

**STRITCH SCHOOL OF MEDICINE STUDENT HANDBOOK**

2023-2024

\*Updated 11/16/23\*

**UNIVERSITY NON-DISCRIMINATORY POLICY**

Loyola adheres to all applicable federal and state civil rights laws and regulations prohibiting discrimination in private institutions of higher education. Loyola does not discriminate against any employee, applicant for employment, student, or applicant for admission on the basis of race, color, religion, sex, age, sexual orientation, gender identity or expression, national or ethnic origin, ancestry, disability, marital status, parental status, military/veteran status, or any other characteristic protected by applicable law.

This Nondiscrimination Policy prohibits discrimination in employment and in providing access to educational opportunities. Therefore, any member of the Loyola community who acts to deny, deprive, or limit the educational or employment benefits or opportunities of any student, employee, guest, or visitor on the basis of their actual or perceived membership in the protected classes listed above is in violation of the Nondiscrimination Policy.

This Nondiscrimination Policy also includes protections for those opposing discrimination or participating in any University resolution process or within the Equal Employment Opportunity Commission or other human rights agencies.

If you have questions about this Nondiscrimination Policy, Title IX, Title VI of the Civil Rights Act of 1964 (“Title VI”), Title VII of the Civil Rights Act of 1964 (“Title VII”), the Americans with Disabilities Act of 1990 (“ADA”), or Section 504 of the Rehabilitation Act of 1973 (“Section 504”), or if you believe you have been discriminated against based on your membership in a protected class, please contact Tim Love, Executive Director for Equity & Compliance, or another member of the Office for Equity & Compliance, at (773) 508-7766 or equity@luc.edu, and/or submit a report online at [www.luc.edu/equity](http://www.luc.edu/equity).

**TABLE OF CONTENTS**

### Stritch School of Medicine Mission Statement i

Message from the Dean and Chief Diversity Officer i

Medical Center Contact Information ii SSOM Administrative Units

Course Directors Clerkship Directors SSOM Services

Academic Department Contact Information iii Medical School

Graduate School

STRITCH SCHOOL OF MEDICINE OFFICES 4

Academic Center for Excellence 4 Admissions 4 Advancement and Alumni Relations 5 Bursar 6 Diversity and Inclusion 11 Educational Affairs 12 Financial Aid 13 Medical Education 13 Registration and Records 14 Student Affairs 14 Student Life 15

STRITCH SCHOOL OF MEDICINE SERVICES 15

Bicycles 15 Center for Community and Global Health 15 Communities and Mailboxes 16 Computer Aided Learning Laboratory 18 Dining Services 18 Classroom Technology Services 19 E-mail 20

Emergency Broadcast System 20 Fitness Center 20 Health Sciences Library 21 Pagers 22

Parking 22 Safety & Security 23 Student Activity Center 24 Student Health and Counseling Services 25 Student Organizations 28 University Ministry 29 Wireless Networks 30

POLICIES, PROCEDURES, AND STANDARDS 30

Professional Behavior and Expectations for Medical Students 30 Health Insurance Portability and Accountability Act of 1996 32 Academic Honesty 32 Student Wellness 33 Pregnancy and Parent Support 34 Student Mistreatment and Harassment 36 Social Media Guidelines 37 Student Free Expression 39 Alcohol and Other Drugs 40

DRESS CODE, APPEARANCE, AND SCRUB ATTIRE 42

General Dress Standards 42 Identification Badges 43 White Coat 43 Scrub Attire 44

LINKS TO RELATED POLICIES 44

Patient Protected Health Information 44 Bloodborne Pathogens Exposure Control Plan 44 Information Technology Services Policies & Guidelines 44 Copyright Resources 44 Bursar Office Policies 45 Medical School Administration 45

**MISSION STATEMENT**

Loyola University Chicago Stritch School of Medicine (SSOM) is committed to helping its students achieve academic excellence in an environment of *cura personalis* (care of the whole person). This unique community of students, faculty, and staff learns, teaches, and works within the framework of our Ignatian heritage: a profound commitment to the poor, to service, and to issues of social responsibility and justice. Our graduates pursue a wide range of careers in the ever-changing world of health care.

## A MESSAGE FROM THE DEAN

Dear Stritch Students,

Welcome to Loyola University Chicago Stritch School of Medicine.

Thirty-three years ago, I was reading a copy of my Stritch student handbook.  Today, I am one of the thousands of very proud Stritch alumni (’91).  And it is my honor to be your Dean.

For more than 100 years, our graduates have been caring for others and changing the face of medicine in extraordinary ways.  Soon, you will join the thousands of Stritch physician innovators who seek to improve the lives of patients and communities by providing excellent care, reaching out, and advancing clinical and basic translational research.

As a Catholic Jesuit institution, we are called to serve.  We seek to provide an outstanding education in all areas of medicine and surgery.  We encourage you to explore all of the wonderful specialties and sub-specialties during your training and we will do all that we can to make sure you enter the residency of your choice upon graduation.  Please take advantage of the many opportunities to personalize your educational experience through service programs (such as the Ignatian Service Immersion trips) and academic programs in research, public health, global health, and/or bioethics.

I look forward to the experiences we will share, and I wish you all the best as you continue your journey to becoming a physician.

Sincerely,

Sam J. Marzo, MD (SSOM Class of 1991)

Dean SSOM

Professor Otolaryngology - Head and Neck Surgery & Neurosurgery

## MEDICAL CENTER CONTACT INFORMATION

#### SSOM ADMINISTRATIVE UNITS

**Admissions**

***708.216.3229***

**Alumni Relations**

***708.216.6937***

**Bursar**

***708.216.3228***

**Educational Affairs**

***708.216.8192***

**Financial Aid**

***708.216.3227***

**Registration and Records**

***708.216.3222***

**Student Affairs**

***708.216.8140***

**COURSE DIRECTORS**

**First Year**

**Molecular Cell Biology & Genetics 67989 Structure of Human Body 63236 Function of Human Body 67989 Host Defense 63236**

**Host Pathogens\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_67989 Behavioral Med & Development\_\_\_ 68083**

**Health Systems Science\_\_\_\_\_\_\_\_\_\_67989 Patient Centered Medicine 1 68219**

**Second Year**

**Mechanism of Human Disease 68781 Pharmacology & Therapeutics\_\_\_\_\_ 68083 Patient Centered Medicine 2 68286**

**CLERKSHIP DIRECTORS**

**Emergency Medicine\_\_\_\_\_\_\_\_\_\_\_\_\_\_72004**

**Family Medicine 62109 Medicine 64813 Neurology 63236 OB/Gyn 68192 Patient Centered Medicine 3 68083 Patient Centered Medicine 4\_\_\_\_\_\_\_\_63236**

**Pediatrics 68192 Psychiatry 62109 Sub I/Wards & ICU 64813 Surgery 72004**

#### SSOM SERVICES

**Academic Center for Excellence and Accessibility (ACE)**

***708.216.8166***

**Informatics**

***708.216.5992***

**Campus Safety**

***On-Campus Emergency House Phone: 911 Non-Emergency 708.216.9077***

**Center for Health & Fitness**

***708.327.BFIT***

**Center for Community and Global Health**

***708.216.0849***

**Computer Aided Learning Laboratory (CALL Lab)**

***708.216.5207***

**Diversity, Equity, and Inclusion**

***708.216.2481***

**Dining Services Stritch**

***708.216.8677***

**Information Commons (Libraries)** Health Sciences Campus ***708.216.9192***

Lake Shore Campus

***773.508.2632***

Water Tower Campus

***312.915.6216***

**Parking Services**

***708.216.9092***

**Security Escort Service**

***708.216.9077***

**Student Activities Center**

***708.216.5549***

**Student Health Service (SHS)**

***708.216.3400***

**University Ministry**

***708.216.3245***

## ACADEMIC DEPARTMENT CONTACTS

#### MEDICAL SCHOOL

**Anesthesiology**

***708.216.4015***

**Family Medicine**

***708.216.5475***

**Medicine**

***708.216.9453***

**Neurological Surgery**

***708.216.8235***

**Neurology**

***708.216.6831***

**Obstetrics & Gynecology**

***708.216.5423***

**Ophthalmology**

***708.216.8643***

**Orthopedic Surgery & Rehabilitation**

***708.216.3475***

**Otolaryngology**

***708.216.8526***

**Pathology**

***708.216.8106***

**Pediatrics**

***708.327.9128***

**Preventive Medicine & Epidemiology**

***708.327.9018***

**Psychiatry & Behavioral Neurosciences**

***708.216.3276***

**Radiology**

***708.216.8401***

**Radiation Oncology**

***708.216.2562***

**Surgery**

***708.327.2705***

**Thoracic & CV Surgery**

***708.327.2465***

**Urology**

***708.216.5405***

##### GRADUATE SCHOOL

**Administrative Secretary**

**Margarita Quesada 708-216-3532**

**Bioethics and Health Policy**

***708.216.9219***

**Cell and Molecular Physiology**

***708.216.1017***

**Integrated Cell Biology**

***708.216.3353***

**Integrated Program in Biomedical Sciences**

***708.216.3353***

**MD/PhD**

***708.216.3650***

**Microbiology & Immunology**

***708.216.3385***

**Molecular Biology**

***708.216.3650***

**Neuroscience**

***708.216.3361***

**Pharmacology and Experimental Therapeutics**

***708.216.5773***

**Preventive Medicine & Epidemiology in Clinical Research Methods**

***708.327.9018***

## STRITCH SCHOOL OF MEDICINE OFFICES

**ACADEMIC CENTER FOR EXCELLENCE AND ACCESSIBILITY**

*Vera Schalansky, JD – Director, Academic Center for Excellence and Accessibility*

*Saadia Rafiq, MA – Senior Academic Support Advisor*

*Tina Calcagno, MEd – Academic Support Advisor*

The Academic Center for Excellence (ACE) is an academic support service. The mission of ACE is to enhance the academic performance of all students in the Stritch School of Medicine by providing evidence-based advising and support for coursework, USMLE preparation, and clerkships through individual and group services.

**Evidence Based Academic Support**

|  |  |
| --- | --- |
| Advanced Study Strategies | Peer Tutoring |
| Career Advising | Test Taking Strategies |
| CVs and Personal Statements | Text Lending Library |
| Developing Study Plans | Time Management |
| Individual Advising | USMLE Prep: Steps 1 and 2 |
| Memory Techniques | Workshops and Assessments |

**ADMISSIONS**

*Darrell Nabers, MSc – Assistant Dean of Admissions*

*Melissa Wergin –Assistant Director of Admissions*

*Lauren Marin –Admissions Administrator*

*Josephine Navas – Admissions Counselor*

The work of the Office of Medical School Admissions is an on-going process, even after your acceptance. Student participation is vital to our overall success at Stritch. We have several opportunities for students to get involved with the admissions process and look forward to your participation.

*Admissions Committee*

Our Admissions Committee consists of four parallel committees; the Recruitment and Outreach Committee, Review Committee, Interview Committee, and Selection Committee. The Committee on Admissions is led by the admissions staff and a group of faculty who make up the Executive Admissions Committee. We involve students at every level and welcome first-year medical students who are interested in joining our Recruitment and Outreach Committee. Those who wish to join other committees may apply as early as the second semester of their first year, as long as they have good academic standing and have been involved in the admissions process.

*Recruitment and Outreach Committee*

The Recruitment and Outreach Committee, or ROC, is responsible for supporting recruitment initiatives both online and in-person. These initiatives include hosting tables at fairs and venues, teaching workshops, conducting virtual and in-person panel discussions, and meeting with prospective students who are interested in medical school. ROC members act as ambassadors for SSOM during school or program visits, as well as outreach programs like PULSE, ASPIRE, and HPREP. Their activities take place year-round, locally, regionally, and nationally. The committee's focus is on providing formative feedback and program information to applicants during the preparation and application phases. ROC members also assist with Second Look every spring and participate in the interview day process. If you're interested, please don't hesitate to let us know!

*Tour Guide Program*

The Loyola SSOM Tour Guide program is extremely popular with our students. As part of the recruitment and outreach committee, our tour guides take candidates through the medical school and hospital while promoting the mission and values of Loyola University Chicago Stritch School of Medicine. This program provides an opportunity for visiting and interviewing candidates to connect with a current student about life at Stritch. First time tour guides are given a Tour Highlights information packet to help guide them through the school and hospital. We will be seeking out tour guides for a variety of reasons ranging from interviews to campus visits. If your availability allows, you may sign up to give tours through the admissions office.

If you have any questions please feel free to contact the Office of Admissions at ssom-admissions@luc.edu

## ADVANCEMENT AND ALUMNI RELATIONS

*Cassandra Smith – Senior Associate Director of Professional and Regional Alumni Engagement for the Health Science Campus*

*Cherie Richardson – Director of Development for Stritch, HSC*

*Parker Lanigan – Director of Professional and Regional Engagement*

*Liv Medina – Director of Annual Giving, Senior Class Gift*

*Saidouri Zomaya – Assistant Director of Alumni Relations, LoyolaLinked*

The Stritch Office of Advancement & Alumni Relations sponsors activities to engage alumni in the activities of the school and to benefit students across class years. It is our goal to nurture the lifelong relationships of Stritch alumni locally, nationally, and internationally. Our office also directly supports students, education, and research by raising funds for endowed scholarships, professorships, lectureships, and research funds.

The office strives to build relationships with future alumni through participation in the Alumni to Student Knowledge (ASK) Nights, Alumni/Student Networking events, Stritch Reunion, Legacy Brunch, and Senior Class Gift.  The office also will be working to facilitate alumni and student networking as LoyolaLinked is launched this fall.

