional behavior in the course; and/or the student’s performance in in-class activities has raised serious concerns about knowledge and competence.
• Incomplete (I): Student has satisfactorily completed a substantial part (but not all) of the course work. Students must request an incomplete grade by the last class meeting. Incomplete grades must be made up within one (1) year, or prior to entering clerkships, whichever comes first.

A grade of Continuing (N), Marginal Pass (MP), or Fail (-) will require notification to the CP3.

Students who do not perform satisfactorily on either the final Standardized Patient assessment and/or the written final examination must complete a plan of remediation tailored to student needs and course resources. Students who do not satisfactorily complete this plan of remediation will earn a “Fail” grade for the course.

Policy for Missed Assessments
Every student is expected to be present for each final Standardized Patient assessment and each end-quarter integrated examination in the Practice of Medicine course.

A formal Course Director's excuse is required to make-up any missed course examination. It is recommended that students meet with their Advising Deans prior to submitting a formal request for any missed course examination.

A Course Director's excuse may be issued before a regularly scheduled assessment or examination to accommodate some essential extracurricular event or after an examination for illness.

A score of zero will be credited towards a student’s final score if an assessment or examination is missed without an Advising Dean's excuse.

If a Course Director's excuse is issued before a regularly scheduled assessment or examination to accommodate some essential extracurricular event, the student will be expected to take the scheduled makeup examination or assessment at Stanford. If the Course Director's excuse extends beyond the second date because of some essential activity away from Stanford, then appropriate arrangements will be made within the resources of the course. Failure to make such an arrangement will result in a score of zero on that exam. A student who misses an assessment or examination with a Course Director's excuse for illness should contact the POM course coordinator and appropriate arrangements will be made.

Policy for Remediation of a Continuing, Marginal Pass, Fail Grade in POM
A student who receives a Continuing (N) in any quarter of the POM series (INDE 201-206) must complete outstanding course requirements to correct the grade to a Pass (+). The student will be allowed to continue through the POM sequence. The Committee on Professionalism, Performance, and Promotion will be notified. Students who do not satisfactorily complete this plan of remediation will earn a Marginal Pass (MP) grade for the course.
A student who receives a Marginal Pass (MP) in any quarter of the POM series (INDE 201-206) must successfully complete a course of remediation tailored to student needs and course resources to correct the grade to a Pass (+). The student will not be allowed to continue through the POM sequence, unless provided special permission from the course director. The CP3 will be notified. Students who do not satisfactorily complete this plan of remediation will not be allowed to continue to clerkships.

A student who receives a Fail in any quarter of the POM series (INDE 201-206) will be required to re-take that quarter the following year, including all required exercises and examinations. The student will not be allowed to continue through the POM sequence, unless provided special permission from the course director (please see various five-year “split” schedules from the Office of Medical Education). The CP3 will be notified.

5.3. EXAM POLICY FOR REQUIRED MD PRE-CLERKSHIP COURSES
http://med.stanford.edu/md/mdhandbook/section-5-3-exam-policy-required-md-pre-clerkship-courses.html

Per the Stanford University Honor Code, individual faculty members are not present to proctor exams; however, they can determine the best exam environment for their tests and make any requirements they see fit with regard to how students take the exam. The Honor Code states in part, “The faculty on its part manifests its confidence in the honor of its students by refraining from proctoring examinations and from taking unusual and unreasonable precautions to prevent the forms of dishonesty mentioned above. The faculty will also avoid, as far as practicable, academic procedures that create temptations to violate the Honor Code.”

To uphold the spirit of the University’s Honor Code and to create consistency across courses in the pre-clerkship curriculum, the Office of Medical Education provides the following guidelines for closed-book examination environments in our required MD courses:

- Students will complete exams in the rooms assigned by the course.
- Exams are non-collaborative and, unless otherwise noted by course faculty, closed book.
- Unless otherwise stipulated by the course director, use of any electronic device to access other resources, including (but not limited to) the internet, your notes, and your colleagues, is expressly forbidden and constitutes a violation of the Stanford Honor Code.
- The use of personal listening devices is expressly forbidden in the exam setting.
- Students with disabilities or other special needs for which they may need accommodations should notify the Dean of the Office of Medical Student Affairs and the Office of Accessible Education well in advance to receive appropriate accommodation for exams. Once students receive an official accommodations letter, they must let the School of Medicine Education Specialist and their course directors know of their accommodations request no later than the end of the second week of the quarter every quarter in which they are requesting accommodations.
- Please see Section 3.12 Policies and Resources for Mobile Devices for more information about BYOD policies governing final exams.

5.4. EVALUATION OF PERFORMANCE IN CLINICAL CLERKSHIPS

Criterion-Based Evaluation System (CBES)

CBES refers to the evaluation system used in required clerkships at Stanford. Student performance is assessed in three domains: Patient Care, Professionalism and Interpersonal Communication, and Medical
Knowledge, as measured by a final written exam. Students whose performance meets established criteria in each domain receive a mark of Pass with Distinction. All students are eligible to earn Pass with Distinction, independently of how other students perform. Performance in each domain is reported separately in the Medical Student Performance Evaluation (MSPE), without reference to an overall grade.

Final Exam

- Written exam requirements are set by the clerkship director.
- Clerkships may use either the NBME Subject Exam or an alternative departmental exam. Clerkships using the NBME Subject Exam are marked with an asterisk above.
- Written examinations must be passed with a minimum score as established by the clerkship.
- Clerkship Exam thresholds for “pass” and “pass with distinction” are determined by each core clerkship and will be noted in each clerkship’s respective syllabus and/or orientation.
- Students who do not pass the written exam receive an “N” (continuing) grade for the clerkship and must retake either the NBME Subject Exam or the departmental exam.
- Students who do not pass the written exam on the second attempt must take an oral exam or a suitable alternative, to be determined by the clerkship director in conjunction with the Assistant Dean for Clerkship Education.
- After the third attempt at satisfying the exam requirement, the “N” grade converts to either “pass” or “fail.”
- “N” grades must be corrected within 9 months of the end of the clerkship. Uncorrected “N” grades will convert to “fail” after 9 months.

Electives/Selective Clerkship Grading
Students on elective and selective clerkships may earn a final grade of Pass, Marginal Pass, or Fail.

Mid-rotation Feedback
All required clerkships must provide students a formal mid-clerkship assessment of performance. Mid-clerkship feedback must be provided early enough to allow a student the opportunity to improve their performance before the end of the clerkship. Clerkships must maintain written documentation that mid-rotation feedback has been provided to each student.

Clerkship Performance Evaluation Appeals
Students who have questions or concerns about a performance evaluation in a clinical clerkship should contact the Clerkship Director to request a review. If a student’s disagreement remains unresolved, the student or their Advising Dean may request a review by the Clerkship Evaluation Committee (CEC) by contacting the CEC chair. A written request for a review must be received within eight weeks of the date that the final student performance evaluation was submitted in E*Value in order to be considered.

The CEC consists of the following members (or their designees) who will participate in each appeal or review:

- Director of Evaluation (CEC chair)
- Assistant Dean of Clerkship Education
- An Advising Dean other than the appealing student’s advisor
- A Required Clerkship Director other than the director involved in the appeal
- One additional faculty member (who does not hold a formal role in clerkships or CP3)

Upon receiving a request for review, the CEC will notify the clerkship team responsible for the performance evaluation and will gather data from the student and the clerkship team. The CEC will review
the final evaluation and all submitted data, gather additional information as needed, and will generally, though it is not required, reach a decision by consensus. The student and clerkship team will be notified in writing of the final decision. The CEC will attempt to complete each appeal within 45 days of the request. The CEC decision is considered final. Students with further concerns may choose to pursue the Stanford University student academic grievance procedure, though they should recognize the limited scope of review inherent in that procedure.

Correction of Deficiencies in Clerkships
During the course of a clerkship, when a clerkship director becomes aware that a student’s performance may warrant a marginal pass or failing grade, the clerkship director must notify the student promptly that, in the absence of improvement, a non-passing grade is being considered. Once the director confirms the decision to assign a non-passing grade, the clerkship director must immediately notify the student about the final grade to be assigned. The clerkship director should also notify the student’s Advising Dean, who will arrange a meeting with the student.

Requirements for correcting a marginal pass or failure will be determined by the clerkship director. Students who receive a marginal pass or failing grade are required to meet with the clerkship director to set timely requirements for achieving an unqualified passing grade. Non-passing grades in clerkships, including N or “continuing” grades for failed NBME subject exams, must be corrected within one year of completing the clerkship. Students failing to correct a non-passing grade within one year will be reviewed and discussed by the Committee on Performance, Professionalism and Promotion.

Students cannot receive a Stanford MD degree with an uncorrected marginal pass or failure in a clerkship.

5.5. STANDARDIZED PATIENT TEACHING AND ASSESSMENT

The Standardized Patient (SP) Program offers clinical skills training for medical students throughout the four-year curriculum. Its activities are designed to provide a simulated setting for the instruction and assessment of the clinical, cross-cultural and interpersonal skills of medical students. Real patients or actors are trained to consistently recreate the same clinical situation, findings, or problem with each student encounter.

5.6. MEDICAL STUDENT PERFORMANCE EVALUATION (MSPE)

The Medical Student Performance Evaluation (MSPE), also known as the Dean’s Letter, will be compiled by the Advising Deans and sent to residency program directors as part of the application to obtain positions for postgraduate training. The letter is submitted to residency programs in the autumn of the student’s final year in the MD program. This letter is a narrative evaluation of the student’s accomplishments in the MD program. Achievements during clinical clerkships and attributes as potential house officers and physicians are major points of emphasis. Recognition is included in the letter for accomplishments in research, teaching, and community service. The MSPE will also include in the last sentence of the required clerkship narrative the student’s performance in each of three domains of the Criterion-Based Evaluation System (CBES). There will also be an appendix that describes CBES, including the criteria used and the process used to collect data and formulate the summary evaluation.
6. COMMITTEE ON PERFORMANCE, PROFESSIONALISM AND PROMOTION (CP³)

In this section:

6.1. INTRODUCTION
6.2. STANDARDS FOR PERFORMANCE AND SATISFACTORY PROGRESS
6.3. PROMOTION
6.4. PROCEDURES FOR ADDRESSING PERFORMANCE, PROFESSIONAL AND TECHNICAL STANDARDS CONCERNS
6.5. APPENDIX: CHART OF CP³ RESPONSES TO STUDENT ISSUES
The Committee on Performance, Professionalism and Promotion (CP3) is a standing committee of the Stanford University School of Medicine Faculty Senate. The purpose of the CP3 is to provide all medical students with periodic and systematic reviews of their overall progress towards completion of the MD degree, as well as reviews on an as-needed basis. The committee will monitor student development and will provide guidance, recommendations, and remediation as appropriate.

Stanford University School of Medicine has an obligation to evaluate the performance of each student on an ongoing basis from matriculation until graduation with an MD degree, and to endorse each student as being suitable in terms of meeting the academic, professional, and technical standards for the practice of medicine. It is therefore the responsibility of the faculty – through this committee – to review any concerns regarding the ongoing satisfactory fulfillment of these standards.

A. Membership:
The CP3 is composed of 12 voting members, including its chair. A total of seven voting members are required for a quorum. Voting members are basic science or clinical faculty who have been appointed by the Stanford University School of Medicine Faculty Senate for three-year terms. A quorum of voting members of the CP3 is required to be in attendance (either physically or via speaker phone) for decision-making activities. Ex officio non-voting committee members may include (but are not limited to) the Advising Deans, the Assistant Dean for Medical Education, Associate Dean for Medical Student Affairs and the Associate Dean of Minority Advising and Programs.

B. General Operating Procedures:
   a. The primary responsibility of the committee is to review the development and performance of each student on an ongoing basis in the areas of the fulfillment of academic, technical, and professional standards. This includes:
      i. Evaluation of achievement of all requirements for promotion.
      ii. Identification of students having difficulty meeting requirements and/or expectations for academic, professionalism, or technical performance, and recommendation of individualized learning plans that support academic and professional development, which may include academic support and required remediation, as necessary.
      iii. Evaluation of achievement of required remediation.
      iv. Taking such action (including dismissal from the Stanford University School of Medicine MD program) as the CP3 deems appropriate under the facts and circumstances.
   b. The CP3 generally will meet once quarterly. The chair may call additional meetings if necessary.
   c. Except for the CP3 chair, the Advising Deans, the Assistant Dean for Medical Education, the Assistant Dean for Medical Student Affairs and the Associate Dean of Minority Advising and Programs, members of the committee will not discuss decisions or pending actions with students and should not be approached by students with inquiries.
   d. The CP3 also considers student petitions on various matters, including for:
      i. An extension of medical education beyond six years as a registered student to complete the MD degree, and beyond eight years to complete MD/PhD degrees.
      ii. Leaves of absence that either individually or cumulatively exceed a total of one year.
      iii. Reinstatement.
   e. The CP3 is staffed by a representative from the Office of Medical Education.
6.2. STANDARDS FOR PERFORMANCE AND SATISFACTORY PROGRESS


In order to make satisfactory progress towards the MD degree, each student must satisfy academic, professional, and technical standards on an ongoing basis.

A. Academic:
Students are required to make satisfactory academic progress in terms of units taken and passed, courses and clerkships successfully completed, timely completion of other requirements, and correction of deficiencies.

a. Units:
i. Students must take and successfully complete a per-quarter number of general School of Medicine units (any units listed in the School of Medicine Course and Clerkship Catalog or included for Scholarly Concentration) as follows:
   1. During Autumn, Winter and Spring quarters (except for the graduation quarter), at least 9 units.
   2. Summer quarter (if registered), at least 3 units.
   3. Students in Master’s or PhD programs that have required courses outside of the School of Medicine (either programs in another Stanford school or interdepartmental medical school programs) will be monitored for a per quarter unit requirement to be set by the appropriate program director.

* Unit figures above are based on 2019-20 matriculation. Please refer to Section 4.3 for information for all unit requirements.

NOTE: Unit requirements for financial aid eligibility are not necessarily the same as for satisfactory academic progress for graduation. Students should also refer to financial aid policy, and consult with the School of Medicine Financial Aid Office.

b. Number of Years:
i. Students are ordinarily expected to complete the pre-clerkship curriculum within three years of matriculation.
ii. If a student plans to take more than six years (MD) or eight years (MD/PhD), exclusive of time spent during an approved Leave of Absence, the student must petition for and receive approval by the CP3, preferably at the end of the fourth (MD) or sixth (MD/PhD) year, but no later than the fifth (MD) or seventh (MD/PhD) year, in order to facilitate academic and financial planning. The student’s petition must provide reasons for the requested extension and submit specific plans for completing the degree, which plans are subject to the review and approval by the student’s academic advisor.

iii. The maximum time allowed does not include periods of approved Leave of Absence, but no combination of program extensions and approved Leaves of Absence shall exceed eight years (MD) or ten years (MD/PhD) without prior CP3 review and approval.

c. Scholarly concentrations:
Students must make satisfactory progress in meeting Scholarly Concentrations requirements, as those requirements are outlined in Section 4.4 of this handbook.

d. Examinations:
Students must make satisfactory progress in meeting examinations requirements, such as the USMLE Step 1, Step 2 CK and Step 2 CS (see Section 3.22), and CPX series (see Section 4.14).

e. Academic Deficiencies:
   i. All academic deficiencies must be corrected within one year (or otherwise within a time limit specifically set by the CP3 in the individual case).
   ii. Note that some deficiencies may be considered to be unable to be remediated and may result in immediate dismissal. Such circumstances may include (but are not limited to) when one or more of the following conditions apply:
      1. four failures in pre-clerkship courses of two or more units.
      2. three marginal passes or failures in pre-clerkship courses of five or more units.
      3. two failures in clinical clerkships.
      4. three marginal passes (or combination of marginal passes and failures) in clinical clerkships.
      5. three failures of USMLE Step 1.
      6. three failures of USMLE Step 2 CK (Clinical Knowledge).
   iii. A student’s failure to attend required meetings, comply with CP3 directives for remediation, or meet CP3 deadlines may preclude remediation and result in immediate dismissal from the Stanford University School of Medicine MD program.

f. Professionalism:
   Students are required on an ongoing basis to satisfy professionalism standards, as those standards are outlined in Section 2.4 of this handbook. A serious breach of professionalism may result in immediate dismissal from the Stanford University School of Medicine MD program.

g. Technical Standards:
   Students are required on an ongoing basis to satisfy technical standards, as those standards are outlined in Section 2.3 of this handbook. Continued fulfillment of such standards is a requirement for ongoing registration in the Stanford University School of Medicine.

6.3. PROMOTION
   http://med.stanford.edu/md/mdhandbook/section-6-3-promotion.html

The CP3 will conduct a systematic review at three intervals of all students’ progress towards completion of the MD degree. Those reviews will encompass all areas of academic performance, professionalism, and technical standards. Students whom CP3 determines have met these standards will be eligible for formal promotion as follows:

A. Promotion to Clinical Medical Student: upon completion of pre-clerkship courses and other requirements, students will be reviewed for formal promotion. Criteria for promotion are:
   a. Satisfactory completion of all required pre-clerkship courses with a passing grade by May 15 of the academic year (NOTE: A maximum of one grade of “marginal pass” in a pre-clerkship course will be permitted, but only in a course of four or fewer units. No marginal pass may remain uncorrected in a Practice of Medicine (POM) or Science of Medicine (SOM) course). MD/PhD students may be required to take an additional preparatory clinical course prior to entering clerkships.
   b. Satisfactory performance (passing score) on the Mini-Clinical Performance Examination.
   c. Satisfactory fulfillment of the standards for professionalism of the Stanford University School of Medicine MD program.
d. Satisfactory fulfillment of the technical standards of the Stanford University School of Medicine MD program.

e. Satisfactory progress in a Scholarly Concentration.

f. Students must take the Step 1 exam of the USMLE within 12 months of the start of clinical clerkships. Students appearing on the agenda of the CP3 as a result of academic deficiencies in pre-clerkship courses may be required to sit for the Step 1 examination prior to beginning clerkships. Students receiving an overall failing grade on their first attempt at the Step 1 examination will have their provisional promotion rescinded and will be withdrawn from clerkships at the end of the current clerkship period, and may not begin any further clerkship (except Pathology) until the Step 1 examination is retaken and satisfactorily passed. The CP3 may determine, in its discretion, the circumstances under which Step 1 may be retaken.

Students who are determined by the CP3 as not fulfilling the standards for Promotion to Clinical Medical Student, or who do not satisfy the remediation measures required by the CP3, may be dismissed by the CP3 from the MD or MD/PhD program. Students who do not achieve successful promotion to Clinical Medical Student cannot continue as MD candidates in the Stanford University School of Medicine.