Stritch students are involved in Advancement and Alumni Relations activities by attending any of the alumni and student events throughout the year. Additionally, the M4 Class Board includes an elected Alumni Relations Liaison position(s) that work directly with the Office of Advancement and Alumni Relations to encourage student attendance at alumni events and to support the M4 Senior Class Fundraising Campaign.

On the day students graduate from the Stritch School of Medicine, they join a network, part of the more than 7,200 members of the Stritch School of Medicine alumni community.

You can reach the Office of Advancement & Alumni Relations at 312-915-7687 or StritchAlumni@luc.edu.

## OFFICE OF THE BURSAR

*Laura Zaucha – Assistant Bursar*

The Office of the Bursar is committed to excellence and strives to offer efficient and courteous service to students and their families, faculty, staff, and other Loyola partners. In serving others, we align our work with the Jesuit mission and vision of the University, focusing on “personal integrity, ethical behavior, and an appropriate balance between justice and fairness.”

The Office of the Bursar is responsible for the billing of tuition and fees, collecting payments, processing refunds, and enrolling students in Loyola’s Student Health Insurance plan. The office is located in SSOM Room 204, 2160 S. First Avenue in Maywood, IL 60153.

Questions? Email us at bursar@luc.edu or call 708.216.3228. Website: LUC.edu/bursar

*LOCUS*

LOCUS is Loyola’s online connection to University services. All financial functions are located in LOCUS under Financial Account.

Website: LUC.edu/LOCUS

*Electronic Bills*

Electronic Bills (e-bills) are generated around the 15th of each month and are snapshots of your account at the time they are sent. An email notification will be sent to your official campus (@luc.edu) email address and to those granted access when your e-bill has been generated.

|  |  |  |  |
| --- | --- | --- | --- |
| Term | Level | e-Bill Generated | Tuition Due |
| Fall | M3 & M4 | June 15th\* | July 5th |
| Fall | M1 & M2 | July 15th\* | August 5th |
| Spring | M1-M4 | December 15th | January 5th |
|  |  |  |  |

\*May be earlier (TBD) for M2, M3 and M4 students based on new academic schedule/calendar.

To review a summary of your account activity online, please refer to your Account Summary in LOCUS.

The Office of the Bursar maintains the right to assess a late payment fee of 1.5% to any past due balances on a student's account

Website: LUC.edu/bursar/billing

##### LOCUS>FINANCIAL ACCOUNT>VIEW E-BILL(S)

*Payment Methods*

For your convenience, Loyola University Chicago offers the following ways to pay your tuition:

1. Cash, check or money order
	* In person: Bursar’s office – SSOM Room 204
	* By Mail: Loyola University Chicago, 3953 Solutions Center, Chicago, IL 60677-3009
2. E-Check (Electronic Check or ACH)
	* Online in LOCUS drawn from a checking or savings account (no fee)
3. Credit Card
	* Online in LOCUS: American Express, Discover, MasterCard or Visa
	* 2.95% non-refundable service fee ($3.00 minimum) added to the amount paid
4. Wire Transfers

Website: LUC.edu/bursar/payment\_options

##### LOCUS>FINANCIAL ACCOUNT>MAKE A PAYMENT

*Direct Deposit Refunds*

Loyola University Chicago Stritch School of Medicine highly recommends the direct deposit method for all student refunds. If you have received financial aid funds in excess of the charges on your LOCUS account, you may qualify for a refund. Complete your direct deposit profile in LOCUS with a valid checking or savings account, and your refund will be deposited into your bank account within two banking days after the refund is generated in LOCUS. You only have to set up your direct deposit profile once, but you can update it at any time if your account information changes.

Website: LUC.edu/bursar/refunds

##### LOCUS>FINANCIAL ACCOUNT>REFUND DIRECT DEPOSIT PROFILE

*Parent/Guest Access*

If a parent, grandparent or another person will be helping you manage your Loyola finances, you can grant them access to your financial account in LOCUS. During setup you may select the areas your parent or guest will be able to access and those they cannot. You decide!

Website: LUC.edu/bursar/parent\_access

##### LOCUS>PROFILE>PARENT/GUEST ACCESS

*Student Health Insurance*

Your LOCUS account will automatically be billed for the annual premium for Loyola’s Student Health Insurance. You must take one of the following actions before the deadline date:

* + Opt out: Provide proof of alternate coverage by submitting a waiver in LOCUS
	+ Fast Track: Confirms that you want to be enrolled in Loyola’s health plan.

*Note: Students must be actively enrolled for at least the first 45 days after the date for which coverage is purchased. The Insurance Company maintains its right to investigate student status and attendance records to verify that the policy eligibility requirements have been met. If the Insurance Company discovers the eligibility requirements have not been met, its only obligation is to refund the premium.*

*Otherwise, refunds of premiums are allowed only upon entry into the armed forces.*

Website: LUC.edu/bursar/insurance

##### LOCUS>FINANCIAL ACCOUNT>STUDENT HEALTH INSURANCE

*1098-T*

The 1098-T form reports payments received over the course of the previous calendar year that may qualify for a tax deduction or tax credit. Its purpose is to help you and/or your tax professional determine if you are eligible for the American Opportunity Credit or the Lifetime Learning Credit on your income taxes.

Website: LUC.edu/bursar/1098t

##### LOCUS>FINANCIAL ACCOUNT>VIEW 1098T

*Student Disability Insurance*

All Loyola medical students have been covered by this mandatory plan since 1995. Disability insurance is a necessity for all medical students as a source of income to pay living expenses, loan repayment, etc., in the event of disability.

The Stritch School of Medicine disability program has been specifically designed for the Consortium of Illinois Medical Schools. Unum Corporation underwrites the policy and Rx Financial Resources, Inc./KME Insurance Brokerage, Inc. will provide service to you.

Once enrolled in the Unum insurance policy, students will receive an individual policy outlining coverage and a “service packet” containing more detailed information.

Note: In the event of an approved leave of absence/withdrawal from the Stritch School of Medicine, unearned premiums will be refunded to the student, based on the date of withdrawal. *Students have the option of paying the premium for the Disability Insurance directly to Rx Financial Resources, Inc./KME Insurance Brokerage, Inc. Students are encouraged to maintain continuous coverage. Interruptions in coverage may cause a student to see a change in their plan upon resuming coverage of the mandatory insurance.*

Questions: please call KME Insurance Brokerage, Inc. at  (312)-374-1328.

Website: LUC.edu/bursar/medicalstudentdisabilityinsurance/

*Tuition and Fees*

It is the responsibility of each student to keep their financial account (LOCUS) in good standing. By enrolling at the Stritch School of Medicine, the student acknowledges that he or she is responsible for paying all tuition and fees associated with the coursework for the MD degree. Failure to pay tuition and fees may result in suspension of the student's registration for the current semester. Any work done during this period will not be awarded credit until all financial obligations are satisfactorily resolved.

**Mandatory Fees Include:**

* + **Disability Insurance:**

A necessary source of income to pay living expenses, loan repayments, etc. in the event of a disability.

#### Development Fee:

Used to support student activities throughout the year (managed by the Medical Student Union, Student Affairs and the Dean’s Office) and primary care medical services within the Student Health Service(SHS) facility.

#### Computer Lab Fee:

Mandatory fee required for the use of the computer lab and computer based services.

#### Medical Equipment Fee:

Diagnostic set, Blood pressure cuffs, Stethoscope, etc.

#### Fitness Center Fee:

Fitness center membership to Loyola Center for Health & Fitness.

For a complete list of Tuition and fees, please visit: LUC.edu/bursar/tuition.

*Withdrawal Policy*

Complete withdrawal before the beginning of the session start date will result in no financial responsibility.

Students who completely withdraw from all classes after the session start date will have their tuition adjusted according to the withdrawal schedule. All fees are non-refundable; the student will retain the amenities, services, and privileges allowed through the Stritch service fees structure through the end of the semester.

Adjustments and refunds of tuition are authorized only after the Associate Dean for Student Affairs has officially approved a withdrawal from the Medical School. All graduating students and students who withdraw or transfer must have their accounts paid in full. An encumbrance is placed upon the student's records until the account is cleared of all indebtedness.

|  |  |
| --- | --- |
| **TIME OF WITHDRAWAL** | **CREDIT** |
| First week of term | 90% |
| Second week of term | 80% |
| Third week of term | 60% |
| Fourth week of term | 40% |
| Fifth week of term | 20% |
| Sixth week of term, or later | 0% |

The Federal Department of Education has established the "Return of Title IV Funds" regulation (34 CFR 668.22), which must be calculated prior to using the Stritch refund policy. For a detailed description of the "Return of Title IV Funds," refer to [www.ed.gov.](http://www.ed.gov/) The Financial Aid office will return unearned Title IV funds to outstanding Title IV loans:

* Unsubsidized Federal Stafford Loans
* Subsidized Federal Stafford Loans
* Federal Perkins Loans

*Academic Leave of Absence Policy*

The Withdrawal Refund Schedule also applies to an approved leave of absence. The Associate Dean for Student Affairs has to officially approve any withdrawal or leave of absence from SSOM. Student Affairs Officials at Stritch School of Medicine reserve the right to recommend other options to students based on their particular situation. During an approved leave of absence, students may have the option of paying the premiums for Disability Insurance and Hospitalization Insurance directly to the vendor.

Students who return from leave before the beginning of the next school year are required to provide proof of coverage for the Hospitalization Insurance.

Website: LUC.edu/bursar/withdrawal\_policy

*Tuition Payment Exemption Policy*

Medical students at Loyola University Stritch School of Medicine (SSOM) who progress through the medical school curriculum in the usual manner stipulated in the SSOM Academic Policy Manual will pay at least four years of tuition billed twice annually by semester. If a student is required to attend Stritch Medical School more than four years due to “allowable events” and not due to academic failure, the student may submit a petition to the Associate Dean of Student Affairs requesting to be exempted from paying additional tuition that would amount to more than eight (8) semesters of tuition charges. The petition must be submitted at least two months prior to the tuition and fees deadline of the first semester of tuition adjustment requested. All graduating students and students who withdraw or begin a leave of absence must have their accounts paid in full. Students with outstanding balances will have an encumbrance placed upon their records until the account is cleared of all indebtedness.

Petitions for tuition exemption must be approved by the Associate Dean of Student Affairs and the SSOM Dean in order for the student’s medical school tuition to be considered “paid in full.”

“Allowable Events” are defined as follows:

1. An approved educational leave of absence for standardized exam study or to complete an approved outside program of study, relevant to their MD degree.
2. An approved medical or personal leave of absence.

No tuition exemption can occur without formal written approval by the Associate Dean of Student Affairs. Also, the Associate Dean of Student Affairs has to officially approve any withdrawal or leave of absence from SSOM.

For SSOM students who have received a tuition refund based on the Tuition Policy outlined above, the student will have the next tuition charge prorated (if applicable) upon his/her return to school to complete a full semester of tuition paid (100% tuition charge).

## OFFICE OF DIVERSITY, EQUITY, AND INCLUSION (ODEI)

*Excellence • Through • Community*

*Freager Williams, MD – Assistant Dean*

*Kamran Mirza, MD, PhD – Assistant Dean*

*Mark Anthony Torrez, MEd – Program Manager*

*Chelsea Valencia Hernandez – Adm. Program Coordinator*

***VISION*** *&* ***STRATEGIC******DRIVERS***

*The SSOM–Office of Diversity, Equity, & Inclusion (ODEI) organizes and evaluates its mission commitments in relation to six strategic drivers, which collectively guide our work, as well as scaffold an accountability framework, as Stritch’s central office for responsible community stewardship:*

·         ***Representational Diversity:****cultivating, attracting, and retaining excellent medical students, faculty, and staff who reflect the communities we serve, both locally and globally.*

·         ***Inclusive Climate:****building a community that respects, celebrates, and leverages its diversity to advance medical education, physician training, and patient care.*

·         ***Equitable Opportunity:****advocating and advancing policies, programs, and partnerships that promote equitable opportunities for academic and professional success.*

·         ***Sustainable Partnership:****pursuing opportunities for shared leadership and governance models that actively engage the tremendous talents and essential perspectives of Stritch students, faculty, staff, alumni, and community partners; prioritizing the cultivation of meaningful relationships and reciprocity as essential to sustaining powerful partnerships
––the foundation of a dynamic and thriving SSOM.*

·         ***Holistic Well-Being:****honoring Loyola’s Jesuit mission, tradition, and identity as an institution supremely committed to cura personalis—care for the whole person—through integrated support strategies, attuned to the multidimensional nature and needs of all members of the Stritch community.*

·         ***Culturally Responsive Care & Leadership:****engaging students, faculty, and staff in meaningful learning and professional development experiences that cultivate the capacity to care, teach, learn, and lead in a diverse and global world.*

*Through sustained investments and advancements within these strategic drivers, the SSOM-ODEI actively pursues Loyola’s Jesuit mission of****institutional excellence****and* ***social transformation.***

**For more information, visit** [**ssom.luc.edu/diversity**](http://ssom.luc.edu/diversity)**. But please note that the ODEI website is still under construction.  To learn about the most recent developments from our office, email****ssom-diversity@luc.edu****. We look forward to connecting with you soon!**

**OFFICE OF EDUCATIONAL AFFAIRS**

*Amy Blair, MD – Assistant Dean for Health Advocacy and Assistant Director, Center for Community and Global Health*

*Theresa Nguyen, MD – Director of the Center for Community and Global Health*

*Amy Luke, PhD – Director of Community and Global Health Research*

*Jennifer Rogers, MEd  – Program Manager - Center for Community and Global Health*

*Mary Boyle, MD – Assistant Dean for Clinical Formation*

*Neil Clipstone PhD – Associate Dean of Biomedical and Translational Science*

*Scott Graziano, MD, MS – Assistant Dean for Clinical Development*

*Theresa Kristopaitis, MD – Associate Dean for Curriculum Integration*

*Laura Ozark, MD -* *Assistant Dean for Clinical Transformation*

*Trent Reed, DO – Chair, Department of Medical Education; Assistant Dean and Director, Simulation Education; Director, Continuing Medical Education*

*Margaret (Stephanie) Higgins – Medical Education Coordinator*

*Renata Barylowicz – Senior Medical Education Coordinator*

*Jessica Bumbaris – Medical Education Coordinator*

*Rina Goslawski – Manager of the Office of Medical Education*

*Natalie Hiller, Medical Education Coordinator*

*Kelly, Larkin - Medical Education Coordinator*

*Maureen Locklund – Senior Medical Education Coordinator*

*Alison McComb – Medical Education Coordinator*

*Diane M. Stancik, MS (ABT) – Senior Medical Education Coordinator*

*Vivian Ortiz – Medical Education Coordinator*

*Vera Schalansky, JD – Director, Academic Center for Excellence and Accessibility*

*Tina Calcagno – Academic Support Advisor*

*Saadia Rafiq – Senior Support Advisor*

The Office of Educational Affairs is an administrative area responsible for curriculum development, implementation, management, review, and associated support services (educational technology incorporation in the curriculum, cadaveric anatomy, simulation, and clinical performance laboratories). Medical education coordinators participate in the management and administration of courses and clerkships.

## FINANCIAL AID

*Tammy West, MBA, MPA – Senior Associate Director of Financial Aid*

*Lynn Wawrzyniak, MBA- Assistant Director of Financial Aid*

The Financial Aid Office, located in Room 210, provides guidance and counseling to medical students seeking federal financial assistance. The office administers financial aid to students through a variety of funding sources. We also help you navigate whatever financial issues you may be experiencing. If you have financial concerns, please stop by the office, email, call 708-216-3227, or refer to the Financial Aid website at [http://luc.edu/finaid/.](http://luc.edu/finaid/)

Financial Aid Withdrawal/Leave of Absence (LOA) Policy

When a student completely withdraws or takes a LOA before the start of the semester, all financial aid awards will be removed.  Students who withdraw/take a LOA at any point after the start of the semester are subject to a Return to IV (R2T4) funds calculation.

The Federal Department of Education has established the “Return of Title IV Funds” regulation (34CFR668.22), which must be calculated within 45 days from the date that the Student Affairs Deans notify the Financial Aid Office.  For a detailed description of the “Return of Title IV Funds,” refer to <http://www.ed.gov>.  The Financial Aid Office will return unearned Title IV funds to the Federal Loan Programs:

* Unsubsidized Federal Stafford Loans
* Graduate PLUS Loan

Students will be notified by direct mail at the main address provided in Locus of any financial aid changes within 45 days, per federal regulations.

##

## OFFICE OF MEDICAL EDUCATION

*Gregory Gruener, MD, MBA, MHPE – Vice Dean for Education, Ralph P. Leischner, Jr., MD Professor of Medical Education*

*Neil Clipstone, PhD - Associate Dean for Biomedical and Translational Science*

*Claudia Kubnick – Executive Assistant to Gregory Gruener, MD, MBA, MHPE*

*Rina Goslawski – Manager of the Office of Medical Education*

The Office of Medical Education is an administrative area with oversight of the Office of Educational Affairs, Center for Community and Global Health, and the Academic Center for Excellence and Accessibility.   It has responsibility for the medical student educational program and, in participation with the Ralph P. Leischner, Jr. Department of Medical Education (DOME), supports faculty scholarship and professional development within medical education.

**REGISTRATION AND RECORDS**

Agape Lamberis – Director (Registrar)

Julie Steinecker – Assistant Director (Assistant Registrar)

Rosemary Calcagno – Registration Specialist

Claire Manor – Records Coordinator

The Office of Registration and Records (ORR), located in Room 220, handles the following services:

* Academic calendars
* Change of name
* Class rosters
* Degree verification
* Diploma certification
* Elective catalog
* FERPA requests
* Grade processing and verification
* Graduation preparation and approval
* Letters of good standing/Verification of enrollment
* Licensure applications
* Lost/damaged diploma replacement
* Registration and enrollment
* Student scheduling, including clerkship lottery and away rotation applications
* Transcripts
* USMLE registration and liaison with NBME
* Visiting Student Learning Opportunities (VSLO)

If you need more information or assistance with any of the above, call 708-216-3222 or email ssomregrec@luc.edu.

## STUDENT AFFAIRS

James Mendez, PhD – Senior Associate Dean of Student Affairs

Viviana Martinez, MEd – Assistant Dean of Student Affairs

Guadalupe Zarco, MA – Assistant Director, M3 & M4 Years, Student Affairs

Tina Marino-Misura, MEd – Assistant Director, M1 & M2 Years, Student Affairs

The Office of Student Affairs provides leadership in the development of services and programs that enrich student life, extend and enhance the academic experience, and contribute to an environment that encourages personal growth and development. The Senior Associate Dean, Assistant Dean, administrators, and staff manage all departments within Student Affairs and act as a liaison with other administrative offices and the faculty. The Office of Student Affairs also is a central source of information about university policies and procedures that affect students and about co-curricular services and programs.

As you progress through your studies, you may need advising to resolve an academic issue, a recommendation for a summer research program, or direction in planning your schedule. Student Affairs Deans and Assistant Directors are available to meet with you regarding any issues or problems that arise during your enrollment at Stritch.

The Office of Student Affairs, located in Room 220, is open from 8:30 am to 5:00 pm, Monday through Friday. Call or email JoAnne Kremske at 708-216-8140 or jkremske@luc.edu to schedule an appointment.

## STUDENT LIFE

*Catherine Jardien, MA – Assistant Director of Student Life*

*Rachel Davis, MA – Student Life Coordinator*

Student Life at Stritch provides a vibrant array of programming, co-curricular activities, and support services delivered in an inclusive community. Our Medical Student Union (MSU) leads the way working closely with Student Life to plan and execute activities and traditions such as St. Luke’s festivities, Stritch Bowl, and Spring Formal. Among the MSU groups, you will find engaged student leaders across many identities, interests, and affinities. The Student Wellness Advisory Group (SWAG) also operates under Student Life. SWAG provides leadership for comprehensive wellness programming at Stritch that includes guest speakers, group meetings, wellness incentives, SWAG Fairy, Trick-or-Treat Yourself, and much more. In our tradition of caring for the whole person, SWAG is at the forefront of helping students develop skills and awareness for self-care, balance, fitness, and stress management.

Our goal is to provide resources and avenues for students to thrive at Stritch. From conference planning, special events, and student group events to guest speakers, community partnerships and service learning, Student Life is there to facilitate success every step of the way.

# STRITCH SCHOOL OF MEDICINE SERVICES

## BICYCLES ON CAMPUS

Bicycle racks have been provided for use around campus. You must provide your own lock. Bikes may not be brought into the any building on campus, including the student communities.

## CENTER FOR COMMUNITY AND GLOBAL HEALTH

*Theresa Nguyen, MD – Director*

*Kevin Boblick, MD – Assistant Director/Director of the Graduate Medical Education Certificate Program in Community and Global Health*

*Jennifer Rogers, MEd – Program Manager*

*Justin Harbison, PhD – Director of Community and Global Health Research*

The Center for Community and Global Health (CCGH) at Loyola supports a service-learning framework for future health care providers who aspire to improve the health of underserved communities locally, nationally, and globally. The CCGH strives to prepare students in the Jesuit tradition of advocacy, solidarity, and a passion for social justice.

*Global health* refers to health and health disparities across borders and is not limited to international settings. The Center for Community and Global Health supports programs for medical students who seek advanced education and training in health disparities at the local and international levels. These programs include:

·       Community and Global Health Honors Program: This program is aimed at students who seek to include community and global health in their professional career. It is a four-year curriculum that includes a seminar series in core topics, inter-disciplinary lectures, and clinical cases in global health. There is a heavy emphasis on field experience, which can be done with local underserved populations or internationally. The Honors Program culminates in a scholarly project that is supervised by a faculty mentor. Limited funding is available to support honors students’ projects through the *Field Experience and Scholarly Project (FESP)* grant program.

·       Global Health Scholars Program: This fellowship program is for students between their third and fourth year of medical school who plan a career in global health and wish to pursue rigorous independent scholarship. Students are supported with a stipend and spend one year as coordinators at a clinic in a low-income country after their third year and are mentored in a scholarly project.

·       Local and International Underserved Electives: Electives in an international setting or in domestic underserved population settings are managed through the CCGH. These opportunities are available to all students in their fourth year, as well as select third year electives.

·       Peer-led Medical Spanish and Medical Polish Programs: These programs were founded by students and continues to be led by students. The CCGH advises the Elective Director and student leadership team.

·      Global Health Exchange Program: The CCGH provides an international exchange program with students at Kwame Nkrumah University of Science and Technology (KNUST) in Kumasi, Ghana.

## COMMUNITIES AND MAILBOXES

The Stritch School of Medicine designed the John and Herta Cuneo Medical Building with quality of student life in mind. Students, faculty, and staff who participated in the planning of this school building strongly advanced the idea that students should have a social “home base” at the school and a place to intermingle with all levels of students to better share the medical school experience across the four years.

The Student Communities were designed with this in mind. There are three communities: Curie (Room 230), de Porres (Room 240) and Osler (Room 260). These communities are located along the perimeter of the Atrium, the “Town Square” of the building. Each community has one third of the student body assigned to it from each of the four classes. Student mailboxes and lockers are located in the communities along with a bulletin board area. There is a casual seating area adjacent to the mailboxes. The back of the communities includes a study/reading area for individual or group studying and individual faculty/staff offices.

#### Community Guidelines:

* Dispose of leftover food, drink, and their containers in the receptacles provided.
* Furniture should remain in the communities and not be moved into the Atrium or other student areas.
* Communities are accessible 24 hours a day for study; however, no overnight sleeping is permitted.
* Note that mailboxes are not lockable and therefore not totally secure.
* Community lockers are not for anatomy garb and limited anatomy lockers are available for this clothing.
* Students who wish to switch to a different locker must talk to Rachel Davis in the Student Life office. Any locker discovered to have someone else’s lock and/or belongings in and on it will be opened and the contents discarded. No reimbursement for the lock or the items within will be forthcoming.
* Prior to beginning M4 year, students will be emailed and asked to clear their items out of their community locker. They may move their items to a locker in the basement. Any items not cleared from M3 lockers by the deadline in the email will be brought to the student life office. They will be kept for 2 weeks for students to claim any items that belong to them. Any items not claimed in that 2 week time frame will be discarded.
* The university is not responsible for any items lost or stolen from the mailboxes, lockers, or public spaces.
* Respect the rights of those wishing for a quiet space in the study room of the Community.
* Please recycle.
* Books, notebooks, papers, book bags, gym bags, backpacks and other personal belongings should be placed in your personal locker. They should not be left out on the tables, floor, or windowsills.
* Bicycles, plants, exercise equipment, personal refrigerators, microwaves, and hot plates are not allowed in the Communities.
* Police the bulletin board in your Community. Dispose of outdated or inappropriate postings.
* Common study space cannot be claimed as one’s own.
* Students and student organizations are not allowed to store any items in the common student areas.

#### Medical Student Mailbox

U.S. mail and intercampus mail are placed in the student mailboxes daily. The faculty and administration of the medical school utilize these mailboxes (along with email) as the secondary mode of contacting students (email is primary) instead of through the more costly U.S. Post Office. Therefore, it is imperative that you check your mailbox regularly.

The mailboxes are not lockable and therefore are not totally secure. If you plan to receive U.S. mail in care of your mailbox, such mail must include your mailbox number as part of the address. Failure to include your medical school mailbox number will cause delays in receiving your mail. Your address should read as follows:

John Doe, CURIE COMMUNITY, MB 015

Loyola University Chicago Stritch School of Medicine Cuneo Center, Dock 8

2160 S. First Ave Maywood, IL 60153

Please note: The mailbox number is located on the left side of the mailbox. A directory is posted in each Community. ***The school or university is not responsible for any items lost or stolen from the mailboxes.***

Outgoing stamped U.S. letter mail may be dropped in the U.S. postal mailbox located in the corridor at the northeast entrance of the medical school. Packages cannot be handled and should be taken to your local post office.

## COMPUTER AIDED LEARNING LABORATORY (CALL)

*Greg Small, Digital Media Lab Supervisor HSC – office in CALL 256*

Digital Media Services oversees CALL (Room 254), which serves as the primary on-campus computer lab, offering 31 PC workstations and is available 24/7 for student use, when the space is not reserved or used for exams. Photocopying and printing in both Black & White and Color is available at this location, as well as the ease of print via email/wirelessly. Print/copy cards are required for printing, and can be purchased or reloaded with cash at the terminal beside the printer/copier. Digital Media Services also oversees the Sit-Down Lab (SDL) locations throughout the building. To learn more about our HSC Lab and SDL locations, software applications, printing, and more visit: <https://www.luc.edu/its/dms/digitalmedialabs/lablocations/hsccomputerlabs/>

Specific policies regarding the appropriate use of university email and technology can be viewed at <https://www.luc.edu/its/aboutits/itspoliciesguidelines/index.shtml> .