B. Promotion to Candidate for Residency: In January of the anticipated year of graduation, the CP3 will review students’ progress to certify formally those students who are eligible for the residency match. Criteria for promotion include:

a. Satisfactory completion of all required clinical clerkships, or acceptable documentation to the committee that the remaining required clerkships will be successfully completed by June of the graduation year.

b. Continued satisfactory fulfillment of the standards for professionalism of the Stanford University School of Medicine MD program.

c. Continued satisfactory fulfillment of the technical standards of the Stanford University School of Medicine MD program.

d. Completion of (or documented satisfactory progress in) a Scholarly Concentration.

e. Documentation that USMLE Step 2 CK will be taken by April 1 of the graduation year.

C. Promotion to Eligible for MD Degree: In May of the anticipated year of graduation, the CP3 will review students’ progress to determine their eligibility for promotion to “eligible for MD degree.” If promoted, a student will be included on the list to be transmitted to the Dean and Registrar of the University for Conferral of the MD degree. Criteria for promotion are:

a. Satisfactory completion of all degree requirements, including passing scores on the CPX exam and the USMLE Step 2 CK exam (or an institutionally-administered equivalency exam), and documentation of having taken the USMLE Step 2 CS (or be scheduled to take it) prior to June 1 of the graduation year.

b. Continued satisfactory fulfillment of the standards for professionalism of the Stanford University School of Medicine MD program.

c. Continued satisfactory fulfillment of the technical standards of the Stanford University School of Medicine MD program.

d. Completion of a Scholarly Concentration.

e. No unresolved concerns regarding academic performance, professionalism or fulfillment of the technical standards.
6.4. PROCEDURES FOR ADDRESSING PERFORMANCE, PROFESSIONAL AND TECHNICAL STANDARDS CONCERNS

A. In general:
   a. The CP3 will periodically review the record of all students; in addition it can place any student on its agenda for discussion and action if there is a concern about their performance or progress in fulfilling academic, professionalism or technical standards.
   b. The CP3 can take any action it deems appropriate in its discretion under the facts and circumstances presented to address any concerns about academic, professional or technical standards issues, including (but not limited to):
      i. Requiring a student to correct a marginal pass or a failing grade in a specified manner and/or by a specified date.
      ii. Placing a student on academic probation with a prescribed and restricted curriculum (including the discontinuation of activities such as extracurricular activities, RA-ships and TA-ships, laboratory research, community service, etc.) for a time period specified by the CP3.
      iii. Requiring a student to take USMLE Step 1 or Step 2 CK at a specified time, requiring a passing score on such an exam, and/or restricting access to any clerkship until they have either taken or received an overall passing score.
      iv. Placing the student’s enrollment on administrative hold for one or more quarters.
      v. Requiring a remedial curriculum, or that the student be referred for an assessment.
      vi. Dismissing the student from Stanford University School of Medicine MD program under circumstances deemed by the CP3 to warrant such action.

NOTE: See “6.5 Appendix: Chart of CP3 Responses to Student Actions” of this chapter for examples of some of the actions that may be taken by the CP3 to address certain academic deficiencies.

B. Procedures regarding academic deficiencies:
   a. As a general proposition, students will be notified in advance if they are to appear on the agenda of the CP3.
   b. Students who appear on the CP3 agenda in regard to an academic deficiency will be accorded the following rights:
      i. To ask for and receive from an Advising Dean a written explanation as to why they are receiving attention by the CP3.
      ii. To have an opportunity to discuss their academic progress and/or deficiencies with an Advising Dean and to participate in formulating for presentation to the CP3 a proposal for a remedial program (where appropriate).
      iii. To have an opportunity to submit a written statement to the CP3.
      iv. In any case involving dismissal from Stanford University School of Medicine MD program, to be invited to appear in person at the scheduled CP3 meeting during the presentation of their case prior to the closed deliberation of the committee.

NOTE: Students appearing before the CP3 may have a qualified advocate of their choice accompany them to the meeting; advocates may be either the student’s academic advisor or another faculty member of Stanford University School of Medicine. An attorney is not a qualified advocate.
v. Under ordinary circumstances, to receive a written report within 10 working days after the CP3 meeting detailing the committee action taken. The time frame may be extended for good cause at the discretion of the CP3 chair.

vi. To have an opportunity to discuss the CP3 action and report with an Advising Dean and to submit a written request to the CP3 chair that the action be reconsidered. The request must be based on compelling new information not available at the time the action was taken, not on a complaint expressing dissatisfaction with the outcome or with an underlying University or Stanford University School of Medicine policy of general application. Such a request should be submitted within 14 working days of receipt of the report, but the time frame may be extended for good cause at the discretion of the CP3 chair.

vii. To have the opportunity to file a formal grievance, as outlined in the Stanford University Bulletin (Student Academic Grievance Procedure). Grievances appealing a CP3 action are filed with the Dean of the School of Medicine.

C. Procedures regarding professionalism concerns:
   a. In general:
      i. The faculty of Stanford University School of Medicine endorses students as suitable to practice medicine based on maintenance of continuous satisfactory performance in the areas of meeting academic, professional, and technical standards.
      
         ii. The CP3 may address minor professionalism concerns at its discretion and as it sees fit, such as by referral to a student’s academic advisor or completion of a program of remediation.

         iii. As to serious professionalism concerns, such concerns will be addressed under a three-step process as presented below.

      
      NOTE: Alleged violations of Stanford’s student conduct codes (including the Honor Code and the Fundamental Standard) are adjudicated by a different University process. That conduct, however, may also raise concerns regarding professionalism requiring review under this process.

   b. The Three-Step Process
      
         i. Step 1: Personal Communication
            1. A faculty member (including any of the Advising Deans) or any other individual should communicate a possible substantive deficiency in professionalism of a medical student to the Senior Associate Dean for Medical Education. The Senior Associate Dean will then inform the CP3. This should be done as soon as practicable after the professionalism deficiency is identified.

            2. The Senior Associate Dean (or his or her delegate) should give the student a copy of these guidelines and arrange a meeting with the student and, as appropriate, the individual identifying the deficiency and/or any of the Advising Deans. If the alleged deficiency can be explained or corrected in a mutually satisfactory manner, the matter need go no further. The Senior Associate Dean should then communicate their conclusions or actions to the CP3.

            3. To facilitate identification of students who may have professionalism deficiencies, student services personnel will maintain impermanent files separately from students’ permanent files as a repository for such concerns. If a serious professionalism concern is communicated to a student, a memorandum regarding the conversation should be sent to the student and a copy placed in the student’s impermanent file. By having a central repository for such information, students whose performance repeatedly provokes professionalism concerns can be identified. The impermanent file should also contain records on formal or
informal hearings, and/or CP3 considerations of students regarding professionalism. Except as disclosure is necessary under this process, access to impermanent files will in general be restricted to those Stanford administrative personnel with a need to know (such as the Advising Deans and the CP3) and the student. As a general proposition, the contents of any such impermanent file are to be destroyed within one year after the student graduates.

ii. Step 2: CP3 Informal Hearing
   1. If the student, the identifier of the deficiency, the CP3, or the Senior Associate Dean is not satisfied with the result of the personal communication described above, the CP3 will hold an informal private hearing upon being notified of that dissatisfaction. The informal CP3 hearing will involve the student, a quorum of the CP3, the student’s Advising Dean, a student-chosen advocate (who must be a faculty member of Stanford University School of Medicine), and any other individual (e.g., the faculty member identifying the deficiency) whom the chair of the CP3 thinks pertinent to discuss the matter. The purpose of the informal private hearing will be to permit the student and any other involved individuals to present their versions of the alleged deficiency and work out, if possible, a mutually satisfactory remedy.
   2. The chair of the CP3 will communicate in writing the results of the hearing to the student and the Senior Associate Dean within ten working days of the meeting. At the discretion of the Senior Associate Dean, the written communication or other summary of any mutually satisfactory remedy may also be placed in the student’s permanent file. If there is no mutually satisfactory remedy, the written communication and any other records of the informal hearing will be placed in the student’s impermanent file.

iii. Step 3: Formal Hearing
   1. If the matter cannot be satisfactorily resolved at the CP3 informal hearing, or if the student or the Senior Associate Dean is not satisfied with the outcome of the hearing, or if there is a breakdown of (or failure to timely complete or adhere to) the mutually agreed-upon remedy, the CP3 chair will call a formal hearing.
   2. A formal hearing is intended to provide an opportunity for the parties to present their positions in a process with the authority to decide on a remedy and/or an outcome, including dismissal from the Stanford University School of Medicine MD program. The Executive Committee of the School of Medicine Faculty Senate shall appoint, to hear the matter, an ad hoc Committee on Suitability for the Practice of Medicine. The Committee on Suitability will be composed of four members of the full-time faculty and one member of the adjunct clinical faculty. Each member of the Committee on Suitability must attend the formal hearing. The Committee on Suitability will hear the matter and make findings and recommendations to the Senate Executive Committee. Decisions of both committees will be made by majority vote.
   3. The chair of the Committee on Suitability for the Practice of Medicine will conduct the formal hearing using the general procedural guidelines outlined below:
      a. The student will be informed in writing of the alleged deficiency to be considered, of the situation upon which the concern is based, and of the scheduled date of formal hearing (which shall be at least 10 days after the date of this written statement). The written statement will also include a copy of this process and any special rules and procedures to be followed
in the hearing. The student may request a reasonable extension of the hearing if necessary to prepare his or her position.

b. The student will be allowed to inspect their medical school education record to which they would be entitled under Stanford’s policy on the Privacy of Student Records, including material in such files concerning the alleged deficiency.

c. No person who has first-hand information concerning this matter, who presents evidence at the hearing, or who otherwise is involved in this process may serve on the Committee on Suitability. A replacement, when necessary, will be appointed by the Senate Executive Committee.

d. The student will be permitted to have a qualified advocate accompany them at the hearing, but that advocate may not participate directly in the hearing. The advocate must be a member of the Stanford University School of Medicine faculty; an attorney is not a qualified advocate. The student shall notify the chair of the Committee on Suitability at least five days prior to the hearing of the identity of any advocate.

e. The student has a right to be present during the presentation of evidence supporting the alleged deficiency, to question any witness who presents evidence at the hearing, and to offer evidence or argument at the hearing to rebut that evidence. The student will be given a reasonable opportunity to present their version of the situation, and may present relevant evidence and witnesses on their behalf.

f. The presentation of evidence and arguments will be recorded by a court reporter.

g. Unless the student asks for an open hearing, the data and discussions of the hearing will be kept confidential, and no record will be placed in the student’s permanent file unless the charge of deficiency is substantiated.

h. The findings and recommendations resulting from the formal hearing should be based upon the evidence presented at the hearing and on the contents of any pertinent Stanford University School of Medicine student records and files.

4. After the hearing, the Committee on Suitability for the Practice of Medicine will convey its findings and recommendations in writing to the Senate Executive Committee in a timely manner. The Senate Executive Committee will consider the findings and recommendations and issue a final decision in writing to the student in a timely manner. The Senate Executive Committee will also inform the CP3 chair and the Senior Associate Dean of Medical Education of the final decision.

5. The student may appeal the decision of the Senate Executive Committee to the Dean of Stanford University School of Medicine as a formal written grievance under (and within the time limits of) the Stanford University Student Academic Grievance Procedure.

D. Procedures regarding technical standards concerns: If concerns arise as to a medical student’s continuing ability to fulfill the technical standards of Stanford University School of Medicine, the CP3 will appoint an ad hoc committee to review the matter and advise the CP3.
6.5. APPENDIX: CHART OF CP³ RESPONSES TO STUDENT ISSUES

Based on Stanford University School of Medicine academic policies, the following actions will or may be taken by the CP3 in the stated situations. The committee may, however, prescribe another course of action in its discretion, and depending upon the individual student circumstances.

<table>
<thead>
<tr>
<th>Issue</th>
<th>Policy and/or Steps to Address Issue</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Pre-Clerkship: Marginal Pass (M+)</strong></td>
<td></td>
</tr>
</tbody>
</table>
| One marginal pass in a Practice of Medicine (POM) course; a Science of Medicine (SOM) course; or a course of five or more units | • An unqualified pass is required to correct a marginal pass.  
• This unqualified pass may be attained through remediation (as determined by the course director).  
• Students must correct the marginal pass within 12 months of receipt and prior to beginning any clinical clerkship.  
• The student may be required to sit for the USMLE Step 1 examination prior to beginning any clinical clerkship. |
| More than one marginal pass in a Practice of Medicine (POM) course; a Science of Medicine (SOM) course; or a course of five or more units | • In addition to remediating a marginal pass as noted above, the student may be given a prescribed and restricted curriculum (including the discontinuation of activities such as extracurricular activities, RA-ships and TA-ships, laboratory research, community service, etc.) for a time period specified by the CP3.  
• Three marginal passes may be considered grounds for dismissal from the Stanford University School of Medicine MD program. |
| Marginal passes in all other pre-clerkship courses | • If two uncorrected marginal passes accumulate in courses of four or fewer units, the student is required to correct at least one of them within 12 months of receipt of the second marginal pass and prior to beginning any clinical clerkship.  
• No student having more than one marginal pass in courses of four or fewer units may begin (defined as attend, enroll, or participate in) any clinical clerkship.  
• A student may leave a maximum of one marginal pass uncorrected, but only in a pre-clerkship course of four or fewer units. No marginal pass may remain uncorrected in a Practice of Medicine (POM) or Science of Medicine (SOM) course. |
## Pre-Clerkship: Failure

| One failure in a pre-clerkship course | • An unqualified pass is required to correct a failure in a pre-clerkship course.  
|                                      | • This unqualified pass may be attained through remediation (as determined by the course director), or by retaking and passing the course when it is next offered.  
|                                      | • If no remediation occurs prior to the next offering of the course, the student will be required to retake the course. |

| One failure in a Practice of Medicine (POM) course; a Science of Medicine (SOM) course; or a course of five or more units | • In addition to remediating a failure as noted above, students may be required to take and receive a passing score on the USMLE Step 1 examination before beginning any clerkship. |

| More than one failure in a pre-clerkship course | • In addition to remediating a failure as noted above, the student may be given a prescribed and restricted curriculum (including the discontinuation of activities such as extracurricular activities, RA-ships and TA-ships, laboratory research, community service, etc.) for a time period specified by the CP3.  
|                                                 | • Four failures in pre-clerkship courses of two or more units may be considered grounds for dismissal from the Stanford University School of Medicine MD program.  
|                                                 | • Three failures in pre-clerkship courses of five or more units may be considered grounds for dismissal from the Stanford University School of Medicine MD program. |

## Pre-Clerkship: Uncorrected Deficiency

| Uncorrected deficiency beyond the prescribed period of remediation time | • If a deficiency remains uncorrected for more than the prescribed period of time following its receipt, the student may be required to appear before the CP3 and could be considered for dismissal.  
|                                                                      | • An administrative hold may be placed until the deficiency has been corrected.  
|                                                                      | • Students appearing on the agenda of the CP3 as a result of academic deficiency in one or more pre-clerkship courses may be required to take the USMLE Step 1 examination prior to beginning any clinical clerkship. |
### Clerkships: Clerkship Scheduling

Failure to get written approval from their advisor to drop a clerkship during the four-week period prior to the commencement date of the clerkship

- This student’s professionalism issue may be reviewed and discussed by the CP3.

### Clerkships: N (Continuing) Grade

#### N grade in any clerkship

- Students with an N grade in any clerkship are required to contact the clerkship director to set a timeline for retaking the final exam and achieving an unqualified passing grade.
- Students may appear on the CP3 agenda for discussion and may be required to provide a written plan for correcting the N grade.
- Students with an N (continuing) grade in any clerkship must correct the N grade within 9 months of completing the clerkship. Students who receive an N grade within 9 months of graduation must correct the N grade by May 1st of the graduation year.
- Students cannot receive a Stanford MD degree with an uncorrected N (continuing) grade in any clerkship.

#### N grade in more than one clerkship

- A student who has an uncorrected N grade in more than one clerkship at any time will be placed on the CP3 agenda and required to provide a written plan for correcting the non-passing grades.
- A student with more than one uncorrected N grade may be restricted from enrolling in subsequent clerkships or participating in the residency Match until at least one N grade has been corrected.