During the academic year, staff is available to assist students in the CALL between 9:00-5:00PM. Concerns or questions can be submitted to the LUC Service Desk – ITSServiceDesk@luc.edu or 773.508.4487.

**DINING SERVICES**

**The Kitchen at SSOM** is operated by HandCut Foods that is located on the first floor of the Cuneo Building. It is open Monday through Friday from 7:00 am until 2:00 pm.

 Hours of Operation: 7:00 am – 2:00 pm Monday thru Friday

 **Breakfast Station                     7:00 am - 10:15**

Includes: Breakfast Burritos, English Muffins Sandwiches, Muffins, Croissants, and Coffee Daily

**Live Omelet Stations Every Day**

**Lunch                                              11:00 am – 2:00 pm**

Street Food Station

Taqueria & Burrito Station

"Feel Good Fare" Healthy Station

Deli Counter

Salad & Soup Bar

 **Grab ‘N Go                                   7:00 am – 7:00 pm (M-Th), 7:00 am-2:00 pm (F)**

**HandCut Café** located in Marcella Niehoff School of Nursing on the 1st floor

Hours of Operation: 7:00 am – 2:00 pm Monday-Friday

Coffee, Espressos, Lattes, Muffins, Croissants, Desserts, Grab & Go Sandwiches, Salads, and Daily Specials

Catering available for all occasions contact: Paloma Arana 708-216-8677 or loyolahsd@handcutfoods.com ***Special Events, Corporate Events, Conferences, Breakfast & Brunches, Lunches, Dinner, Graduations, Small or Large Gatherings, Birthday Cakes, Snacks and more!***

Additional dining choices on the Health Sciences Campus include:

LUMC Cafeteria

Fitness Center Café

Starbucks (Hospital Tower 1st floor)

**CLASSROOM TECHNOLOGY SERVICES (CTS)**

*Kathy Chavez Dominik – Manager*

Classroom Technology Services at the Health Sciences Campus is located in Cuneo/SSOM 184.  The staff’s primary responsibility is to provide maintenance and support for classroom audio-visual (AV) equipment as well as operational support and technical expertise to faculty, staff, and students in the delivery of medical education and research.

We maintain and support the AV equipment throughout the Loyola University Chicago HSC (CTRE, Cuneo/SSOM, and MNSON) lecture halls, classrooms, seminar rooms, and conference rooms. On request, we will consult and make recommendations regarding AV equipment for purchase/use within a specific department. We also assist with operating high-fidelity simulations, recording lecture videos or tutorials via Camtasia or Panopto, supporting video and audio conferences, podcasting, streaming, and supporting other academic special events at the HSC. We also have a digital video recording studio with a green screen to create content for class lectures, tutorials, training videos, and other presentations. CTS has partnered with Digital Media Services (DMS) on a loan program with a limited number of laptops, projectors, cameras, and speakers available for short-term loans. Please see their website for more information: <https://www.luc.edu/its/dms/>.

Classroom AV

All HSC classrooms are equipped with a computer and projector/screen or large flat panel TV.  Larger classrooms may have integrated microphones, speakers, web conferencing, and touch panel control systems. Please see our website for a list of spaces: <https://www.luc.edu/its/classroomtechnologies/>

For additional information or requests, please email ITSServiceDesk@luc.edu, and include HSC Classroom Technology Support in the subject line.

## EMAIL

Students can access email through [www.outlook.luc.edu](http://www.outlook.luc.edu). Password issues should be addressed through the password self-serve page (<https://www.luc.edu/its/services/microsoftselfservicepasswordreset/>) or directed to the LUC IT Help Desk at 773-508-4487 or helpdesk@luc.edu.

## EMERGENCY BROADCAST SYSTEM

### The Stritch School of Medicine Emergency Broadcast Alert (SSOM EBA) system is designed to be used in emergency situations that have a significant threat to personal safety on the Health Sciences Division campus. In the event of an emergency, a brief text message will be sent to your registered cell phone number containing important instructions for you to follow to stay safe. Subsequent messages may provide further updates, directions to relevant sources of information and an indication that the emergency is over.

To ensure that you have access to SSOM EBA, please check that your cell phone number is registered and up-to-date by logging into the Emergency Broadcast Alert system at: <https://portal.luhs.org/template/dean/luhs/lebs/frames.cfm>

## LOYOLA CENTER FOR FITNESS

*Joe Berg – Center Director*

Loyola Center for Fitness is a beautiful, open, state-of-the-art fitness club adjacent to the SSOM with endless amenities and services to fit your needs and the only certified Medical Fitness Association (MFA) facility in the area.

With your fitness club membership, you have access to over 70 weekly group exercise classes as well as the most up to date fitness equipment, 25-yard lap pool, warm water therapy pool, indoor running track and much more. Our educated, experienced and professional staff will guide you through a complimentary health assessment and provide you with a plan to assist you in reaching your goals. We believe that Loyola Center for Fitness is unique in its commitment to meeting each member’s needs. We want you to be successful in reaching your health and fitness goals.

The Center Hours are:

Monday – Friday: 5:00 AM – 10:00 PM

Saturday – Sunday: 7:00 AM – 5:00 PM

Go to [www.loyolafitness.org](http://www.loyolafitness.org/) for details on services and the schedule of classes and events.

Center for Fitness Scrub Policy

In accordance with Loyola University Medical Center policy, “misty green” scrubs are not allowed in the Center nor may any person change into or out of them within the Center.

**HEALTH SCIENCES LIBRARY**

Jonna Peterson, MLIS, AHIP – Interim Director

***Policies***

·         Loyola ID must be worn and visible

·         Covered beverages permitted

***Information Commons***

·         Marcella Niehoff School of Nursing, 1st floor

·         24/7 access

·         Card swipe after 7pm weekdays, Saturdays and Sundays

·         Staffed hours:

o   Monday through Friday: 8:30am –5pm

·         Four group study rooms and Quiet Study room available

·         Printing, copying and scanning available

·         Charging stations

***Librarian Assistance***

·         Research and reference service to support course work, patient care, and research

·         [Interlibrary loan service](https://hsl.luc.edu/ill-login) to request articles and books from an international network of libraries. Articles delivered online within 24 hours at no cost to you.

·         Curated subject/topic guides to the library’s licensed resources. [Course textbook links](https://hsl.luc.edu/coursetexts-ssom) to required readings and pre-clinical and clinical resources.

·         [Scholarly publishing support](https://hsl.luc.edu/journal-selection)

·         Consults delivered via email, telephone, Zoom, or in person

***Library Resources***

·         Electronic collection includes point-of-care tools, article and index databases, journals, books, and exam preparation

·        [Required Books](https://hsl.luc.edu/textbooks)for courses

·         Login to HSL resources with your UVID/password from any device, anywhere

·         Anatomical models and bone boxes available to borrow for up to three hours

·         [*Discover*](http://discover.luc.edu/)- Loyola research output and scholarship. Identify experts on the health sciences campus and read their work.

·         Citation management software (EndNote)

·         Chargers (laptop and phone), calculators, dry erase markers available to borrow for up to three hours

***Library Events***

·         Pawsitive Pet Therapy Troupe visits every first Wednesday at 12:45pm

·         [Library workshops](https://hsl.luc.edu/events) on a variety of information resource and scholarly publishing topics

***Just for Fun***

·         Need a break? Borrow an item from our games collection – Catan, Scrabble, Operation, modeling clay, adult coloring books, chess, and more!

·         Sports equipment available to borrow for up to three hours: soccer balls and collapsible net, yoga balls, Frisbees, and more.

***Contact Us***

·        Email us: hsl@luc.edu

·        Call us: 708-216-9192

·        <https://hsl.luc.edu/home>

## PAGERS

Stritch School of Medicine uses a messaging platform called AMS Connect, provided by American Messaging, our paging vendor. AMS Connect is a HIPAA compliant secure messaging platform that offers mobile applications for Apple and Android devices and a web application for desktops. Among its many features, AMS Connect provides secure, peer‐to‐peer texting as well as pager integration, which offers backup and redundancy to your pages. With AMS Connect, third and fourth year medical students are able to communicate securely with not only one another but also with the residents and attendings within the Loyola University Health System. For any issues regarding AMS Connect, please contact the parking office at 708-216-9092.

## PARKING

Prior to the start of each academic year, Stritch students are given the opportunity to purchase parking, which allows access to designated parking garages using your Loyola ID card. Parking is not billed, so you must go to the Parking Office to pay. You can prepay for the upcoming academic year over the summer, if you wish, to avoid the rush at the beginning of the academic year. The parking fee for all students is currently $26/month and is subject to change. Due to the great demand for on-campus parking, the parking fee gives students access to the garage but does not guarantee a parking space.

All medical students have parking in Deck C. If Deck C fills up, parking attendants will direct you where to park. Deck C assigned students are allowed to park in Deck B after 2 pm, M-F, and 24 hours on Saturdays and Sundays.

Parking may be purchased at any time of year from the Parking Office in room 1606 just inside the front entrance to the Mulcahy Building. The Parking Office is open weekdays from 7:00 am until 3:30 pm. You must present a valid Loyola ID with the make, year, color, and license plate number of the vehicle for which you are purchasing parking.

Students and staff are expected to follow all parking rules and regulations and are prohibited from parking in the patient and visitor lots.

Parking Office Phone – 708-216-9092

Parking Email – LUHSParking@lumc.edu

*Campus Shuttle Bus*– Students are encouraged to use the free shuttle bus on campus. Shuttle bus service is available around the HSC from 6:00 am to 6:00 pm, Monday through Friday excluding holidays. The shuttle bus stops at the various buildings and bus stops on campus.

*Public Safety Escort Service*– Dial 6-9077 (708-216-9077) to request a security escort to and from their vehicle after 6:00 pm and on weekends and holidays or whenever the Campus Shuttle Bus in not operating.

##

*Blue Line Shuttle Bus service*– Free Weekdays, 6:00 am – 8:00 pm.  Pick up locations: Southside Forest Park CTA Blue Line Station and on campus across from CTRE (last pick up from campus at 5:40 pm).

*Motorist Assistance*– Dial Parking at 6-9092 during weekday hours of 6:30 am – 3:30 pm, Public Safety at 6-9077 outside of those hours, or use an emergency telephone in the parking garage to obtain assistance for a dead battery. Public Safety can also provide phone numbers for additional assistance including flat tires, locked keys, and vehicle towing.

## SAFETY AND SECURITY

Security services are available to students on the Health Sciences Campus 24 hours per day, 7 days per week. Police and security service for the University buildings is handled by LUCPD. Security for the greater medical campus is provided by the Loyola University Medical center, Department of Public Safety.

*Emergency Assistance*– dial 911 (on any Medical Center house phone) You may want to print 9-911 so that someone knows they need to dial 9 to reach an outside line.

*General Security Assistance*–

* 773.508.SAFE (7233) from any cell phone or landline will connect you with LUCPD dispatch.
* dial 69077 (on any Medical Center house phone)
* dial 708-216-9077 (from a cell phone or outside phone)

*Emergency telephones*are also located throughout the campus, in each elevator, in parking lots, and parking garages. To use an emergency telephone, simply open the box and/or press the button to be directly connected to the Public Safety Dispatcher. The button you press automatically provides the dispatcher with your location.

*LYNX Panic System* – Should a security emergency arise, any person can quickly and easily notify the Department of Campus Safety via workstation keyboards by pressing the F9 and F11 keys simultaneously. Doing so will send an immediate and discrete alert to campus police, who will dispatch officers to the room. No audible or visible alarm will be made inside the classroom with the exception of a small popup window appearing on the task bar of the classroom computer. The classroom workstation does not need to be logged in for the notification to be sent, just powered on. Workstations equipped with this feature will have red stickers on the F9 and F11 keys. For more information visit <https://www.luc.edu/safety/emergencies/classroomalarm/>

*Loyola Alert* - FOR IMMEDIATE AND IMMINENT THREATS, text and phone messages titled Loyola Alert are exclusively used for on-campus incidents that pose a significant threat to life or bodily harm and require immediate action, including weather emergencies, civil emergencies, active shooters, and health emergencies as ordered by public health authorities. Loyola Alert will be used to send messages in accordance with the emergency notification requirement of the Clery Act. Current faculty, staff, and students are enrolled in Loyola Alert by default based on the information the University has on file. For more information visit <https://www.luc.edu/emergencycommunications/>

*Lockdown Hardware* – Most University classrooms and meeting rooms are equipped with lockdown hardware to be used if there is ever a need to secure a space. For more information visit <https://www.luc.edu/safety/emergencies/lockdownhardware/>

*LUHS Photo ID*– Must be worn in a visible manner at all times while on campus. Your Loyola photo ID is needed to gain access to all Medical Center buildings and entrances, Stritch School of Medicine (SSOM), Marcella Niehoff School of Nursing (MNSON), and to use the HSC Library. To ensure the safety of the University community, every registered student is required to carry a LUHS identification card (“student ID” or “Campus Card”) at all times while on-campus. IDs are issued to individual students and are non-transferable. Permitting another to use one’s own LUHS ID is also a violation, and when used fraudulently may also constitute a violation of University policy. Hospital policy requires the ID to be worn on the outer garment of clothing at lapel level at all times while on campus. The ID is obtained at the Parking/ID Office located in the Mulcahy Building, room 1606 just inside the front door. The office is open weekdays from 7:45 am until 4:45 pm.

*Suspicious Persons or Activity*– Please assist Public Safety by reporting any suspicious persons or activity on or near the HSC as soon as possible by calling 773.508.SAFE (7233), 69077 or 708-216-9077.

Building Access – University buildings are for the exclusive use of Loyola students, faculty, staff and authorized guests. Do not allow someone to enter through a secure entrance such as a door or gate.

*Preventing Theft*– Avoid leaving personal valuables, e.g., purses, backpacks, electronic devices, etc. unattended. Use a locker to secure your valuables.

*Laboratory Safety*– Dial 66738 to obtain assistance from the Office of Research Services’ Director of Research Safety regarding laboratory safety and the handling of chemicals and other hazardous substances Monday through Friday from 8:30 am until 5:00 pm.

## STUDENT ACTIVITY CENTER

The Student Activity Center is located in Room 275 and consists of two separate areas. The southern room has a large flat-screen TV, lounge furniture, foosball table, and ping pong tables. It also has a take-a-book, leave-a-book bookcase and board games.

The northern room offers students a multi-purpose area for dining, meetings, and other events approved by Student Affairs. The room consists of 30 chairs, 8 tables (three of which has access to data/power jacks by the windows), four industrial microwaves, and two restaurant quality refrigerators to store student lunches. **The refrigerators are emptied and cleaned every other Friday evening and the Fridays before breaks and vacations.** Any items in the refrigerators when cleaned are disposed of. A sink, icemaker, and vending machines are also located in this area.

Students are expected to maintain a respectful appreciation of the Center and to demonstrate such by keeping it clean and organized (do not move the furniture) and to refrain from intentionally damaging school property.

**STUDENT HEALTH AND COUNSELING SERVICES**

Mission and Vision

The [Wellness Center](https://www.luc.edu/wellness/) is [committed](https://www.luc.edu/wellness/about/missionandvision/) to helping students reach and maintain their optimal level of wellness by providing medical, counseling, and health promotion services. Our work is guided by our beliefs and commitment to:

* **High-quality**, **interdisciplinary** care that is **evidence-based**
* **Diversity, equity, and inclusion** in our organizational practices, policies, services, and programs. We celebrate and promote diversity in all of its forms.
* **Prevention** of negative health outcomes and the **promotion** of wellness resources and opportunities for positive health changes.
* **Collaboration** with campus and community partners toward shared goals of personal and community health and wellness

Staffing

* The HSC Center is staffed by an inter-disciplinary team of health care professionals, including an advanced practice nurse, a registered nurse, a medical assistant, two mental health professionals, and an administrative support staff. Information about [Wellness Center staff is here](https://www.luc.edu/wellness/about/meetthestaff/).

Eligibility, Location, Hours, and Access

* Students enrolled at the Health Sciences Campuses (HSC) and at the Downers Grove campus are served primarily by the HSC clinic in Ste 400 of Cuneo. However, students may also access care in person at our clinics on the Lakeshore and Water Tower campus if that is more convenient for you. In addition, some of our services are offered through telehealth.
* Hours of operation are 8:30-5:00, Monday through Friday.
* Students can make an appointment for medical or mental health services [online](https://wellness.luc.edu/login_directory.aspx) or by calling Dial-a-Nurse at 773-508-8883.
* Students seeking support around sexual and relationship violence can call The Line at 773-494-3810.
* *Insurance and fees:* Loyola students can access Wellness Center services at no cost. We do not bill insurance. Some lab tests, immunizations, prescription medications, and materials are provided for an additional fee. Your provider will let you know about these costs during your visit. Visit [Eligibility and Fees](https://www.luc.edu/wellness/about/eligibility/) for more information.
* Mental health counseling services will be available in-person and via telehealth (psychiatric and dietetic appointments will be available via telehealth only).

Counseling and Mental Health Services provided at the Wellness Center

* Assessment, urgent and crisis care, brief individual counseling, group counseling, and psychiatric medication care are offered.
* The Wellness Center has a full-time care manager who can help students connect with long term or specialty care through local providers for both medical and mental health needs.
* Providers can provide consultation to faculty and staff on how to best support the mental health and well-being of students.

Health Services provided at the Wellness Center

[*Office Visit*](https://www.luc.edu/wellness/medical/services/#faq-516012Collapse)

* Appointments for acute illnesses and conditions are available with a Registered Nurse, Nurse Practitioner or Medical Doctor at the Lake Shore campus, Water Tower campus, and the Health Sciences Campus location.
* Examples of acute illnesses and conditions include: respiratory infections, urinary tract infections, headaches, abdominal pain, sexually transmitted infections and dermatologic conditions.  Please call [Dial-A-Nurse](https://www.luc.edu/wellness/medical/dial-a-nurse/)at 773-508-8883 to schedule an appointment or click here to make a web booked appointment.  [Web-based appointments](https://wellness.luc.edu/login_directory.aspx)are limited per provider each day.

[*Urgent Problems*](https://www.luc.edu/wellness/medical/services/#faq-516013Collapse)

* Please call [Dial-A-Nurse](https://www.luc.edu/wellness/medical/dial-a-nurse/)during business hours to speak with a Registered Nurse who will triage your concern and schedule an appointment with the most appropriate provider.
* The triage nurse typically is able to accommodate same-day appointments for urgent medical problems.
* For any life-threatening emergency after hours, please dial 911 or 4911 from a campus phone.
* If you have a non-emergency medical concern when the Wellness Center is closed, **most insurance providers have an after hours nurse call line. Please visit your insurer’s website to find the correct nurse line number.** If you don’t have access to a nurse line,  please visit our urgent care referral sites [here](https://www.luc.edu/wellness/medical/emergencyafterhourscare/). If you have United Healthcare (Loyola’s student insurance), you are eligible to use [*Healthiest You*](https://go.healthiestyou.com/student/), an after hours service. Students who do not have this insurance would have to pay a fee.

*Immediate Care Services*

* Students who require urgentmedical services after Wellness Center hoursor on the weekend can be seen at:
* **Loyola Center for Health at Oakbrook Terrace Immediate Care,** 1S260 Summit Ave., (630) 953- 6690 Monday-Friday 8AM-5PM; Closed Saturday and Sunday
* **Loyola Center for Health at River Forest Immediate Care,**7617 W. North Ave., (708) 771-1300
* **Loyola Center for Health at Burr Ridge Immediate Care,**6800 N Frontage Rd., (708) 327-1064
* Weekdays open 8AM- 8PM.; Weekends and Holidays, 8AM to 3PM (closed Christmas day)
* (**Note:**This is **not covered** by the student health fee but may be covered by your health insurance).

*Emergency Services*

* Students who require emergency medical services should go to Loyola University Health System Emergency Department or the closest ER or urgent care clinic. (**Note:**This may be covered by your private insurance but is not covered by the student health fee).
* Students who wish to speak to a mental health counselor about acute distress after hours may call 773 508-2530, Option 3, to be connected to our after-hours counselor, 24-7, 365 days a year. More information about emergency care is found [here](https://www.luc.edu/wellness/mentalhealth/emergencycrisiscare/).

[*Prevention*](https://www.luc.edu/wellness/medical/services/#faq-516015Collapse)

* Examples of preventive services include gynecologic exams, [immunizations](https://www.luc.edu/wellness/medical/immunizations/), and TB screening**.**
* Please call [Dial-A-Nurse](https://www.luc.edu/wellness/medical/dial-a-nurse/) for assistance in finding a primary care physician.

[*Laboratory*](https://www.luc.edu/wellness/medical/services/#faq-516014Collapse)

* Lab tests may be ordered by a provider during a medical visit.  Examples of common lab tests include: rapid strep, rapid mononucleosis, pregnancy, urinalysis, [sexually transmitted infection screening](https://www.luc.edu/wellness/sti-testing/), and basic serum blood tests.
* You may also be able to have lab work ordered by your primary care provider drawn at the Wellness Center
* All lab appointments should be scheduled by calling Dial-A-Nurse.
* The Wellness Center does not submit claims to insurance for lab fee reimbursement.
* If labs are drawn during your visit, you will be informed on how you will receive your results (secure message, phone call or at the follow-up visit).

[*Procedures*](https://www.luc.edu/wellness/medical/services/#faq-516016Collapse)

* Examples of procedures include: fit testing, suture removal, ear irrigation, and wound care.  Please Call Dial-A-Nurse to schedule an appointment.

[*Specialist Referrals*](https://www.luc.edu/wellness/medical/services/#faq-516017Collapse)

* If you are in need of a specialist (ex: gastroenterologist, ear nose & throat, orthopedic), please call Dial-A-Nurse and we will be happy to help provide a referral.

[*Pharmacy*](https://www.luc.edu/wellness/medical/services/#faq-516018Collapse)

* If you are prescribed a medication during your visit, you will have the opportunity to select your preferred pharmacy and have the medication order sent electronically.
* Your insurance may be used to help pay for medications filled at a pharmacy.
* The Wellness Center has a limited supply of medications available on-site for a fee (see [Eligibility & Fees](https://www.luc.edu/wellness/aboutus/eligibilityandfees/)). The Wellness Center does not submit claims to insurance for medications purchased on-site.

[*Off-campus COVID Testing*](https://www.luc.edu/wellness/medical/services/#faq-748810Collapse)

* Please review this [Updated off-campus testing options](https://www.luc.edu/media/lucedu/wellness/pdfs/updated%20off%20campus%20testing.pdf) near all three Loyola campuses. Free, rapid, at-home COVID tests may also be obtained through <https://www.covid.gov/tests>, <https://special.usps.com/testkits>, your insurance, or you may ask your local pharmacy.
* Students with active symptoms of COVID-19 may schedule testing at the Wellness Center.

*Nutrition*

* Nutrition appointments at the HSC campus are through zoom only.
* To schedule an appointment please call Dial-A-Nurse at 773.508.8883 or [schedule online](https://wellness.luc.edu/login_directory.aspx). The Registered Dietitian will provide you with a unique zoom link prior to your scheduled appointment time.

Gender Based Violence Services at the Wellness Center

* Gender-based violence includes dating violence/domestic violence, sexual assault, sexual harassment/exploitation, and stalking. There are resources, reporting options, and support services here on campus to help any students who are directly or indirectly affected by gender-based violence.
* To connect with a confidential advocate at Loyola, call The Line at 773-494-3810. The Line is open Monday-Friday during business hours and 24 hours on the weekend when classes are in session. During most breaks (summer, spring, etc.), advocacy services are available Monday-Friday during business hours. The Line is typically closed on university holidays. If The Line is closed and you would like to speak to someone right away, please call the Chicago Rape Crisis Hotline at 888-293-2080.

Staying connected to the Wellness Center

* [Sign up](https://docs.google.com/forms/d/e/1FAIpQLSdjXllBUll1Q8IqyL51YMFqLt-m9DbkzS9OAuoChsFbj712_Q/viewform) for the weekly Wellness Center Newsletter.
* Follow the Wellness Center on Instagram [@loyolawellnesscenter](https://www.instagram.com/loyolawellnesscenter/)
* Providers are available to provide workshops and presentations on a variety of health related topics. To request a program from staff at the Wellness Center, please complete this [program request form](https://luc.co1.qualtrics.com/jfe/form/SV_2fpr9SANyaYPd7D).

## STUDENT ORGANIZATIONS

Students should not email class listservs without the permission of the Assistant Director of Student Life.

See Student Leadership Guide, found on the [Student Life website](https://ssom.luc.edu/student-affairs/aboutus/officeofstudentlife/).

The current list of student organizations is on the MSU website: <https://ssom.luc.edu/loyolamsu/studentgroups/>

## UNIVERSITY MINISTRY

*Ann Hillman, MDiv. – Director*

Health Sciences Campus (HSC) Ministry serves students, faculty, and staff of diverse backgrounds and religious traditions by affirming their quest for personal development, the practice of faith, and spiritual growth in various ways. This is accomplished through the presence and programming of University Ministry Chaplains in the areas of hospitality, community building, faith development, community service, and values-education.

Health Sciences Campus Ministry provides a space for students to socialize and relax in the general lounge area of the office, with snacks and refreshments, and with staff members present for conversation, support, and counsel in a safe place. We strive to be a community of welcome and engagement regardless of one’s religious tradition or belief in God. Office space is utilized by staff and students to meet privately or to plan and organize events. Students are helped to reflect on their daily experiences and are offered opportunities to develop their spiritual life through communal offerings of prayer, small reflection groups, retreats, Catholic liturgy, and one-on-one spiritual direction. Catholic Mass is offered during several special moments throughout the year, including at the Feast of St. Ignatius, Feast of St. Luke, and Blessing and Sending Mass before commencement.

HSC Ministry hosts community building events such as a series of dinners early in the school year that welcome each first-year medical student to Stritch and provide everyone the opportunity to meet faculty and administration in an easy, social setting. Events held by HSC Ministry extend the offer of hospitality and community at Stritch to the spouses and families of medical students.

We understand the profession of medicine as an act of service and seek opportunities to foster this way of being in the world. We offer local, national and international service immersion opportunities, advocacy and social justice initiatives, and opportunities to work alongside community partners who serve within the Chicagoland area and beyond.

HSC Ministry understands moral formation and professional formation as an integrated project in a person’s life. We attend to this with the support of the Stritch community through programming that considers questions of meaning and purpose, ethics, justice, virtue and faith. Our programming offers a privileged place to the Jesuit tradition of higher education and the tenets of Ignatian spirituality. Our Chaplain Mentor program for first-year medical students, Advent and Lenten programming, communal opportunities for ritual and reflection at significant junctures of progression through medical school, lecture series and discussion groups, in addition to others, are at the service of these goals.