#### Uncorrected N grade beyond 9 months

- A student who fails to correct a non-passing grade (e.g., continuing “N” grade, marginal pass, or failure) in a clerkship will be placed on the CP3 agenda and could be considered for dismissal.
- An administrative hold will be placed until the deficiency has been corrected.
## Clerkships: Marginal Pass

| One marginal pass in any clerkship | • Students with a marginal pass in any clerkship are required to meet with the clerkship director to set timely requirements for achieving an unqualified passing grade.  
• Students will appear on the CP3 agenda for discussion and possible setting of a remedial curriculum.  
• Students cannot receive a Stanford MD degree with an uncorrected marginal pass in a clerkship. |
| Two marginal passes in any clerkship. | • If a student receives marginal passes in any two clerkships, students will appear on the CP3 agenda for discussion and possible setting of a remedial curriculum.  
• Students cannot receive a Stanford MD degree with an uncorrected marginal pass in a clerkship. |
| Three marginal passes in any clerkship. | • Three marginal passes in any combination of clerkships may be considered grounds for dismissal. |

## Clerkships: Failure

| One failure in any clerkship | • If a student fails a required clerkship, remediation requirements will be set by the clerkship director.  
• Students will appear on the CP3 agenda for discussion and possible setting of a remedial curriculum.  
• Students cannot receive a Stanford MD degree with an uncorrected failure in a clerkship. |
| Two failures in any clerkships | • Two failures in any clerkships – either failing one clerkship twice or failing two different clerkships – ordinarily will be considered grounds for dismissal from Stanford University School of Medicine MD program. |
### Clerkships: Uncorrected N, M+ or F

| Failure to correct a non-passing grade within 9 months of completing the clerkship | • A student who fails to correct a non-passing grade (e.g., continuing “N” grade, marginal pass, or failure) in a clerkship will be placed on the CP3 agenda and may be considered for dismissal.  
• An administrative hold will be placed until the deficiency has been corrected. |

### Examinations: CPX, USMLE Step1, USMLE Step2

| Failure to participate in or demonstrate minimum competency in the Clinical Performance Examination (CPX) Series | • Students that do not pass the Mini-CPX or CPX will be required to remediate their performance as determined by CPX series administration. A remediation may include, but is not limited to, participation in the Student Guidance Program and a reassessment of clinical skills.  
• Remediation must be completed prior to being certified for graduation, and appear on the CP3 agenda for discussion and possible setting of a remedial curriculum. |

| An overall failure on Step 1 of the United States Medical Licensing Examinations (USMLE) | • Students receiving an overall failing grade on their first attempt at the Step 1 examination ordinarily will be withdrawn from clerkships at the end of the current clerkship period, and may not begin any further clerkship (except Pathology) until the Step 1 examination is retaken and satisfactorily passed.  
• Students who receive an overall failure on their first attempt on the Step 1 examination will be discussed by the CP3. Students may be required to take and satisfactorily pass the Step 2 CK examination no later than the first week of January prior to June of the expected graduation year.  
• Failing the Step 1 examination twice may be considered grounds for dismissal from Stanford University School of Medicine MD program.  
• Failing the Step 1 examination three times ordinarily will be considered grounds for dismissal from Stanford University School of Medicine MD program. |
| An overall failure on Step 2 CK (Clinical Knowledge) of the United States Medical Licensing Examinations (USMLE) | • Students who receive an overall failing grade on their first attempt at Step 2 CK (Clinical Knowledge) must retake and receive an overall pass no later than the first week of May of the expected graduation year.  
• If a student fails Step 2 CK in the quarter prior to expected graduation, he or she may have the option of taking, but must pass, an internal equivalency examination in order to graduate.  
• Students may not graduate and may be placed on administrative hold for a set period of time, after which they may be dismissed from Stanford University School of Medicine MD program if they:  
  o fail Step 2 CK (Clinical Knowledge) twice and fail the internal examination; or  
  o fail Step 2 CK (Clinical Knowledge) three times. |

<table>
<thead>
<tr>
<th>Scholarly Concentrations</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Failure to declare a Scholarly Concentration by the stated deadline</td>
<td>• Student may be reviewed and discussed by the CP3.</td>
</tr>
<tr>
<td>Failure to make annual satisfactory progress as determined by the SC director</td>
<td>• Student may be reviewed and discussed by the CP3.</td>
</tr>
</tbody>
</table>
| Failure to satisfactorily complete the Scholarly Concentration commitment | • Students who do not receive preliminary approval of completion from their Scholarly Concentration director at least six months prior to expected graduation may appear on the agenda of the CP3. In such cases, the Concentration director will define a plan, tailored to the student’s deficiencies, which must be completed in the six months between the CP3 review and expected graduation.  
• An administrative hold may be placed until the deficiency has been corrected.  
• The MD degree will not be conferred without satisfactory completion of the Scholarly Concentration as certified by the Concentration director. |
7. TUITION AND FINANCIAL AID

In this section:

7.1 TUITION STRUCTURE AND BUDGET
7.2 ADDITIONAL FEES
7.3 UNIVERSITY BILLING
7.4 FINANCIAL AID
7.5 TA AND RA SALARY AND TUITION ALLOWANCE TABLES: OLD TUITION STRUCTURE
7.6 TA AND RA SALARY AND TUITION ALLOWANCE TABLES: NEW TUITION STRUCTURE
7.7 FREQUENTLY ASKED QUESTIONS
7.1. TUITION STRUCTURE AND BUDGET

Regular quarterly tuition for the 2019-20 academic year, payable Autumn, Winter, Spring, and Summer quarters, is as follows:

<table>
<thead>
<tr>
<th>School of Medicine (M.D. Program)</th>
<th>$20,078</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical School Research Rate</td>
<td>$3,411</td>
</tr>
<tr>
<td>Graduation Quarter</td>
<td>$150</td>
</tr>
</tbody>
</table>

*Students may enroll in 39 units during Autumn Quarters (Q1 and Q4) for the MD tuition rate, and will be charged per unit for each unit above 39. In all other quarters, students may enroll in 26 units before being assessed the per unit tuition rate. For complete tuition information, see the Office of the University Registrar's tuition web site.

Medical School Research Rate Eligibility
- The Medical School Research Rate of $3,411 per quarter in 2019-20 is assessed:
  - In quarters in which student engages in 100% research, regardless of source of funding;
  - After 12 quarters of the full tuition Residency Requirement has been met;
  - In quarters in which the student is approved for Med Scholars 100%
  - In quarters in which student has combined Med Scholars with research/teaching assistantship (student cannot enroll in required coursework). Generally, need-based financial aid is not offered during this combination.

Joint and Dual Degrees Tuition
- MD students enrolled in other degrees at Stanford are assessed tuition as follows:
  - MD candidates pursuing a Master’s Degree within the School of Medicine will be assessed MD tuition, regardless of the coursework, and will be assessed the Medical School Research Rate after the 12th full tuition quarter.
  - MD/PhD candidates are assessed 12 quarters full MD tuition, 3 quarters full Graduate tuition, and the Medical School Research Rate thereafter.
  - MD/MBA candidates are assessed 12 quarters full MD tuition, 5 quarters GSB tuition, and the Medical School Research Rate thereafter.

Students should submit the Enrollment Agreement for Students with Multiple Programs when starting another degree program, in order to ensure the correct tuition assessment each quarter.

Graduation Quarter Eligibility

Registration is required for the term in which a student has a degree conferred. Students who meet all the following conditions are eligible to be assessed a special $150 tuition rate for the quarter in which they are receiving a degree:

1. All course work, degree requirements, oral exams, and residency requirements for all graduate degree programs, including joint degree programs, have been completed prior to the start of the requested Graduation Quarter.
2. The student has formally applied to graduate in Axess.
3. The student has only to defend and/or submit the dissertation, project, or master's thesis by the deadline for submission in the term designated as the graduation quarter.
4. The student has filed the Graduation Quarter Petition by the Preliminary Study List deadline of the chosen as graduation quarter.
5. **Financial aid is not available during the Graduation Quarter.**

Students on Graduation Quarter are registered at Stanford and, therefore, have the rights and privileges of registered students. Graduation Quarter status may be used only once during a degree program. There is a tuition rate of $150 for Graduation Quarter, and students on Graduation Quarter are assessed University health insurance (unless waived) and ASSU fees. MD students on Graduation Quarter enroll in SPEC 801M, and are certified as enrolled full time.

![Budget Assumptions 2019-20](image)

- Health Insurance: No additional charge for summer quarter if a/w/sp paid.
- Students who enroll w/sp/su will have insurance assessed differently.
- **Disability Insurance:** $40 is a one-time fee assessed winter quarter only.
- **Document fee:** A document fee of $250 is assessed once upon first admission to Stanford as a graduate or undergraduate.
- For Cost of Attendance Budget calculations visit:

**Miscellaneous Educational Expenses (Maximum allowed)**

<table>
<thead>
<tr>
<th>Expense</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reimbursement for Computer/PDA Purchase</td>
<td>$3,000</td>
</tr>
<tr>
<td>Orientation Housing Allowance for early arrival</td>
<td>$1,200 (Entering Students)</td>
</tr>
<tr>
<td>Clinical Instrument Allowance – early clinical experience</td>
<td>$650 (Entering Students)</td>
</tr>
<tr>
<td>USMLE Step 1:</td>
<td>$645 (Students taking Q6)</td>
</tr>
<tr>
<td>USMLE Step 2, CK &amp; CS:</td>
<td>$1,945 (Graduating Students)</td>
</tr>
<tr>
<td>Clinical Books:</td>
<td>$250 (Reduce books &amp; supplies to $250 per quarter)</td>
</tr>
<tr>
<td>Unsubsidized Stafford DL Origination Fee:</td>
<td>6.079 1.062% of loan amount*</td>
</tr>
<tr>
<td>Grad PLUS DL Loan Origination Fee:</td>
<td>7.079 4.248% of loan amount*</td>
</tr>
</tbody>
</table>

**Other Allowable Expenses (added to budget upon request):**

<table>
<thead>
<tr>
<th>Expense</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dependent Care Allowance:</td>
<td>Calculated by the FAO</td>
</tr>
<tr>
<td>Child Care Allowance:</td>
<td>$3,600 (Per child/per quarter, documentation required)</td>
</tr>
</tbody>
</table>

**Fees excluded from financial aid eligibility:**

<table>
<thead>
<tr>
<th>Expense</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document fee:</td>
<td>$250 (Assessed upon first time matriculation to Stanford University)</td>
</tr>
<tr>
<td>ASSU (Student Activities) Fees:</td>
<td>$44 (Per quarter, A,W, Sp; may be waived)</td>
</tr>
<tr>
<td>P.O. Box Fee:</td>
<td>$79 per quarter</td>
</tr>
<tr>
<td>Technology Fee:</td>
<td>$74 per quarter</td>
</tr>
</tbody>
</table>

**7.2. ADDITIONAL FEES**

http://exploredegrees.stanford.edu/tuitionfeesandhousing/

Additional fees on the University bill may include health insurance premiums, campus health service fee, student activity fees, document fees, housing and dining fees. Fees for academic year 2019-20 are available online; please visit http://exploredegrees.stanford.edu/ for additional information.

**7.3. UNIVERSITY BILLING**

https://sfs.stanford.edu/student-accounts/pay-your-bill/understanding-your-student-account

Student Financial Services manages the University’s billing and payment of student tuition and fees, and leads the Mind Over Money campus-wide financial literacy program:

https://mindovermoney.stanford.edu/.

The Stanford University student account is a record of student charges for tuition, fees, and other items associated with a student’s education, as well as all corresponding payments and credits. Student Financial Services posts all financial transactions to student accounts as received.

By accepting Stanford's offer of admission and enrolling in classes, each student accepts responsibility for paying all debts to the University, including tuition and fees, for which he or she is liable. An individual's registration as a Stanford student constitutes their agreement to make timely payment of all amounts due.
Stanford University's policy is to furnish timely and accurate billing information as well as effective payment options to students and authorized payers. Billing and payment services are available electronically through Stanford's online billing and payment portal, Stanford ePay. Students may also authorize others to access their Stanford ePay account and make payments on their behalf.

Bill notifications are delivered to student's @stanford.edu email address as recorded in AXESS. Students with account balances will receive bill notification via Stanford ePay. For more information, reference https://sfs.stanford.edu/student-accounts/pay-your-bill

7.4. FINANCIAL AID  

Stanford University School of Medicine's mission is to educate and inspire leaders in medicine and science who will improve human health through discovery, innovation, scholarship, education and the delivery of outstanding patient-centered care.

The M.D. Financial Aid Office supports this mission by offering a comprehensive need-based financial aid packages making a Stanford University School of Medicine education affordable to students from diverse social and economic backgrounds.

The School of Medicine attempts to maintain a consistent financial aid policy from year to year. As some circumstances are beyond the school’s or university’s control, Stanford School of Medicine reserves the right to change the regulations, fees, programs, and other information contained in this handbook at any time and without notice.

Eligibility Requirements

To apply for and receive financial aid, you must meet the following eligibility requirements.

1. Citizenship

   Federal Financial Aid
   - U.S. citizenship or permanent residency is required.

   Institutional Financial Aid (SU Grant and Loans)
   - U.S. Citizens, Permanent Residents, and foreign students are eligible.

2. Enrollment Requirements

   - Each student must meet the enrollment and satisfactory progress as defined in Section 6.2: Standards for Performance and Satisfactory Progress (SAP).
     - Per quarter:
       1. Autumn, winter, spring: nine (9) medical school units each quarter (medical school course work includes all courses and research units offered through the medical school).
       2. Summer: a minimum of nine (9) units that must include three (3) medical school units.
     - Per academic year: minimum of 36 medical school units.
1. Students planning not to register for a quarter, or to register for summer and take only three medical school units, must be careful that during each academic year they complete a minimum of 36 medical school units. No financial aid will disburse to a student who completes less than the minimum. Units for dropped courses are not counted.

2. Academic deficiencies must be corrected within the time-frame established by the Committee on Performance, Professionalism and Promotion (CP3).
   - Advanced degrees outside of the medical school do not qualify for financial aid funding through the medical school.
   - A student who has completed their degree requirements, with the exception of the Advanced Cardiac Life Support (ACLS) course, will not be eligible for financial aid.
   - Financial aid is not available during the Graduation Quarter.

3. Maximum Financial Aid Eligibility and Satisfactory Academic Progress (SAP)

   Federal regulations require that students receiving federal financial aid must maintain satisfactory academic progress. The following policy presents the standards adopted by Stanford University School of Medicine for students receiving financial aid. This policy supersedes prior policy:
   - For students in the M.D. program: five years or 20 quarters maximum.
   - For M.D. students working on a master's degree at the medical school: six (6) years or 23 quarters maximum.
   - For consideration of funding beyond the maximum periods, students who fail to meet SAP due to mitigating circumstances, may appeal for continuation of funding.
   - The maximum time allowed does not include periods of approved leaves of absence.
   - The School of Medicine Registrar’s Office monitors student progress and notifies the School of Medicine's Financial Aid Office and the Committee on Performance, Professionalism and Promotion (CP3) of those students whose academic progress may be in question.
   - Upon notification of insufficient SAP, the Financial Aid Office will place students on a "Financial Aid Warning" which will allow students to continue to receive aid for one additional term without taking further action. If the student has not met the requirement by the end of the warning period, then they become ineligible for further assistance (financial aid suspension).
   - The student may appeal the financial aid suspension decision and be placed on "Financial Aid Probation" and continue to receive assistance. The student then has one academic year (CP3 will determine length of remediation period) to meet the minimum standards or meet the requirements of an "academic plan" as developed by CP3.

4. Financial Need

   - Financial aid administered by Stanford University School of Medicine is awarded based on demonstrated financial need, not academic achievement.
   - Stanford's financial aid program requires that you, your parents and your spouse provide accurate and complete financial information.
   - Financial need is not required for federal loans, however, you must meet federal eligibility requirements to receive federal loans.
5. Change in Financial Status

- Students, regardless of age, must report any changes in their financial circumstances promptly, and in writing, to the Financial Aid Office. Effective with the 2019-20 academic year, Full tuition/LEADER recipients are exempt from this requirement.
- Failure to report changes to marital status, parental income and assets, scholarship aid, work income, etc., may result in loss of financial aid, revision of past awards, disciplinary action, or all three.

6. Agreement to Student Rights and Responsibilities

**Student Rights**

As an M.D. student at Stanford University School of Medicine, you have the right to know:

- What sources and types of financial aid programs are available.
- How financial aid is distributed and disbursement schedules and requirements.
- How resources, including parental contribution, outside scholarship, etc., are considered in determining your financial need.
- How loan and grant funding meet financial need.
- How the cost of attendance and your financial need is determined, including how the budget is determined (e.g. tuition, fees, room and board, health insurance, books and supplies, personal expenses, etc.)
- The terms of various loan programs in your student aid package.
- Circumstances in which you may be required to return a portion or all of your financial aid.
- Loan interest rates and the repayment terms.
- How academic progress is determined and what happens if you fail to meet this requirement.

**Student Responsibilities**

As an M.D. student at Stanford University School of Medicine, you are responsible for:

- Completing all application materials and responding promptly to requests for additional documentation.
- Providing correct information. In most instances, misrepresenting information on your financial aid application is a criminal offense that could result in indictment under the U.S. Criminal Code; it can also affect eligibility for aid, and may result in disciplinary action.
- Living within your budget.
- Reading, understanding and keeping copies of all documents (e.g. promissory notes) that you sign.
- Honoring all agreements that you sign.

7. Donor Acknowledgement

- Many of our school-funded grant, loan and MedScholar funds exist because of generous gifts from alumni or friends of Stanford. The Medical Center Development Office provides stewardship of these funds.
- If awarded stewarded funds, you may be asked to write a thank you letter to the donor(s). Your cooperation is required since maintaining the good will of Stanford's donors helps assure availability of funds for future students.
Aid recipients who fail to comply with this requirement by the specified date will lose eligibility for Stanford grants or loans — or both.

**Application Process: 2019-20 Academic Year**

**Independent Status:**

If unmarried and at least age 30 by December 31, 2019, you are considered “independent” and are not required to complete the CSS Profile or provide parent tax returns. Married students who are at least age 30 by December 31, 2019 must also complete the CSS Profile and include spouses income and asset information but the parent tax return requirement is waived.

   - U.S. citizens and permanent residents must complete the FAFSA to be considered for federal loans and/or Stanford grants and loans. On the FAFSA applicants should list Stanford University School of Medicine and our school code, G24552.
   - Parent information is not required on the FAFSA.
   - Applicants are required to use the FAFSA Data Retrieval Tool (DRT) - The DRT allows FAFSA to populate tax information directly from the IRS database so that you do not need to submit your tax return to the financial aid office. If you are unable to use DRT please submit a tax transcript that is available free of charge at [www.irs.gov](http://www.irs.gov).
   - If you were not required to file a 2017 federal income tax return please indicate this on FAFSA (Item #32) and submit all 2017 W-2s (if applicable) to the financial aid office.

   - Parental income and asset information must be reported on this application. If your parents are separated or divorced, each natural parent must report their financial information. When completing the CSS Profile, parent email addresses are requested, and are then sent an email invitation to securely enter their information on the CSS Profile. If parents are remarried, step-parent data are factored out so that the need analysis reflects only biological or adoptive parents.
   - If estranged from one or both parents, you may petition to bypass the parent information requirement by submitting an estrangement waiver. Evidence of estrangement, including 3rd party verification, will be required for the petition to be approved. Please contact the financial aid office for additional information.
   - International students who are 30 years of age or older should complete the CSS Profile. While Profile is waived for ‘independent’ students, we require international students to complete CSS Profile as they are ineligible to complete the FAFSA.

3. **Stanford Supplemental Application**

This free application allows you to share enrollment plans, declare outside resources, describe special circumstances to the financial aid office, as well as certify that you will abide by the rules and regulations of our financial aid programs.

4. **2017 Federal Tax Returns for Parents** {This requirement is waived for continuing students who have been awarded full tuition/LEADER scholarship}:
Signed copies of federal tax returns from both parents are required unless the applicant is independent as described above. Please note we are not able to accept FAFSA DRT data for parents as we do for student applicants.

You should submit signed parent 1040s, W-2s, 1099s, and schedules (e.g. Schedule A, Schedule C) as well as partnership or corporate returns if applicable (e.g. Schedule K-1, Form 1120 & 1065). If your parents are not required to file a 2017 federal income tax return please complete the Non-Tax Filing Statement form available on the forms page of our website. All parent W-2s for 2017 should be submitted to the financial aid office regardless of whether parents are required to file a tax return or not.

**Determination of Financial Aid Need**

Financial aid need is determined by evaluating the ability of each student and the student’s family to pay the cost of education (student budget).

Financial need is determined by subtracting the amount the student and family can afford to contribute (as determined by the need analysis formula, unit loan and financial aid policy) from the total cost of education (as reflected in the estimated student budget).

\[
\text{Student Budget} \quad \text{minus} \quad \text{Student & Family Contribution} \quad \text{equals} \quad \text{Total Financial Need}
\]

**Parental Contribution (Institutional Aid)**

Due to limited institutional resources, Stanford University School of Medicine’s policy holds that the primary responsibility for financing a student’s education rests with the family to the extent of demonstrated ability.

We consider you financially “dependent” upon both of your biological parents, even if they do not claim you as a dependent on a tax return. This applies regardless of your marital status, or the fact that you may have been self-supporting for a number of years.