We encourage and support students and student groups of various religious traditions, including the Catholic Medical Association, the Jewish Student Association, the Muslim Medical Student Association, the Christian Medical and Dental Association, and the South Asian Medical Student Association, as well as offer a variety of ecumenical and interfaith prayer services throughout the year. Stritch is an academic community that takes questions and the practice of faith from all religious traditions seriously. In learning about one another, we know that we better come to know ourselves and our beliefs.

The offices of HSC Ministry are located in the Stritch School of Medicine (rooms 270 and 250). All are welcome in the Ministry offices at any time.

You can also reach Health Sciences Campus Ministry by email at HSCMinistry@luc.edu, on Facebook at HSC Ministry, on Twitter and Instagram via @HSCMinistry, or by phone (708) 216-3245.

* Ann Hillman, MDiv, Director ahillman@luc.edu
* Ramona Bamgbose, MA, Chaplain rbamgbose@luc.edu
* David DeMarco, SJ, MD, Chaplain dademarco@luc.edu
* Justin Hoch, MA, LSW, Chaplain jhoch@luc.edu
* Ana Koulouris, Department Coordinator akoulouris@luc.edu

## WIRELESS NETWORKS

## Secure Wi-Fi Access

LUC is a secure wireless network providing access to campus resources for all users with valid UVIDs and passwords. Only 802.1X-capable devices will work on LUC. Use this network for all official University business when you are on a campus wireless connection. Windows Vista and later, Mac OS 10.4+, and recent versions of Linux/Unix should all work on this network. Most mobile devices with WiFi will also work.

## What is 802.1x?

802.1x is an authentication framework for wireless network access. It enables Loyola’s networks to automatically identify endpoint devices and place them into an appropriate network and security context. 802.1x authentication enables wireless encryption and is the recommended method for connecting to campus wireless networks. Encryption allows faculty and staff access to secure resources without requiring Loyola Secure Access (LSA).  (Students are still required to use Loyola Secure Access - LSA.)

When searching for available networks, choose ‘**LUC**’.

More information can be found at: <https://www.luc.edu/its/wireless/studentsfacultyandstaff/>

The FAQ page is:<https://www.luc.edu/its/wireless/wirelessfaq/>

# POLICIES, PROCEDURES, AND STANDARDS

**PROFESSIONAL BEHAVIOR – *Expectations for Medical Students***

Stritch School of Medicine students are expected to grow in the knowledge, skills, attitudes, and behaviors
expected of individuals who are training to become physicians. Our mission requires respecting all
individuals, creating and maintaining a positive learning environment, and consciously adhering to model
standards of behavior and interaction that are consistent with our institution’s Catholic and Jesuit heritage.

Our students are assumed to be of high moral character, expected to conduct themselves in a professional
manner, and behave as socially responsible citizens in keeping with the professional norms of medicine.
Students also are expected to maintain high ethical standards and practice academic honesty in all of their
educational endeavors. These actions are echoed in our competencies - eight areas of performance and
behavior that students must successfully meet in order to be eligible for promotion and graduation.
Competencies are assessed in all courses and are components of the evaluation process.

To maintain a learning environment where individuals are encouraged and expected to perform to high
standards, certain behaviors are considered unprofessional and unacceptable including but not limited to:

* accepting assistance from or giving assistance to another student during an exam or in the
preparation of any graded material;
* plagiarism;
* inappropriate access to, misuse of, or theft of academic related information or records;
* inappropriate access to, misuse of, or theft of medical information or records, including electronic medical records;
* sabotaging another student’s laboratory experiment;
* misusing another person’s signature;
* falsifying academic grades or clinical evaluations, research data and/or results;
* physical and verbal intimidation, bullying, or harassment;
* lying, cheating, and fabricating information;
* harassment (both sexual and non-sexual), patterns of sexual innuendo, obscenity, and defamation;
* discriminatory actions based on race, gender, ethnicity, sexual orientation, and religion or other status protected by law.

The following statements are expectations for all students at the Stritch School of Medicine.
Professionalism is considered in determining satisfactory academic progress. Failure to meet these
expectations is grounds for consideration of dismissal. These guidelines are not exhaustive but represent
the kind of conduct and professional behavior that is mandatory in the educational and clinical environment.

* Conducting oneself in a manner that is appropriate for the learning and patient care environments
with suitable dress and grooming;
* Practicing academic honesty in all examinations, course, clerkship, and elective assignments;
* Being punctual and reliable in meeting obligations for courses and clerkships, including timeliness on rounds, lectures, and small-group experiences; meeting on-call requirements; seeking permission for any required days off; and providing proper notification for absence due to illness or true personal emergency;
* Telling the truth at all times, but especially concerning patient care matters, such as correctly
reporting history, physical, laboratory, and other examination findings. Responding to a question
with “I don’t know” when that is the truth, is always the best answer;
* Behaving in a collegial way that enhances the ability of others to learn or care for patients. Verbal or
physical abuse of other students, employees, faculty, and healthcare professionals; sexual
harassment; a pattern of offensive comments; and other improper and disruptive behaviors are
unprofessional and unacceptable;
* Using the highest standards of professional, ethical, and moral conduct and conscientiously caring
for patients under all circumstances associated with their illnesses;
* Relating in a proper and professional manner to patient families, especially under the always
emotional and often tragic circumstances of a patient’s illness;
* Refraining from any action or conduct that may be considered unprofessional or unethical or
embarrassing or detracting in any manner from the reputation of our school, faculty, and students.
* These professionalisms expectations are relevant to both students and student organizations.

**Expectations for the Use of Artificial Intelligence (AI) Tools in Education and Training**

A student’s presentation of academic work, in whole or part from any source (e.g., published literature, web

resources, generative AI, third parties such as ghostwriters) as their own (whether paraphrased or copied in

verbatim) is unacceptable and constitutes an academic integrity violation.

Failure to disclose the unapproved use of AI is a violation of our professional standards. The Student

Promotion Committee will review those violations for further intervention.

When permissible by the faculty of a course/clerkship or elective, students can use generative AI tools to

complete their assignments.

## HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996

## The Health Insurance Portability and Accountability Act of 1996 (HIPAA) is a federal law that provides for the protection and privacy of personal health information. The Privacy Rule and the Security Rule of this lawaffect health care providers, including students enrolled in clinical education activities. The [Privacy Rule ofthe HIPAA](https://www.hhs.gov/hipaa/for-professionals/privacy/laws-regulations/index.html?language=en) defines protected health information as:

## “...information, including demographic data, that relates to the individual’s past, present, orfuture physical or mental health or condition; the provision of health care to the individual; orthe past, present, or future payment for the provision of health care to the individual; and, thatidentifies the individual or for which there is a reasonable basis to believe it can be used toidentify the individual.”

## All Stritch students must follow the HIPAA Privacy Rules and Guidelines when participating in clinicaleducational activities. Compliance with these rules and guidelines includes, but is not limited to, maintaining confidentiality of paper and electronic health records and protected health information.

## All students are required to complete HIPAA training. In addition to program-specific training, all studentsare required to complete any additional training mandated by the clinical facility where their clinicaleducation is occurring.

## When a concern is raised that a student has violated the confidentiality and privacy of patient information, the concern is addressed through the formal disciplinary process of the Stritch School of Medicine.

**Conduct Procedures for Academic Dishonesty and Unprofessionalism**

All allegations of academic dishonesty must be documented and submitted to the Senior Associate Dean for
Student Affairs within a reasonable period of time after the alleged incident. The Senior Associate Dean for Student Affairs will the take the following actions:

1. notify the student(s) in writing of the allegation and documentation;
2. request a written response; and
3. inform the student(s) of the review process and appeal procedures to be followed.

Upon receipt of all pertinent materials, the Associate or Assistant Dean for Student Affairs notifies the Chair of the Student Promotion Committee, relevant Course/Clerkship/Elective Director(s), and relevant teaching
department(s) of the allegations and provides all the submitted information. The Chair of the Student Promotion Committee determines if there appears to be sufficient substance to the allegations and that academic dishonesty may have occurred.

The following actions will be taken:

* The Chair convenes a meeting of the Student Promotion Committee to discuss the allegations;
* The Committee will make a judgement as to what actions will be taken.
* The student is notified in writing by the Chair of the Student Promotion Committee as to the decision of the committee, within 45 days of the student being notified of the allegation.

The student(s) has the right of an appeal of the decision to the Student Appeal Board within 30 days of the
notification. A student who is dissatisfied with the action of the Student Appeal Board may submit a
petition for a single appeal to Loyola University Chicago through the Provost within 30 days of the Student
Appeal Board's recommendation. All decisions of the Student Promotion Committee, Student Appeal Board, and the Provost are documented in the student's official academic file. In the event allegations are dismissed, no actions are recorded in a student's official academic file. PLEASE NOTE: Stritch reserves the right to seize a student’s ID badge(s) due to academic dishonesty and/or unprofessional behavior until the school deems it appropriate to return the item(s) to the student.

**Student Wellness**

As future physicians, medical students have a responsibility to maintain their own health, which includes
preventing or addressing acute or chronic disease, including mental illness, disabilities, and occupational
stress. When a student’s wellness is compromised so then is the safety and effectiveness of the medical care she or he provides. “When failing physical or mental health reaches the point of interfering with a
physician’s ability to engage safely in professional activities, the physician is said to be impaired.”

If a student’s health is compromised, she or he needs to take measures to address the problem by seeking
appropriate help and engaging in an honest self-assessment of one’s own ability to continue in education or
clinical training. The medical profession that the student is now joining has an obligation to ensure that its
physicians, as well as all learners, are able to provide safe and effective care for others and to avoid
unreasonably disrupting the normal education processes and orderly operation of Stritch. This obligation is
fulfilled by promoting health and wellness among all members of the health care team, including one’s self.
At times, an intervention may be needed when the wellness of a colleague appears to have become
compromised.

Students will not participate in patient care or school related activities when physical, mental, or emotional
lack of fitness could interfere with the quality of that care or disrupt the school community. It is a student’s
own responsibility that if such a situation occurs to notify her or his clerkship (or elective) director or the
Assistant Director of the third and fourth year so that the student can leave those clinical responsibilities and an appropriate, but confidential intervention can occur. The misuse of any potentially addictive, abusive, or illicit drugs is strictly forbidden, regardless of year of training, and is incompatible with safe clinical performance. If such a problem is identified, the student will be removed from clinical (or curricular)
activities and an appropriate, confidential referral made to help her or him to address and effectively
manage this illness. Finally, students must not use alcohol or other drugs when they are expected to be
participating in patient care, patient settings or curricular related activities.

Any student who considers him/herself too tired or fatigued to drive home safely and is unable to obtain
other alternative transportation should call a taxi or ride share. Reimbursement for a round trip between the clerkship site and student's local address and back to the clerkship site for the next clerkship day is provided through Stritch. The student should promptly submit the original fare receipt to the Vice Dean for Medical Education’s office at Stritch for processing a reimbursement.

SSOM’s goal is to ensure that students are engaged in a process that maintains their wellness, and when
necessary, helps students to effectively address any situations when they are demonstrating behavior that
creates a direct threat to the safety or health of others or unreasonably disrupts the normal education
processes and orderly operation of Stritch. SSOM also has an obligation to ensure provider wellness to those individuals whose care SSOM graduates will provide in their future profession as physicians. When a
student’s health is impaired, SSOM will limit or stop their education until they can safely return and assume
expected educational responsibilities.

## PREGNANCY AND PARENT SUPPORT POLICY

**I. PURPOSE AND SCOPE**

As a Jesuit, Catholic medical school, we seek to support mothers and families. This policy is a supplement to Loyola University Chicago’s Student Pregnancy and Parenting Policy. Should any items contradict, this policy shall be primary. This policy offers medical students who are or who become parents while enrolled at the Stritch School of Medicine various options for requesting planned absences from school and accommodations for pregnancy and parenting related responsibilities. The policy applies to all full time, registered medical students.

**II. DEFINITIONS**

Parent shall be defined as having full time custody of a biological child, adopted child, step child, or foster child. In some instances it may apply to parents with part time custody.

**III. POLICY FOR BIRTH OR ADOPTION OF A CHILD**

Planned absences should be requested as soon as possible, with at least a 30-day notice. In the instance of an anticipated future absence whose date is only approximate (ie. due date) students should notify the Office of Student Affairs (OSA) of the impending event immediately. Student Affairs will develop a plan to include contingencies for when the birth/adoption occurs that will adapt for the unknown timing.

Medical students in years 1 and 2 may request permission to be excused from mandatory sessions. The student must communicate the need for a planned absence at least 30 days in advance with OSA. The student must make up all required work as determined by the course directors and/or OSA deans.

Medical students in years 3 and 4 may request an accommodation in their schedule to take parental absence. The planned absence must be requested at least 30 days in advance and coordinated with Student Affairs. Planned absences may vary in length from 1 day to 6 months. Clerkships may allow up to 3 days of excused absence time during a clerkship, provided there are no other absences. Clerkships have the right to limit or extend excused absences based on individual student learning objectives & performance. Absences beyond 6 months may require a formal leave of absence. Students are expected to be in communication with OSA to coordinate their impending absences.

If the birth or adoption happens during a clerkship, the student may take an immediate planned absence with the understanding that if completion requirements are not met credit will not be given.

In all cases specific provisions of the planned absence will vary based on the student’s situation and the student’s requests. Stritch will make every possible effort to accommodate requested absence, but there may be circumstances where absence may incur delays in educational progress that are unavoidable. Students will be advised of the ramifications of their planned absence requests, including the impact on financial aid. Students taking planned absences may be asked to sign an acknowledgment of the terms of the absence. Students taking formal leave (more than 6 months) will follow the protocol for a leave of absence. Please refer to the Academic Policy Manual for further details on leaves.

During parental absences, the student may continue to use university facilities including the fitness center. The student will continue to have access to libraries and all online resources per usual enrollment. The SSOM Office of Student Financial Aid and/or the SSOM Bursay Office will advise the student of financial aid, tuition and fee, and health insurance ramifications of their planned absence.

**IV. POLICY FOR PARENTAL SICK TIME**

Students who need to be absent to care for a sick child should notify the Office of Student Affairs immediately. Students are required to make up any coursework or time lost at the discretion of the course or clerkship director. Students urgently needing to care for a sick child may be accommodated for attendance using alternate means (video conferencing, for example), if approved by an OSA dean and/or a course director. Students may not take parental absence on exam days unless circumstances are incredibly extenuating. If a student needs to take a parental absence on an exam day for an emergency, they must make every effort to notify OSA prior to the start of the exam.

Students are allowed excused absences to care for a sick child. These absences must be coordinated with OSA. Absences taken to care for a sick child count toward total missed clerkship/instruction time and are subject to attendance guidelines. The Ofice of Student Affairs reserves the right to ask for a doctor’s note documenting the child’s illness. Missed time without notice, even with appropriate reason, may result in professionalism concerns and review by the Student Promotion Committee (SPC).

Any student needing additional time to care for a sick child should contact OSA immediately so that appropriate adjustments can be made with minimal disruption to educational progress. Students requesting additional break time for lactation during exams should notify the SSOM Academic Center for Excellence (ACE).

**V. POLICY FOR LACTATION**

Students who are lactating may request an accommodation for adequate break time as M3 and M4 students (and as applicable during M1 and M2). Request for accommodation should be made to OSA at least 30 days in advance. Lactation time must be planned in advance in order to limit disruption to educational objectives for the student. In general, accommodations should be similar to breaks given during an 8-hour workday (around 60 minutes total for every 8 hours). Students may request additional secure storage space for lactation equipment if necessary. Students have a right to utilize clean, private space with adequate electricity, sanitation and lighting for lactation at their clerkship or education site.

Bathrooms are not acceptable as a provision for lactation. If proper lactation accommodations are not being met, students should notify Student Affairs immediately. If students take lactation time without appropriate notification and arrangements with their current supervisor it may result in professionalism concerns. Personal Wellness Rooms in Cuneo are #440 and at the CTRE are #139, #240, #340, #440 and #540.

Additional information regarding the Illinois Nursing Mothers in the Workplace Act, please visit the [Illinois General Assembly](http://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=2429&ChapterID=68):

<https://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=2429&ChapterID=68#:~:text=An%20employer%20shall%20provide%20reasonable,already%20provided%20to%20the%20employee>.

**VI. POLICY FOR CHILDREN IN EDUCATIONAL SETTINGS**

As a general rule, students may not bring children to classes, clerkships, small groups, or academic co-curricular activities (such as lectures or conferences). Children are permitted at social events (where allowed by the venue) and must be supervised at all times. Students are expected to exercise their judgment in determining if a school social event is appropriate for children.

**VII. POLICY FOR CLERKSHIP SCHEDULING**

For M3 and M4 clerkship scheduling there are 3 categories under which a student may qualify for a scheduling accommodation: 1) students who are parents as defined in this policy, 2) students serving in the military, 3) students with declared disabilities currently under accommodation. Students will receive a lottery assignment and should go through the scheduling process per usual. Accommodations/alterations will be handled on a case by case basis by OSA. Students may be asked to provide documentation for their request as appropriate.

**VIII. POLICY FOR ACCOMMODATIONS FOR PREGNANT STUDENTS**

The School of Medicine complies with the **Federal Pregnancy Discrimination Act (PL95‐555)** which has as its basic principle that **pregnancy and related conditions must be treated the same as any other disability or medical condition.** The school accepts the responsibility for alterations in the academic program, if necessary, to protect the health of the pregnant student and their fetus. Academic standards will not be altered and if course work, either pre‐clinical or clinical, is missed because of any disability, arrangements will be made to permit the student to make up the deficiency.

Exposures to any hazardous materials or compounds are no different than those of other professionals working full time in the hospital or school environment, so a normal pregnancy in a healthy medical student would require no alteration of the academic program. If the medical student has another health problem or a complicated pregnancy, alteration of the academic program would be individualized based on the student’s physician's recommendations. The pregnant medical student will be permitted class or clerkship release time for regular supervision by their physician, provided relevant supervisors and deans are notified in advance per the aforementioned absence policies.

**The responsibilities of the pregnant medical student include the following:**

1. Seeking medical care as early in pregnancy as possible and meeting all recommended appointments.
2. Taking appropriate precautions:
	1. In radiology areas, wearing protective shielding
	2. In clerkships, avoiding contact with identified patients who have cytomegalovirus, varicella‐ zoster and herpes simplex infections. The student should know their rubella immune status as required for matriculation in the School of Medicine.
3. Reporting pregnancy and confirming that they are receiving medical care to the Office of Student Affairs.
4. Arranging leave time in accordance with this policy with the Office of Student Affairs, which will notify department(s).
5. Notifying the Office of Student Affairs of date of return to school duties. If this is less than or greater than six weeks postpartum, documentation of approval from the student’s physician may be required.

## STUDENT MISTREATMENT AND HARASSMENT

The Stritch School of Medicine does not tolerate mistreatment by or of its students, faculty, and staff. Loyola University Chicago has implemented the EthicsLine Reporting Hotline, through a third-party internet and telephone hotline provider, to provide the University community with an automated and, if desired,

anonymous way to report activities that may involve misconduct. Students may file an anonymous report

through the website at [www.luc.edu/ethicsline](http://www.luc.edu/ethicsline) or by dialing (855) 603-6933.

The University strongly encourages all faculty, staff, students, administrators or other concerned parties to

notify the Senior Associate Dean of Student Affairs or use this EthicsLine system to report suspected or wrongful acts of conduct by SSOM community members. No SSOM administrator, faculty, staff or student may interfere with the good faith reporting of suspected or actual wrongful conduct; no individual who makes such a good faith report shall be subject to retaliation, including harassment or any adverse employment, academic, or educational consequence, because of making a report.

It is critically important that the SSOM community be free to report information that helps to ensure the

safety and well-being of the community. SSOM will make every effort to ensure that no student will be subject to any adverse action (either by SSOM or by another person or group) because they report what

they honestly believe to be a violation of SSOM/University policies.

Accordingly, any act of retaliation by a student taken against a complainant, witness, reporter, or other

individual in response to the reporting or investigation of an allegation of misconduct is a serious violation of the SSOM Academic Policy and will result in expedited and serious disciplinary action up to and including

dismissal.

Also, no officer, employee, or agent of SSOM, may retaliate, intimidate, threaten, coerce, or otherwise

discriminate against any individual for reporting an incident to SSOM or otherwise exercising their rights or

responsibilities in the conduct process in good faith. Any individual who experiences retaliation by a

member of the SSOM community is encouraged to report it directly to the EthicsLine.

Please refer to the Stritch Student Handbook for the detailed Loyola University Chicago policy on Student

Mistreatment and Harassment.

## SOCIAL MEDIA GUIDELINES FOR SSOM STUDENTS

Social media sites, platforms, tools, activities and networks (collectively, “Social Media”) facilitate widespread, even global, Internet communication and interaction among users. Stritch School of Medicine (“SSOM”) students at Loyola University of Chicago (“LUC”) may use Social Media to, among other things, build networks of like-minded people, stay connected, and share knowledge and information. SSOM encourages proper use of Social Media and keeping ethical and professional responsibilities at the forefront in connection with Social Media use. To that end, and because a student’s actions reflect upon SSOM and each SSOM student, it is necessary for SSOM students to follow the guidelines and practices set forth below.

* **Always use good judgment, accuracy, and honesty in your Social Media communications**. Make sure that you have all the facts before you post. It's better to verify information with a source first than have to post a correction or retraction later. Double-check all Social Media use for accuracy, spelling, and grammar. Errors, omissions, or inappropriate language or behavior reflect poorly on you, LUC, and SSOM and may constitute breaches of SSOM's Academic Policy Manual and other SSOM or LUC policies. Be honest about yourself and your identity, but do not provide personal information that others could use against you or allow identity thieves or criminals to take advantage of you.
* **Be respectful of others and the information you are providing.** Your comments and online behavior can be interpreted as being representative of LUC, SSOM, or your classmates in general. Uphold the mission and values of LUC and SSOM in your Social Media use. Among other things, do not use vulgar language or display language or photographs that imply disrespect for any individual or group because of age, race, gender, ethnicity, sexual orientation, disability, or any other status protected by law.
* **Do not reveal anyone’s private information.** This includes tagging photos with an individual’s name without his/her approval. *Students are absolutely prohibited from using Social Media to convey a patient’s photo or any patient information or conveying private or academic information of another student.*
* **Always think before you “write.”** Consider the use, value, and impact of any Social Media activity. Incomplete thoughts can be taken out of context. Direct others to a blog or site where there is more detail and information, where appropriate.
* **Encourage feedback**, including two-way communication and hyperlinking, as a way to allow others to contribute content and build community.
* **Separate your opinions from facts.** Your observations, experiences, and opinions are important, but separate opinions from facts, including by, where appropriate, citing and linking sources.
* **Do not present yourself as an SSOM or LUC representative when presenting your own views.** If you want to express your views, make it clear that such views are yours alone and are not representative of SSOM or LUC and that you are not communicating on anyone’s behalf.
* **Follow all applicable local and federal laws, including copyright laws.** Laws relating to confidentiality, libel/slander, privacy, and disclosure can be implicated by Social Media and must be adhered to. Social Media must not be used to promote activities that are illegal or violate the rights of others. You also must show proper respect for the laws governing copyright and fair use of copyrighted material owned by others. For additional information on copyright law, refer to the United States Copyright Office web site at <http://www.copyright.gov/>or [http://library.luhs.org/hslibrary/resources\_for/copyright.htm.](%20http%3A//library.luhs.org/hslibrary/resources_for/copyright.htm.)
* **Follow all applicable SSOM and LUC policies.** When using Social Media, SSOM students must comply with all applicable LUC policies and standards, including, among others, SSOM’s Academic Policy Manual and LUC’s Acceptable Use Policy for Electronic University Resources, Online Harassment Policy, Sexual Harassment Policy, and Proper Use of Tech Resources.
* **Comply with the terms of service and use of any Social Media.** Social Media providers change these terms regularly, and it is important to remain current with such terms.

In addition to the guidelines and practices set forth above, an SSOM student’s responsibilities as a healthcare professional-in-training must follow standards that may be stricter than the standards for the general Social Media user community. Specifically and to the extent applicable, SSOM expects students to be familiar with, commit to, and follow the Social Media use policy developed by the American Medical Association, the current version of which is attached as **Exhibit A** to this Social Media Policy.

**Exhibit A**

**American Medical Association—Professionalism in the Use of Social Media**

**Opinion 9.124 - Professionalism in the Use of Social Media**

The Internet has created the ability for medical students and physicians to communicate and share information quickly and to reach millions of people easily. Participating in social networking and other similar Internet opportunities can support physicians’ personal expression, enable individual physicians to have a professional presence online, foster collegiality and camaraderie within the profession, provide opportunity to widely disseminate public health messages and other health communication.

Social networks, blogs, and other forms of communication online also create new challenges to the patient-physician relationship. Physicians should weigh a number of considerations when maintaining a presence online:

1. When using the Internet for social networking, physicians should use privacy settings to safeguard personal information and content to the extent possible, but should realize that privacy settings are not absolute and that once on the Internet, content is likely there permanently. Thus, physicians should routinely monitor their own Internet presence to ensure that the personal and professional information on their own sites and, to the extent possible, content posted about them by others, is accurate and appropriate.
2. If they interact with patients on the Internet, physicians must maintain appropriate boundaries of the patient-physician relationship in accordance with professional ethical guidelines just, as they would in any other context.
3. To maintain appropriate professional boundaries physicians should consider separating personal and professional content online.
4. When physicians see content posted by colleagues that appears unprofessional they have a responsibility to bring that content to the attention of the individual, so that he or she can remove it and/or take other appropriate actions. If the behavior significantly violates professional norms and the individual does not take appropriate action to resolve the situation, the physician should report the matter to appropriate authorities.
5. Physicians must recognize that actions online and content posted may negatively affect their reputations among patients and colleagues, may have consequences for their medical careers (particularly for physicians-in-training and medical students), and can undermine public trust in the medical profession.
6. Physicians must recognize that actions online and content posted may negatively affect their reputations among patients and colleagues, may have consequences for their medical careers (particularly for physicians-in-training and medical students), and can undermine public trust in the medical profession.