*Exception: Students who are 30 years old on December 31st of the academic year they are applying for aid (e.g. 30 years old by December 31, 2019 for 2019-20) are considered independent and parental information is waived.*

The CSS Profile Application and your parents’ 2017 federal income tax returns are used to determine the parental contribution. The formula takes into consideration your parents':

- Taxable income (wages or salaries, interest and dividends)
- Untaxed income (social security benefits, veteran benefits, voluntary annual contributions to tax deferred savings, workers compensations)
- Assets (savings, investments of all kind, stocks and bonds, stock options)
- Age
- Number of dependents
- Number of dependents in college*
- Federal and state income taxes paid

*Note: The number of siblings enrolled in college may affect the calculation of parental contribution. As a result, the amount of the expected parental contribution may vary year to year.*
and may potentially decrease amount of need-based scholarship.

**Information from Separated or Divorced Parents**
For the purposes of determining Stanford-based financial aid only, each natural parent must submit financial information and the required tax forms.

**Estrangement from Parents**
If it is not possible for you to secure information from a parent due to absolute estrangement, you may complete an estrangement waiver from the School of Medicine Financial Aid Office. Professional third-party verification of the circumstances is required. If approved, this parent's information is waived each succeeding year that you are on financial aid.

**Verification of Sibling/Spouse Enrollment in College**
1. Siblings under the age of 26 enrolled in a degree seeking program; attending college at least half time for a minimum of one semester or two quarters in the current academic year; or siblings enrolled in MD or DO program over age 26 may be counted as dependents on the FAFSA and CSS Profile Application.
2. Verification of sibling enrollment will be required during the winter quarter of the current academic year. Failure to provide certification of a sibling's enrollment in college by the specified deadline and/or when the sibling is no longer enrolled in college will result in the recalculation of financial aid eligibility without a sibling in college.
3. Students may complete the enrollment verification form provided by the Financial Aid Office or they may have their sibling/spouse request that the National Student Clearing House provide proof of enrollment for a nominal fee (this option is only available if the sibling/spouse's school participates in this program).

**Student Contribution (Federal Aid)**
As a graduate and professional student, regardless of age, you are considered financially independent from parents for the Federal Direct Unsubsidized and Grad PLUS Loan programs.

Information provided on the FAFSA is entered into a federal equation to calculate your student contribution. The formula takes into consideration:
- Taxable income (wages or salaries, interest, and dividends)
- Untaxed income (social security benefits, veteran benefits, voluntary annual contributions to tax deferred savings, workers compensations)
- Assets (savings, investments of any kind, stocks, bonds, and stock options)
- Age
- Number of dependents
- Number of dependents in college
- Federal and state income taxes paid

**Selection for Federal Verification**
The Department of Education requires colleges and universities awarding federal aid to verify the information submitted by some students during the financial aid application process. If selected for verification the Financial Aid Office will send you a verification worksheet that you must complete and return.

**Items which may be verified include, but are not limited to:**
• Adjusted gross income (AGI)
• U.S. income tax paid
• Number of family members in the household
• Number of family members attending post-secondary education on at least a half-time basis
• Certain untaxed income and benefits

Types of Financial Aid Funding

After receipt and analysis of your financial aid application the financial aid office will create a financial aid award letter for you. The award letter will show your student budget, student and family expected contributions, and financial aid awarded for the academic year.

A sample of sources used in packaging financial aid are listed below. In general, you cannot retain funding from any source in excess of demonstrated financial need.

Institutional Funding

Stanford (SU) Grant
If a student's financial need exceeds the amount of the unit loan and calculated parental contribution, a Stanford Grant is offered. The equation for determining the amount of the Stanford Grant is:

Step 1:

\[
\text{Student Budget} - \text{Student & Family Contribution} = \text{Total Financial Need}
\]

Step 2:

\[
\text{Total Financial Need} - \text{Unit Loan} = \text{Basic SU Grant Eligibility}
\]

Unit Loan
The Unit Loan is a minimum amount of loan that a student is expected to borrow before Stanford Grant is offered. It works similar to a “deductible”.

If financial need exceeds the amount of self-help calculated, Stanford Grant is offered (up to a quarterly maximum). Any remaining financial need, not met by self-help aid and the Stanford Grant, may be met with a loan.

Basic Stanford (SU) Grant
The maximum Stanford Grant for 2019-20 is $15,660 per quarter for students paying full tuition, and $3,411 per quarter for students paying the reduced/research tuition rate.

Middle-Income Assistance Program Grant (MIAP)
The Middle-Income Assistance Program provides financial assistance to students who come from middle-income families who may otherwise be ineligible for need-based Stanford grant. Eligibility is based on:

1. Students receiving less than $23,490 in Stanford Grant support for three quarters of enrollment (or less than $31,200 for four quarters of enrollment).
2. Students demonstrating at least $1 financial aid need.

For the 2019-20 academic year, Stanford University School of Medicine will match parental offers of $7,830 per quarter (up to $23,490 for those enrolled three quarters or up to $31,200 for those enrolled four quarters).

The MIAP grant awarded may not exceed the maximum grant allowed at the reduced/research tuition rate (e.g., $3,411 each quarter). Matching funds will be awarded up to but not exceed tuition.

Students paying the reduced/research rate during full-time Med Scholars quarters are ineligible for MIAP funding during those quarters.

**Full Tuition (SU) Grant**
Students from socially economical disadvantaged backgrounds may qualify for the Full Tuition Grant of $20,078 per quarter. Eligibility is determined by the parent income and asset information reported on the financial aid application. Additional information is available from the School of Medicine Financial Aid Office. This tuition grant is offered up to five years.

**LEADER Grant**
The Living Expense Award for Diversity Enhancement and Recruitment (LEADER) Supplement is additional need-based grant to offset living expenses. The amount per term is set annually and awarded for up to five years of medical school. Parent income and asset information reported on the financial aid application is also used to determine eligibility.

*Full tuition and LEADER awards are made upon admissions offer and matriculation only.*

**Research and Teaching Assistantships**
Students often work as Research and Teaching Assistants. Students holding assistantships must register in the quarter the assistantship appointment are held. Appointments range from four hours (10%) to twenty hours (50%) per week. If receiving a 50% appointment, you may only work an additional eight hours per week above your RA/TA appointment. International students on F-1 and J-1 visas are limited to 20 hours per week. Payment of assistantships are in the form of a tuition credit (applied to student bill) and salary (paid directly to student). Note that the salary portion of assistantships is taxable income and subject to tax withholding.

The tuition credit is applicable only to tuition and cannot be converted to cash. Tuition credit cannot be borrowed or applied retroactively to quarters in which you did not hold assistantships (Admin. Guide 10.2.1).

**Assistantship Limits**

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Any student undertaking 100% MD curriculum effort may obtain up to an additional 25% appointment effort. An appointment is herein defined to include any Teaching Assistantship (TA) or Research Assistantship (RA), either in the School of Medicine or broader University, and/or Medical Scholars funding award. Those students in good academic standing who wish to exceed the 125% curriculum and appointment limit as set by the School of Medicine, must receive approval from their Academic Advising Dean.

Additional information on the procedures can be found in Section 4.15 Curriculum and Assistantship Limits.

**Medical Scholars Research Program**
Stanford Medical Scholars Research fellowships support medical student research, both locally and off-site. Students carry out research in an academic setting under the direction of faculty members at the medical school, hospital and clinics, and throughout the University and local community. Full or partial MedScholars awards may be included in financial aid award and may offset grant or loans.
For additional information, please see the Medical Scholars Research Program website ([http://medscholars.stanford.edu/](http://medscholars.stanford.edu/)).

**Federal Loans**
If eligible for federal loan funding, students may be awarded loans (up to an annual aggregate amount) to meet their cost of attendance. Students may contact the Financial Aid Office to request adjustments to their loans at any time, including post-disbursement.

New (first-time) student borrowers must complete the following requirements prior to disbursement of funds to the student's account:

**Master Promissory Note (MPN)**
- All first-time student borrowers within the MD career are required to complete a new Master Promissory Note with the Department of Education's Direct Lending Program (studentloans.gov). A separate MPN is required for the Grad PLUS loan.

**Entrance/Exit Counseling**
- Entrance counseling provides students with an overview of the financial aid program in a group format during the first academic quarter. If unable to attend the general session, the Financial Aid Office offers individual entrance counseling by appointment.
- Exit counseling is a requirement for graduates who are recipients of any educational loan. At the exit counseling, graduates receive a summary of their total loan, debt repayment options and timelines, and an overview of their borrower rights and responsibilities.
- Students taking a leave of absence are also required to complete exit counseling as they may enter loan repayment before returning to school.
- Federal loan borrowers must also complete both entrance and exit counseling at studentloans.gov.

**Enrollment**
- Loan borrowers must maintain satisfactory academic progress each quarter to receive financial aid.

**Types of Loans award may include:**
- Federal Direct Unsubsidized Loan
Federal Direct Grad PLUS Loan
Stanford University (SU) Loans (Limited to high need students)
Private Loan

Note: Federal Direct Unsubsidized and Grad PLUS loans are subject to origination fee and interest rate adjustments.

**Stanford University participates in the Direct Loan (DL) Program.**

The following outlines key points about the Department of Education’s Direct Lending (DL) Program.

- New loans will be funded by the Department of Education’s Direct Lending Program
- Loans will be certified and processed through the Financial Aid Office; do not apply for loans directly with DL
- First-time borrowers must complete a new Master Promissory Note (MPN) and online entrance counseling
  - Grad PLUS Loans require separate MPN and credit check
  - The MPN and Entrance Counseling for both the Direct Unsubsidized and Grad PLUS loans may be completed electronically at studentloans.gov
- For loans first disbursed prior to October 1, 2019 the Federal Unsubsidized Stafford Loan origination fee is 1.062% and the Federal Grad PLUS Loan origination fee is 4.248%. For loans with the first disbursement on or after October 1, 2019 the fees are 1.059% and 4.236%, respectively.
- Academic year loan limits are as follows:
  - Federal Unsubsidized Stafford $40,500 (9 month/3Q enrollment) or $47,167 (12 month/4Q enrollment)
  - Grad PLUS – up to cost of education less any other financial aid
- Direct Loan borrowers receive in-school deferment, a 6-month grace period and can apply for Income-Based Repayment (IBR) and Public Service Loan Forgiveness (PSLF).

**Private Loan Lenders**

If you are interested in a private loan, please contact the School of Medicine FAO prior to applying.

For information about managing your debt during school and after graduation, see our Debt Management page.

**External Funding Opportunities**

The financial aid maintains a list of scholarships and research funding opportunities from outside organizations. A limited directory can be found here:


**Appeals**

If you have questions about your award or feel your individual circumstances have not been given adequate consideration, you are encouraged to discuss your concerns with the Financial Aid Counselor first. If you do not reach agreement, you may meet with the Director of Financial Aid. If that also proves unsatisfactory, a meeting can be arranged with the Director of Financial Aid, the Associate Dean for the Office of Medical Student Affairs, and the Senior Associate Dean for Medical Education.
### 2019-20 TA / RA Rates

#### Teaching Assistantship (TA) Rates

<table>
<thead>
<tr>
<th>Percent Appointment</th>
<th>Hours Per Week</th>
<th>Tuition Allowance – reduces tuition</th>
<th>Quarterly Salary</th>
<th>Salary Per Pay Period</th>
<th>Dollar Value to Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>10%</td>
<td>4 hours</td>
<td>$2,612</td>
<td>2,270.40</td>
<td>378.40</td>
<td>$4,882.40</td>
</tr>
<tr>
<td>15%</td>
<td>6 hours</td>
<td>$3,918</td>
<td>3,405.60</td>
<td>567.60</td>
<td>$7,323.60</td>
</tr>
<tr>
<td>20%</td>
<td>8 hours</td>
<td>$5,224</td>
<td>4,540.80</td>
<td>756.80</td>
<td>$9,764.80</td>
</tr>
<tr>
<td>25%</td>
<td>10 hours</td>
<td>$6,530</td>
<td>5,676.00</td>
<td>946.00</td>
<td>$12,206.00</td>
</tr>
<tr>
<td>30%</td>
<td>12 hours</td>
<td>$7,836</td>
<td>6,811.20</td>
<td>1,135.20</td>
<td>$14,647.20</td>
</tr>
<tr>
<td>35%</td>
<td>14 hours</td>
<td>$9,142</td>
<td>7,946.40</td>
<td>1,324.40</td>
<td>$17,088.40</td>
</tr>
<tr>
<td>40%</td>
<td>16 hours</td>
<td>$10,448</td>
<td>9,081.60</td>
<td>1,513.60</td>
<td>$19,529.60</td>
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<tr>
<td>50%</td>
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<td>$13,060</td>
<td>11,352.00</td>
<td>1,892.00</td>
<td>$24,412.00</td>
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</table>

#### Research Assistantship (RA) Rates

<table>
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<th>Percent Appointment</th>
<th>Hours Per Week</th>
<th>Tuition Allowance – reduces tuition</th>
<th>Quarterly Salary</th>
<th>Salary Per Pay Period</th>
<th>Dollar Value to Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>10%</td>
<td>4 hours</td>
<td>$2,612</td>
<td>2,191.20</td>
<td>2,270.40</td>
<td>$4,803.20</td>
</tr>
<tr>
<td>15%</td>
<td>6 hours</td>
<td>$3,918</td>
<td>3,286.80</td>
<td>2,459.60</td>
<td>$7,204.80</td>
</tr>
<tr>
<td>20%</td>
<td>8 hours</td>
<td>$5,224</td>
<td>4,382.40</td>
<td>2,648.80</td>
<td>$9,606.40</td>
</tr>
<tr>
<td>25%</td>
<td>10 hours</td>
<td>$6,530</td>
<td>5,478.00</td>
<td>2,838.00</td>
<td>$12,008.00</td>
</tr>
<tr>
<td>30%</td>
<td>12 hours</td>
<td>$7,836</td>
<td>6,573.60</td>
<td>3,027.20</td>
<td>$14,409.60</td>
</tr>
<tr>
<td>35%</td>
<td>14 hours</td>
<td>$9,142</td>
<td>7,669.20</td>
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<tr>
<td>40%</td>
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<td>$19,212.80</td>
</tr>
<tr>
<td>50%</td>
<td>20 hours</td>
<td>$13,060</td>
<td>10,956.00</td>
<td>1,826.00</td>
<td>$24,016.00</td>
</tr>
</tbody>
</table>
All TA/RA appointments are quarterly and based on a 40 hour work week. Appointments are made in 5% increments with the minimum appoint of 10%. Tuition allowance (TAL) is based on MD tuition of $20,078 or $4,311, if paying the reduced tuition rate. Salaries are subject to federal and state tax withholdings – [http://gap.stanford.edu/7-3.html](http://gap.stanford.edu/7-3.html).

### 7.6. FREQUENTLY ASKED QUESTIONS

**How do I apply for financial aid?**
Complete the online FAFSA using the Data Retrieval Tool (DRT) to upload your federal tax data (parental data is not required on the FAFSA), CSS Profile, and Stanford University School of Medicine Supplemental Financial Aid applications. Submit signed copies of your parents’ 2017 federal tax returns, W2s, and all schedules.

**Do I have to apply for financial aid every year?**
Yes, you must apply for financial aid annually. There is no deadline to apply.

**What is the tuition?**
Tuition is assessed quarterly. Tuition for 2019-20 is $20,078.

**Does Stanford University School of Medicine offer merit scholarship?**
No, we do not offer merit scholarships. All scholarships and grants are need-based.

**Does Stanford University School of Medicine offer financial aid to international students?**
Yes, Stanford institutional need-based financial aid (grant and loans) are available to international students.

**How much Stanford University Grant can I receive?**
There are four tiers of grant based on financial need:
- Full tuition grant of $20,078 per quarter (awarded only upon matriculation).
- Full tuition grant of $20,078 plus the “Living Expense Award for Diversity Enhancement and Recruitment” (LEADER) offered to students demonstrating “high” financial need (awarded only upon matriculation).
- Maximum grant of $15,660 per quarter.
- Middle Income Assistance Program (MIAP); $7,830 per quarter.

**What is the Middle Income Assistance Program (MIAP)?**
This is a matching program where you can receive a maximum amount of $7,830 grant per quarter if you parents agree to match the same amount. This is a need-based program and you must qualify for this program as calculated by the financial aid office.

**What other types of funding are available?**
We encourage students to apply for research and teaching assistantships and outside funding. An outside funding database is available on our website. [http://med.stanford.edu/md/financial_aid/external_funding.html](http://med.stanford.edu/md/financial_aid/external_funding.html) (Funding not guaranteed)
If I need additional information, how can I contact you?
Our general mailbox at md_financial_aid@stanford.edu or
Lawson Roberts, Financial Aid Analyst, (650) 723-6958, lawsonr@stanford.edu
Abera Metaferia, Financial Aid Counselor, (650) 724-3181, abera.metaferia@stanford.edu
Marti Trujillo, Financial Aid Director, (650) 723-6954, mtrujill@stanford.edu
Write to us at; 1265 Welch Road, MSOB, Suite 100, Stanford, CA 94305-5404
8. UNIVERSITY POLICIES

In this section:

8.1. STANFORD UNIVERSITY POLICIES
8.2. NONDISCRIMINATION POLICY
8.3. COMMUNITY STANDARDS
8.4. PROHIBITED SEXUAL CONDUCT
8.5. CONSENSUAL SEXUAL OR ROMANTIC RELATIONSHIPS IN THE WORKPLACE AND EDUCATIONAL SETTING
8.6. STUDENT ACADEMIC GRIEVANCE PROCEDURE
8.7. CHILDBIRTH ACCOMMODATION POLICY FOR WOMEN GRADUATE STUDENTS AT STANFORD UNIVERSITY
8.8. OWNERSHIP AND USE OF STANFORD NAMES AND TRADEMARKS
8.9. COMPUTER AND NETWORK USAGE POLICY
8.10. COPYRIGHT
8.11. SMOKE-FREE ENVIRONMENT
8.12. CAMPUS SAFETY AND CRIMINAL STATISTICS
8.13. CALIFORNIA DEPARTMENT OF CONSUMER AFFAIRS COMPLAINT PROCEDURE
8.14. CONTROLLED SUBSTANCES AND ALCOHOL
8.15. STANFORD UNIVERSITY MARIJUANA POLICY STATEMENT
8.16. PROHIBITION OF THE POSSESSION OF DANGEROUS WEAPONS ON CAMPUS
8.1. STANFORD UNIVERSITY POLICIES
http://med.stanford.edu/md/mdhandbook/section-8-stanford-university-policies.html

As students at Stanford University, medical students are governed by the applicable rules, regulations and policies of the University. Many of these are set forth in the Stanford Bulletin, available online at: http://exploredegrees.stanford.edu/ and in the Administrative Guide, available at: http://adminguide.stanford.edu

A number of important policies are discussed below.