## FREEDOM OF EXPRESSION: DEMONSTRATION AND FIXED EXHIBIT POLICY

***“As an institution committed to social justice and higher education in the Jesuit tradition, Loyola University Chicago recognizes the importance of its role as a marketplace of ideas, where freedom of inquiry and open exchange of conflicting viewpoints is supported and encouraged. Such discourse is essential for the University to uphold the Jesuit mission of 'service of faith and promotion of justice.'"*** (Community Standards §603, revised 3/1/2016)

On November 12, 2015, over 700 Loyola students, staff, and faculty members participated in a demonstration on Loyola’s West Quad, gathering both in solidarity with students on other campuses and to call attention to the experiences of underrepresented students (specifically but not exclusively Black or African-American students) on Loyola’s own campuses. Among the calls to action that resulted from this event was a strong and pervasive desire throughout Loyola's community to revise its “Demonstration and Fixed Exhibit Policy.”

As a Catholic, Jesuit institution devoted to social justice, this movement became a catalyst for change. After a constructive and respectful dialogue lasting several months and involving all members of the University community, from students to faculty, staff, and senior leadership, the [Community Standards](https://www.luc.edu/osccr/communitystandards/) were updated during the spring of 2016. The amended Student Free Expression: Demonstration and Fixed Exhibit Policy (§603), which can be found in the [Community Standards](https://www.luc.edu/osccr/communitystandards/), is the result of this collaborative effort; this policy now stands as a testament both to the power of student voices and to the progress that can be accomplished when a community comes together to effect change.

Key updates to the policy included:

* **Demonstration approval is not required.** Organizers are encouraged to notify the Office of the Dean of Students two days before the demonstration; however, formal approval to move forward is no longer necessary.
* **Indoor demonstrations are now recognized** and may occur in two locations on our lakeside campuses (Damen Student Center and Terry Student Center) as long as they do not impede building traffic or operations.
* **Outdoor demonstrations can be held throughout campus** and are no longer limited to the Damen North Lawn.
* **Amplified sound is permitted** during outdoor demonstrations if used in a manner that does not substantially interfere with classes or other events on campus.
* Under the policy, **demonstrations and fixed exhibits**—regardless of the content or viewpoints expressed—are permitted so long as they are orderly, lawful, and congruent with policies within the Community Standards.

In an effort to assist you with planning and executing your demonstration, please familiarize yourself with the guidelines found on the [Dean of Students Website](https://www.luc.edu/dos/services/freedomofexpressiondemonstrationsandfixedexhibits/).

## ALCOHOL AND OTHER DRUGS

**General Standards of Conduct for Alcohol and Other Drugs**

The following standards apply to the entire University community (students, faculty, staff, and
on-campus guests) in making determinations about alcohol and other drugs:

* Possession, consumption, and distribution of alcohol at any University campus or facility
shall be in accordance with applicable local, state, federal laws, and applicable
University policies; for international campuses, laws of the host country apply. Any
possession, consumption, or use of alcohol or other drugs in violation of the
aforementioned laws or University policy is prohibited.
* All members of the University community, including staff, faculty, students, and visitors,
shall be responsible for behaving in a manner that is not disruptive and does not
endanger themselves or others.
* Whenever persons under 21 years of age can reasonably be expected to attend a
University event or any event on the University premises, appropriate precautions shall
be taken to restrict distribution and consumption of alcohol to individuals of legal
drinking age.

**Marketing and Communications**

The following guidelines must be followed for all marketing practices involving alcohol and
other drugs messaging at Loyola University Chicago. For further guidance regarding advertising
standards and specific logo use, please contact your departmental chair or [University Marketing
and Communication](https://www.luc.edu/umc/aboutumc/). All recognized student organizations must also follow additional
guidelines, which can be viewed at [www.luc.edu/saga](http://www.luc.edu/saga).

* The marketing of illegal substances is not permitted
* Advertisements that encourage excessive or unhealthy consumption of alcohol or other
drugs will not be permitted
* Departments and organizations may not accept or create advertising that:

	+ Encourages alcohol or other drug over-use (abuse) or emphasizes quantity and
	frequency of use
	+ Portrays alcohol or other drugs as a solution to problems or necessary for stress relief or
	for social gatherings
	+ Depicts images suggesting alcoholic beverages, such as a martini glass, umbrellas in
	drinks, beer bottles or kegs
	+ Contains the price of alcohol, such as “$2.50 well drinks” or “dollar shots”
	+ Includes such phrases as “all you can drink,” “drink specials” or “unlimited drinks”
	+ Violates local, state, or federal laws, or supplemental University policies
* Acceptable alcohol advertisements must carry a disclaimer promoting responsible and
sensible drinking practices. Advertisements from liquor stores or establishments where alcohol is served must contain a proof-of-age policy.

**Students**

All students enrolled at Loyola are expected to follow local, state, and federal laws concerning
alcohol and other drugs. Students are also subject to additional, University-specific regulations
on alcohol and other drugs, as stated in the Community Standards (which includes Loyola’s
“Student Code of Conduct”). For example, the Community Standards include special regulations
on possession of alcohol in the residence halls, while studying abroad, and while off-campus. All
students are accountable to the Community Standards at all times and are expected to be
familiar with these policies. The complete Community Standards can be found at <https://www.luc.edu/osccr/communitystandards/>.

**Student Organizations**

All recognized student organizations (SSOs and RSOs) are subject to regulations concerning
alcohol when hosting sponsored events on or off-campus. It is a privilege to be a student
organization that is recognized by Loyola University Chicago. Student organizations are
expected to exercise good judgment in planning and promoting their activities, including any
event an observer would associate with the student organization. Student organizations are
also responsible for assuring compliance with procedures and policies as outlined in the Student
Organization Handbook, Community Standards, and Loyola University Chicago Alcohol and
Other Drugs Policy. Recognized student organizations (RSO or SSO) may only sponsor events
where alcohol is present as provided in the SAGA Alcohol Guidelines. Complete guidelines can be viewed by visiting <https://www.luc.edu/studentengagement/>.

**Facilities and Events**

All events on University property must comply with the LUC AOD Policy, all other applicable
University policies, and all applicable laws. Additional regulations may apply to events held on
certain campuses or University facilities. Please contact the aforementioned areas for additional information and/or restrictions.

**Prevention, Treatment, and Support Services**

## In keeping with its promise of preparing people to lead extraordinary lives, the University offersresources for students (through the Wellness Center) and staff/faculty (through the EmployeeAssistance Program) that may seek or require assistance with alcohol or other drug (AOD)problems. Faculty, staff, and students are encouraged to attend seminars and informationsessions on the health risks of alcohol and other drug abuse available to the Universitycommunity. These programs are designed to educate students, staff, and faculty on substanceuse, its health risks, and identifying signs of overuse and abuse.

## Self-help support groups for dealing with alcohol or other drug dependence bring togetherpeople with common experiences and similar needs. In general, self-help groups are: facilitatedby a lay person, free, informal, voluntary, and anonymous. Please see the resources below toidentify meeting times and dates of local area meetings, other self-help sites, and for more information on substance abuse.

## Additional details pertaining to LUC’s alcohol and drug policy can be found here: <https://ssom.luc.edu/media/stritchschoolofmedicine/graduateprograms/documents/luc-alcohol-drugs-policy.pdf>

## DRESS CODE, APPEARANCE, AND SCRUB ATTIRE

Students are expected to comply with the following appearance and uniform standards of the Stritch School of Medicine, which are in accord with the uniform policy of Loyola University Medical Center and **appropriately represent SSOM to the public**. *Students assigned to clinical sites other than LUMC are responsible for learning and following the clinical site’s policies and procedures concerning scrub attire.*

**General Dress Standards**

Preclinical

* During the preclinical years, students are expected to dress appropriately in the academic, business,
and clinical areas on campus.
* Shirt and shoes are required in educational, administrative, and clinical buildings and on the
property that is adjacent to them. Gym clothes (except inside the Fitness Center), low cut tops,
short shorts, and bathing suits are not suitable inside or outside of campus buildings.
* Closed toe shoes are required in laboratory areas for safety.

Clinical

* Students are expected to maintain a professional appearance in the clinical settings. Clothing should
be business-like; necklines and hemlines should be conservative.
* Students should wear clean, pressed, well-fitting personal attire, and undergarments should be worn.
* Daily hygiene must include clean body, teeth, and clothes. Heavily scented fragrances should be
avoided [Perfume, cologne or aftershave, may not be used in those cases where it causes adverse physiological symptoms for others in the work environment.]
* Hair should be clean, well-groomed and tied back when engaging in patient care activities or
operating machinery and should not obstruct vision or limit eye contact.
* Well-groomed beards, sideburns, mustaches are allowed, but may not interfere with personal
protective face gear. If a student needs to wear facial hair for religious reasons, they may be required to provide documentation from clergy. [Nothing in this Policy is intended to prevent a hair or facial hairstyle that is consistent with cultural, ethnic, or racial heritage or identity, except for safety reasons that cannot be reasonably accommodated.]
* All cosmetic products, including make-up and lotions, must be fragrance-free. Make-up must be applied conservatively and in a manner that does not detract from professionalism.
* Fingernails will be clean and well-manicured. Nail length should not interfere with clinical activities and polish color, if worn, should be conservative. Artificial nails and overlays (including, but not limited to, acrylics, overlays, wraps, tips, gels, or bonding) are not permitted.
* Body piercing must be small and minimal. Jewelry should be discreet and is not permitted in operating rooms. Any tattoos that may be offensive to others must always be covered.
* Shoes should be clean and in good condition with closed toes for safety (flip flips are not allowed).
* T-shirts, cropped tops, very short skirts, spaghetti strap tops, flip flops, jeans, shorts, sweat shirts, and sweat pants are not acceptable. Appropriate underclothing is required. Pattered and colored underclothing is not permitted when visible through clothing.
* **Buttons, pins, ribbons, stickers, or any items that are not part of an authorized uniform or that alter the professional image are not permitted. Outside of approved messaging (e.g., MAGIS pins issued by LUMC), no other logos or writing may be displayed on any clothing item, mask, or lanyard.**

**Identification Badges**

Students must wear a Loyola photo ID badge along with the Stritch student nametag on the vest pocket of
their white coat. ID badges issued at other clinical teaching sites should be worn in addition to the Loyola ID
when at the other clinical site.

PLEASE NOTE: Stritch reserves the right to deactivate or seize a student’s ID badge(s) due to academic dishonesty and/or unprofessional behavior until the school deems it appropriate to reactivate or return the item(s) to the student. A dismissed student is required to immediately return their student ID badge(s) to the SSOM Office of Registration and Records.

**White Coat**

Students should wear a clean, pressed, **short** white coat in clinical areas. Coats should be plain, white, and an official LUMC patch may be sewn on the sleeve. A **long** white coat **must** be worn in lieu of a short coat at LUMC whenever scrub attire also is *worn (see Scrub Attire section).* No buttons or pins should be attached to the white coat (with the exception of MAGIS pins issued by LUMC).

**Scrub Attire**

## Students should arrive at the medical center campus in appropriate street clothing. Scrubs are not to be worn going in to or out of clinical areas, or between clinical areas and other campus buildings.

## Scrubs can be worn where performance of procedures is a major component of the patient care

## activities (e.g., operating rooms, trauma bay/emergency room, burn center, and surgical intensive

## care). Scrub attire must be restricted to the designated areas specified by the medical center.

## Students are expected to change from scrub attire as soon as possible when it is no longer necessary to wear such garb as a uniform.

## Scrub attire provided by the medical center is their property and must be returned immediately after use. Please note: scrubs cannot be disposed of or stored anywhere in the Cuneo Center/SSOM.

## After use, scrubs are not to be worn if they have bodily fluids on them. Scrubs should be changed

## immediately if they become contaminated.

## Scrubs worn outside of procedure areas are to be covered with a long lab coat that must remain

## buttoned at all times. Do not sit in the cafeteria or other areas with an unbuttoned lab coat if wearing scrubs.

## Surgical hats, booties, or masks are not to be worn outside of the operating room or procedure areas.

## RELATED POLICIES

Loyola University Chicago, Stritch School of Medicine, and clinical sites used for training have approved and published policies and procedures that must be followed to avoid a change in the student’s academic status, withholding of grades, denial of course registration, being asked to leave an instructional or clinical area, removal from campus, or withdrawal of the normal rights and privileges of a student.

Non-academic policies are not included or described in detail in this manual. Some of these important non-academic policies can be found in the Stritch Student Handbook such as Student Mistreatment and Harassment (Title IX). Other relevant policies are published by the source department and listed below. A link, if available, to the primary document or departmental website is included.

* Medical students are required to adhere to the policies that govern access to and release of

Protected Health Information (PHI); and use of electronic medical records.

* Medical students should familiarize themselves with the [Bloodborne Pathogens Exposure Control Plan](http://data.luhs.org/?key1=33111E2A-5DA0-4BB2-A471-53FF4771563E&key2=5DC1BC1B-170E-4457-83E0-94D4E2C7AAD7) and understand what to do in case of exposure.
* Computer use in the university and medical school is subject to [Information Technology Services Policies & Guidelines](https://www.luc.edu/its/aboutus/itspoliciesguidelines/), including access and use, access and acceptable use, email, ownership and use of data, and peer-to-peer file sharing. Students are expected to abide by these policies when using university, medical school, and computer resources of any kind.
* Loyola’s [Copyright Resources](https://www.luc.edu/copyright/) includes information on duplication of copyrighted media, copyright information as applied to library reserves, and so forth. Students are expected to abide by these policies when using university, medical school, and clinical training resources of any kind.
* Students are subject to the policies published by the [Bursar’s Office](https://www.luc.edu/bursar/).
* Click here for a list of [Stritch School of Medicine Administrators](https://ssom.luc.edu/aboutus/administration/).