8.2. NONDISCRIMINATION POLICY
http://exploredegrees.stanford.edu/nonacademicregulations/nondiscrimination/

Stanford University admits qualified students of any race, color, national or ethnic origin, sex, age, disability, religion, sexual orientation, gender identity, veteran status, or marital status to all the rights, privileges, programs, and activities generally accorded or made available to students at the University. Consistent with its obligations under the law, in the administration of the University's programs and activities, Stanford prohibits unlawful discrimination on the basis of race, color, national or ethnic origin, sex, age, disability, religion, sexual orientation, gender identity or expression, veteran status, marital status or any other characteristic protected by applicable law; Stanford also prohibits unlawful harassment including sexual harassment and sexual violence. This policy applies to Stanford programs and activities both on and off-campus, including overseas programs.

The following person has been designated to handle inquiries regarding this nondiscrimination policy: Stanford’s Director of the Diversity and Access Office, Rosa Gonzalez, Kingscote Gardens, 419 Lagunita Drive, Suite 130, Stanford, CA 94305-8550; (650) 723-0755 (voice), (650) 723-1791 (fax), equal.opportunity@stanford.edu (email). Stanford’s Title IX Coordinator, Jill Thomas, has been designated to handle inquiries regarding sexual harassment and sexual violence: Kingscote Gardens (2nd floor), 419 Lagunita Drive, Stanford, CA 94305, (650) 497-4955 (voice), (650) 497-9257 (fax), titleix@stanford.edu (email). Individuals may also file complaints directly with the Office for Civil Rights, within the United States Department of Education, by following the information on this website: https://www2.ed.gov/about/offices/list/ocr/complaintintro.html.

8.3. COMMUNITY STANDARDS
https://communitystandards.stanford.edu

Policies and Guidance
The Stanford community strives to create meaningful change both on campus and in the world. A commitment to integrity permeates all aspects of campus life, and the Office of Community Standards (OCS) supports this mission by upholding two of Stanford's foundational principles: the Fundamental Standard and the Honor Code. Together, these standards articulate the values that unite us and outline the responsibilities that attend the
great privilege of being at Stanford. Every member of the Stanford community plays an integral role in espousing these ideals and sustaining our culture of excellence.

Cardinal Rules
Your role in upholding the Honor Code and Fundamental Standard:

- Promote a culture of personal integrity and academic honesty through your daily action
- Speak up if you're unsure whether or not conduct would violate these principles
- Hold yourself and others accountable to these community values

Examples of Violations

Fundamental Standard
- Physical assault
- Property damage or theft
- Forgery or misrepresentation
- Driving while under the influence
- Violation of University policy

Learn more about the Fundamental Standard

Honor Code
- Plagiarism
- Unpermitted collaboration
- Representing another's work as your own
- Giving or receiving unpermitted aid
- Submitting the same assignment twice

Learn more about the Honor Code

8.4. PROHIBITED SEXUAL CONDUCT
https://adminguide.stanford.edu/chapter-1/subchapter-7/policy-1-7-3

1. Policy Statement

Acts of Prohibited Sexual Conduct are not tolerated at Stanford University. The University investigates or responds to reports of Prohibited Sexual Conduct under circumstances in which the accused person(s) (Responding Party) is subject to this policy and (i) the individual(s) who believe he/she/they have experienced the Prohibited Sexual Conduct (Complainant) are students, faculty, staff members or program participants and there is a connection between the allegations and University programs or activities; or (ii) investigation and response are necessary for the proper functioning of the University, including the safety of the University community or preservation of a respectful and safe climate at the University. Students, faculty and staff found to be in violation of this policy will be subject to discipline up to and including termination, expulsion or other appropriate
institutional sanctions; affiliates and program participants may be removed from University programs and/or prevented from returning to campus.

A comprehensive University web page dedicated to sexual violence awareness, prevention, response and support for those who have experienced sexual violence can be found at https://sexualviolencesupport.stanford.edu. The web page contains a list of resources and describes reporting options. Resources are also provided at the end of this policy in Section 18 and at titleix.stanford.edu.

2. What is Prohibited Sexual Conduct?

Prohibited Sexual Conduct is the umbrella term that Stanford uses to collectively define different types of misconduct relating to assault, violence or exploitation of a sexual nature, or connected to an intimate relationship. Prohibited Sexual Conduct includes (a) Student-on-Student Sexual Harassment, (b) Sexual Misconduct, (c) Sexual Assault, (d) Stalking, (e) Relationship (dating or domestic) Violence, (f) Violation of University Directive or Court Order relating to Prohibited Sexual Conduct or allegations of Prohibited Sexual Conduct and (g) Retaliation relating to Prohibited Sexual Conduct or Allegations of Prohibited Sexual Conduct. Under federal law, Prohibited Sexual Conduct is a severe form of sexual harassment. (See Administrative Guide Memo 1.7.1 for more information regarding Sexual Harassment in the workplace and Administrative Guide Memo 1.7.2 for information about Consensual Sexual or Romantic Relationships in the Workplace and Educational Setting.)

3. What Is Student-on-Student Sexual Harassment?

Unwelcome sexual advances, requests for sexual favors, and other visual, verbal or physical conduct of a sexual nature constitute sexual harassment when the conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating or hostile academic or student living environment.

Determining what constitutes sexual harassment depends on the specific facts and context in which the conduct occurs. Sexual harassment may take many forms: subtle and indirect or blatant and overt. For example, it may:

- Be conduct toward an individual of the opposite sex or the same sex
- Occur between peers or between individuals in a hierarchical relationship
- Be aimed at coercing an individual to participate in an unwanted sexual relationship or have the effect of causing an individual to change behavior
- Consist of repeated actions or may even arise from a single incident if sufficiently egregious

Whether the unwanted sexual conduct rises to the level of creating an intimidating or hostile environment is determined using both a subjective standard and an objective standard.

4. What Are Sexual Misconduct and Sexual Assault?

a. What is Sexual Misconduct? Sexual misconduct is the commission of a sexual act, whether by a stranger or nonstranger and regardless of the gender of any party, which occurs without indication of consent.
1. The following acts or attempted acts can be the subject of a Sexual Misconduct or Sexual Assault charge: a) vaginal or anal intercourse; b) digital penetration; c) oral copulation; or d) penetration with a foreign object

2. Additional Acts of Sexual Misconduct The following completed acts can be the subject of a Sexual Misconduct charge: a) unwanted touching or kissing of an intimate body part (whether directly or through clothing); or b) recording, photographing, transmitting, viewing or distributing intimate or sexual images without the knowledge and consent of all parties involved.

b. What is Sexual Assault? Sexual Assault is an act described in Section 4.a.1 accomplished by use of (a) force, violence, duress or menace; or (b) inducement of incapacitation or knowingly taking advantage of an incapacitated person.
Definitions of force, violence, duress or menace The following definitions (drawn from California law) inform whether an act was accomplished by force, violence, duress or menace:

- An act is **accomplished by force** if a person overcomes the other person’s will by use of physical force or induces reasonable fear of immediate bodily injury.
- **Violence** means the use of physical force to cause harm or injury.
- **Duress** means a direct or implied threat of force, violence, danger, hardship, or retribution that is enough to cause a reasonable person of ordinary sensitivity to do or submit to something that he or she would not otherwise do or submit to. When deciding whether the act was accomplished by duress, all the circumstances, including the age of the impacted party and his or her relationship to the responding party, are relevant factors.
- **Menace** means a threat, statement, or act showing intent to injure someone.

c. What is Consent? **Consent** is an affirmative nonverbal act or verbal statement expressing consent to sexual activity by a person that is informed, freely given and mutually understood. It is the responsibility of person(s) involved in sexual activity to ensure that he/she/they have the affirmative consent of the other or others to engage in the sexual activity. Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time. Lack of protest or resistance does not mean consent, nor does silence mean consent. Consent to one act by itself does not constitute consent to another act. The existence of a dating relationship between the persons involved, or the fact of past sexual relations, should never by itself be assumed to be an indicator of consent. Whether one has taken advantage of a position of influence over another may be a factor in determining consent.

d. What is Incapacitation? **Incapacitation** means that a person lacks the ability to voluntarily agree to sexual activity because the person is asleep, unconscious, under the influence of an anesthetizing or intoxicating substance such that the person does not have control over his/her body, is otherwise unaware that sexual activity is occurring, or is unable to appreciate the nature and quality of the act. Incapacitation is not the same as legal intoxication.

A party who engages in sexual conduct with a person who is incapacitated under circumstances in which a reasonable sober person in similar circumstances would
have known the person to be incapacitated is responsible for sexual misconduct. It is not a defense that the Responding Party’s belief in affirmative consent arose from his or her intoxication.

d. Stranger Assault and Nonstranger Assault For the purposes of this policy, a nonstranger is someone known to the Complainant, whether through a casual meeting or through a longstanding relationship, including a dating or domestic relationship. A stranger is someone unknown to the Complainant at the time of the assault. California law requires universities to describe how a school will respond to instances of stranger and nonstranger assaults: Stanford applies the same policies for both stranger and nonstranger assaults.

5. What is Stalking?

Stalking is the repeated following, watching or harassing of a specific person that would cause a reasonable person to (a) fear for his or her safety or the safety of others, or (b) suffer substantial emotional distress.

6. What is Relationship Violence?

Violence is Stanford’s umbrella term that includes dating and domestic violence. Relationship violence is physical violence relating to a current or former romantic or intimate relationship regardless of the length of the relationship or gender/gender identity of the individuals in the relationship, including conduct that would cause a reasonable person to be fearful for his or her safety.

7. What is a Violation of a University Directive or Court Order?

A violation of a University Directive is the failure to comply with a directive issued by the University that restricts the activities of an individual in connection with an allegation or finding of Prohibited Sexual Conduct. A violation of a court order is the failure to comply with any formal order issued by a state or federal court or authorized police officer that restricts a student’s access to another Stanford community member, such as an emergency, temporary or permanent restraining order.

8. What is Retaliation?

It is a violation of this policy to retaliate against any person making a complaint of Prohibited Sexual Conduct or against any person participating in the investigation of (including testifying as a witness to) any such allegation of Prohibited Sexual Conduct. Retaliation should be reported promptly to the Title IX Coordinator. Individuals engaging in retaliation are subject to discipline (for students and faculty), employment action (for employees) and/or removal from responsibilities or campus. Retaliation includes direct or indirect intimidation, threats, coercion, harassment or other forms of discrimination against any individual who has brought forward a concern or participated in the University’s Title IX process. Both parties are prohibited from engaging in intimidating actions directly or
through support persons that reasonably could deter either a party or a witness from participating in a Title IX investigation or hearing.

9. Getting Immediate Help

If you or someone you know has experienced Prohibited Sexual Conduct, here are some steps to consider:

a. If you are in immediate danger, or if you believe there could be an ongoing threat to you or the community, please call 911 or 9-911 from a campus phone.

b. Get to a safe place and speak to a confidential resource. Confidential resources have special legal protection and will not share your name or personal information with anyone. They are able to provide for your immediate mental well-being and to discuss your options with you. A list of confidential resources is provided in Section 18.

c. For students, the Stanford University Confidential Support Team is available 24 hours a day. Office: (650) 736-6933. After Hours Hotline: (650) 725-9955.
   • Counseling and Psychological Services (CAPS) at (650) 723-3785.
   • For all University community members, the YWCA Rape Crisis Hotline is available 24 hours a day at (650) 493-7273 or (408) 287-3000.

d. You are encouraged to seek medical attention and a medical-legal examination for evidence collection purposes. Please see Section 13 for information about medical resources.

e. You are encouraged to contact the police, although you are not required to make a report to the police. Stanford has its own Department of Public Safety, which you can reach at (650) 723-9633, for assistance and support. University officials also will assist you in contacting local law enforcement authorities, if you request assistance. If you believe that there is an ongoing threat to your safety from a particular individual, you may request an Emergency Protective Restraining Order from a California police officer. Please see Section 15 for more information about restraining order options.

f. If you are able, you are encouraged to write down what you remember about the incident. (You might also ask a friend to help you.) If possible, record information in a chronological order including details, such as names of the accused and witnesses, time-estimates and locations. This record will assist you in recalling the event later and might assist you in any further process, such as speaking to the police, doctors or University staff.

g. Students in need of immediate University assistance or interim accommodations should contact the resources listed here; Stanford provides 24-hour assistance. Please note that requesting interim safety measures or accommodations (e.g., housing or academic) will result in a formal notification to the University. For an immediate No Contact Order, a temporary housing accommodation or similar urgent assistance, contact:
   During business hours: Jill Thomas, Title IX Coordinator, at Kingscote Gardens, Suite 240, 419 Lagunita Drive, Stanford, CA 94305-8231, (650) 497-4955, titleix@stanford.edu. The Title IX Coordinator will coordinate with appropriate
staff. After hours: undergraduate students should call a Residence Dean and graduate students should call a Graduate Life Office Dean (see below).

Undergraduate students during regular business hours call: (650) 725-2800, for Residence Deans or other residential house staff. If there is no answer or if you have an urgent, after-hours issue, contact the campus operator at (650) 723-2300 and ask to be connected to the undergraduate Residence Dean on call.

Graduate students during regular business hours call: (650) 736-7078, for a Graduate Life Office Dean. If there is no answer or if you have an urgent, after-hours issue, call the 24-hour pager: (650) 723-8222, pager ID 25085.

g. Employees in need of University assistance relating to employment responsibilities or interim accommodations should contact the Sexual Harassment Policy Office at (650) 724-2120, harass@stanford.edu, a Human Resources Representative or a Sexual Harassment Adviser at harass.stanford.edu/help/advisers. Please note that requesting interim measures or accommodations will result in a formal notification to the University.

10. Reporting Acts of Prohibited Sexual Conduct to the University

a. Where to Report  Reports of Prohibited Sexual Conduct relating to students, either as the Complainant or as the Responding Party, should be reported to:
   • Jill Thomas, Title IX Coordinator, at Kingscote Gardens, Suite 240, 419 Lagunita Drive, Stanford, CA 94305, titleix@stanford.edu, (650) 497-4955
   • All other reports should be made to the Sexual Harassment Policy Office:
     • Sexual Harassment Policy Office, at Kingscote Gardens, Suite 230, 419 Lagunita Drive, Stanford, CA 94305, harass@stanford.edu, (650) 724-2120

b. What to Report  For University staff members who are required to report Prohibited Sexual Conduct, the following information (if known) should be provided:  • Name of person who may have experienced Prohibited Sexual Conduct  • Name of Responding Party (accused party) (if known)  • Date of the incident  • Date of report  • To whom report was made  • Location of the incident (be specific: not "Responding Party’s room" but “RP’s room in Stern Hall” or "off-campus in downtown Palo Alto")  • Time of the incident  • Nature of the conduct (be as specific as possible, identify the category(ies) of Prohibited Sexual Conduct—sexual misconduct, sexual assault, stalking, relationship violence; and also specific allegations: e.g., sexual misconduct, IP awoke to RP touching her breasts without permission.)

c. Who Must Report  Except for University-recognized confidential resources, the following University staff members (including student staff members) with knowledge of unreported concerns relating to Prohibited Sexual Conduct are required to report such allegations to the Title IX Coordinator (for students) or the Sexual Harassment Policy Office (for all other reports): (i) supervisors; (ii) staff within: (a) Residential Education; (b) Vice Provost for Student Affairs; (c) Vice Provost for Undergraduate Education; and (d) Vice Provost for Graduate Education; and (iii) faculty and staff who have responsibility for working with students in the following capacities: teaching; advising; coaching or mentoring. Reporting by these
individuals is required regardless of whether the subject of the Prohibited Sexual Conduct has or has not indicated they will contact the appropriate office.

The University urges individuals who have been subjected to Prohibited Sexual Conduct to make an official report, whether or not they intend at that time to seek criminal or civil redress or pursue internal disciplinary measures. A report of the matter will be dealt with promptly and equitably. The University will not discipline reporting parties or witnesses for drug and alcohol violations (relating to voluntary ingestion) or similar Fundamental Standard (not Honor Code) offenses related to the reported incident that do not place the health or safety of any other person at risk.

11. University Response to Allegations of Prohibited Sexual Conduct

a. Immediate Response  Upon notice of any concern regarding Prohibited Sexual Conduct, the University will promptly assess the situation and respond, including instituting any immediate safety measures or accommodations necessary to ensure the safety of the Complainant and the Stanford Community.

b. Investigation Process for Matters involving a Student as the Alleged Wrongdoer  For matters in which a concern has been brought against a student in a degree-granting program as the alleged wrongdoer, the University will follow the Student Title IX Process, which is managed by the Title IX Coordinator.

c. Investigation Process for Matters involving Faculty or Staff as the Alleged Wrongdoer  The University will first assess whether an investigation will be conducted; that is, whether the allegation(s), if true, would rise to the level of Prohibited Sexual Conduct and, if so, whether a formal investigation is appropriate under the circumstances, taking into account the Complainant's request for confidentiality. The decision-makers to assess whether to move forward to an investigation are: for all matters in which a student is a Complainant, the Title IX Coordinator; for matters in which no student is involved and the respondent is faculty, the cognizant dean or program director; for matters in which no student is involved and the respondent is staff, Human Resources; faculty and staff decision-makers should confer with the Sexual Harassment Policy Office.

In instances in which the University decides to move forward to an investigation, each party will have the same opportunities within the process including: written notice of the concern, an opportunity to respond and be interviewed, and an opportunity to identify relevant witnesses and evidence. Investigations of Prohibited Sexual Conduct will be timely and equitable. The University will review relevant information. While corroborating evidence of accounts is helpful, it is not always available and the credible account of one party can be sufficient to establish a fact. The University makes good faith efforts to complete investigations under Title IX in a 60 day timeframe, although extensions may be appropriate in some matters. Investigations of allegations of Prohibited Sexual Conduct may be conducted by the Title IX Coordinator or her trained designee, by a Human Resources or trained Sexual Harassment Adviser in consultation with the Sexual Harassment Policy Office and the Title IX Office, or by outside resources, depending upon who the parties are and the nature of the conduct alleged. All cases involving students will be investigated in
consultation with the Title IX Office. The standard of proof for all determinations of Prohibited Sexual Conduct during an administrative review process is preponderance of the evidence, that is, the conduct more likely than not occurred. Appeal rights are as provided in specifically applicable policies:

- **Staff Investigations.** Following an investigation, a staff member may file a grievance under Guide Memo 2.1.11: Grievance Policy.
- **Senior Staff.** Following an investigation, a staff member may seek administrative review as provided in Guide Memo 2.1.14: Senior Staff.
- **Employees covered by collective bargaining agreements.** Please refer to Labor Relations & Collective Bargaining.
- **Trial period, casual or temporary employees.** Following an investigation, an employee may seek administrative review under Guide Memo 2.1.19: Administrative Review Policy.
- **Faculty.** Please refer to the Faculty Handbook.

d. **Support Resources, Interim Measures & Remedies:**

The University will take steps to prevent the recurrence of Prohibited Sexual Conduct through safety measures and will redress its effects through appropriate accommodations. The University in implementing such measures and accommodations will seek to minimize the impact and burden on the involved parties consistent with protecting the well-being of the involved parties and the community. To the extent reasonable and feasible, the University will consult with the Complainant and the Responding Party in determining accommodations and safety measures. (Students are directed to Appendix C of the Student Title IX Process for additional information.) Appropriate support resources, interim measures and remedies may include:

- Housing accommodations
- Counseling services
- Academic accommodations
- No contact directives, stay-away letters, or campus bans
- Escorts
- Limitation on extracurricular or athletic activities
- Removal from University community
- Referral to University disciplinary process
- Review or revision of University policies or practices
- Training
- Climate surveys

1. **Obtaining Interim Measures** When the University has notice of an allegation of Prohibited Sexual Conduct, involving a student, the Title IX Coordinator is authorized to implement interim measures as appropriate, which will generally remain in effect throughout the duration of the University investigation. When the University has notice of an allegation of Prohibited Sexual Conduct that does not involve a student, the Sexual Harassment Policy Office is authorized to
implement interim measures as appropriate, which will generally remain in effect throughout the duration of the University investigation. Interim Measures may include the same safety measures or accommodations provided above.

2. Potential Accommodations in the Event of No Investigation Even if the University decides not to confront the Responding Party because of the Complainant's request for confidentiality, the University may pursue other reasonable steps to limit the effects of the Prohibited Sexual Conduct as feasible and reasonable in light of the Complainant's request for confidentiality. The University’s response may be limited, however, by a request for confidentiality.

e. Disciplinary & Corrective Action Processes The University has processes that focus on the imposition of discipline (students and faculty) or corrective action (staff) for individuals found responsible for violating the Fundamental Standard or a University Policy.

1. Student Discipline Student discipline is implemented through the Student Title IX Process. The Title IX Office investigates all formal disciplinary complaints of Prohibited Sexual Conduct, and files formal charges if the evidence supports the allegation. Specially trained panelists consider allegations of Prohibited Sexual Conduct after the matter has been investigated and charged. Parties to the process are invited to work with support persons. Sanctions for students found responsible for such a violation range from a formal written warning to suspension for a period of time or expulsion from the University. Expulsion is the expected sanction following a finding of sexual assault and expulsion must be considered for all findings of Prohibited Sexual Conduct. Mediation between parties is not available for cases of sexual assault or misconduct.

2. Faculty & Staff Discipline/Corrective Action For faculty and staff, violations of this policy are addressed according to applicable faculty and staff personnel policies. Employees in a collective bargaining unit are covered by policies in the applicable agreement. When violations are found, possible sanctions range from censure to dismissal from the University. For more specific information, please see the following resources:

- Administrative Guide 2.1.16: Addressing Conduct and Performance Issues (staff), and the policies described above in Section 11.c. above.
- Faculty Handbook: Statement on Faculty Discipline (faculty).

12. Confidentiality of Information

The University will make reasonable and appropriate efforts to preserve an individual's privacy and to protect the confidentiality of information. However, because of laws relating to reporting and other state and federal laws, the University cannot guarantee confidentiality relating to incidents of Prohibited Sexual Conduct except where those reports are privileged communications to Confidential Resources. (See below.) Exceptions to maintaining confidentiality are set by law; for example, physicians and nurses who treat any physical injury sustained during a sexual assault are required to report it to law enforcement. Also, physicians, nurses, psychologists, psychiatrists, teachers and social workers must report a sexual assault committed against a person under age 18. Except for Confidential
Resources, information shared with other individuals is not legally protected from being disclosed. If the individual requests confidentiality or requests that there be no investigation, the University’s ability to respond may be limited, including pursuing discipline or administrative remedies against the accused, although, where feasible, the University will take reasonable steps to prevent Prohibited Sexual Conduct and limit its effects. It is not always possible to provide confidentiality depending on the seriousness of the allegation and other factors, which will be weighed by the Title IX Coordinator in conjunction with an individual’s request for confidentiality or a request not to pursue an investigation. These factors include circumstances that suggest an increased risk of the accused committing additional acts of Prohibited Sexual Conduct or other violence, whether the Prohibited Sexual Conduct was perpetrated with a weapon, the age of the student, and the ability of the University to obtain evidence by other means.

The University takes requests for confidentiality seriously while at the same time considering its responsibility to provide a safe and nondiscriminatory environment for all students and the University community. The University in such circumstances will make sure the Complainant is aware he/she/they are protected from retaliation. As required by the Clery Act, all disclosures to any University employee of an on-campus or “non-campus property” sexual assault must be reported for statistical purposes only (without personal identifiers) to the Stanford University Department of Public Safety, which has the responsibility for tabulating and annually publishing sexual assault and other crime statistics. Such reports are for statistical purposes and do not include individual identities or other personally identifiable information.

In California, a police officer is required to ask a victim of sexual assault and domestic violence (specifically section 273.5 Penal Code) if he or she wants his or her name to remain confidential (Penal Code 293(a)). If a victim elects to have his or her name remain confidential, the police will not list the victim's name in a crime log or release it to university officials without permission (Penal Code 293(d)). If the District Attorney elects to prosecute a sexual assault, the name of an adult victim may be subject to disclosure.

If a formal complaint against a student is filed with the Title IX Coordinator then the process provided for in the Student Title IX Process will be followed.

13. Medical-Legal Evidence Preservation & Collection

Individuals who have experienced a sexual assault are encouraged but not required to have a medical-legal exam performed by a trained medical professional as soon as possible (i.e., within 72 hours) after the assault. The medical professional will address an individual’s medical needs related to the assault as well as collect evidence in accordance with established protocols for evidence collection. In order to preserve evidence, individuals are advised not to shower, wash, urinate, wipe, change clothes, eat, drink or brush their teeth prior to the exam, if possible. Even if an individual is uncertain about whether to pursue criminal or other remedies, participating in the exam allows for the collection and preservation of evidence that might be useful should the individual decide to pursue some type of action at a later date. In Santa Clara County, medical-legal exams are performed at the Santa Clara Valley Medical Center (SCVMC) in San Jose. Medical-legal exams will be performed at no cost to
a victim of sexual assault. A victim does not need to file a report in order to obtain a medical-legal exam; however, hospitals are required to notify the police if a physical injury has been sustained, so the hospital will notify the police agency that has jurisdictional responsibility where the assault took place. Victims have the option to speak with the police or not. The ability to have a medical-legal exam performed is not dependent upon speaking with the police or filing a police report.

If a victim needs assistance traveling to the SCVMC, a University staff person or a member of DPS will provide assistance.

For assistance in receiving a medical-legal exam, contact: YWCA Rape Crisis Hotline: (650) 493-7273 or (408) 287-3000 Department of Public Safety: 9-1-1 or (650) 723-9633 SCVMC Emergency Department: (408) 885-5000

To collect and preserve evidence of Prohibited Sexual Conduct, individuals experiencing unwanted sexual conduct are encouraged to photograph injuries; retain emails, text messages, phone records and other similar evidence; and maintain a journal or other means to document incidents.

14. Reporting to the Police

For a sexual assault that occurs on the Stanford campus, contact the Stanford Department of Public Safety at (650) 723-9633 or, in case of an emergency, 9-1-1 or 9-911 from a campus phone.

For an off-campus incident, call the local police jurisdiction: Palo Alto, call 911 or (650) 329-2307 Menlo Park, call 911 or (650) 325-4424

15. University Action in Conjunction with Civil & Criminal Processes

In addition to University disciplinary actions, a person who engages in Prohibited Sexual Conduct may be the subject of criminal prosecution and/or civil litigation. Individuals experiencing Prohibited Sexual Conduct have the option to notify law enforcement or not to notify law enforcement. These individuals do not need to report matters to the police to be eligible to receive accommodations from the University under Section 11.d. University officials will assist individuals wishing to report a matter to the police. A police report must be made before a criminal prosecution can be considered by the local District Attorney's Office. The chances of successful prosecution are greater if the report to the police is timely and is supported by the collection of medical-legal evidence (See Section 13, above, Medical Legal Evidence Collection). Victims have the right to request that law enforcement implement an Emergency Protective Restraining Order. Victims who receive emergency or permanent protective or restraining orders through a criminal or civil process should notify the University’s Title IX Coordinator, titleix@stanford.edu. The University will work with the victim and the person who is the subject of the restraining order to manage compliance with the order on Stanford’s campus. Because the requirements and standards for finding a violation of criminal law are different from the standards for finding a violation of this Policy, criminal investigations or reports are not determinative of whether Prohibited Sexual Conduct, for purposes of this Policy, has occurred. In other words, conduct may constitute a violation under this Policy even if law enforcement agencies lack sufficient evidence of a crime and therefore decline to prosecute.
Moreover, the filing of a complaint of Prohibited Sexual Conduct with the University is independent of any criminal investigation or proceeding. The University will not wait for the conclusion of any criminal investigation proceeding to commence its own investigation and/or to take interim measures to protect the Complainant and University community. Both a criminal investigation and a University investigation involving the same incident(s) may occur simultaneously. A person who wishes specific information about legal options should consult a private attorney or advocacy organization. Please see Section 18, Resources, at the end of this policy.

16. Education and Prevention

a. Bystander Intervention  Stanford University expects all members of the Stanford Community to be Active Bystanders against sexual violence. The following information is based on Bystander Intervention research being done at the University of New Hampshire and the guidelines developed by UNH. ("Bringing in the Bystander®" is a registered trademark of the University of New Hampshire on behalf of Prevention Innovations. Learn to recognize the signs of danger and learn how to intervene safely. Commit to being an Active Bystander.

1. Some simple steps to becoming an Active Bystander:
   • Notice the situation: Be aware of your surroundings.
   • Interpret it as a problem: Do I recognize that someone needs help?
   • Feel responsible to act: See yourself as being part of the solution to help.
   • Know what to do: Educate yourself on what to do.
   • Intervene safely: Take action but be sure to keep yourself safe (see next step).

2. How to Intervene Safely:
   • Tell another person. Being with others is a good idea when a situation looks dangerous.
   • Ask person(s) you are worried about if they are okay. Provide options and a listening ear.
   • Distract or redirect individuals in unsafe situations.
   • Ask the person(s) if they want to leave. Make sure that they get home safely.
   • Call the police (911) or someone else in authority or yell for help.

3. What can my friends and I do to be safe?
   • Take care of each other. Remember these tips when you are out.
   • Have a plan. Talk with your friends about your plans BEFORE you go out. Do you feel like drinking? Are you interested in hooking up? Where do you want to go? Having a clear plan ahead of time helps friends look after one another.
   • Go out together. Go out as a group and come home as a group; never separate and never leave your friend(s) behind.
   • Watch out for others.
   • If you are walking at night with friends and notice a student walking alone in the same direction, ask the person to join you so no one is alone.
• Diffuse situations.
• If you see a friend coming on too strong to someone who may be too drunk to make a consensual decision, interrupt, distract, or redirect the situation. If you are too embarrassed or shy to speak out, get someone else to step in.
• Trust your instincts.
• If a situation or person doesn’t seem “right” to you, trust your gut and remove yourself, if possible, from the situation.

b. Education Resources  Stanford University provides resources for education about and prevention of Prohibited Sexual Conduct. Incoming students participate in online training before arriving at Stanford and undergraduates participate in a series of educational events during New Student Orientation. Throughout the year both undergraduates and graduates are invited to participate in programming on the prevention of Prohibited Sexual Conduct. Students, faculty and staff are urged to take advantage of on-campus prevention and education resources (both University-supported and student-led) and are encouraged to participate actively in prevention and risk reduction efforts.
• Office of Sexual Assault & Relationship Abuse Education & Response (SARA) (650-725-1056) provides comprehensive and consistent response to incidents of sexual and relationship violence to the campus community. SARA provides case consultation to students and staff, case management for reported assaults and information and referrals to services on and off campus. The office also assists with educational outreach and training to increase awareness, sensitivity, and community accountability in the prevention of these acts. Online information is available at the SARA Office.
• Sexual Harassment Policy Office (650-724-2120) provides training programs regarding sexual harassment for the campus community. Some programs are required for faculty, staff supervisors, instructors and newly hired staff. Information is available at http://harass.stanford.edu.
• Stanford University Department of Public Safety (650-723-9633) conducts educational programs and distributes educational literature to students, faculty and staff.
• Students United for Risk Elimination (SURE) (650-725-SURE) is an evening golf cart escort service for students, faculty and staff designed to enhance safety for the campus community.

17. Public Release of Information

a. Public Information  Requests for information concerning an incident of Prohibited Sexual Conduct should be directed to the Stanford University News Service (650-723-2558) or the Stanford University Department of Public Safety (650-723-9633).

b. Public Notification of Incidents As required by state and federal law, the Stanford Department of Public Safety must collect and report annually statistical information concerning sexual assaults occurring in its jurisdiction. To promote public safety, the Department also alerts the campus community to incidents and trends of immediate concern.
18. Resources

The University is committed to providing information regarding on- and off-campus services and resources to all parties involved. A comprehensive website dedicated to Prohibited Sexual Conduct awareness, prevention and support can be found at https://sexualviolencesupport.stanford.edu.

8.5. CONSENSUAL SEXUAL OR ROMANTIC RELATIONSHIP IN THE WORKPLACE AND EDUCATIONAL SETTING

1. In General

There are special risks in any sexual or romantic relationship between individuals in inherently unequal positions, and parties in such a relationship assume those risks. In the university context, such positions include (but are not limited to) teacher and student, supervisor and employee, senior faculty and junior faculty, mentor and trainee, adviser and advisee, teaching assistant and student, principal investigator and postdoctoral scholar or research assistant, coach and athlete, attending physician and resident or fellow, and individuals who supervise the day-to-day student living environment and their students.

Because of the potential for conflict of interest, exploitation, favoritism, and bias, such relationships may undermine the real or perceived integrity of the supervision and evaluation provided. Further, these relationships are often less consensual than the individual whose position confers power or authority believes. In addition, circumstances may change, and conduct that was previously welcome may become unwelcome. Even when both parties have consented at the outset to a sexual or romantic involvement, this past consent does not remove grounds for a charge based upon subsequent unwelcome conduct.

Such relationships may also have unintended, adverse effects on the climate of an academic program or work unit, thereby impairing the learning or working environment for others – both during such a relationship and after any break-up. Relationships in which one party is in a position to evaluate the work or influence the career of the other may provide grounds for complaint by third parties when that relationship gives undue access or advantage, restricts opportunities, or simply creates a perception of these problems. Additionally, even when a relationship ends, there may be bias (even if unintentional) for or against the former partner, or there could be an ongoing impression of such bias; in other words, the effects of a romantic or sexual relationship can extend beyond the relationship itself.

For all of these reasons, sexual or romantic relationships--whether regarded as consensual or otherwise--between individuals in inherently unequal positions should in general be avoided and in many circumstances are strictly prohibited by this policy. Since these relationships can occur in multiple contexts on campus, this policy addresses certain contexts specifically. However, the policy covers all sexual and romantic relationships involving individuals in unequal positions, even if not addressed explicitly in what follows.
2. With Students

At a university, the role of the teacher is multifaceted, including serving as intellectual guide, mentor, role model and advisor. This role is at the heart of the University’s educational mission and its integrity must be maintained. The teacher’s influence and authority can extend far beyond the classroom and into the future, affecting the academic progress and careers of our students.

Accordingly, the University expects teachers to maintain interactions with students free from influences that may interfere with the learning and personal development experiences to which students are entitled. In this context, teachers include those who are entrusted by Stanford to teach, supervise, mentor and coach students, including faculty and consulting faculty of all ranks, lecturers, academic advisors, and principal investigators. The specific policies on teachers outlined below do not apply to Stanford students (undergraduates, graduates and post-doctoral scholars) who may at times take on the role of teachers or teaching assistants, policies for whom are addressed in a separate section.

As a general proposition, the University believes that a sexual or romantic relationship between a teacher and a student – even where consensual and whether or not the student is subject to supervision or evaluation by the teacher – is inconsistent with the proper role of the teacher. Not only can these relationships harm the educational environment for the individual student involved, they also undermine the educational environment for other students. Furthermore, such relationships may expose the teacher to charges of misconduct and create a potential liability, not only for the teacher, but also for the University if it is determined that laws against sexual harassment or discrimination have been violated.

Consequently, the University has established the following parameters regarding sexual or romantic relationships with Stanford students:

First, because of the relative youth of undergraduates and their particular vulnerability in such relationships, sexual or romantic relationships between teachers and undergraduate students are prohibited – regardless of current or future academic or supervisory responsibilities for that student.

Second, whenever a teacher has had, or in the future might reasonably be expected to have, academic responsibility over any student, such relationships are prohibited. This includes, for example, any faculty member who teaches in a graduate student’s department, program or division. Conversely, no teacher shall exercise academic responsibility over a student with whom he or she has previously had a sexual or romantic relationship. “Academic responsibility” includes (but is not limited to) teaching, grading, mentoring, advising on or evaluating research or other academic activity, participating in decisions regarding funding or other resources, clinical supervision, and recommending for admissions, employment, fellowships or awards. In this context, students include graduate and professional school students, postdoctoral scholars, and clinical residents or fellows.

Third, certain staff roles (including deans and other senior administrators, coaches, supervisors of student employees, Residence Deans and Fellows, as well as others who
mentor, advise or have authority over students) also have broad influence on or authority over students and their experience at Stanford. For this reason, sexual or romantic relationships between such staff members and undergraduate students are prohibited. Similarly, relationships between staff members and other students over whom the staff member has had or is likely in the future to have such influence or authority are prohibited.

When a preexisting sexual or romantic relationship between a university employee and a student is prohibited by this policy – or if a relationship not previously prohibited becomes prohibited due to a change in circumstances – the employee must both recuse himself or herself from any supervisory or academic responsibility over the student, and notify his or her supervisor, department chair or dean about the situation so that adequate alternative supervisory or evaluative arrangements can be put in place. This obligation to recuse and notify exists for past as well as for current relationships. Failure to disclose the relationship in a timely fashion will itself be considered a violation of policy. The university understands that sexual or romantic relationships are often private in nature and the university treats such information sensitively and (to the extent practicable) confidentially.

3. Between Students (Student Teachers, Teaching Assistants and Graders)

Many existing policies govern student responsibilities towards each other. The current policy applies when undergraduate or graduate students or post-doctoral scholars are serving in the teaching role as teachers, TAs, graders or research supervisors. The policy does not prohibit students from having consensual sexual or romantic relationships with fellow students. However, if such a relationship exists between a student teacher and a student in a setting for which the student teacher is serving in this capacity, s/he shall not exercise any evaluative or teaching function for that student. Furthermore, the student teacher must recuse himself or herself and notify his or her supervisor so that alternative evaluative, oversight or teaching arrangements can be put in place. This obligation to recuse and notify exists for past as well as for current relationships. Failure to notify and recuse in this situation will be subject to discipline under the Fundamental Standard. The university understands that sexual or romantic relationships are often private in nature and the university treats such information sensitively and (to the extent practicable) confidentially.

4. In Other Contexts

Consensual sexual or romantic relationships between adult employees (including faculty) are not in general prohibited by this policy. However, relationships between employees in which one has direct or indirect authority over the other are always potentially problematic. This includes not only relationships between supervisors and their staff, but also between senior faculty and junior faculty, faculty and both academic and non-academic staff, and so forth.

Where such a relationship develops, the person in the position of greater authority or power must recuse him/herself to ensure that he/she does not exercise any supervisory or evaluative function over the other person in the relationship. Where such recusal is required, the recusing party must also notify his/her supervisor, department chair, dean or human resources manager, so that person can ensure adequate alternative supervisory or evaluative arrangements are put in place. Such notification is always required where recusal is required.
This obligation to recuse and notify exists for past as well as for current relationships. Failure to disclose the relationship in a timely fashion will itself be considered a violation of policy. The university understands that sexual or romantic relationships are often private in nature and the university treats such information sensitively and (to the extent practicable) confidentially.

The University has the option to take any action necessary to insure compliance with the spirit of this policy, including transferring either or both employees to minimize disruption of the work group.

5. Additional Matters

If there is any doubt whether a relationship falls within this policy, individuals should disclose the facts and seek guidance rather than fail to disclose. Questions may be addressed to your supervisor or cognizant dean or to the Sexual Harassment Policy Office, or in confidence to the University Ombuds or the School of Medicine Ombuds. In those rare situations where it is programmatically infeasible to provide alternative supervision, academic responsibility and/or evaluation, the cognizant dean, director or supervisor must approve all (as applicable) academic responsibility, evaluative and compensation actions. Employees who engage in sexual or romantic relationships with a student or other employee contrary to the guidance, prohibitions and requirements provided in the policy are subject to disciplinary action up to and including dismissal, depending on the nature of and context for the violation. They will also be held accountable for any adverse consequences that result from those relationships.

Stanford’s policy with regard to employment of related persons can be found in the Administrative Guide 2.1.2.2c and is excerpted here:

Employment by a related person in any position (e.g. regular staff, faculty, other teaching, temporary, casual, third party, etc.) within an organizational unit can occur only with the approval of the responsible Vice Provost, Vice President (or similar level equivalent to the highest administrative person within the organizational unit), or his/her designee. Under no circumstances may a supervisor hire or approve any compensation action for any employee to whom the supervisor is related. An individual may not supervise, evaluate the job performance, or approve compensation for any individual with whom the supervisor is related. Even when the criteria discussed here are met, employment of a related person in any position within the organization must have the approval of the local human resources office, in addition to the approval of the hiring manager's supervisor, including faculty supervisors.

6. Policy Review and Evaluation

This policy was originally part of the Sexual Harassment policy, which went into effect on October 6, 1993, and was amended November 30, 1995, May 30, 2002, August 30, 2012 and June 11, 2013. Its revision and conversion to a separate policy was made on December 6, 2013 and updated on January 21, 2014. Comments or suggestions should be made to the Provost.
8.6. STUDENT ACADEMIC GRIEVANCE PROCEDURE
http://exploredegrees.stanford.edu/nonacademicregulations/grievances/

Grievances
A Stanford undergraduate or graduate student who believes that he or she has been subject to an improper decision on an academic matter may file a grievance pursuant to the Student Academic Grievance Procedure. For other types of grievances, students should review the section that follows on the Student Non-Academic Grievance Procedure, and consult concerning applicable procedures with the Director of the Diversity and Access Office, Kingscote Gardens, 419 Lagunita Drive, Suite 130, Stanford, CA 94305-8550; (650) 723-0755 (voice), (650) 723-1791 (fax), equal.opportunity@stanford.edu (email).

An individual whose matter has been substantially addressed through one of Stanford’s grievance procedures (including but not limited to the Student Academic Grievance Procedure, the Student ADA/Section 504 Grievance Procedure, the Grievance Resolution Procedure for Postdoctoral Scholars, the Student-Athlete Grievance Procedure, or the Student Non-Academic Grievance Procedure) may not raise and seek redress of the same matter under a different Stanford grievance procedure. The University retains discretion to determine when a matter has been substantially addressed.

California Dept of Consumer Affairs Complaint Procedure
An individual may contact the Bureau for Private Postsecondary Education for review of a complaint. The bureau may be contacted online or at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833; phone: (916) 431-6959; fax: (916) 263-1897.

8.7. CHILDBIRTH ACCOMMODATION POLICY FOR WOMEN GRADUATE STUDENTS AT STANFORD UNIVERSITY
http://gap.stanford.edu/5-9.html

Summary
Defines an Academic Accommodation Period for registered and matriculated women graduate students anticipating or experiencing a birth. Provides guidance for students who wish to take a leave of absence for pregnancy, adoption or childbirth-related reasons. Defines a Lactation Accommodation policy for matriculated students and postdoctoral scholars. Complies with the requirements of California Education Code 66281.7.

Rationale
Stanford University recognizes the importance of balancing the family and academic needs of new parents and provides support for graduate students who are anticipating the birth or adoption of a child. Stanford extends this support to parents expecting a baby, to parents who are adopting a child, to parents through surrogacy, and to parents nursing their infants. This policy does not replace the communication and cooperation between students and their advisors and departments, and the good-faith efforts of both to accommodate the birth or adoption of a child. It is the intention of this policy to reinforce the importance of that cooperation and to provide support where needed to make that accommodation possible.
Policy
Stanford University prohibits discrimination on the basis of any characteristic protected by applicable law, including discrimination on the basis of pregnancy, in the administration of its programs and activities. Stanford will neither require nor prohibit leaves of absence for pregnancy or childbirth. In addition, Stanford will reasonably accommodate its graduate students, including pregnant students, so that they may continue to make progress toward the completion of their degree. The accommodation is defined in this policy.

1. Academic Support for Pregnant and Non-Birth Parent Graduate Students
2. Pregnancy or Parental Leaves of Absence
3. Funding for Birth Parent
4. Support for Lactating Parents

Any student who believes that they have not been treated equitably under the provisions of this policy may file a grievance with Title IX Office, through the Student Non-Academic Grievance Procedure.

Authority
- Vice Provost for Graduate Education (policy)
- Office of the Registrar via Stanford Services & Support & Vice Provost for Graduate Education (implementation)

Applicability
To all matriculated graduate students and the programs in which they are enrolled. The Lactation Accommodation also applies to matriculated undergraduate students and postdoctoral scholars appointed by the Office of Postdoctoral Affairs.

Related Pages
5.9.2 Pregnancy, Childbirth, Adoption and Lactation: Implementation
8.8. OWNERSHIP AND USE OF STANFORD NAMES AND TRADEMARKS
http://exploredegrees.stanford.edu/nonacademicregulations/stanford-trademarks/

Stanford registered marks, as well as other names, seals, logos, and other symbols and marks that are representative of Stanford, may be used solely with permission of Stanford. Merchandise bearing Stanford's names and marks, such as t-shirts, glassware, and notebooks, must be licensed. For complete text of the currently applicable policy, including the University officers authorized to grant permission to use the Stanford name and marks, see Administrative Guide Memo 1.5.4 Ownership and Use of Stanford Name and Trademarks.
8.9. COMPUTER AND NETWORK USAGE POLICY

This policy covers the appropriate use of all information resources including computers, networks, and the information contained therein.

Authority
Approved by the Vice President for Business Affairs and Chief Financial Officer.

Applicability
Applies to all University students, faculty and staff, and all others using computer and communication technologies, including the University's network, whether personally or University owned, which access, transmit or store University or student information.

Policy Statement
Use of Stanford's network and computer resources should support the basic missions of the University in teaching, learning and research. Users of Stanford's network and computer resources ("users") are responsible to properly use and protect information resources and to respect the rights of others. This policy provides guidelines for the appropriate use of information resources.

1. Definitions

As used in this policy:

a. "Information resources" are all computer and communication devices and other technologies which access, store or transmit University or student information.
b. "Information" includes both University and student information.
c. "Personally owned resources" are information resources that are under the control of University employees or agents and are not wholly owned by the University.

2. Policies

a. General Policy  Users of information resources must protect (i) their online identity from use by another individual, (ii) the integrity of information resources, and (iii) the privacy of electronic information. In addition, users must refrain from seeking to gain unauthorized access, honor all copyrights and licenses and respect the rights of other users of information resources.

b. Access  Users must refrain from seeking to gain unauthorized access to information resources or enabling unauthorized access. Attempts to gain unauthorized access to a system or to another person's information are a violation of University policy and may also violate applicable law, potentially subjecting the user to both civil and criminal liability. However, authorized system administrators may access information resources, but only for a legitimate operational purpose and only the minimum access required to accomplish this legitimate operational purpose.
(1) Prohibition against Sharing Identities  Sharing an online identity (user ID and password or other authenticator such as a token or certificate) violates University policy.

(2) Information Belonging to Others  Users must not intentionally seek or provide information on, obtain copies of, or modify data files, programs, passwords or other digital materials belonging to other users, without the specific permission of those other users.

(3) Abuse of Computing Privileges  Users of information resources must not access computers, computer software, computer data or information, or networks without proper authorization, or intentionally enable others to do so, regardless of whether the computer, software, data, information, or network in question is owned by the University. For example, abuse of the networks to which the University belongs or the computers at other sites connected to those networks will be treated as an abuse of University computing privileges.

c. Usage  The University is a non-profit, tax-exempt organization and, as such, is subject to specific federal, state and local laws regarding sources of income, political activities, use of property and similar matters. It also is a contractor with government and other entities and thus must assure proper use of property under its control and allocation of overhead and similar costs. Use of the University's information resources must comply with University policies and legal obligations (including licenses and contracts), and all federal and state laws.

(1) Prohibited Use  Users must not send, view or download fraudulent, harassing, obscene (i.e., pornographic), threatening, or other messages or material that are a violation of applicable law or University policy. In particular, contributing to the creation of a hostile academic or work environment is prohibited.

(2) Copyrights and Licenses  Users must not violate copyright law and must respect licenses to copyrighted materials. For the avoidance of doubt, unlawful file-sharing using the University's information resources is a violation of this policy.

(3) Social Media  Users must respect the purpose of and abide by the terms of use of online media forums, including social networking websites, mailing lists, chat rooms and blogs.

(4) Political Use  University information resources must not be used for partisan political activities where prohibited by federal, state or other applicable laws, and may be used for other political activities only when in compliance with federal, state and other laws and in compliance with applicable University policies.

(5) Personal Use  University information resources should not be used for activities unrelated to appropriate University functions, except in a purely incidental manner.

(6) Commercial Use  University information resources should not be used for commercial purposes, including advertisements, solicitations, promotions or other commercial messages, except as permitted under University policy. Any such permitted commercial use should be properly related to University activities, take into account proper cost allocations for government and other overhead determinations, and provide for appropriate reimbursement to the University for taxes and other costs the University may incur by reason of the commercial use. The University's Chief Financial Officer and Vice President for Business Affairs will determine permitted commercial uses.
(7) Use of University Information Users must abide by applicable data storage and transmission policies, including Admin Guide 6.3.1 (Information Security). Consult the University Privacy Officer (privacyofficer@stanford.edu) for more information.

d. Personally Owned Resources Stanford does not require personnel to use their personally owned resources to conduct University business. Individual units within the University may permit such use, and users may choose to use their own resources accordingly. Any personally owned resources used for University business are subject to this policy and must comply with all Stanford requirements pertaining to that type of resource and to the type of data involved. The resources must also comply with any additional requirements (including security controls for encryption, patching and backup) specific to the particular University functions for which they are used.

e. Integrity of Information Resources Users must respect the integrity of information and information resources.

   (1) Modification or Removal of Information or Information Resources Unless they have proper authorization, users must not attempt to modify or remove information or information resources that are owned or used by others.

   (2) Other Prohibited Activities Users must not encroach, disrupt or otherwise interfere with access or use of the University's information or information resources. For the avoidance of doubt, without express permission, users must not give away University information or send bulk unsolicited email. In addition, users must not engage in other activities that damage, vandalize or otherwise compromise the integrity of University information or information resources.

   (3) Academic Pursuits The University recognizes the value of legitimate research projects undertaken by faculty and students under faculty supervision. The University may restrict such activities in order to protect University and individual information and information resources, but in doing so will take into account legitimate academic pursuits.

f. Locally Defined and External Conditions of Use Individual units within the University may define "conditions of use" for information resources under their control. These statements must be consistent with this overall policy but may provide additional detail, guidelines, restrictions, and/or enforcement mechanisms. Where such conditions of use exist, the individual units are responsible for publicizing and enforcing both the conditions of use and this policy. Where use of external networks is involved, policies governing such use also are applicable and must be followed.

g. Access for Legal and University Processes Under some circumstances, as a result of investigations, subpoenas or lawsuits, the University may be required by law to provide electronic or other records, or information related to those records or relating to use of information resources, ("information records") to third parties. Additionally, the University may in its reasonable discretion review information records, e.g., for the proper functioning of the University, in connection with investigations or audits, or to protect the safety of individuals or the Stanford community. The University may also permit reasonable access to data to third-party service providers in order to provide, maintain or improve services to the
Accordingly, users of University information resources do not have a reasonable expectation of privacy when using the University's information resources.

3. Oversight of Information Resources

Responsibility for, and management and operation of, information resources is delegated to the head of a specific subdivision of the University governance structure ("department"), such as a Dean, Department Chair, Administrative Department head, or Principal Investigator ("lead"). This person will be responsible for compliance with all University policies relating to the use of information resources owned, used or otherwise residing in their department.

The lead may designate another person to manage and operate the system, but responsibility for information resources remains with the lead. This designate is the "system administrator." The system administrator is responsible for managing and operating information resources under their oversight in compliance with University and department policies, including accessing information resources necessary to maintain operation of the systems under the care of the system administrator. (See also section 4.b; system administrators should defer to the Information Security Office for access beyond that necessary to maintain operation of the system.)

a. Responsibilities

The system administrator should:
- Take all appropriate actions to protect the security of information and information resources. Applicable guidelines are found at http://securecomputing.stanford.edu.
- Take precautions against theft of or damage to information resources.
- Faithfully execute all licensing agreements applicable to information resources.
- Communicate this policy, and other applicable information use, security and privacy policies and procedures to their information resource users.
- Cooperate with the Information Security Office to find and correct problems caused by the use of the system under their control.

b. Suspension of Privileges

System administrators may temporarily suspend access to information resources if they believe it is necessary or appropriate to maintain the integrity of the information resources under their oversight.

4. Reporting or Investigating Violations or University Concerns

a. Reporting Violations

System users will report violations of this policy to the Information Security Office, and will immediately report defects in system accounting, concerns with system security, or suspected unlawful or improper system activities to the Information Security Office during normal business hours and the Office of the General Counsel emergency after-hours phone line at other times.

b. Accessing Information & Systems

Inspecting and monitoring information and information resources may be required for the purposes of enforcing this policy, conducting University investigations or audits, ensuring the safety of an individual or the University community, complying with law or ensuring proper operation of information resources. Only
the University's Chief Information Security Officer (or designate) may authorize this inspection and monitoring.

c. Cooperation Expected Information resource users are expected to cooperate with any investigation of policy abuse. Failure to cooperate may be grounds for cancellation of access privileges, or other disciplinary actions.

5. Consequences of Misuse of Information Resources

A user found to have violated this policy may also have violated the University Code of Conduct, the Fundamental Standard, the Student Honor Code, and/or other University policies, and will be subject to appropriate disciplinary action up to and including discharge, dismissal, expulsion, and/or legal action. The Chief Information Security Officer will refer violations to University units, i.e., Student Affairs for students, the supervisor for staff, and the Dean of the relevant School for faculty or other teaching or research personnel, if appropriate.

6. Cognizant Office

University's Chief Information Security Officer, or other person designated by the Vice President for Business Affairs and Chief Financial Officer, shall be the primary contact for the interpretation, monitoring and enforcement of this policy.

7. Related Policies

a. Student Discipline—See Student Life/Codes of Conduct/Fundamental Standard/Honor Code
b. Staff Discipline—See Guide Memo 2.1.16: Addressing Conduct & Performance Issues
c. Faculty Discipline—See the Statement on Faculty Discipline in the Faculty Handbook
d. Patents and Copyrights—See Research Policy Handbook 9.1 and 9.2; see also the Stanford University Copyright Reminder
e. Political Activities—See Guide Memo 1.5.1: Political Activities
g. Incidental Personal Use—See Research Policy Handbook 4.1, and Guide Memo 1.5.2: Staff Policy on Conflict of Commitment and Interest
i. Privacy and Security of Health Information (HIPAA)—See Guide Memo 1.6.2: Privacy and Security of Health Information
j. Data Classification, Access and Transmittal and Storage Guidelines—See http://dataclass.stanford.edu
k. Endpoint Compliance—See http://securecomputing.stanford.edu/endpoint_compliance.html
l. Online Accessibility—https://ucomm.stanford.edu/policies/accessibility-policy/
8.10. COPYRIGHT
http://med.stanford.edu/edtech/services/ClassroomTechnologies/course-content-access.html

Course Content Access and Appropriate Use Policy

Stanford University School of Medicine course materials are intended for curriculum and course-related purposes and are copyrighted by the University. Appropriate access to this content is given for personal academic study and review purposes only. Unless otherwise stated in writing, this content may not be shared, distributed, modified, transmitted, reused, sold or otherwise disseminated. These materials may also be protected by additional copyright; any further use of this material may be in violation of federal copyright law. Violators of this policy will be referred to the Committee on Professionalism, Performance, and Promotion for disciplinary purposes.

What does this mean for students?

Personal Use: Since I'm an enrolled student, can I keep the course materials I get from class or on CourseWork? Can I archive them on my hard drive?
Yes, you may keep copies of these materials for your own personal use and reference only. All print and electronic content prepared for a School of Medicine course, including TA and CourseWork materials, are owned and copyrighted by Stanford University. All materials are provided exclusively for use by students enrolled in Stanford's School of Medicine. These materials may include but are not limited to TA handouts, course syllabi, video and audio, and lecture slides.

Getting Permission: I would like to use an image from a faculty member's lecture slides in a poster I'm creating. Can I repurpose course content?
No, the law states that you must request permission to use copyrighted materials. An aspiring professional should always request permission from the copyright holder before repurposing content in any fashion, as it is unethical to display materials without giving explicit credit to the copyright holder. Lecture material contains content owned by the faculty, but also often materials copyrighted by other sources. Faculty can give you permission to use content they have created, but for other materials see the links below for more information on what is acceptable.

Sharing With Classmates: I downloaded Genetics TA review slides from the CourseWork. Can I email or in any other way share this content with other students?
Yes, if content is clearly labeled "Open to School of Medicine," then you may share current content with other student enrolled in the medical school.
Yes, if the content is labeled "Open to Current Quarter's Students," then you may share only with other students who are currently enrolled in that course.
No, if there is no designation, then materials are by default restricted and intended for your own personal review and you may not share them.
You can always share your own personal course notes with each other.

Sharing With Classmates: One of my classmates was absent for a session and a handout was given out that isn't on CourseWork. The handout does not have a sharing statement or icon. Can I give my classmate a copy?
No, by default unlabeled content should not be shared. In this case it possible that the faculty member intended for this handout only to be given out in the context of the particular session. If you believe a resource should be placed on CourseWork for students to download, please contact the course director.

Handing Down Prior Course Materials: Can I give a current 1st-year student some TA handouts and lecture videos I got last year in the same course?
No, faculty update course content regularly to reflect changes in medical practice and may have removed outdated or incorrect materials. Further, faculty often have educational reasons behind the timing for distribution of course materials, which could be undermined by this action. Content that is no longer available should not be shared nor used. If you believe that materials you have from a prior course might be useful for currently enrolled students, please contact the course director to suggest that it can be made available.

Using Prior Course Materials: A 3rd-year student offered me a collection of her lecture videos and TA notes from her year. Should I use them to prepare better for my exams?
No, you should not use course materials that were intended for students in an earlier year. The 3rd-year student is violating this policy by offering you these materials. Faculty review content often to ensure you are receiving the most relevant and useful content and any outdated or incorrect materials are removed. Also, your use of this material might undermine the educational goals or give you unfair advantage over your classmates, which could be a violation of the honor code. If you believe an archival resource might be useful for your classmates, please contact the course director.

Access to CourseWork Courses: If I'm a 1st-year student, can I log into a 2nd year CourseWork course so I'll know what to prepare for?
Yes, if the course director determines that it would be helpful for students to gain access to course materials in advance. Course directors carefully plan out how to introduce course materials and they determine who may access individual CourseWork courses. Educational Technology staff help enroll students and auditors into CourseWork as determined by course directors. If you believe you should have access to a course and cannot add that course by CourseWork's "Joinable Sites" feature, you should contact the course's coordinator or director so that they can add you manually, or if they are unreachable, email.
Sharing Outside of School: Can I share course materials with my friends at UCSF School of Medicine?

No, all course content is private and restricted by default. You should not share course materials (lecture slides, videos, TA materials) with anyone outside the school in order to honor the copyright and intellectual property holders of these materials.

What does this mean for faculty?

Why does the School of Medicine need this policy?

Stanford has a long history of making educational content accessible to students. In 2003 the School of Medicine created a policy on "Appropriate Use of Electronic Media" to help clarify how students may access and use course materials on CourseWork. As students are increasingly requesting more availability and easier access to educational content, schools and faculty are developing clearer policies to define limits and expectations. This new policy keeps Stanford at the forefront of providing students access to content and multimedia while protecting faculty members' intellectual property and Stanford's copyright interests. This policy was reviewed and approved by the Committee on Courses and Curriculum (CCC) as well as the University Counsel's Office.

What do I have to do?

This policy gives you the opportunity to decide specifically how your course content is distributed and shared. If you do nothing, then your content is restricted for use ONLY by students currently enrolled in your course. By default, currently enrolled students have full access but will not be allowed to share your course content with each other, including lecture slides, handouts, notes, TA materials, or any other course materials. The purpose of this restriction is to allow the course director to control what materials students have access to and when they gain that access. Students will only be able to get course content by attending class sessions in person or by downloading what you post in CourseWork.

To allow students access to any other level of permission to share specific materials, use the icons and wording below.

What is the best way to distribute my course materials to students?

Materials should be posted for student reference on CourseWork. This allows faculty to grant appropriate access to the students in their course. This also allows students 24-hour access to reprint materials as needed for study. Many courses also distribute hard copies of their course syllabus and other materials.
Will this be publicized and enforced?
Yes. Students will be required to review and agree to abide by this policy before gaining access to any School of Medicine course on CourseWork. This is a school policy and violators of this policy will be referred to the Committee on Professionalism, Performance, and Promotion (CP3).

Additional Resources
The Provost's Statement on Copyrights:
(https://library.stanford.edu/libraries_collections/copyright_reminders/) A document explaining how copyright laws apply to educational materials at Stanford, with special attention to use of digital media. This document references the TEACH Act laws.

Stanford University Honor Code: (https://honorcode.stanford.edu/) The Honor Code is the University's statement on academic integrity written by students in 1921. It articulates University expectations of students and faculty in establishing and maintaining the highest standards in academic work. Another one of the guiding principles of Stanford University is the Fundamental Standard.

Copyright and Fair Use from the Stanford Libraries:
(https://fairuse.stanford.edu/Copyright_and_Fair_Use_Overview/) This comprehensive website explains how copyright, fair use, and permissions apply to the use of online and offline educational media.

Labels for Sharing
By default, all materials on CourseWork are restricted, private, and intended only for your personal use and review. With clear written labeling, course faculty may selectively permit specific resources to be shared with varying degrees of availability.

8.11. SMOKE-FREE ENVIRONMENT

1. Policy

It is the policy of Stanford University that all smoking, including but not limited to tobacco products and the use of electronic smoking devices, is prohibited in enclosed buildings and facilities and during indoor or outdoor events on the campus.

2. Definition

“Smoke-free” refers to an environment that is free of smoke from, among other things, tobacco products and/or vapors from electronic smoking devices.
3. Guidelines

a. Smoking-Prohibited Areas
Specifically, smoking is prohibited in classrooms and offices, all enclosed buildings and facilities, in covered walkways, in University vehicles, during indoor or outdoor athletic events, during other University sponsored or designated indoor or outdoor events and in outdoor areas designated by signage as "smoking prohibited" areas.

- Ashtrays will not be provided in any enclosed University building or facility.
- "Smoking Prohibited" signs will be posted.

b. Outdoor Smoking Areas
Except where otherwise posted as a "smoking prohibited area," smoking is generally permitted in outdoor areas, except during organized events. Outdoor smoking in non-prohibited areas must be at least 30 feet away from doorways, open windows, covered walkways, and ventilation systems to prevent smoke from entering enclosed buildings and facilities. To accommodate faculty, staff and students who smoke, Vice Presidents, Vice Provosts and Deans may designate certain areas of existing courtyards and patios as smoking areas, and must provide ashtrays. The specific academic or administrative unit(s) will be responsible for absorbing all costs associated with providing designated smoking areas and ashtrays.

4. Enforcement

This policy relies on the consideration and cooperation of smokers and non-smokers. It is the responsibility of all members of the University community to observe and follow this policy and its guidelines.

a. Smoking Cessation Information
Smoking cessation programs are available for faculty and staff through the Center for Research in Disease Prevention, Health Improvement Program (HIP). Students may contact the Health Promotion Program (HPP) through the Student Health Center for smoking cessation information or programs.

b. Repeated Violations
Faculty, staff and students repeatedly violating this policy may be subject to appropriate action to correct any violation(s) and prevent future occurrences.

5. Implementation and Distribution
This policy will be disseminated to all faculty, staff and students and to all new members of the University Community.
8.12. CAMPUS SAFETY AND CRIMINAL STATISTICS
https://police.stanford.edu/index.html

Our Mission
The Stanford University Department of Public Safety exists to provide a safe, secure atmosphere which is conducive to freedom of expression and movement, for people and their property at Stanford University, within the constraints of the Federal, State, and Local laws and ordinances.

Core Values
The members of the Stanford University Department of Public Safety are committed to the goal of providing high quality services with a positive, cooperative attitude. To achieve that goal:

- We pledge to honor the spirit and letter of the laws we are charged to uphold.
- We will dedicate our full attention to our duties in order to promote a safe environment while earning and maintaining the public's trust.
- We will endeavor to continually enhance our professional skills and knowledge.
- We will hold each other accountable for demonstrating professional and ethical behavior.
- We will actively identify and pursue opportunities to improve our department and the ways we serve the campus community.

The hallmarks of our service are a constant dedication to the principles of honesty, integrity, fairness, courage and courtesy.

8.13. CALIFORNIA DEPARTMENT OF CONSUMER AFFAIRS COMPLAINT PROCEDURE
https://www.dca.ca.gov/consumers/complaints/disclosure_standards.shtml

An individual may contact the Bureau for Private Postsecondary Education for review of a complaint. The bureau may be contacted online or at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833; phone: (916) 431-6924; fax: (916) 263-1897.

8.14. CONTROLLED SUBSTANCES AND ALCOHOL

1. Background and Purpose

a. Health Risks It is widely recognized that the misuse and abuse of controlled substances, illegal drugs (collectively called controlled substances) and alcohol are major contributors to serious health problems and social and civic concerns. The health risks associated with the use of illicit drugs and the abuse of controlled substances and alcohol include various physical and mental consequences including addiction, severe disability and death. Information concerning
the known effects of alcohol and specific drugs is available from the Office of Alcohol Policy and Education at (650) 723-3429.

b. Federal Legislation In response to these concerns, the U.S. Congress passed the Drug-Free Workplace Act of 1988, the Drug-Free Schools and Communities Act Amendments of 1989 and the Omnibus Transportation Employee Testing Act of 1991. In accordance with these Acts, Stanford University has enacted the following policy applicable to all employees and students.

1Controlled substances are those defined in 21 U.S.C.812 and include, but are not limited to, such substances as marijuana, heroin, cocaine and amphetamines.

2. Policy

It is the policy of Stanford University to maintain a drug-free workplace and campus. The unlawful manufacture, distribution, dispensation, possession and/or use of controlled substances or the unlawful possession, use or distribution of alcohol is prohibited on the Stanford campus, in the workplace or as part of any of the University's activities. (For clarification of what activities related to controlled substances and alcohol are unlawful, see the Appendix at the end of this Guide Memo.) The workplace and campus include all Stanford premises where the activities of the University are conducted. Moreover, employees are prohibited from being under the influence of controlled substances or alcohol while at work. Violation of this policy may result in disciplinary sanctions up to and including termination of employment or expulsion. Violations may also be referred to the appropriate authorities for prosecution.

a. Employees As a condition of employment, all Stanford employees are expected to report to work in a condition that enables them to perform their job duties, with or without reasonable accommodation, in a safe manner that does not jeopardize their own safety or the safety of others.

Employees are prohibited from being under the influence of controlled substances or alcohol while at work. "Under the influence" is a condition where an employee's sensory, cognitive, motor functions or job related capabilities are affected, impaired or diminished and may be exhibited through various behaviors including slurred speech, difficulty walking, red eyes, erratic or threatening behavior, the odor of alcohol, etc. (Note: Lawfully prescribed prescription drugs used in accordance with their instructions are not subject to this policy.)

Employees who unlawfully manufacture, distribute, dispense, possess or use controlled substances or unlawfully use, possess, or distribute alcohol in the workplace, on the campus, or as part of any University activity will be subject to discipline up to and including termination of employment. Employees required to obtain Commercial Drivers Licenses to drive vehicles heavier than 26,000 pounds, vehicles placarded for the transportation of hazardous materials, and/or vehicles designed to carry 16 or more persons are subject to a protocol of testing for the use of drugs and alcohol in accordance with DOT guidelines. Employees at SLAC National Accelerator Laboratory must comply with SLAC's Fitness for Duty policy.
b. Students  Students are bound by this policy and the Stanford Student Alcohol Policy.

c. Others on Campus  Individuals who are not Stanford employees, but who perform work at Stanford for its benefit (e.g., independent contractors, temporary employees provided by agencies, visitors engaged in joint projects at Stanford or volunteers) are required to comply with this policy. Such individuals who violate this policy may be barred from further work for and at Stanford.

d. Rehabilitation  Successful completion of an appropriate rehabilitation program (including participation in aftercare) may be considered evidence of eligibility for continued or future employment or for reinstatement of student status.

e. Reporting of Convictions  An employee who is convicted (including a plea of nolo contendere) of a criminal drug statute violation occurring in the workplace or on Stanford property must, notify Stanford University of the conviction within five days after the conviction. Notification must be in writing to the local human resources office, the Associate Vice President of Employee & Labor Relations (for staff) or the Dean (for faculty).

3. Guide to Supervisors

Responsibility for effective implementation and enforcement of Stanford's Controlled Substances and Alcohol Policy begins with supervisors. Supervisors must be alert to indications or evidence of the use or presence of controlled substances or alcohol in the workplace.

a. Communication  Supervisors must make sure that employees are aware of Stanford's Controlled Substances and Alcohol Policy and understands that violation of this policy is a serious matter and cause for disciplinary action including possible termination.

b. Consultation with Human Resources  If and when an employee is suspected of violating this policy, the supervisor should consult with the local human resources office to plan and carry out an appropriate investigation and resolution of the situation.

c. Impaired Performance on the Job: Under the Influence of Controlled Substances or Alcohol in the Workplace  Performance problems on the job can have many causes. In discussions with an employee concerning any performance problem, the supervisor should offer to help the employee determine the source of the problems and offer guidance on appropriate assistance, counseling or other resources.

When job performance has become impaired, the supervisor should take normal corrective action, beginning with discussion with the employee. When the behavior of an employee on the job raises safety concerns for the employee and/or others in the workplace, the supervisor must take immediate action and prohibit the employee from continuing on the job until it is determined that he/she is fit to return to work and perform safely. Specific actions to be taken depend on the facts of the particular situation. Supervisors should consult with their local
human resources office and document any cases of suspected employee impairment while at work.

In a situation when the employee acknowledges to the supervisor that poor performance or unacceptable conduct results from a substance or alcohol abuse problem, the supervisor should urge the employee to seek help from a qualified substance abuse treatment resource. If the employee requests a leave of absence for a rehabilitation program, the supervisor should take normal steps to review the leave request. After a review of the situation, any misconduct, performance issues or policy violations which occur before, or coincident with, a voluntary admission of impairment may form the basis of disciplinary consequences up to and including termination.

d. Testing for Drugs and Alcohol  Supervisors of employees who are required to obtain a Commercial Drivers License to drive vehicles weighing more than 26,000 pounds, vehicles placarded for the transportation of hazardous materials, and/or vehicles designed to carry 16 or more persons are responsible for making sure the appropriate tests for the use of drugs and/or alcohol are administered through a suitable drug testing service provider. The department/school is responsible for managing the testing process and determining if the use of an outside vendor is needed for this purpose.

4. Getting Help

Employees concerned about substance use, abuse, and rehabilitation are strongly encouraged to contact their physician, their medical plan, or the Stanford Faculty & Staff Help Center, which can refer employees to appropriate resources (community or private agencies) that provide complete, confidential substance abuse counseling.

Stanford's medical insurance plans provide coverage for substance abuse programs. Go to the Stanford Benefits website for additional information.

Students (including employees who are also Stanford students) are urged to contact the Office of Alcohol Policy and Education at (650) 723-3429.

5. Legal Sanctions

The unlawful manufacture, distribution, dispensing, possession, and/or use of a controlled substance or alcohol is regulated by a number of federal, state and local laws. These laws impose legal sanctions for both misdemeanor and felony convictions. Criminal penalties for convictions can range from fines and probation to denial or revocation of federal benefits (such as student loans) to imprisonment and forfeiture of personal and real property. This Appendix contains a list of some of the laws pertaining to the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance or alcohol. Because the laws change from time to time, the information provided in the Appendix is illustrative, not exhaustive. More detailed and current information is available from the Stanford Department of Public Safety.
Generally, as of February 2006 it is a criminal offense:

- to unlawfully possess or possess for sale controlled substances specified in California Health and Safety Code 11054, 11055, 11056, 11057, 11058
- to possess, cultivate, sell or possess for sale marijuana (CA Health and Safety Codes 11357, 11358, 11359)
- to use or be under the influence of a controlled substance (CA Health and Safety Code 11550)
- to transport, sell, or distribute marijuana to a minor or to use a minor to transport, sell, or distribute marijuana (CA Health and Safety Code 11361)
- to possess, furnish or manufacture drug paraphernalia (CA Health and Safety Code 11362 et seq.)
- to provide any alcoholic beverage to a person under 21 or to any obviously intoxicated person (CA Business and Professions Code 25658; 25602)
- to be under the influence of alcohol in a public place and unable to exercise care for one's own safety or that of others [CA Penal Code 647(f)]
- for persons under 21 to have any container of alcohol in any public place or any place open to the public (Business and Professions Code 25662)
- to operate a motor vehicle while under the influence of alcohol or other intoxicants or with a blood alcohol level of .08% or higher (CA Vehicle Code 23152)
- for any person under the age of 21 to operate a motor vehicle with a blood alcohol level of .05% or higher (CA Vehicle Code 23140)
- to have an open container of alcohol in a motor vehicle and for persons under 21 to drive a vehicle carrying alcohol or to possess alcohol while in a motor vehicle (CA Vehicle Code 23223; 23224)
- to have in one's possession or to use false evidence of age and identity to purchase alcohol (CA Business and Professions Code 25661)
- for any person under age 21 to purchase alcohol (CA Business and Professions Code 25658.5)

8.15. STANFORD UNIVERSITY MARIJUANA POLICY STATEMENT
8.16. PROHIBITION OF THE POSSESSION OF DANGEROUS WEAPONS ON CAMPUS
http://exploredegrees.stanford.edu/nonacademicregulations/dangerous-weapons-on-campus/

Prohibition of the Possession of Dangerous Weapons on Campus
The University's policy prohibiting weapons on campus (pdf) is available on the Resources tab of the Department of Public Safety web site.

Policy
Stanford University prohibits the possession of any of the following weapons on the Stanford campus: firearm, dirk, dagger, ice pick, knife having a blade longer than 2 1/2 inches (except for lawful use in food preparation or consumption), folding knife with a blade that locks into place, razor with an unguarded blade, taser, stun gun, instrument that expels a metallic projectile (such as a BB or a pellet), spot marker gun, or any other weapons prohibited by California Penal Code Sections 626.10 and 626.9.

For purposes of this policy, the term “Stanford campus” shall include all the lands, buildings, and facilities of Leland Stanford Junior University, whether owned, leased, and controlled, and whether located in the United States or abroad (excluding the privately owned, managed, or leased residences of faculty or staff that are located on the main Stanford campus in unincorporated Santa Clara County). In addition to the prohibited weapons, ammunition is not allowed to be stored or possessed in university owned, leased, and controlled buildings (excluding the privately owned, managed, or leased residences of faculty or staff that are located on the main Stanford campus in unincorporated Santa Clara County). In the event a federal or state law or a county ordinance is more restrictive than this policy, federal or state law or the county ordinance shall apply.

Requests for an exemption from this policy for academic purposes may be requested in writing to the Director of the Stanford University Department of Public Safety. Each request will be considered on a case-by-case basis and be evaluated by the Office of Risk Management and the Department of Public Safety. A written letter will be provided by the Director of the Department of Public Safety in the event an exemption is granted.

The Stanford University Department of Public Safety does not provide facilities for the storage of firearms.